



El Camino Real Charter High School

Regular Board Meeting

Date and Time

Thursday October 27, 2022 at 5:30 PM PDT

Location

ECRCHS Main Campus - Grieb Theater

5440 Valley Circle Boulevard
Woodland Hills, CA 91367

REGULAR BOARD MEETING

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

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" REGULAR AND SPECIAL BOARD MEETINGS AND COMMITTEE MEETINGS.

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING ATTENDEES:

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public.

Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments."

"Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda.

However, due to public meeting laws, the Board can only listen to your issue, not respond or take action.

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The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

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5. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

IMPORTANT NOTE REGARDING PUBLIC COMMENTS:

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

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order		Brad Wright	1 m
B. Record Attendance and Guests		Kurt Lowry	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
D. Public Comments		Public	30 m
<i>NOTE: These presentations, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.</i>			
PLEASE SEE ADDITIONAL IMPORTANT INFORMATION ABOVE IN AGENDA NOTICE REGARDING PUBLIC COMMENTS.			
THANK YOU.			
E. Executive Director Update (Jon Hatami)		D. Hussey/J. Hatami	10 m
F. Chief Business Officer Update		Gregory Wood	10 m
G. Board Chair Update	Discuss	Brad Wright	10 m
II. Consent			6:33 PM
A. Approve Minutes of the September, 22nd, 2022, Regular Board Meeting	Approve Minutes	Brad Wright	1 m
B. Approve the September, 2022, Check Registers	Vote	G. Wood/A. Ilyas	1 m
These had been recommended for approval at the October 20th, 2022, Finance and Investment Committee Meeting.			
C. Approve the September, 2022, Credit Card Statements	Vote	G. Wood/A. Ilyas	1 m
These had been recommended for approval at the October 20th, 2022, Finance and Investment Committee Meeting.			
III. Investment			6:36 PM
A. Investment Update	Discuss	Gregory Wood	10 m
Gregory Wood, ECRCHS CBO, will present the September, 2022, Investment Update.			
IV. Finance			6:46 PM

	Purpose	Presenter	Time
A. Financial Update	Discuss	G. Wood/A. Ilyas	10 m

Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, will present the September, 2022, Financial Update.

B. Discussion on the CARES and ESSER Funds Budget Proposal	Discuss	G. Wood/A. Ilyas	10 m
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Mr. Wood, CBO, and Ms. Ilyas, Director of Accounting and Finance, will lead a discussion on the ECRCHS CARES and ESSER Funds Budget Proposal

C. Discussion on ECRCHS's Fiscal Policies and Procedures	Discuss	G, Wood/D. Malconian	20 m
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Mr. Wood, CBO, and Ms. Malconian, ECRA Boardmember and Chair of ECRA's Finance and Investment Committee, will lead a discussion on ECRCHS's Fiscal Policies and Procedures.

V. Governance

7:26 PM

A. Discussion and Vote on Possible Changes to the Number and Governance Structure of Current Standing and Ad Hoc 2022-2023 Board Committees	Vote	Brad Wright	10 m
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Prior to a Vote, Board members will discuss any possible changes to the number and governance structure of current Standing or Ad Hoc 2022-2023 Board Committees.

B. Discussion on 2022-2023 Standing Committee Meeting Dates	Discuss	Brad Wright	5 m
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Board members will discuss Standing Committee Meeting Dates for the 2022-2023 academic year.

VI. School Business

7:41 PM

A. Discussion of ECRCHS's Compliance with LAUSD's "Keeping Parents Informed: Charter Public School Transparency Resolution of January 12th, 2016."	Discuss	D. Hussey/K. Lowry	5 m
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Mr. Hussey, Executive Director, and Dr. Lowry, Director, Human Resources and Compliance, will lead a discussion on this item.

B. Discussion on A-G Block Grant	Discuss	Juan Alba	10 m
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Mr. Juan Alba, Administrative Director, will lead a discussion on the A-G Block Grant.

C. Discussion and Vote on 2022-2023 Comprehensive School Safety Plan	Vote	D. Hussey/D. Bennett	10 m
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Prior to the Vote, Mr. Hussey, Executive Director, and Mr. Dean Bennet, Administrative Director, will lead a discussion on the 2022-2023 Comprehensive School Safety Plan.

VII. Closed Session

8:06 PM

	Purpose	Presenter	Time
A. Public Employee Discipline / Dismissal / Release	Discuss	David Hussey	10 m

Public employee discipline / dismissal / release pursuant to paragraph (1) of subdivision (b) of Government Code Section 54957.

Two (2) items.

B. Conference with Legal Counsel - Anticipated Litigation	Discuss	David Hussey	10 m
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Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:

Five (5) items.

C. Conference with Legal Counsel - Existing Litigation	Discuss	David Hussey	10 m
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Paragraph (1) of subdivision (d) of Section 54956.9

Name of case: **Roe vs. ECRA, Department of Industrial Relations, State Case Number WC-CM-763048]**

Name of case: **Roe vs. ECRA, Department of Industrial Relations, State Case Number RCI-CM-806555.**

D. Conference with Labor Negotiators	Discuss	David Hussey	15 m
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Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.

Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Kurt Lowry, Director, Human Resources and Compliance; Roger Scott, Legal Counsel.

Employee Organizations: American Federation of State, County, and Municipal Employees (AFSCME);

United Teachers Los Angeles (UTLA);
Unrepresented

VIII. Reconvene to Open Session 8:51 PM

A. Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	5 m
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IX. Closing Items 8:56 PM

A. Adjourn Meeting	Vote	Brad Wright	1 m
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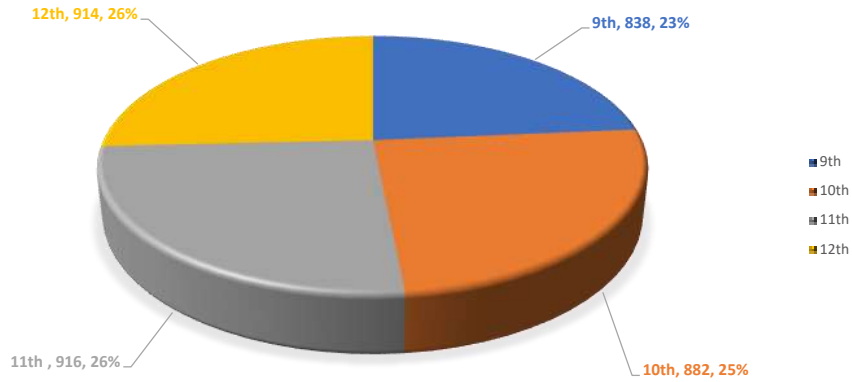
Coversheet

Chief Business Officer Update

Section: I. Opening Items
Item: F. Chief Business Officer Update
Purpose: FYI
Submitted by:
Related Material: I.E - ENROLLMENT ADA UPDATE - SEPT 2022.pdf
I.E - CAFETERIA UPDATE SEPT 2022.pdf
I.E. CBO Report EEBG Update.pdf

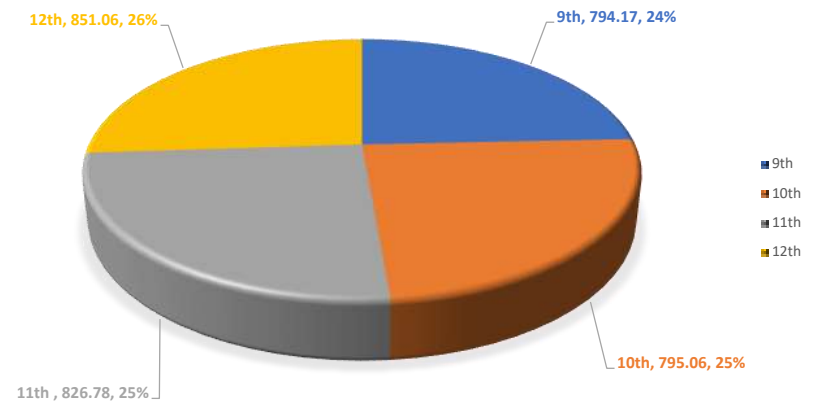
ECRCHS ADA - Sept 21 vs Sept 22 Enrollment, Sept 22 ADA and ADA by Type

ECRCHS - SEPT 2021 ENROLLMENT



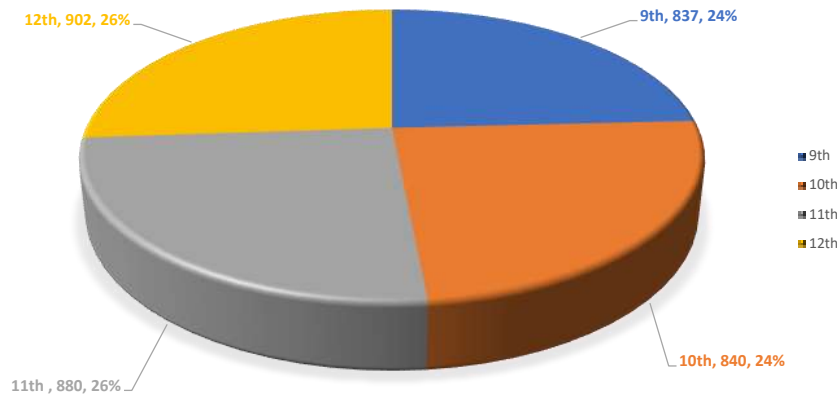
Grade	9th	10th	11th	12th	Total
Sept 2021 Enrollment	838	882	916	914	3550

ECRCHS - SEPT 2022 ADA



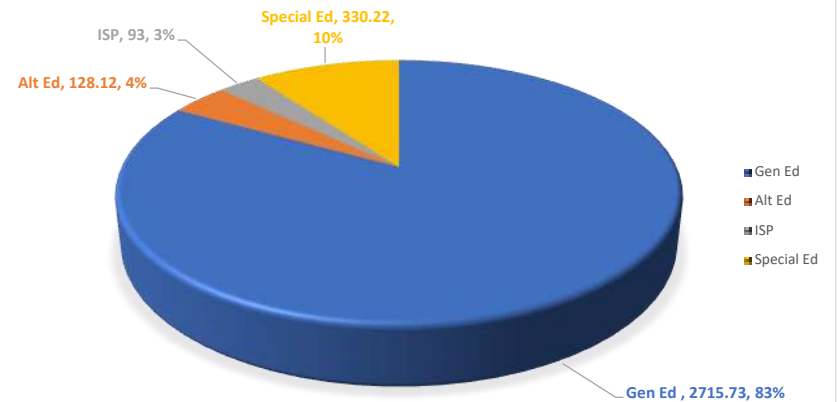
Grade	9th	10th	11th	12th	Total
Sept ADA	794.17	795.06	826.78	851.06	3267.07

ECRCHS - SEPT 2022 ENROLLMENT



Grade	9th	10th	11th	12th	Total
Sept 2022 Enrollment	837	840	880	902	3459

ECRCHS - SEPT 2022 ADA BY TYPE



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Sept ADA	2715.73	128.12	93	330.22	3267.07

**ECRCHS Cafeteria
Financial Summary
SY 2023**

Beginning Balance					
# of Serving Days	21	18	19	180	180
# of Instructional Days	21	18	19	180	BUDGET
Month	July-22	August-22	September-22	FY 2023	FY 2023
Students Approved for FRPM	1,120	1,200		1,200	
Breakfast Count	257	13,287	17,765	31,309	
Lunch Count	2,465	20,447	24,538	47,450	
Total Meals Served	2,722	33,734	42,303	78,759	-
Avg. Meals/Day 22-23	130	1,874	2,226	2,050	#DIV/0!
Avg Meals/Day 21-22	223	913	1,234	1,073	
REVENUE:					
Federal Reimbursement	\$ 11,606	\$ 59,654	\$ 76,627	\$ 147,887	\$ 1,021,375
State Reimbursement	\$ 2,436	\$ 96,186	\$ 116,742	\$ 215,363	\$ 71,119
Kitchen Infrastructure				\$ -	
CNIPS Claim	\$ 14,042	\$ 155,840	\$ 193,368	\$ 363,250	
CNIPS (COVID rate increase)					
Snacks/Seconds	\$ 505	\$ 9,438	\$ 7,903	\$ 17,846	
Adult Meals	\$ 2	\$ 1,681	\$ 2,589	\$ 4,272	
Student A La Carte	\$ 506	\$ 11,119	\$ 10,492	\$ 22,117	\$ 68,779
Total Revenue	\$ 14,549	\$ 166,958	\$ 203,861	\$ 385,368	\$ 1,161,273
EXPENSES:					
Chartwells - Food Cost	\$ 4,737	\$ 53,554	\$ 65,863	\$ 124,153	\$ 443,206
Chartwells - Labor Cost	\$ 6,279	\$ 70,990	\$ 87,308	\$ 164,576	\$ 577,798
Chartwells Invoice-Gross	\$ 11,016	\$ 124,543	\$ 153,171	\$ 288,731	\$ 1,021,004
Commodities Credit	\$ -	\$ (7,915)	\$ (3,685)	\$ (11,601)	\$ (34,357)
Chartwells Invoice-NET	\$ 11,016	\$ 116,628	\$ 149,486	\$ 277,130	\$ 986,647
FDP/USDA - Food Shipping Invoice				\$ -	
Salary Expense	\$ 1,939	\$ 1,939	\$ 1,939	\$ 5,817	\$ 93,086
Other Expense					
Total Expense	\$ 12,955	\$ 118,567	\$ 151,425	\$ 282,947	\$ 1,079,733
Net Gain/Loss - (Learning Loss)	\$ 1,594	\$ 48,391	\$ 52,436	\$ 102,421	\$ 81,540
Net Per Meal	0.59	1.43	1.24	\$ 1.30	

2021–22 Educator Effectiveness Funds (EEF) Report

– Submission Record –

Submission ID: 1396
Submission Date: Friday, September 30, 2022 11:33 AM PT

LEA: El Camino Real Charter High (CDS Code: 19647331932623)

EEF Overview and Contact Info

Total EEF Allocation

\$ 591,871.00

Program Administrator

Please note the Program Administrator's email address will be used to notify the local educational agency (LEA) that your report has been received by the California Department of Education (CDE) after you submit.

First Name	Minita
Last Name	Clark
Title	Administrative Director
Office	Administrative Office
Telephone Number	818-595-7500
Extension (Optional)	7507
Email *	m.clark@ecrchs.net

* Please Note: This Program Administrator's email address will be used to notify the LEA that your report has been received by the CDE after you submit.

Fiscal Agent (Optional)

Please provide the name of the person who will serve as the Fiscal Agent of the EEF if this person is different from the Program Administrator. This person will be included on communications regarding budget and accounting for the EEF.

First Name	Gregory
Last Name	Wood
Title	Chief Business Officer
Telephone Number	818-595-7500
Extension (Optional)	7590
Email	g.wood@ecrchs.net

EEF Plan Adopted by Local Board or Governing Body

Date of Plan Adoption (Month/Day/Year):
12/16/2021

Provide a link to a posted EEF plan or minutes approving plan (**Optional**):
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ecrchs.net/Board_Documents//2021-2022/2021-12-16%20Regular%20Board%20Meeting/2021-12-16%20Regular%20Board%20Meeting%20Minutes.pdf

EEF Services and Purchases Overview

Total EEF Services Offered

Report the overall number of participants served with EEF this fiscal year:

79

Report the number of total participants served with EEF funding this fiscal year:

Staff Type Served	Staff Count
Teachers	131
Administrators	3
Paraprofessionals	0
Other Classified Staff	14
Total Number Served	148

Books and Material Purchases

Identify purchases made with EEF that supported professional learning offerings. Only identify purchases in this category:

Purchase Type	Expenditure Amount
<p>Books</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>No response</p>	\$ No response
<p>Training Materials</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>Breakfast and lunch for staff that attended all day trainings. Meals purchased from California Chicken Cafe & Corner Bakery .</p>	\$ 4,747.00
<p>Other</p> <p>Please provide information about the materials purchased and the vendors they were purchased from:</p> <p>MS Excel Training for staff (\$1,680)</p>	\$ 1,680.00
Purchases Total	\$ 6,427.00

EEF Additional Expenditures

Please provide information about additional expenditures that were supported with the EEF:

Expenditure Type	Expenditure Amount
<p>Staffing Salaries and Benefits</p> <p>Please provide information about existing staff salaries that were supported with EEF as well as their titles and basic duties:</p> <p>Certificated teachers participating in a school-wide PD before the start of school.</p>	\$ 281,539.00
<p>Travel and Per Diem</p> <p>Please provide expenditure amounts about existing staff travel expenditures that were supported by the EEF and adhere to the allowable uses.</p>	\$ 0.00

Stipends Please provide expenditure amounts about existing staff stipends that were supported by the EEF and adhere to the allowable uses for training that occurs outside of the attendee's normal working/paid hours.	\$ 0.00
Substitutes Please provide expenditure amounts for substitute costs that were supported by the EEF and allowed staff to attend trainings during the regular work day and adhere to the allowable uses of EEF.	\$ 0.00
Additional Total	\$ 281,539.00

Major Activities Supported by EEF

What were your major activities that were supported by the EEF:

Teacher credentialing, certifications, trauma/mental health training for staff.

EEF Expenditure Category Selection

Please indicate which, if any, of the following categories had EEF expenditures for the current reporting year:

Fund Category	Were EEF Funds Expended?
Coaching and Mentoring	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Standards-Aligned Instruction	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pupil Reengagement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pupil Wellbeing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Positive School Climate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Inclusive Practices	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
English Learner Programs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Professional Learning Networks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic Studies	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Early Childhood Development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Coaching and Mentoring

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	10
Administrators	1
Paraprofessionals	0
Other Classified Staff	0
Total Number Served	11

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
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El Camino Real Charter High School - Regular Board Meeting - Agenda - Thursday October 27, 2022 at 5:30 PM

Beginning Teacher Induction	\$ 6,000.00
Beginning Administrator Induction	\$ 3,800.00
Coaches and Mentors	\$ 12,000.00
Teacher Retention	\$ 0.00
Efforts To Diversify The Teacher Workforce	\$ 0.00
Please describe your efforts to diversify the teacher workforce through coaching and mentoring: No response	
Other Expenditures (Optional)	\$ 0.00
Expenditures Total	\$ 22,700.00

Were services provided by a vendor?

Yes No

If "Yes," please include information about vendors and providers, and the services they offered:

Ventura County Office of Education provides our teacher induction services.

Practices to Promote Positive School Climate

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	194
Administrators	0
Paraprofessionals	0
Other Classified Staff	0
Total Number Served	194

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
Restorative justice	\$ 0.00
Implicit bias training	\$ 0.00
Positive behavioral support training	\$ 17,155.00
Valuing diverse culture and ethnic backgrounds	\$ 1,500.00
Preventing discrimination, harassment, bullying, and intimidation	\$ 0.00
Efforts To Diversify The Teacher Workforce	\$ 0.00
Please describe your efforts to diversify the teacher workforce through practices to promote positive school climate: No response	
Other Expenditures (Optional)	\$ 0.00
Expenditures Total	\$ 18,655.00

Were services provided by a vendor?

Yes No

If "Yes," please include information about vendors and providers, and the services they offered:

New Professional Learning Networks

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	0
Administrators	0
Paraprofessionals	0
Other Classified Staff	2
Total Number Served	2

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
New professional learning networks for educators not already engaged in an education-related professional learning network	\$ 3,238.00
Efforts To Diversify The Teacher Workforce Please describe your efforts to diversify the teacher workforce through new professional learning networks: No response	\$ 0.00
Other Expenditures (Optional)	\$ No response
Expenditures Total	\$ 3,238.00

Were services provided by a vendor?

Yes No

If **"Yes,"** please include information about vendors and providers, and the services they offered:

Our tech director went to conference hosted by California IT in Education to further learn about educational technology in schools. Our SIS coordinator also attended training through Aeries, our SIS vendor.

Final Summary

Total EEF Allocation

\$ 591,871.00

Total EEF Expenditures

Fund Category	Category's Total Expenditures
Professional Learning Supplies	\$ 287,966.00
Coaching and Mentoring	\$ 22,700.00
Standards-Aligned Instruction	\$ 0.00
Pupil Reengagement	\$ 0.00
Pupil Wellbeing	\$ 0.00
Positive School Climate	\$ 18,655.00

Inclusive Practices	\$ 0.00
English Learner Programs	\$ 0.00
Professional Learning Networks	\$ 3,238.00
Ethnic Studies	\$ 0.00
Early Childhood Development	\$ 0.00
Total Reported Expenditures	\$ 332,559.00

If this LEA's Total Reported Expenditures value was \$0 for this fiscal year (the above total), please provide narrative details as to why and when funds will be spent:
 No response

- Electronic Signature

Signature by Authorizing Official

The authorizing official should type their name in the field below, which will serve as a signature that certifies agreement with this statement:

I hereby certify that, to the best of my knowledge, the information in this application is correct and complete. I support the proposed project and commit my organization to completing all of the tasks and activities that are described in the application.

Authorizing Official's Full Name: Gregory Wood

Questions: Educator Effectiveness Funds 2021–2026 | EEF2021@cde.ca.gov | 916-445-7331

California Department of Education
 1430 N Street
 Sacramento, CA 95814

[Web Policy](#)

Coversheet

Approve Minutes of the September, 22nd, 2022, Regular Board Meeting

Section: II. Consent
Item: A. Approve Minutes of the September, 22nd, 2022, Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on September 22, 2022

APPROVED



El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time

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Location

Main Campus - Grieb Theater

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Directors Present

Alexandra Ramirez, Brad Wright, Danielle Malconian, Gregg Solkovits, Linda Ibach, Steven Kofahl

Directors Absent

Daniela Lopez-Vargas

Guests Present

David Hussey, Gregory Wood, Kurt Lowry, a.ilyas@ecrchs.net, m.clark@ecrchs.net

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Sep 22, 2022 at 5:36 PM.

B. Record Attendance and Guests

Quorum established.

C. Pledge of Allegiance to the United States of America (USA)

Dr. Lowry led meeting members and guests in the Pledge of Allegiance to the United States of America (USA).

D.

Public Comments

The following guests requested and made public comments, with key points summarized as follow:

Teacher Gary Asarch:

- * Concerned about retiree health benefits; claims Charter documents and CBAs promise "same" or "equal to" or better than those of LAUSD's benefits for retirees (medical, dental, eye/vision).
- * Noted that the fund is 78% funded
- * Noted that he's concerned about retirees being informed that they will be billed for low PPO
- * Noted that ECRCHS had made a promise to its retirees for equal or better benefits and claims that is not happening.

Field Representative, Jack Trent Dorfman, of Assemblymember Jesse Gabriel's Office:

- * Introduced himself and his position
- * Is an ECRCHS Alumnus
- * Looking for and inviting opportunities to partner with the school and/or availed the Assemblymember's Office if/when support is needed.

Teacher and UTLA Co-Chair, Kyna Collins:

- * Noted her displeasure with labor no longer having a designated speaking time allotted during board meetings.
- * Noted her happiness with OPEB funding level; noted her displeasure with retiree healthcare benefits
- * Noted her pleasure with appointment of Teacher Brian Wilson as OPEB Certificated Trustee and hopes to have a certificated trustee position codified for the position.
- * Noted her approval of Boardmember Solkovits' call for collaborative processes being encouraged with regard to the process for revising the Employee Handbook

Anita Gruen, Retired Teacher:

- * Noted her displeasure with retiree benefits, having been informed that she was required to pay up to \$900 dollars for the dental PPO.
- * Noted that ECRCHS benefits are now separating out single, with spouse, and family, with extra costs; noted that had she would not have voted for the charter if benefits were presented as they are currently.
- * Noted she would have gone back to LAUSD
- * Noted that the salaries at GHCHS would have allowed her to purchase an insurance policy.

E. Executive Director Update

Mr. Hussey provided his Executive Director Update, with highlights as follow:

* All Certificated, Classified, Admin., Executive Team and others have completed all mandatory Annual Compliance Training Modules assigned; Thanked the HR Team (Dr. Lowry, Ms. Dominguez, and Mrs. Castaneda) for their efforts.

* Yesterday, Alt. Ed. Student Leadership had their welcome back breakfast. 2,500 to support events, fundraiser, charitable events, in support of causes and our alt. ed. program; they also liaison with student council so they are involved in and feel connected to the school.

* PSAT is scheduled for Oct. 15th. So far, over 400 students have signed up. Provides juniors and opportunity to qualify for national merit scholarships and freshmen and sophomores an opportunity to become familiar with the test.

* Next Friday marks the end of the 10-week marking period, with report cards being mailed out the following week to parents/guardians.

* Suicide prevention month; our counselors and school-based therapists are visiting classrooms and providing resources through our wellness center and our counseling department.

* ECRCHS recognized as a 2022 Pivotal Practice School for its innovative practices during the pandemic.

* LAUSD has recognized our student engagement, distribution of instructional technology nutrition services, and social-emotional wellbeing services and has awarded us \$2500 to promote these accomplishments via purchase of banners/murals, etc.

* We are working on completing technology/cyber-security upgrade to multi-factor authentication (MFA) to enhance protections; tech. department is working to migrate systems to MicroSoft Suite for added security; noted LAUSD's recent cyber-attack and how it has impacted ECRCHS; access to LAUSD's Welligent System that is used to support students with disabilities (SWDs), including writing IEPs, tracking services, etc., has been shut down for approximately two weeks, forcing staff to work around the shut down to meet needs. Special Thanks to Mr. Kingery, Mr. Wasser, and Mrs. Larew, and staff for working hard to meeting students' needs during this time.

* Last Week HR sponsored a Flu Shot Clinic with SISC; 53 people received their flu shots;

* Nurse Peggy continues to work with COVID procedures and next Wednesday there will be a COVID vaccine and booster clinic.

* Staff continues to work on WASC Report with focus groups having met yesterday; our report is due in December and the WASC visit will take place in January.

F. Chief Business Officer Update

Mr. Wood provided his Executive Director Update, with highlights as follow:

Speaking from chart 1:

* We supply LAUSD monthly Attendance and Enrollment numbers that reflect funding

* Student subgroups include special ed., alt. ed., and Independent Study Program (ISP) students

- * 3469 now down (freshmen and Seniors similar to last year's enrollment, while sophomores and junior levels are down);
- * Our funding is totally dependent on our Average Daily Attendance (ADA); Mr. Wood noted that he'll continue to use and update this budget chart each month;
- * The Board approved the 3% on-schedule increase at the last board meeting; payments had gone out for all employees as of August 31st (for month of August), and September 15th, for all remaining employees).
- * Cafeteria meals participation rates "are going through the roof." Participation from last year to this year is up 100%; averaging approx. 1900 meals per month; August of last year, we were only averaging 900 meals per month; we've added new menu items and increased access to meals with our carts implementation before school and during lunch; August 2022 profit alone was \$48K; projected profits will help with Cafeteria equipment/facilities upgrades; projected revenue forecast looks good.

G. Board Chair Update

Mr. Wright provided his Board Chair Update, with highlights as follow:

- * Board Chair update is an opportunity for board members to recognize the efforts/achievements of our teachers, staff, anybody;
- * Recognized Friends of ECR volunteers for their dedicated service on behalf of ECR, including at the recent hot dog social; thanked FoECR members:

- Veronica Alcaraz – **Co-President**
- Helen Fouras – **Co-President**
- Letty Zane – **Interim Treasurer**
- Christine McGrath – **Secretary**
- Karla Winters - **VP of Fundraising**
- Hervey Bernadez – **VP of Marketing/Social Media**
- Teri Landy - **VP of Parent Liaison**
- Seliene Hacker - **Parliamentarian**
- Letty Zane - **VP of Relations**
- Christine McGrath – **Spirit Wear Committee Chair**

and/or Others

Mr. Wright noted that these people are unsung heroes of our school and that he and we are with them and are grateful to them for their support.

II. Consent

A. Approve Minutes from August 25th, 2022, Regular Board Meeting and Annual Meeting

Gregg Solkovits made a motion to approve the minutes from Regular Board Meeting and Annual Meeting on 08-25-22.

Steven Kofahl seconded the motion.

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

Roll Call

Steven Kofahl	Aye
Danielle Malconian	Aye
Brad Wright	Aye
Daniela Lopez-Vargas	Absent
Gregg Solkovits	Aye
Linda Ibach	Aye
Alexandra Ramirez	Aye

B. Approve Minutes of September 12th, 2022, Special Board Meeting - Board Training

Alexandra Ramirez made a motion to approve the minutes from Special Board Meeting - Board Training on 09-12-22.

Danielle Malconian seconded the motion.

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

Roll Call

Danielle Malconian	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Brad Wright	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Absent
Gregg Solkovits	Aye

C. Approve July and August 2022 Check Registers

Danielle Malconian made a motion to approve the July and August 2022 Check Registers.

Alexandra Ramirez seconded the motion.

Registers had been reviewed and recommended for full board approval this evening during the 9-15-22 Finance and Investment Committee Meeting.

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

Roll Call

Linda Ibach	Aye
Gregg Solkovits	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Absent
Brad Wright	Aye

D. Approve June, July, and August, 2022, Credit Card Statements

Alexandra Ramirez made a motion to approve the June, July, and August, 2022, Credit Card Statements.

Steven Kofahl seconded the motion.

Credit Card Statements had been reviewed and recommended for full board approval this evening during the 9-15-22 Finance and Investment Committee Meeting.

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

Roll Call

Linda Ibach	Aye
Brad Wright	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
Daniela Lopez-Vargas	Absent
Alexandra Ramirez	Aye
Gregg Solkovits	Abstain

III. Investment

A. Investment Update

Mr. Wood, CBO, provided the August, 2022, Investment Update, with highlights as follow:

OPEB:

- * As of end of August 2022, OPEB investment Account is in good shape, with an ending balance of \$21.1M.
- * Monthly contributions made of \$220K
- * Recovered some of the losses incurred last year (approx. \$246K in gains)

Gen. Investment Account:

- * As of end of August 2022, up a little; ended last year at approximately \$5.98M; Now at approximately \$6,006,000 at end of August

Mr. Solkovits asked Mr. Wood what is ECRCHS's total operating budget, to which Mr. Wood replied \$38M for this 2022-2023 year.

Mr. Solkovits asked if we have \$27M in the investment account reserved, to which Mr. Wood replied, "yes," and "those are in a trust and are therefore restricted assets."

Mr. Solkovits asked Mr. Wood if that is typical for the way most charter schools operate, to which Mr. Wood replied "No." Mr. Wood noted that ECRCHS is about the only charter he is aware of that provides an OPEB trust account. He noted that Palisades CHS has one, although smaller in scale.

Mr. Solkovits asked Mr. Wood what is the purpose of the trust, to which Mr. Wood replied, "The OPEB trust was set up for the purpose of setting aside funds to fully fund lifetime health benefits."

IV. Finance

A. Financial Update

Mr. Wood provided the August, 2022, Financial Update, with highlights as follow:

- * Estimated Actuals of revenues and expenses
- * Unaudited Actuals (sent to State)
- * June Adopted Budget
- * August Update based on from June to present (as ADA and Enrollment Change)
- * Some downward change in ADA and some upward trend in other revenues
- * We've incorporated in August the 3% Salary increase (on-schedule)
- * At end of August, we'll still have an approximate \$277K surplus in our general fund.

B. Review and Vote on the 2021-2022 Unaudited Actuals Financial Report

Danielle Malconian made a motion to approve the 2021-2022 Unaudited Actuals Financial Report.

Linda Ibach seconded the motion.

Prior to the Vote, Mr. Wood presented a table-driven review of the August 2022 Estimated and Unaudited Actuals of the budget;

State form

Major two items that changed from Estimated to Unaudited Actuals include:

1. \$4.8M loss in investment account (revenue)
2. Favorable (3701 and 3702) changes in OPEB liabilities (\$9M favorable adjustment to offset the \$4.8M loss in investment account revenue

Form 62 Unaudited Actuals Report:

Breaks down revenue sources

Expenses breakdown

Total Expenses

Fund Balances

Total assets of approx. \$59M

Liabilities OPEB approx. \$33M

\$26M net asset position

LCFF accounts that add up to LCFF total

Fed.
State
Local
Certificated Salaries
Classified Salaries
STRS/PERS
OPEB
Books and Supplies

Mr. Kofahl asked about the 50% decrease in funding for Certificated Pupil Support Salaries, to which Mr. Wood said he would follow up to confirm the reason provide a response to Mr. Kofahl.

Books, Supplies, Benefits, etc., expenses by function (some overlapping are then itemized by function).

We had submitted this to LAUSD, LACOE, and CDE.

Mr. Wright had stepped out of the meeting temporarily to be present for a school-based exigent circumstance that had occurred on campus.

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

Roll Call

Brad Wright	Absent
Linda Ibach	Aye
Daniela Lopez-Vargas	Absent
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
Gregg Solkovits	Aye

C. Review and Vote on the 2022-2023 ECRCHS Consolidated Application

Gregg Solkovits made a motion to approve the 2022-2023 ECRCHS Consolidated Application.

Steven Kofahl seconded the motion.

Prior to the Vote, Mr. Wood, CBO, led a discussion on the 2022-2023 Consolidated Application.

- * twice a year we need to submit to the State
- * Supports application for federal funding revenue
- * Assurances/Signatures
- * Request Title I (\$375K)
- * Request Title II (\$76K)

- * Request Title III (\$8K) (EL population) - must form a consortium with another charter high school to reach at least 10K minimum (have partnered with Palisades CHS in the past);

- * Did not request Title III Immigrant student funding due to low number of immigrant students

- * Requested Title IV Student School Support (\$30K)

Ms. Kofahl asked whether or not the half of our students who come to us from all over the district and not the immediate resident attendance boundary bring in a lot of categorical monies related to EL and/or immigrant eligibility.

Mr. Hussey noted that the students who come to us from outside of the traditional attendance boundary are not classified as immigrants, based on Federal designation/definition.

EL population is 64 students = \$8K.

Other sections of the Consolidated Application were reviewed including assurances about Protected Prayer, substitutes, etc.

Mr. Wright had stepped out of the meeting temporarily to be present for a school-based exigent circumstance that had occurred on campus.

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

Roll Call

Linda Ibach	Aye
Brad Wright	Absent
Gregg Solkovits	Aye
Danielle Malconian	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Absent
Steven Kofahl	Aye

D. Discussion on ECRCHS Current Fiscal Policies and Procedures

Mr. Wood, CBO, and Boardmember Malconian led a preview of the Current Fiscal Policies and Procedures in place at ECRCHS, and invited input, with highlights as follow:

- *from F&I, we are asking all stakeholders for input prior to finalizing at the next regular board meeting

- * Need to create procedures around field trips and student awards to updated and clarify language and expectations.

- * Cash awards and/or cash equivalents need to be addressed.

Ms. Malconian noted that we are not discussing past practice, but looking to invite stakeholder input into making the FPPs better and clearer moving forward.

She invited and welcomed input.

Mr. Kofahl asked about the size/origin of the document. Mr. Wood noted that this robust document is similar to what is likely in place at all schools and that the document has gray areas that need to be updated and clarified, as well as align with procedures and system now in place.

Ms. Malconian noted that all of the details in the document and need to be accessible and equitable.

Mr. Hussey noted that our FPPs have expanded over the past six years as we needed more clarity.

V. Governance

A. Discussion and Vote on Possible Changes to Standing or Ad Hoc 2022-2023 Board Committees

Danielle Malconian made a motion to approve the change in governance structure of the Executive Director Evaluation Committee and Capitalization Projects Committee from "Standing" to "Ad Hoc."

Gregg Solkovits seconded the motion.

Prior to the vote, discussion ensued regarding Standing Committees and Ad Hoc Committees:

Mr. Solkovits argued for Facilities M&O and Support meeting to become a Standing Committee.

Ms. Malconian noted that the Finance & Investment regularly reviews Facilities M&O and Support and Capitalization Projects. She noted that the Standing Committees don't need to meet monthly.

Dr. Lowry noted that Standing Committees don't have to meeting monthly but do have to comply with Brown Act notice requirements and must be agendized for the public, etc. Ad Hocs don't have this formal requirement.

Dr. Lowry noted that the Executive Director Evaluation Committee should be changed to "Ad Hoc" since the discussions are typically done in closed session as they are confidential.

Dr. Lowry noted that we also have special board meetings, standing committees, emergency committees, and increased number of committees, so members might consider how many committees there are and under what governance structure.

Further discussion ensued and Ms. Malconian asked whether or not the Safety Committee would continue to be a Standing Committee.

Dr. Lowry noted that the school has a safety committee run by site administrators and stakeholders and therefore, an "Ad Hoc" Board Safety committee membership could attend the school based meetings and report out each month at a regular board meeting or whenever desired during Committee Reports time, rather than agendize a separate meeting.

Mr. Solkovits noted that he reached out to ISP and instructional team members, to which Ms. Malconian asked to be included, too.
The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Daniela Lopez-Vargas	Absent
Gregg Solkovits	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Alexandra Ramirez	Aye
Brad Wright	Absent

B. Discussion and Vote on Proposed 2022-2023 Standing Committee Meeting Dates

Gregg Solkovits made a motion to postpone the discussion and vote on proposed 2022-2023 Standing Committee Meeting Dates to the October 2022 Regular Board Meeting.
Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Solkovits made the motion to postpone the discussion and vote on proposed 2022-2023 Standing Committee Meeting dates based on the Board's desire to continue the discussion on which committees would remain Standing Committees.

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

Roll Call

Daniela Lopez-Vargas	Absent
Alexandra Ramirez	Aye
Danielle Malconian	Aye
Linda Ibach	Aye
Steven Kofahl	Aye
Gregg Solkovits	Aye
Brad Wright	Absent

VI. School Business

A.

Discussion on ECRCHS Educator Effectiveness Block Grant (EEBG)

Ms. Clark, Administrative Director, presented an overview of the EEBG, with highlights as follows:

- * Grant for teacher, staff, administrator professional growth and development
- * Nearly \$600K received
- * Plan submitted; have until 2025 to spend the funds
- * Must update the Board by September 30th each year
- * This is not a modification but a board update

Mr. Solkovits asked Ms. Clark if there has been any evaluation on what has already been spent, to which Ms. Clark responded not yet. Ms. Clark noted her plans to send out a survey for the rest of this year and next and that all of the expenditures had been topics provided by teachers/staff/stakeholders.

Mr. Hussey added that this plan had presented/approved in December of 2021.

Mr. Solkovits asked if there is a committee that puts this together, to which Ms. Clark noted that she coordinates the effort by seeking input from stakeholders which she then compiles and documents, and then solicits feedback for further adjustments before presenting to the board.

Ms. Clark presented the plan and that items that we costed out: What did you do in 2021-2022:

- * Paraprofessionals have an opportunity to take classes, take training, such as trauma-informed care which we provided for all staff last Spring (60-70 participants) and after which certificates were provided.

Mr. Solkovits asked why the VCOE and not LACOE is the governing LEA for this EEBG/induction training to which Ms. Clark noted that she had inherited VCOE as the existing entity. Mr. Hussey added that VCOE was less expensive and closer to many of our participating educators' home than is LACOE.

Ms. Clark explained the teaching induction mentorship process through VCOE and the cost is \$3800 per participating teachers.

Excel Training and PowerPoint for clerical staff to better support our offices with increased skills.

Ms. Malconian asked about the cost of the \$3800 induction and Mr. Hussey clarified that ECRCHS pays for any new teacher who has not yet cleared his/her credential, so the

number of new teachers hired who haven't yet cleared his/her credential will determine overall costs for induction each year.

Ms. Clark noted that this grant is also in support of administrators clearing their administrative credential.

Mr. Solkovits asked if a paraprofessional ladder exists to help paraprofessionals transition to become teachers. Ms. Clark replied that no ladder currently exists, but likes the idea as she had recently engaged in conversations about pathways for paraprofessionals to promote to the role of teachers.

Ms. Clark notified that we can modify the EEBG each year.

Ms. Clark noted that stipends have also been included for attending in professional development and/or performing additional tasks.

Pos. Behavior Intervention and support (PBIS) is another investment that began last Spring and continues into this year.

Ms. Clark noted, again, that we have five years to spend these funds.

B. Review & Approval of 2021-2022 & 2022-2023 Supplemental LCAP Tables

Gregg Solkovits made a motion to approve the 2021-2022 and 2022-2023 Supplemental LCAP Tables.

Brad Wright seconded the motion.

Prior to the vote, Ms. Clark, Admin. Director, and Mr. Wood, CBO, presented the supplemental LCAP Tables, with highlights as follows:

*Costing it out is what aligns our finances and the actual LCAP (actions and goals).

* LCAP actions and goals were presented/approved in June

Mr. Wood noted that the costing out allows us to share the costs of supporting the goals and actions from the Local Control Accountability Plan (LCAP) itself.

Mr. Wright had returned to the meeting in time for this vote.

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

Roll Call

Daniela Lopez-Vargas Absent

Danielle Malconian Aye

Gregg Solkovits Aye

Brad Wright Aye

Steven Kofahl Aye

Roll Call

Linda Ibach Aye

Alexandra Ramirez Aye

Ms. Ramirez, Vice Chair, who had taken over meeting facilitation when Mr. Wright needed to step away temporarily, returned Chair meeting facilitation duties back to Mr. Wright.

Mr. Wright announced that the Board was going into CLOSED SESSION at 7:05 p.m.

VII. Closed Session

A. Public Employee Discipline / Dismissal / Release

Item(s) discussed.

B. Conference with Legal Counsel - Anticipated Litigation

Item(s) discussed.

C. Conference with Legal Counsel - Existing Litigation

Item(s) discussed.

D. Conference with Labor Negotiators

Item(s) discussed.

VIII. Reconvene to Open Session

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

The Board reconvened in Open Session at 7:59 p.m.

Mr. Wright reported that no actions were taken.

IX. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Brad Wright seconded the motion.

Board Meeting adjourned at 8 p.m.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Kurt Lowry

Coversheet

Approve the September, 2022, Check Registers

Section: II. Consent
Item: B. Approve the September, 2022, Check Registers
Purpose: Vote
Submitted by:
Related Material: IV.B - Checking Account Register - Sept 2022.pdf
IV.B - Vendor YTD - Sept 2022.pdf
IV.B - General Account Register - Sept 2022.pdf
IV.B - ASB Account Register - Sept 2022.pdf
IV.B - ASB Trust Balances - Sept 2022.pdf

Check Register

Account: 1796 General

El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/1/2022	16749	Itinera Docentia, LLC	inv 6148 Walton AP Training	0.00	Sep 2022	Title II	Conferences	Voided
9/1/2022	16750	Steven Bash	XLr to 3.5mm cable for orientation	20.79	Sep 2022	General: Tech	supplies	
9/1/2022	16751	City of Los Angeles Fire Dept. - CUPA	IN0329096 Fire Prevention	1,796.00	Sep 2022	General Operations	Repairs	
9/6/2022	16752	Jonathan Harveson	OUr Town Fall Play Supplies	634.02	Sep 2022	General Academic	Supplies - Drama	
9/6/2022	16753	Kyle Lee	Student Store Water Sales Inventory / Mileage	60.44	Sep 2022	General Operations	Supplies - ASB	
9/6/2022	16754	Itinera Docentia, LLC	inv 6148 Walton AP Training	1,075.00	Sep 2022	Title II	Conferences	
9/7/2022	16755	Vita Galvan-Roth	APSI Sacramento State Conference	2,302.80	Sep 2022	Title II	Conferences	
9/7/2022	16756	Jim Russell	09/08/2022 JR Umpire Girls Volleyball	150.00	Sep 2022	General Athletics	Non Academic Consulting	
9/7/2022	16757	Marko Jankovic	9/7/2022 MJ Girls Volleyball Official	143.00	Sep 2022	General Athletics	Non Academic Consulting	
9/7/2022	16758	Sweetwater Sound Inc.	8107928 Band Equipment	1,187.03	Sep 2022	General Academic	Non Cap Equipment	
9/7/2022	16759	McGraw-Hill Education, Inc.	inv 123445860001 Physical Science Textbooks	20,966.24	Sep 2022	General Academic	Textbooks	
9/7/2022	16760	New Tangram, LLC	Phase 1 of Construction project for Hallway/Foyer modernization deposit	107,388.99	Sep 2022	General Operations	Capitol	
9/8/2022	16761	Cambrass Corp. DBA Stomvi USA	INV 00018616 Sales Tax	3,660.71	Sep 2022	General Academic	Supplies	
9/8/2022	16762	ECOBEE LTD	inv CB-IN10599 Thermostat control for school year 2022	240.00	Sep 2022	General Operations	Supplies	
9/8/2022	16763	Mike Brown Grandstands, Inc.	INV 12887 portable bleachers for graduation 2022	37,400.00	Sep 2022	General Operations	Rentals	
9/9/2022	16764	818 Cleaners	131164 Uniform Cleaning - 9/1-9/2	804.00	Sep 2022	General Athletics	Non Academic Consulting	
9/9/2022	16765	Aeries Software	RW-16082 6/13/2022:CALPADS Basics – Year End Closing	100.00	Sep 2022	General Operations	Conferences	
9/12/2022	16766	Roberto D Magallon		300.00	Sep 2022			
9/12/2022	16767	J Schnelldorfer PSAD	2022-2023 Competition Registration Fees	750.00	Sep 2022	General Athletics	Fees	
9/12/2022	16768	J Schnelldorfer PSAD	2022-2023 Competition Registration Fees	275.00	Sep 2022	General Athletics	Fees	
9/12/2022	16769	NoRedInk Corp.	INV 172338 NoRedInk annual Renewal 2022-2023	11,000.00	Sep 2022	General Academic	Subscriptions	
9/12/2022	16770	Law Offices of Young, Minney & Corr, LLP	78232 Legal Services	19,550.75	Sep 2022	General Operations	Legal	
9/12/2022	16771	Lindsey C. Surendranath Granted, Inc	304 CTE Program Development	2,500.00	Sep 2022	CTE	Non Academic Consulting	
9/12/2022	16772	Accrediting Commission for Schools	1313258 Annual Accreditation Membership fee	1,610.00	Sep 2022	General Operations	Subscriptions	
9/13/2022	16773	Student Exchange	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/14/2022	16774	Student Management	2022-2023 Tuition Refund Aurora Drago	7,000.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16775	Educatus International (Attn Paul McLaughlin)	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16776	International Cultural Exchange Service (ICES)	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16777	AKD Ink/AKidzdream Inc	inv 33384 Bag Tags	225.86	Sep 2022	General Athletics	Supplies	
9/13/2022	16778	Careers through Culinary Arts Program, Inc.	04-2223-027 CCAP Program Fee	3,640.00	Sep 2022	CTE	Subscriptions	
9/13/2022	16779	LACOE, Los Angeles County Office of Education	23*0208 Professional Development (C22426)	7,500.00	Sep 2022	Title II	Conferences	
9/13/2022	16780	AUDRA HERRERA	SD Cards for Yearbook Class	160.00	Sep 2022	General Academic	Supplies	
9/13/2022	16781	Richard Yi	SoCal CIF Regionals - Boys Basketball	191.05	Sep 2022	General Athletics	Fees	
9/13/2022	16782	Alison Yedor	Cue conference	250.02	Sep 2022	Title II	Conferences	
9/14/2022	16783	SCSBOA	INV 12258-10538-54089 Competition Registration Fees	1,625.00	Sep 2022	General Academic	Fees	
9/14/2022	16784	PowerSchool Holdings LLC (PowerSchool Group LLC)	INV322569 License and Subscription Fee	30,091.25	Sep 2022	General Tech	Subscriptions	
9/14/2022	16785	Countdown Printables	31106 Team Supplies	460.77	Sep 2022	General Athletics	Supplies	
9/14/2022	16786	Bilingual Foundation of the Arts	INV 004-2022 Student Play Tickets	1,215.00	Sep 2022	General Academic	Fees - World Languages	
9/14/2022	16787	Bargreen Ellingson Inc	Slim Jim cans for Cafeteria	241.72	Sep 2022	Cafeteria	Supplies	
9/14/2022	16788	Bargreen Ellingson Inc	010520862 Slim Jim cans for Cafeteria	1,145.43	Sep 2022	Cafeteria	Supplies	
9/14/2022	16789	Bargreen Ellingson Inc	INV 010549531 Cafeteria Equipment	6,865.51	Sep 2022	Cafeteria	Non Cap Equipment	
9/14/2022	16790	818 Cleaners	INV 131511 Uniform Cleaning - 9/9 JV & Varsity	748.00	Sep 2022	General Athletics	Non Academic Consulting	
9/14/2022	16791	Bargreen Ellingson Inc	Cafeteria Equipment	8,095.84	Sep 2022	Cafeteria	Non Cap Equipment	
9/14/2022	16792	Brooks Transportation Inc.	17223 Trip to JA Finance Park	475.00	Sep 2022	General Operations	Field Trip	
9/16/2022	16793	Woodbridge High School	1623178 Cross country meet	470.00	Sep 2022	General Athletics	Fees	
9/16/2022	16794	Bargreen Ellingson Inc	INV 010481911, 010480199,101489957 & 01050034 Cafeteria Small wares supplies	5,775.89	Sep 2022	Cafeteria	Supplies	
9/16/2022	16795	W.W. Norton & Company, Inc.	INV 716744 Books for History	3,915.76	Sep 2022	General Academic	Textbooks	
9/16/2022	16796	Valley Industry Commerce Association	INV14910 Membership dues 2022-2023	1,210.00	Sep 2022	General Operations	Fees	
9/19/2022	16797	DTASC	Fall 202224 DTASC	766.00	Sep 2022	General Academic	Fees	

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El Camino Real HS

Sept 2022

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Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/20/2022	16798	California Chicken Cafe	INV 000013 VAPA retreat meals	85.99	Sep 2022	General Operations	Supplies	
9/20/2022	16799	Sedi Amirkhani	9/15/22 Volleyball Ref vs Cleveland	93.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16800	Rajan Dosaj	9/20/22 Girls Volleyball Official vs Taft	143.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16801	Kirk A West	9/20/22 Girls Volleyball Ref vs Taft HS	150.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16802	Bargreen Ellingson Inc	INV 010520680 Cafeteria Equipment	7,914.53	Sep 2022	Cafeteria	Non Cap Equipment	
9/20/2022	16803	Bargreen Ellingson Inc	Cafeteria Equipment	2,060.58	Sep 2022	Cafeteria	Non Cap Equipment	
9/21/2022	16804	E.G. Brennan & Co Corp	INV i60058 Paper cutter service call	275.00	Sep 2022	General Operations	Repairs	
9/21/2022	16805	Guy Z Prihar APC	22001 Final invoice Legal Services	3,000.00	Sep 2022	General Operations	Legal	
9/21/2022	16806	Law Offices of Young, Minney & Corr, LLP	INV 78205 Legal Services through 7/31/22	4,606.00	Sep 2022	General Operations	Legal	
9/22/2022	16807	Quick Uniform	INV 61623 Safety Officer Uniforms	295.60	Sep 2022	General Operations	Non Academic Consulting	
9/23/2022	16808	Long Beach Forensics (California State University, Long Beach)	543303 9/24-9/26 Jack Howe Memorial Invitational 2022 Entry Fees	220.00	Sep 2022	General Academic	Fees	
9/23/2022	16809	818 Cleaners	INV 131928 Uniform Cleaning - 9/16 JV & Varsity	800.00	Sep 2022	General Operations	Non Academic Consulting	
9/23/2022	16810	City-Wide Fire Protection, Inc	103703 City-Wide	100.50	Sep 2022	General Operations	Repairs	
9/27/2022	16811	Hardwoods Specialty Products US LP	INV 0009530979 Wood Student Supplies	6,316.60	Sep 2022	CTE	Supplies - Career/Voc Ed	
9/28/2022	16812	James Gillis	Officials Volleyball Referee 9/28/2022	83.00	Sep 2022	General Athletics	Non Academic Consulting	
9/28/2022	16813	International Academy of Science(CybrSchool LLC)	INV 88569 SSS-Credit recovery for students with disabilities	12,500.00	Sep 2022	Special Ed	Subscriptions	
9/28/2022	16814	JW Pepper & Son, Inc	INV 364458633, INV 364457889 Music for winter concert for chorus	101.94	Sep 2022	General Academic	Supplies - VAPA	
9/28/2022	16815	Palmer Hamilton LLC	INV 0000126564 Cafeteria Design Book	3,500.00	Sep 2022	Cafeteria	Non Academic Consulting	
9/28/2022	16816	Law Offices of Young, Minney & Corr, LLP	09/2022 Legal Services INV 78394	1,762.50	Sep 2022	General Operations	Legal	
9/28/2022	16817	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 682727037 custodial	1,795.80	Sep 2022	General Operations	Supplies	
9/28/2022	16818	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 682727029 custodial	4,464.97	Sep 2022	General Operations	Supplies	
9/28/2022	16819	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 690216411 Utilities Supplies	449.80	Sep 2022	General Operations	Supplies	
9/28/2022	16820	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 684838527 Utilities Supplies	2,416.23	Sep 2022	General Operations	Supplies	
9/28/2022	16821	Efren Avila	Boys Water Polo Officials 9/28/2022	73.00	Sep 2022	General Athletics	Non Academic Consulting	
9/28/2022	16822	Efren Avila	Officials for boys water polo 9/22/22	83.00	Sep 2022	General Athletics	Non Academic Consulting	
9/29/2022	16823	Marko Jankovic	Volleyball Referee 9/29/2022 ECR vs Granada	143.00	Sep 2022	General Operations	Non Academic Consulting	
9/29/2022	16824	Lee Barnathan	Volleyball Referee 9/28/2022 ECR vs Granada Hills	150.00	Sep 2022	General Operations	Non Academic Consulting	
9/29/2022	16825	Karmann Hillman	04/06/22 Volleyball Officials	60.00	Sep 2022	General Operations	Non Academic Consulting	
9/29/2022	16826	Samuel Crutcher	04/06/22 Volleyball Officials	55.00	Sep 2022	General Operations	Non Academic Consulting	
9/29/2022	16827	Weissman's Theatrical Supplies	INV 234020937 Competition Costumes	1,584.74	Sep 2022	General Academic	Supplies - VAPA	
9/30/2022	16828	Sacred Heart High School (Cross Country)	1652950 Cross Country Fee	400.00	Sep 2022	General Athletics	Fees	
9/30/2022	16829	Barbara Stanoff	Wrestling CIF Supervision	199.15	Sep 2022	General Athletics	Fees	
9/30/2022	16830	Dean Bennett	Mileage for Shoup Campus	26.88	Sep 2022	General Academic	Mileage	
9/30/2022	16831	Fernando Delgado	National Charter School Conference 2022	1,758.77	Sep 2022	General Operations	Conferences	
9/30/2022	16832	Rockler Companies, Inc.	INV 9988081 Equipment Replacement	0.00	Sep 2022	General Operations	Non Cap Equipment	Voided
9/30/2022	16833	Robotics Education and Competition Foundation, Inc	INV 62050922 VRC Team Registration 2022-2023 Robotics	350.00	Sep 2022	General Academic	Fees	
9/30/2022	16834	Epic Sports, Inc.	INV 6408335 Soccer Team Supplies	975.66	Sep 2022	General Athletics	Supplies	
9/30/2022	16835	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 692670722 WOOD BLOCKS	7.14	Sep 2022	CTE	Supplies - Career/Voc Ed	
9/30/2022	16836	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 690356787 DIVIDED MOP BUCKET	897.07	Sep 2022	General Operations	Supplies	
9/30/2022	16837	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 691739528 custodial	1,057.33	Sep 2022	General Operations	Supplies	
9/1/2022	33178	City of Los Angeles Fire Dept. - CUPA	IN0329096 Fire Prevention	0.00	Sep 2022	General Operations	Repairs	Voided
9/1/2022	33179	Wespac Plan Services, LLC	INV 8757 Quarterly Recordkeeping Fees-457(B) Plan	250.00	Sep 2022	General Operations	Subscriptions	
9/2/2022	33180	The Print Spot	INV 5424 Replenishment of Envelopes all staff use	3,071.48	Sep 2022	General Operations	Supplies	
9/2/2022	33181	The Print Spot	INV 5633 Name Plate	89.42	Sep 2022	General Operations	Supplies	
9/7/2022	33182	GraceNotes LLC	INV xreq3x Subscription Tool	513.00	Sep 2022	General Academic	Subscriptions	
9/7/2022	33183	Mutual of Omaha	INV Voluntary Disability Insurance /	1,254.65	Sep 2022	General Operations	Benefits	
9/8/2022	33184	The Print Spot	inv 5519 Names Plates ordered for Zasha Endres	368.64	Sep 2022	General Operations	Supplies	
9/8/2022	33185	Conrad Sun LLC (Ren Athletics)	INV 370 Girls Volleyball: Uniforms 2022-23 Trust	2,862.25	Sep 2022	General Athletics	Supplies	
9/8/2022	33186	School Gate Guardian	Sex offender lookups for campus visitors	475.00	Sep 2022	General Operations	Subscriptions	
9/8/2022	33187	Figdesign Inc	inv 3399 Construction signs for the Hallway/Media Center	273.70	Sep 2022	General Operations	Supplies	

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Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/8/2022	33188	Phase II Systems (Public Agency Retirement Services - PARS)	06/22 INV 51132 PARS ARS Fees Plan A5 - ARS11A	350.54	Sep 2022	General Operations	Benefits	
9/8/2022	33189	WM Corporate services, INC	INV 0497262-4801-3 Waste Management Services on Shoup	811.56	Sep 2022	General Operations	Utilities	
9/8/2022	33190	ICON School Management	08/22 INV 1084 Charter School Consulting	8,000.00	Sep 2022	General Operations	Non Academic Consulting	
9/12/2022	33191	The Print Spot	inv 5567 Welcome Week Signage	560.60	Sep 2022	General Operations	Supplies	
9/12/2022	33192	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	08/22 403(B) Plan 2563-4428 Charles Schwab	7,975.00	Sep 2022	General Operations	Benefits	
9/15/2022	33193	SoCalGas	08/22 Gas Charges for Shoup Acct 163 513 3769 2	21.96	Sep 2022	General Operations	Utilities	
9/15/2022	33194	Yantzer brothers heating and air inc	I-2133-2 B&G	155.70	Sep 2022	General Operations	Capitol	
9/16/2022	33195	Birmingham Community Charter High School	INV 22-00034 Pool rental fees for January-April 2022	11,590.00	Sep 2022	General Operations	Rentals	
9/19/2022	33196	BYU Continuing Education Independent Study	inv DCE-00011726 World Language Class	289.00	Sep 2022	General Academic	Subscriptions	
9/19/2022	33197	The Print Spot	Business Cards For Mr. Camp and Brad Wright	331.60	Sep 2022	General Operations	Supplies	
9/19/2022	33198	The Print Spot	inv 5460 ECR Pocket Folders for welcome week	2,372.83	Sep 2022	General Operations	Supplies	
9/23/2022	33199	Sunbelt Controls, Inc	INV 67497 Heating system temporary repair	21,450.00	Sep 2022	General Operations	Repairs	
9/28/2022	33200	Child and Family Guidance Center	07/22 Special Ed Services Northpoint	4,490.55	Sep 2022	Special Ed	Instructional Consulting	
9/28/2022	33201	Department of Justice (State of CA)	07/22 Fingerprint Apps	128.00	Sep 2022	General Operations	Fingerprinting	
9/28/2022	33202	LADWP	09/22 6968788886 Shoup Utilities	5,287.26	Sep 2022	General Operations	Utilities	
9/28/2022	33203	Soccer.com (Sports Endeavors, Inc.)	9400782466 Boys soccer Items	1,456.73	Sep 2022	General Athletics	Supplies	
9/28/2022	33204	JW Pepper & Son, Inc	INV 364429910 Music for Fall 2022	190.42	Sep 2022	General Academic	Supplies - VAPA	
9/29/2022	33205	U.S Bank PARS Account #6746022400	08/22 #6746022400 PARS Contributions	711.70	Sep 2022	General Opearations	Benefits	
9/29/2022	33206	Aeries Software	11/07/22 AeriesCon Virtual Summit Fall 2022	199.00	Sep 2022	General Tech	Conferences	
9/29/2022	33207	Verizon Wireless	08/22 INV# 9912925786 Communication Services	468.85	Sep 2022	General Opearations	Communications	
9/29/2022	33208	Purchase Power (Pitney Bowes)	7/20/22 Return Check Fee Acct # 8000 9090 0876 5336	39.00	Sep 2022	General Opearations	Postage	
9/29/2022	33209	AFSCME District Council 36	08/22 Union Dues	1,997.87	Sep 2022	General Opearations	Fees	
9/29/2022	33210	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	9/15/22 403(B) Plan 2563-4428 Charles Schwab	150.00	Sep 2022	General Opearations	Benefits	
9/30/2022	33211	Department of Justice (State of CA)	08/22 INV 604544 Fingerprint Apps	608.00	Sep 2022	General Operations	Fingerprinting	
9/30/2022	33212	AT&T 0810	22-Sept 818 716-0810 246	221.49	Sep 2022	General Operations	Communications	
9/30/2022	33213	Flinn Scientific Inc.	inv 2747395 instructional supplies	3,039.11	Sep 2022	General Academic	Supplies - Science	
9/30/2022	33214	Merit Oil Company	07/22 inv 724783 Gasoline, Delivery Fee, Fuel Surcharge	944.49	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH917	Amazon	inv 1TL9-PLF7-LWTK Camera equipment for sports photography program (ESSER III)	4,704.14	Sep 2022	3213 - ESSER III	Non Cap Equipment	
9/2/2022	SPACH918	Amazon	inv 14X3-VXC6-VTDP AP office and Main Office Supplies	66.42	Sep 2022	General Academic	Supplies	
9/2/2022	SPACH919	Amazon	inv 1X9C-VMVM-YVWC Business Office & Student Store Supplies	227.12	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH920	Amazon	inv 1FLH-Q6Y4-L3L9 Portable Power and Solar Generator	750.00	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH921	Amazon Web Services	INV 1092354245 AWS monthly subscription 07/22	2,389.46	Sep 2022	General: Tech	Subscriptions	
9/2/2022	SPACH922	Amazon	INV 17R4-FFJC-YQFQ Yoga Mats	465.52	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH923	Amazon	inv 133C-QW79-X7C9 Supplies for HR office	376.48	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH924	Amazon	inv 14JN-D1W7-L9LG desk shields and clamps for counseling office	428.98	Sep 2022	General Academic	Supplies	
9/2/2022	SPACH925	Amazon	INV 1HHW-X9PX-XN9M Supplies for the Media Center	309.07	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH926	Amazon	inv 1KHX-XVVN-HN7X Classroom Supplies	102.38	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH927	Amazon	inv 1TL9-PLF7-LQ1D Scantrons	153.40	Sep 2022	General Academic	Supplies	
9/7/2022	SPACH928	Allied Private Investigations & Security Services, LLC	INV ELC 2052 Security Services Graduation 06/03/22	2,745.43	Sep 2022	General Operations	Non Academic Consulting	
9/7/2022	SPACH929	Allied Private Investigations & Security Services, LLC	INV ELC 2056 Security Services 07/01-07/22	6,940.71	Sep 2022	General Operations	Non Academic Consulting	
9/7/2022	SPACH930	Vista Paint Corporation	2022-641925-00 Buildings and Ground	284.55	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH931	Amazon	inv 1M3F-WJLT-PP94 Replenishment of Copy Media Supplies -low stock	329.75	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH932	Allied Private Investigations & Security Services, LLC	INV ELC 2055 Covid Security Services 07/01-07/29/22	2,469.11	Sep 2022	General Operations	Non Academic Consulting	
9/8/2022	SPACH933	Amazon	Student Store Covid Supplies- Student Safety	513.64	Sep 2022	ESSER III	Supplies	
9/8/2022	SPACH934	Amazon	INV 1CF3-H4QH-GK3X Office Supplies	355.92	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH935	Smart & Final	Acct# 512005 P07447 Foods Class Charges 7/18-8/16/22	515.42	Sep 2022	General Academic	Supplies - Career/Voc Ed	

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Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/8/2022	SPACH936	Amazon	inv 1GT4-H4Q4-KPG1 Face mask	1,133.45	Sep 2022	ESSER III	Supplies	
9/10/2022	SPACH937	WGY Solutions LLC	ECR-2022-08 Network consulting services	2,160.00	Sep 2022	General Tech	Non Academic Consulting	
9/10/2022	SPACH938	Amazon	inv 17R4-FFJC-WVTT Boxes for Ms. Clark in the AP Office	124.90	Sep 2022	General Operations	Supplies	
9/10/2022	SPACH939	Amazon	inv 1QLX-LNKM-HRWH Classroom Supplies	73.94	Sep 2022	General Academic	Supplies	
9/10/2022	SPACH940	Amazon	inv 1CF3-H4QH-HKPL Laminating Machine	524.39	Sep 2022	General Operations	Supplies	
9/10/2022	SPACH941	Amazon	INV 1C9X-K9VQ-JVTG OFFICE TEACHER SUPPLIES	400.37	Sep 2022	General Academic	Supplies	
9/10/2022	SPACH942	Amazon	inv 1YTQ-XTP3-V9JT Headphones for English Dept	1,253.80	Sep 2022	General Academic	Supplies - English	
9/10/2022	SPACH943	Amazon	inv 1FD6-DINV-HNXX AP office and nursing Office	39.98	Sep 2022	General Academic	Supplies -Health Office	
9/12/2022	SPACH944	Self Insured Schools of California	08/22 SISC Flex FSA Fees	4,274.80	Sep 2022	General Operations	Benefits	
9/12/2022	SPACH945	Harrow Sports, Inc. (Next Level Resource Partners, LLC)	INV 580672 Softball Equipment	2,543.83	Sep 2022	General Athletics	Non Cap Equipment	
9/12/2022	SPACH946	WGY Solutions LLC	ECR-2022-06 June Network Consulting Services	2,400.00	Sep 2022	General Tech	Non Academic Consulting	
9/12/2022	SPACH947	Brett A Schwab	09/07/2022 Actuarial Services	4,000.00	Sep 2022	General Operations	OPEB	
9/12/2022	SPACH948	Nettime Solutions LLC	INV 128058 Stratustime Monthly Subscription	50.00	Sep 2022	General Tech	Subscriptions	
9/12/2022	SPACH949	Golden Star Technology, Inc	INV 90322 Senior Picnic Class of 2023Video Game Design Equipment	880.94	Sep 2022	CTE	Supplies	
9/13/2022	SPACH950	Vista Paint Corporation	2022-628168-00 Buildings and Ground	461.67	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH951	Amazon	inv 1KHX-XVVN-KQFD Camera equipment for sports photography program (ESSER III)	95.54	Sep 2022	ESSER III	Supplies	
9/13/2022	SPACH952	Amazon	inv 1Q7R-CGXT-QMJQ SSS General Order	561.47	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH953	Amazon	inv 1KYJ-1WCF-PTYC Department Office Supplies Replenishment	980.39	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH954	Vista Paint Corporation	2022-652760-00 Buildings & Ground	491.32	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH955	Amazon	inv 1F9G-CKTM-MMCG Classroom Supplies	161.74	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH956	Amazon	inv 1GXJ-L4JQ-GQ7P Counseling Office Supplies	56.67	Sep 2022	General Academic Counseling	Supplies	
9/13/2022	SPACH957	Amazon	inv 1R1W-Y7HY-JJ9P Face masks for Staff and Students	2,995.85	Sep 2022	ESSER III	Supplies	
9/13/2022	SPACH958	Amazon	inv 1L73-3YRL-N4VW Woodshop Instruction Supplies Replenishment	451.17	Sep 2022	CTE	Supplies	
9/15/2022	SPACH959	TNG, LLC	INV #22003 & INV #22004 Legal Services 07/07/2022	1,228.83	Sep 2022	General Operations	Legal	
9/16/2022	SPACH960	Newsela, Inc.	INV27510 Learning Loss: Newsela 2022-2023 school site license renewal	11,000.00	Sep 2022	GEER II (Learning Loss)	Subscriptions	
9/16/2022	SPACH961	ORACLE Enterprises	INV 1376930 Netsuite Services	20,298.30	Sep 2022	General Operations	Subscriptions	
9/23/2022	SPACH962	Scout Education Inc	19231 Subs for may	17,523.00	Sep 2022	General Operations	Substitutes	
9/23/2022	SPACH963	U.S. Bank National Association	CC payment 6539 08/25/2022	34,797.49	Sep 2022	General Operations	Various - see credit card report	
9/23/2022	SPACH964	Scout Education Inc	20184 Long term Sub Sped 5/31-6/03/22	1,326.00	Sep 2022	General Operations	Substitutes	
9/26/2022	SPACH965	Amazon	inv 1FLH-Q6Y4-G66G P.E.T Tutor identification supplies	36.13	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH966	Amazon	inv 1CF3-H4QH-HMF7 Lab & Science drawer organization	75.45	Sep 2022	General Academic	Supplies - Science	
9/26/2022	SPACH967	Amazon	1VDM-MDHW-GXFJ Office Supplies	43.75	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH968	Amazon	INV 1FLH-Q6Y4-H7N9 HBS Supplies	345.48	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH969	Amazon	inv 16L6-1JVQ-K4KM office supplies	1,560.24	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH970	Amazon	inv 16K9-1NJ1-H4VJ Classroom Supplies	658.61	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH971	Vista Paint Corporation	2022-720637-00 B&G Supplies	301.62	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH972	Amazon	inv 1NPG-QGLQ-DVR1 Supplies	133.78	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH973	Amazon	inv 1M3F-WJLT-KKVM Doorstops For Assistant Principals Office	7.53	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH974	Amazon	inv 1VY6-MDT3-WHMK surgical mask based on lowest price	588.00	Sep 2022	ESSER III	Supplies	
9/27/2022	SPACH975	Amazon	inv 1VMD-VQYD-PC9Y Office Supplies	186.44	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH976	Amazon	INV 1MKM-9JXJ-LLV9 Office supplies for clerical staff and classrooms	112.72	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH977	Amazon	inv 16K9-1NJ1-FNJW STEAM Student Instructional Supplies	203.42	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH978	Amazon	inv 1GDC-ML1D-MM6Q Project Lead the Way- Lab Coats for HBS	346.86	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH979	Amazon	inv 1PIF-YTJQ-J977 custodial	295.65	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH980	Amazon	inv 1TXQ-4FFG-VHFD Classroom Supplies	328.37	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH981	Amazon	inv 1NKD-W7X7-LNKC Office Supplies-kiamanesh	588.51	Sep 2022	General Academic	Supplies - Science	

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Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/27/2022	SPACH982	Amazon	inv 19DN-V9VR-NKN6 supplies Business Office	543.63	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH983	Amazon	inv 1LLW-HV9X-C93P Health office supplies	482.93	Sep 2022	General Academic	Supplies - Health	
9/27/2022	SPACH984	Amazon	inv 1GXJ-L4JQ-GWT9 Bullhorn	21.89	Sep 2022	General Operations	Supplies	
9/28/2022	SPACH985	CDW LLC	INV BL96269 Capital Improvement - Digital Displays for the main hallway	13,998.11	Sep 2022	General Tech	Non Cap Equipment	
9/28/2022	SPACH986	CDW LLC	INV CL23180 Adobe creative cloud license renewal 2022-2023	7,323.00	Sep 2022	General Tech	Subscriptions	
9/28/2022	SPACH987	Inspire Communication, Inc	INV EC2022831 Speech-Language Services	17,255.00	Sep 2022	Special Ed	Instructional Consulting	
9/29/2022	SPACH988	Self Insured Schools of California	9/15/22 CBR El Camino FSA	278.33	Sep 2022	General Operations	Benefits	
9/29/2022	SPACH989	TNG, LLC	Inv 22172 Legal Services 8/29/22	5,208.87	Sep 2022	General Operations	Legal	
9/30/2022	SPACH990	American Fidelity Assurance Company	07/22 INV# D472057 Supplemental Employee Benefits	3,442.21	Sep 2022	General Operations	Benefits	
9/30/2022	SPACH991	Allied Private Investigations & Security Services, LLC	INV ELC 2059 Security Services 00/00-0/00/00	124.20	Sep 2022	General Operations	Non Academic Consulting	
9/30/2022	SPACH992	Scout Education Inc	21190 Substitutes 8/03-8/05/22	1,317.00	Sep 2022	General Operations	Substitutes	
9/30/2022	SPACH993	American Fidelity Assurance Company	08/22 INV# D482794 Supplemental Employee Benefits	4,147.93	Sep 2022	General Operations	Benefits	
9/30/2022	SPACH994	American Fidelity Assurance Company	06/22 INV# D460819 Supplemental Employee Benefit	3,442.21	Sep 2022	General Operations	Benefits	

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
360 Custom Commercial Kitchen		\$ 23,100.00
818 Cleaners	\$ 2,352.00	\$ 5,650.00
Abdon Rosales		\$ 5,150.00
Accrediting Commission for Schools	\$ 1,610.00	\$ 1,610.00
Administrative Services CO-OP DbA Yellow Cab		\$ 529.20
Adobe Systems Incorporated		\$ 1,800.00
Adrian Medellin Salcedo		\$ 975.00
Aeries Software	\$ 299.00	\$ 24,648.05
AFSCME District Council 36	\$ 1,997.87	\$ 5,971.17
AKD Ink/AKidzdream Inc	\$ 225.86	\$ 225.86
Alison Tran		\$ 250.00
Alison Yedor	\$ 250.02	\$ 250.02
Allied Private Investigations & Security Services, LLC	\$ 12,279.45	\$ 133,253.54
Amanda N Sanchez		\$ 438.50
Amazon	\$ 24,195.87	\$ 34,531.12
Amazon Web Services	\$ 2,389.46	\$ 10,506.67
American Choral Directors Association		\$ 125.00
American Fidelity Assurance Company	\$ 11,032.35	\$ 11,032.35
American Scholastic Evaluation/ American Scholastic Mathematics Assn		\$ 100.00
Anthony Corona		\$ 188.00
AP fbo EdLogical Group Corp		\$ 55,973.07
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 10,516.42
AT&T (CALNET)		\$ 471.82
AT&T 0810	\$ 221.49	\$ 883.52
AT&T 3635		\$ 220.72
AT&T 4152		\$ 220.72
AT&T 6340		\$ 439.77
AT&T 8815		\$ 794.20
AT&T 9132		\$ 7,126.00
AT&T 9221		\$ 439.52
AUDRA HERRERA	\$ 160.00	\$ 160.00
AV Masters, Inc		\$ 2,632.45
Aviata Sports LLC		\$ 212.50
AVID Center		\$ 4,809.00
Barbara Stanoff	\$ 199.15	\$ 210.30
Bargreen Ellingson Inc	\$ 32,099.50	\$ 45,603.80
Bilingual Foundation of the Arts	\$ 1,215.00	\$ 1,215.00
Birmingham Community Charter High School	\$ 11,590.00	\$ 11,590.00
Box Six		\$ 1,850.00
Brett A Schwab	\$ 4,000.00	\$ 4,000.00
Brooks Transportation Inc.	\$ 475.00	\$ 22,000.00
Bryan Vadhin		\$ 1,000.00
BSN Sports LLC		\$ 11,033.77
BYU Continuing Education Independent Study	\$ 289.00	\$ 289.00
Calabasas Custom Catering		\$ 3,227.00
California Chicken Cafe	\$ 85.99	\$ 225.74
California Department of Education		\$ 497.88
Cambrass Corp. DBA Stomvi USA	\$ 3,660.71	\$ 3,660.71
Canon Solutions America, Inc		\$ 2,215.46

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Canyon HS ASB		\$ 400.00
Careers through Culinary Arts Program, Inc.	\$ 3,640.00	\$ 3,640.00
Carolina Biological Supply Co.		\$ 3,976.24
Cascade Athletic Supply Co Inc		\$ 1,860.13
CDW LLC	\$ 21,321.11	\$ 21,321.11
Chartwells Division Services		\$ 147,357.69
Chatsworth High School		\$ 1,100.00
Child and Family Guidance Center	\$ 4,490.55	\$ 17,479.08
ChildCare Careers, LLC (The Education Team)		\$ 7,483.00
CIF LA City Section		\$ 11,667.00
Cimarron Sign Services, Inc.		\$ 517.35
City National Bank		\$ 7.23
City of Los Angeles Fire Dept. - CUPA	\$ 1,796.00	\$ 1,796.00
City-Wide Fire Protection, Inc	\$ 100.50	\$ 100.50
College Board		\$ 1,120.60
Colson Phillip		\$ 305.00
CONFIDENTIAL		\$ 11,083.00
Conrad Sun LLC (Ren Athletics)	\$ 2,862.25	\$ 2,862.25
Corner Bakery		\$ 2,482.75
Countdown Printables	\$ 460.77	\$ 460.77
Coutin School LLC		\$ 18,211.08
Daniel Chang		\$ 980.00
David Lee		\$ 94.24
Davis Publications, Inc		\$ 3,128.85
Dean Bennett	\$ 26.88	\$ 101.94
Department of Justice (State of CA)	\$ 736.00	\$ 992.00
Donna Bennett		\$ 41.16
Douglas Fabrick		\$ 399.00
DS Honda Construction Management, Inc		\$ 8,590.28
DTASC	\$ 766.00	\$ 766.00
E.G. Brennan & Co Corp	\$ 275.00	\$ 275.00
ECOBEE LTD	\$ 240.00	\$ 240.00
Educatus International (Attn Paul McLaughlin)	\$ 13,500.00	\$ 13,500.00
Efren Avila	\$ 156.00	\$ 229.00
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde		\$ 188.00
Epic Sports, Inc.	\$ 975.66	\$ 975.66
Eric A Johnson-Greer		\$ 960.00
Esha E Mathew		\$ 250.00
Fence Factory		\$ 11,861.50
Fernando Delgado	\$ 1,758.77	\$ 2,099.23
Figdesign Inc	\$ 273.70	\$ 273.70
Flinn Scientific Inc.	\$ 3,039.11	\$ 6,527.80
Fresno County Superintendent of Schools		\$ 9,500.00
Front Porch. Inc dba Get More Math		\$ 21,000.00
Fulgent Genetics		\$ 55.00
Garbanzo		\$ 1,490.00
Golden Star Technology, Inc	\$ 880.94	\$ 605,885.58
Golden West Sash Door, LLC		\$ 825.63

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Goodheart-Willcox Publisher		\$ 67,317.91
GOODSUITE (Copier Headquarters, Inc)		\$ 420.48
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)		\$ 9,248.80
GraceNotes LLC	\$ 513.00	\$ 513.00
Grad Awards LLC		\$ 251.14
Grover Cleveland High School		\$ 1,119.73
Guy Z Prihar APC	\$ 3,000.00	\$ 3,000.00
Hakop Kaplanyan		\$ 73.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Hardwoods Specialty Products US LP	\$ 6,316.60	\$ 6,316.60
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	\$ 2,543.83	\$ 2,543.83
Healy Awards		\$ 1,895.94
Herff Jones LLC		\$ 7,464.13
Home Depot U.S.A., Inc. (The Home Depot Pro)	\$ 11,088.34	\$ 11,088.34
Human Rights Campaign Foundation		\$ 7,100.00
ICON School Management	\$ 8,000.00	\$ 24,000.00
Imagists Inc		\$ 10,250.00
Impact Philanthropy Group (Sage SoCal)		\$ 57,000.00
Infinity Communications & Consulting, Inc		\$ 3,400.00
Infobase Holdings, Inc.		\$ 11,023.36
In-N-Out Burger		\$ 2,634.44
Inspire Communication, Inc	\$ 17,255.00	\$ 22,142.50
Instructure, Inc		\$ 27,840.00
International Academy of Science(CybrSchool LLC)	\$ 12,500.00	\$ 12,500.00
International Cultural Exchange Service (ICES)	\$ 13,500.00	\$ 13,500.00
Interquest Detection Canines		\$ 175.00
Itinera Docentia, LLC	\$ 2,150.00	\$ 2,150.00
J Schnelldorfer PSAD	\$ 1,025.00	\$ 1,025.00
J Thayer Company		\$ 1,777.86
Jack Balock		\$ 337.22
Jacquelyn Mendoza		\$ 26.50
JAM Fire Protection, Inc.		\$ 1,285.08
James Gillis	\$ 83.00	\$ 156.00
Jason Camp		\$ 240.81
Jason Sabolic		\$ 384.54
Jim Russell	\$ 150.00	\$ 150.00
Jive Communications, Inc. (LogMeIn Communications)		\$ 2,673.96
Joe Aranda		\$ 190.00
Jonathan Harveson	\$ 634.02	\$ 634.02
Jones School Supply Co Inc		\$ 165.88
Jose Chavez		\$ 136.00
Jose Maldonado		\$ 1,240.00
Jostens, Inc		\$ 9,899.91
Judy McLean		\$ 7,300.00
Jules Seltzer Associates		\$ 41,225.00
JW Pepper & Son, Inc	\$ 292.36	\$ 1,453.09
Kami		\$ 7,500.00
Karl Weingartner		\$ 150.00
Karmann Hillman	\$ 60.00	\$ 60.00

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Kelly Services, Inc.		\$ 77,544.38
Kena Worthen		\$ 270.35
Kevin Thurow		\$ 950.00
Kirk A West	\$ 150.00	\$ 150.00
Kuta Software LLC		\$ 1,022.00
Kyle Lee	\$ 60.44	\$ 60.44
LACOE, Los Angeles County Office of Education	\$ 7,500.00	\$ 14,235.00
LADWP	\$ 5,287.26	\$ 15,130.51
Lauri Spero		\$ 45.00
LAUSD - Maintenance & Operations		\$ 223,357.64
Law Offices of Young, Minney & Corr, LLP	\$ 25,919.25	\$ 62,144.89
Learn by Doing, Inc.		\$ 14,062.00
Lee Barnathan	\$ 150.00	\$ 150.00
Lenovo (United States) Inc.		\$ 1,058.53
Les Anderson		\$ 143.00
LightSpeed Solutions, LLC (Lightspeed Systems)		\$ 81,812.50
Lindsey C. Surendranath Granted, Inc	\$ 2,500.00	\$ 8,750.00
LogMein USA, Inc.		\$ 8,175.63
Long Beach Forensics (California State University, Long Beach)	\$ 220.00	\$ 220.00
Los Angeles County Department of Public Health		\$ 197.00
M & S Technology Group, LLC (The Circle)		\$ 2,725.06
M&M Paper Co.		\$ 3,985.25
Marko Jankovic	\$ 286.00	\$ 286.00
McCalla Company		\$ 596.00
McGraw-Hill Education, Inc.	\$ 20,966.24	\$ 20,966.24
Merit Oil Company	\$ 944.49	\$ 944.49
Michael Consoletti		\$ 1,435.00
Michael Fishman		\$ 81.00
Michael Robinson		\$ 339.86
Mike Brown Grandstands, Inc.	\$ 37,400.00	\$ 37,400.00
Mixtus Inc dba Mustang Marketing		\$ 2,457.84
Moon Grad Services		\$ 2,413.95
MRC Smart Technology Solutions(SoCal Office)		\$ 3,027.66
Mutual of Omaha	\$ 1,254.65	\$ 4,923.07
N2Y LLC		\$ 8,325.98
Nasco Education LLC		\$ 173.01
NASSP		\$ 385.00
National Speech & Debate Association		\$ 149.00
Nearpod Inc.		\$ 4,000.00
Nettime Solutions LLC	\$ 50.00	\$ 150.00
New Tangram, LLC	\$107,388.99	\$ 107,388.99
Newsela, Inc.	\$ 11,000.00	\$ 11,000.00
Nicole Gamez		\$ 87.94
NoRedInk Corp.	\$ 11,000.00	\$ 11,000.00
Northwest Evaluation Association		\$ 46,000.00
OnSolve Intermediate Holding Company		\$ 5,747.33
OnTrack and Field, Inc		\$ 614.81
ORACLE Enterprises	\$ 20,298.30	\$ 20,298.30
Oscar Cabrera		\$ 188.00

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Palmer Hamilton LLC	\$ 3,500.00	\$ 3,500.00
PBWS Architects, LLP		\$ 13,624.30
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 350.54	\$ 1,409.17
Piece of Mind Care Services		\$ 148,849.25
PowerSchool Holdings LLC (PowerSchool Group LLC)	\$ 30,091.25	\$ 30,091.25
Project Lead The Way, Inc.		\$ 12,592.23
Purchase Power (Pitney Bowes)	\$ 39.00	\$ 1,559.99
Quick Uniform	\$ 295.60	\$ 295.60
Rachel M Markenson		\$ 500.00
Rajan Dosaj	\$ 143.00	\$ 143.00
Realityworks, Inc.		\$ 22,506.64
Respondus, Inc.		\$ 4,045.00
Richard A Lozano		\$ 222.00
Richard Yi	\$ 191.05	\$ 191.05
Roberto D Magallon	\$ 300.00	\$ 300.00
Robotics Education and Competition Foundation, Inc	\$ 350.00	\$ 505.00
Rocio Castaneda		\$ 85.38
Rockler Companies, Inc.	\$ 15,870.01	\$ 31,740.02
Roy Vincent		\$ 150.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 8,125.00	\$ 31,150.00
Ryan Guinto		\$ 50.00
Sacred Heart High School (Cross Country)	\$ 400.00	\$ 400.00
Samuel Crutcher	\$ 55.00	\$ 193.00
San Joaquin County Office of Education		\$ 1,200.00
Sara Gutierrez		\$ 50.00
Sara Warford		\$ 545.91
Savvas Learning Company LLC		\$ 16,170.32
School Gate Guardian	\$ 475.00	\$ 475.00
School Outfitters LLC		\$ 9,345.30
School Services of California, Inc.		\$ 500.00
SchoolMart		\$ 55.80
Scout Education Inc	\$ 20,166.00	\$ 142,873.35
Scott A Sterling (Sterling Construction)		\$ 1,968.00
SCSBOA	\$ 1,625.00	\$ 1,625.00
Sedi Amirkhani	\$ 93.00	\$ 93.00
Self Insured Schools of California	\$ 4,553.13	\$ 676,061.88
Self Insured Schools of California - Flex Plan		\$ 4,689.80
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)		\$ 11,277.00
Smart & Final	\$ 515.42	\$ 3,196.95
SoCalGas	\$ 21.96	\$ 91.79
Soccer.com (Sports Endeavors, Inc.)	\$ 1,456.73	\$ 1,456.73
Softchoice Corporation		\$ 18,124.00
Spectrum Enterprise 4201		\$ 3,822.00
Spectrum Enterprise 7801		\$ 11,359.75
Splashtop Inc.		\$ 1,596.00
Staples Business Advantage		\$ 1,168.87
Startup Guides LLC		\$ 1,980.00
Stephanie Franklin		\$ 729.79
Steven Bash	\$ 20.79	\$ 20.79

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Steven C Kalan		\$ 550.00
Student Exchange	\$ 13,500.00	\$ 13,500.00
Student Management	\$ 7,000.00	\$ 7,000.00
Sunbelt Controls, Inc	\$ 21,450.00	\$ 21,450.00
Suzanne Lee Schuster		\$ 133.16
Sweetwater Sound Inc.	\$ 1,187.03	\$ 1,187.03
Telemedia Trainco Holdings LLC (eFoodHandlers)		\$ 2,720.00
TGP Enterprises, Inc. (Trans Gas Propane)		\$ 154.40
The CLM Group Inc.		\$ 960.86
The Cruz Center		\$ 1,937.50
The Home Depot		\$ 18,875.03
The Print Spot	\$ 6,794.57	\$ 16,921.53
The Shredders		\$ 1,297.00
Thomas W. O'Mara Plumbing Inc		\$ 18,658.00
TNG, LLC	\$ 6,437.70	\$ 26,610.87
Trees 'N Things		\$ 4,650.00
Turnitin, LLC		\$ 37,573.35
U.S Bank PARS Account #6746022400	\$ 711.70	\$ 5,442.26
U.S. Bank National Association	\$ 34,797.49	\$ 41,981.35
ULINE, INC.		\$ 4,805.68
UTLA		\$ 60,495.18
V.V. Concrete		\$ 1,300.00
Valley Industry Commerce Association	\$ 1,210.00	\$ 1,210.00
Verizon Wireless	\$ 468.85	\$ 937.70
Vincent Ramirez		\$ 143.00
Vista Paint Corporation	\$ 1,539.16	\$ 1,689.66
Vita Galvan-Roth	\$ 2,302.80	\$ 2,302.80
W.W. Norton & Company, Inc.	\$ 3,915.76	\$ 3,915.76
Walsworth Yearbooks		\$ 525.00
Wayside Publishing		\$ 12,188.23
Weissman's Theatrical Supplies	\$ 1,584.74	\$ 1,584.74
Wellavita, Inc		\$ 2,580.00
Wespac Plan Services, LLC	\$ 250.00	\$ 250.00
WGY Solutions LLC	\$ 4,560.00	\$ 6,960.00
White's Studios, Inc.		\$ 136.59
William Sollima		\$ 293.00
WM Corporate services, INC	\$ 811.56	\$ 2,700.17
Wolcott, Chuck		\$ 73.00
Woodbridge High School	\$ 470.00	\$ 470.00
Yantzer brothers heating and air inc	\$ 155.70	\$ 4,050.96
Zasha Endres		\$ 210.09
Grand Total	\$697,198.27	\$4,147,398.73

Check Register

Account: 1761 General

El Camino Real HS

Sept 2022

Grand Total: 444,861.52

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account
9/7/2022	ACH220907-01	CharterSafe	CHARTERSAFE - SEPT 2022 PREMIUM	63,459.00	Sep 2022	General Operations	Workers Comp/Insurance
9/9/2022	ACH220909-01	PenServ Plan Services	PENSERV - AUG 2022	30,425.00	Sep 2022	General Operations	403B
9/16/2022	ACH220916-01	Texas Life Insurance Company	TEXAS LIFE - AUG 2022	257.75	Sep 2022	General Operations	Supplemental Life Insurance
9/21/2022	ACH220921-01	California Department of Tax & Fee Administration	Sales & Use Tax - Q1 2022	2,859.01	Sep 2022	General Operations	Sales & Use Tax
9/21/2022	ACH220921-02	PenServ Plan Services, Inc.	PENSERV - SEPT 2022	792.50	Sep 2022	General Operations	403B
9/23/2022	ACH220923-01	Self Insured Schools of California	SISC HEALTH - SEPT 2022	347,068.26	Sep 2022	General Operations	Benefits

Check Register

Account: 1826 ASB

El Camino Real HS

Sept 2022

Grand Total: 38,568.56

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
9/1/2022	2042	Hype Socks, LLC	INV 7051 Spirit Pack - Game Socks Reissue	Trust- Football	3,792.81	Sep 2022	
9/1/2022	2043	Amazon	inv 1M6P-DYJY-KLTW Mountain Bike Supplies	Trust- Mountain Bike Club	363.69	Sep 2022	
9/7/2022	2044	Love to Snack, LLC	inv 35217 Student Store Snack Inventory	ASB General	490.06	Sep 2022	
9/7/2022	2045	Sweetwater Sound Inc.	8107928 Band Equipment	Trust- Marching Band	997.50	Sep 2022	
9/8/2022	2046	Team Play Events	INV 90322 Senior Picnic Class of 2023	Trust- Grad Class of 2023	15,127.24	Sep 2022	
9/13/2022	2047	Michael Consoletti	NJROTC Trust Account	Trust - NJROTC	3,709.29	Sep 2022	
9/13/2022	2048	SUSAN MOCHIRFATEMI	SHF Cords	Trust - French Club	123.75	Sep 2022	
9/16/2022	2049	Chartwells Division Services	inv 4034900130 8/26/22 Gameday meals for JV/Varsity players	Trust - Football	339.50	Sep 2022	
9/20/2022	2050	Love to Snack, LLC	9/16/22 Student Store Snack Inventory	ASB General	600.00	Sep 2022	
9/23/2022	2051	Dave & Buster's Entertainment, Inc.	102522 Deposit- Dave & Buster's Senior Halloween Event	Trust- Grad Class of 2023	4,948.25	Sep 2022	
9/27/2022	2052	Cascade Athletic Supply Co Inc	inv 270656 Helmets, Baseballs	Trust - Baseball	5,312.49	Sep 2022	
9/30/2022	2053	Pyro Spectaculars	INV 200 Deposit for homecoming fireworks and permit fee	ASB General	2,654.00	Sep 2022	
9/7/2022	ACH220907-01	Solupay Merchant	xx4210 merchant fees	ASB General	54.99	Sep 2022	
9/7/2022	ACH220907-02	Solupay Merchant	xx4210 merchant fees	ASB General	54.99	Sep 2022	

ECRCHS - ASB Trust Balances Sept 2022

Trust Account	Account Balance
TRUST - A Capella	\$ 123.88
TRUST - AVID	\$ (517.50)
TRUST - AcaDeca	\$ (599.97)
TRUST - Active Minds	\$ 34.88
TRUST - American Cancer	\$ 50.00
TRUST - Asian Appreciation Club	\$ 72.00
TRUST - Athletic Director	\$ 31.84
TRUST - Band	\$ 13,272.28
TRUST - Baseball	\$ 42,062.21
TRUST - Beyond the Books	\$ 164.00
TRUST - Black Student U	\$ 1,044.98
TRUST - Boys Basketball	\$ 7,245.01
TRUST - Boys Golf	\$ 2,917.57
TRUST - Boys Lacrosse	\$ 6,863.74
TRUST - Boys Soccer	\$ 4,990.07
TRUST - Boys Volleyball	\$ 2,440.65
TRUST - C2BK Cool 2 B Kind	\$ 397.75
TRUST - CEA	\$ 1,427.61
TRUST - CHIRLA	\$ 65.75
TRUST - CSF	\$ 35,582.33
TRUST - Cheerleaders	\$ 3,740.69
TRUST - Choir	\$ 3,851.98
TRUST - Claws for a Cause	\$ 17.88
TRUST - Club Girl Up	\$ (35.58)
TRUST - College Counseling	\$ 758.44
TRUST - Creative Writing	\$ 2,117.38
TRUST - Cross Country	\$ 8,011.12
TRUST - Cultural Club	\$ (6.69)
TRUST - DECA	\$ 978.40
TRUST - Dance	\$ 3,128.83
TRUST - Drama	\$ 38,911.16
TRUST - Drill Team	\$ 10,861.39
TRUST - ECR Community Leaders	\$ 256.95
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 252.36
TRUST - Football	\$ 36,940.47
TRUST - French Club	\$ 93.80
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 1,001.88
TRUST - Ganssle Memorial Schol	\$ 1,500.00
TRUST - Girls Basketball	\$ 12,791.74
TRUST - Girls Golf	\$ 1,579.58
TRUST - Girls Lacrosse	\$ 1,444.31
TRUST - Girls Soccer	\$ 5,407.10
TRUST - Girls Volleyball	\$ 10,308.54
TRUST - Girls Water Polo	\$ 651.89
TRUST - Grad Class 2020	\$ -
TRUST - Grad Class 2021	\$ 23.51
TRUST - Grad Class 2022	\$ 27,267.33
TRUST - Grad Class 2023	\$ 14,522.36
TRUST - Grad Class 2024	\$ 3,249.71
TRUST - Grad Class 2025	\$ 1,867.00
TRUST - Grad Class 2026	\$ 76.61
TRUST - Graphic Arts	\$ 3,130.52
TRUST - Great Films Club	\$ 20.00
TRUST - Helping Hands	\$ 632.00

ECRCHS - ASB Trust Balances Sept 2022

Trust Account	Account Balance
TRUST - Humanitas	\$ 1.73
TRUST - Jewish Club	\$ 65.50
TRUST - KPOP Club	\$ 305.00
TRUST - Key Club	\$ 270.32
TRUST - Knitting for a Cause	\$ 44.05
TRUST - La Familia	\$ 143.81
TRUST - Local Charity Outreach	\$ 92.00
TRUST - Local Vocals	\$ 679.00
TRUST - MACS Club	\$ 40.00
TRUST - MESA Club	\$ 120.00
TRUST - Marching Band	\$ -
TRUST - Medical Club	\$ 10,249.01
TRUST - Milton Goffman Scholarship	\$ (1,195.00)
TRUST - Mock Trial	\$ 385.00
TRUST - Model United Natn	\$ 836.00
TRUST - Mountain Bike Club	\$ 836.99
TRUST - NJROTC	\$ 37,127.82
TRUST - National Honors Soc	\$ 4,810.20
TRUST - Newspaper Interns Club	\$ 396.16
TRUST - Operation Smile	\$ 49.00
TRUST - Persian Club	\$ 128.00
TRUST - Philosophy Club	\$ 41.00
TRUST - Physics Club	\$ 590.04
TRUST - Ping Pong Club	\$ 28.60
TRUST - Recycle for Research	\$ 148.24
TRUST - Robotics	\$ 16,068.27
TRUST - Rotary Interact Club	\$ 323.24
TRUST - Sand Volleyball	\$ 1,314.36
TRUST - Save Promise	\$ 79.00
TRUST - Save the Waves	\$ 126.00
TRUST - Schship JHarrison	\$ 9,253.61
TRUST - Science Bowl	\$ 1,990.23
TRUST - Science National Honors Society	\$ 119.90
TRUST - She's The First	\$ 1,595.57
TRUST - Softball	\$ 3,054.71
TRUST - Spanish Honor Soc	\$ 701.00
TRUST - Speech & Debate	\$ 167.68
TRUST - Step	\$ 5,076.27
TRUST - Student Council	\$ 104,596.13
TRUST - Students Demand Action	\$ 149.00
TRUST - Swimming & Diving	\$ 4,741.07
TRUST - The MESS	\$ 109.19
TRUST - Thespians Club	\$ 1,395.84
TRUST - Track & Field	\$ 3,306.05
TRUST - True Crime Club	\$ 11.81
TRUST - UNICEF	\$ 302.01
TRUST - Vegan Peace Club	\$ 94.18
TRUST - WE Club	\$ 161.27
TRUST - Wrestling	\$ 3,881.30
TRUST - You Can Do This SCHLR	\$ 500.00
Total Trust Accounts	\$ 529,209.84
ASB Income	\$ 37,745.50
ASB Expense	\$ (919.96)
Inventory expense	\$ (2,327.50)
Total	\$ 563,707.88

ECRCHS - ASB Trust Balances
Sept 2022

Trust Account	Account Balance
Pending acc transfer	\$ 31,420.86
Bank Balance from statement	\$ 532,287.02
End Bank Balance 9/2022	\$ 563,707.88

Coversheet

Approve the September, 2022, Credit Card Statements

Section:	II. Consent
Item:	C. Approve the September, 2022, Credit Card Statements
Purpose:	Vote
Submitted by:	
Related Material:	IV.C - Credit Card - Sept 2022.pdf

**El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 8/27/2022 - 9/27/2022**

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/08/26		THE HOME DEPOT #6632	ATHLETIC FANS	DAVID HUSSEY	J CAMP	\$ 240.81	General	Supplies - Athletics
2022/09/02		THE HOME DEPOT 6632	ATHLETIC FANS (REFUND)	DAVID HUSSEY	J CAMP	\$ (240.81)	General	Supplies - Athletics
2022/09/07		YOUCANBOOK.ME	Attendnace office calendar system	DAVID HUSSEY	Z ENDRES	\$ 98.00	General	Subscriptions
2022/09/08	PO7713	DIGICERT INC	TECHNOLOGY	DAVID HUSSEY	R .GUINTO	\$ 1,232.00	General	Subscriptions
2022/09/12		SQ *ARRAY EPROMO	Books Business technology	DAVID HUSSEY	M.Wbster	\$ 2,504.16	General	Supplies - Athletics
2022/09/12	PO7666	AMAZON.COM*1F2T66UL1	Senior Picnic-Breathalizers	DAVID HUSSEY	Z.Endres	\$ 711.70	TRUST	breathalizers
2022/09/13		AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 189.85	General	Operations
2022/09/19		AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 189.85	General	Operations
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 175.00	TRUST	Robotics
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 175.00	TRUST	Robotics
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 155.00	TRUST	Robotics
					HUSSEY TOTAL	\$ 5,430.56		
2022/09/06		NYLAS	Communications data	GREGORY WOOD	F DELGADO	\$ 495.78	General	Subscriptions
2022/09/09	PO7675	AMZN MKTP US*1V2SE7UW2	tech supplies	GREGORY WOOD	R.GUINTO	\$ 92.61	General Tech	tech supplies
2022/09/12	PO7675	AMZN MKTP US*1F9V75ED0	tech supplies	GREGORY WOOD	R.GUINTO	\$ 158.88	General Tech	tech supplies
2022/09/13		MAILCHIMP	E-mail communications blast	GREGORY WOOD	F DELGADO	\$ 205.00	General	Subscriptions
2022/09/14	PO7603	AMAZON.COM*1F6XP4VU2	classroom supplies	GREGORY WOOD	D.SUKI	\$ 27.57	academic	IMA- Science
2022/09/14	PO7693	AMZN MKTP US*1F9L49J0	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 24.42	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1F21B1Q22	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 4.37	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1M9BG8AD1	classroom supplies	GREGORY WOOD	r.MONTAGUE	\$ 436.17	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1F3EH8DS2	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 15.49	academic	IMA- Science
2022/09/19	PO7585	AMAZON.COM*1M5218271 AMZN	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 168.63	academic	IMA- VAPA
2022/09/19	PO7585	AMZN MKTP US*1M0LB7JJ2	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 8.75	academic	IMA- VAPA
2022/09/19	PO7585	AMZN MKTP US*1M3Z20T52	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 67.90	Academic	IMA- VAPA
2022/09/20	PO7585	AMAZON.COM*1M2BL6KTO AMZN	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 15.33	academic	IMA- VAPA
2022/09/20	PO7660	AMZN MKTP US*1M8XA9QF0	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 396.22	academic	IMA- Alt Ed
2022/09/20	PO7660	AMZN MKTP US*1M91ROUY1	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 14.22	academic	IMA- Alt Ed
2022/09/20	PO7660	AMZN MKTP US*1M8503DPO	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 11.38	academic	classroom supplies
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 3,955.69	CTE	stoves
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 3,955.69	CTE	stoves
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 1,444.27	CTE	stoves
2022/09/20	PO7585	AMZN MKTP US*1M4OP7X32	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 19.84	ACADEMIC	IMA- VAPA
2022/09/21	PO7614	AMAZON.COM*1M71C6622 AMZN	classroom supplies	GREGORY WOOD	K.LEE	\$ 67.04	academic	IMA -Math
2022/09/23	PO7585	AMZN MKTP US*1U14Q5JV1	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 73.20	academic	IMA - VAPA
2022/09/23	PO7585	AMZN MKTP US*1U99J1TN1	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 809.97	Academic	IMA - VAPA
2022/09/26	PO7697	AMZN MKTP US*1U65T2FW2	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 102.92	academic	IMA - Science
2022/09/26	PO7697	AMZN MKTP US*1U5982M11	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 50.87	academic	IMA - Science
2022/09/26	PO7575	AMAZON.COM*1U5X868C1 AMZN	classroom supplies	GREGORY WOOD	J.WASSER	\$ 355.50	Special Ed	IMA - SPED
2022/09/26	PO7756	AMZN MKTP US*1U7236TL2 AM	classroom supplies	GREGORY WOOD	J.LIN	\$ 14.22	academic	IMA - Science
2022/09/26	PO7638	AMZN MKTP US*1U5M728F1	classroom supplies	GREGORY WOOD	J.WASSER	\$ 241.90	Special Ed	IMA - SPED
					WOOD TOTAL	\$13,233.83		

Previous Balance	\$ 41,981.35
Monthly Total	\$ 18,664.39
Credits	\$ (240.81)
Payments	\$ (7,183.36)
Statement Total	\$ 53,461.88



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 09-26-2022
AMOUNT DUE \$53,461.88
NEW BALANCE \$53,461.88
PAYMENT DUE ON RECEIPT

000001379 01 SP 106481559494017 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
\$

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

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

4866914555526539 005346188 005346188

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$41,981.35	\$18,905.20	\$0.00	\$0.00	\$0.00	\$240.81	\$7,183.86	\$53,461.88

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS 4866-9145-5552-6539				TOTAL CORPORATE ACTIVITY \$7,183.86 CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-29	08-28	7479826224100000000147	PAYMENT - THANK YOU 00000 C	7,183.86 PY	

NEW ACTIVITY

DAVID HUSSEY 4866-9110-0013-3507		CREDITS \$240.81	PURCHASES \$5,671.37	CASH ADV \$0.00	TOTAL ACTIVITY \$5,430.56
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-26	08-24	24943012237010183433472	THE HOME DEPOT #6632 WOODLAND HLS CA	240.81	
09-02	08-31	74692162244105829488526	THE HOME DEPOT 6632 WOODLAND HILL CA	240.81 CR	
09-07	09-06	74208472249000011895106	YOU CAN BOOK ME BEDFORD	98.00	
09-08	09-07	24910592250700977374831	DIGICERT INC DIGICERT.COM/ UT	1,232.00	
09-12	09-09	24692162252101825002597	SQ *ARRAY EPROMO GOSQ.COM CA	2,504.16	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

STATEMENT DATE

09/26/22

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE 41,981.35
PURCHASES &
OTHER CHARGES 18,905.20

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

CREDITS 240.81
PAYMENTS 7,183.86

ACCOUNT BALANCE 53,461.88

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

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

AMOUNT DUE

53,461.88



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 09-26-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-12	09-11	24692162254102938783550	AMAZON.COM*1F2T66JL1 AMZN.COM/BILL WA	711.70
09-13	09-13	24692162256104159233982	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
09-19	09-19	24692162262108530217921	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
09-26	09-23	24492152266713233762690	ROBOTICS EDUCATION & COMP 903-457-0431 TX	175.00
09-26	09-23	24492152266743233463510	ROBOTICS EDUCATION & COMP 903-457-0431 TX	175.00
09-26	09-23	24492152266745233196263	ROBOTICS EDUCATION & COMP 903-457-0431 TX	155.00

GREGORY WOOD
4866-9133-3444-7280

CREDITS
\$0.00

PURCHASES
\$13,233.83

CASH ADV
\$0.00

TOTAL ACTIVITY
\$13,233.83

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	24011342248000040639747	NYLAS NYLAS.COM CA	495.78
09-09	09-09	24692162252101363696016	AMZN MKTP US*1V2SE7UW2 AMZN.COM/BILL WA	92.61
09-12	09-09	24692162252101544527270	AMZN MKTP US*1F9V75ED0 AMZN.COM/BILL WA	158.88
09-13	09-12	24204292255000100613628	MAILCHIMP 000-0000000 GA	205.00
09-14	09-13	24692162256104353890207	AMAZON.COM*1F6XP4VU2 AMZN.COM/BILL WA	27.57
09-14	09-13	24692162256104454057433	AMZN MKTP US*1F9IL49J0 AMZN.COM/BILL WA	24.42
09-15	09-14	24692162257105072434846	AMZN MKTP US*1F21B1Q22 AMZN.COM/BILL WA	4.37
09-15	09-14	246921622571051774413665	AMZN MKTP US*1M9BG8AD1 AMZN.COM/BILL WA	436.17
09-15	09-14	24692162257105393224397	AMZN MKTP US*1F3EH8DS2 AMZN.COM/BILL WA	15.49
09-19	09-18	24431062261083306572412	AMAZON.COM*1M5218271 AMZN AMZN.COM/BILL WA	168.63
09-19	09-18	24692162261108161860677	AMZN MKTP US*1M0LB7JJ2 AMZN.COM/BILL WA	8.75
09-19	09-18	24692162261108271858843	AMZN MKTP US*1M3Z20T52 AMZN.COM/BILL WA	67.90
09-20	09-19	24431062263083724343865	AMAZON.COM*1M2BL6KT0 AMZN AMZN.COM/BILL WA	15.33
09-20	09-19	24692162262108803137277	AMZN MKTP US*1M8XA9QF0 AMZN.COM/BILL WA	396.22
09-20	09-19	24692162262108831061135	AMZN MKTP US*1M91R0UY1 AMZN.COM/BILL WA	14.22
09-20	09-19	24692162262108972145291	AMZN MKTP US*1M8503DP0 AMZN.COM/BILL WA	11.38
09-20	09-20	24692162263109285636215	AMZN MKTP US*1M4OP7X32 AMZN.COM/BILL WA	19.84
09-21	09-20	24431062264083338728559	AMAZON.COM*1M71C6622 AMZN AMZN.COM/BILL WA	67.04
09-21	09-19	24943012263010187368051	THE HOME DEPOT #1070 WEST HILLS CA	3,955.69
09-21	09-19	24943012263010187368473	THE HOME DEPOT #1070 WEST HILLS CA	3,955.69
09-21	09-19	24943012263010187368481	THE HOME DEPOT #1070 WEST HILLS CA	1,444.27
09-23	09-22	24692162265100882013724	AMZN MKTP US*1U14Q5JV1 AMZN.COM/BILL WA	73.20
09-23	09-22	24692162265100882074775	AMZN MKTP US*1U99J1TN1 AMZN.COM/BILL WA	809.97
09-26	09-25	24431062268083709782066	AMAZON.COM*1U5X868C1 AMZN AMZN.COM/BILL WA	355.50
09-26	09-25	24431062268083714685593	AMZN MKTP US*1U7236TL2 AM AMZN.COM/BILL WA	14.22
09-26	09-24	24692162267102161508992	AMZN MKTP US*1U65T2FW2 AMZN.COM/BILL WA	102.92
09-26	09-24	24692162267102590468271	AMZN MKTP US*1U5982M11 AMZN.COM/BILL WA	50.87
09-26	09-25	24692162268103379536212	AMZN MKTP US*1U5M728F1 AMZN.COM/BILL WA	241.90

Department: 00000 Total:
Division: 00000 Total:

\$18,664.39
\$18,664.39

Coversheet

Investment Update

Section: III. Investment
Item: A. Investment Update
Purpose: Discuss
Submitted by:
Related Material: III.A. Investment Update-September 30th.pdf

EL CAMINO REAL CHS INVESTMENTS REVIEW FISCAL YEAR 2022-2023

2022-2023

		Year End						Contributions			
		Jun-22	Jul-22	Aug-22	Sep-22		Executive Summary-OPEB				
					(a)		\$ 20,459,440	Beginning Balance at 07/01/22			
							\$ 440,000	YTD Contributions			
						10/17/2022	\$ (1,185,619)	Gains/Losses		-5.8%	Invest. Change
El Camino Real CHS	OPEB Trust	Contributions \$ 20,459,440	\$ 220,000	\$ 220,000	\$ -	20,013,200	\$ 19,713,821	Current Ending		-3.6%	Total Change
Investment Managers:		6%				Month	YTD				
Polen Capital Mgt		\$ 1,788,785	\$ 1,964,839	\$ 1,857,591	\$ 1,665,581	-10.3%	-6.9%	Advisor under Review			
Fiduciary Mgt		\$ 2,039,390	\$ 2,294,276	\$ 2,178,340	\$ 2,034,321	-6.6%	-0.2%				
Beacon Pointe		\$ 16,631,265	\$ 17,452,495	\$ 17,109,145	\$ 16,013,919	-6.4%	-3.7%				
						-3.6%					
El Camino Real CHS	General					Month	YTD				
Investment Managers:											
Polen Capital Mgt		\$ 336,879	\$ 369,908	\$ 349,737	\$ 313,506	-10.4%	-6.9%	Advisor under Review			
Fiduciary Mgt		\$ 419,037	\$ 443,824	\$ 421,636	\$ 393,889	-6.6%	-6.0%				
Beacon Pointe		\$ 5,221,631	\$ 5,362,882	\$ 5,234,732	\$ 4,997,945	-4.5%	-4.3%				
US Bank Holdings		\$ 5,977,546	\$ 6,176,614	\$ 6,006,105	\$ 5,705,341	-5.0%	-4.6%	5,697,876			
Annuity	3 Yr. (8/23)Fixed @ 2.40%	Midland \$ 382,505	\$ 392,374	\$ 393,267	\$ 393,983	0.2%	2.8%				
	3 Yr. (9/23)Fixed @ 1.95%	Athene \$ 380,858	\$ 388,985	\$ 389,644	\$ 390,284	0.2%	2.3%				
		Combined \$ 6,740,909	\$ 6,957,973	\$ 6,789,016	\$ 6,489,607	-2.4%	0.7%				
Month End -Combined		\$ 27,200,349	\$ 28,669,583	\$ 27,934,092	\$ 26,203,429						

NOTES: (a)- September Contribution issued/cleared in October

Coversheet

Financial Update

Section: IV. Finance
Item: A. Financial Update
Purpose: Discuss
Submitted by:
Related Material: IV.A - Financial Updates Sept 2022 (2).pdf

El Camino Real Charter High School – Financial Update: Sept 2022

BY: GREG WOOD, CHIEF BUSINESS OFFICER & ARLETA ILYAS, DIRECTOR OF FINANCE & ACCOUNTING



Profit & Loss - Summary

Revenue	21/22 Unaudited	21/22 Post UAR	22/23 Adopted	Actuals to Date 9/30/22	22/23 Projection Updates
LCFF	\$35,441,022	\$35,441,022	\$38,575,151	\$8,889,084	\$38,745,916
Federal	\$3,835,295	\$3,957,354	\$3,609,260	\$953,406	\$3,660,280
State	\$2,880,716	\$3,085,433	\$1,443,401	\$375,677	\$1,518,209
Local	\$926,076	\$1,097,039	\$4,697,685	\$860,868	\$6,157,986
Total Revenues	\$43,083,109	\$43,580,848	\$48,325,498	\$11,079,035	\$50,082,393
Expenditure	21/22 Unaudited	21/22 Post UAR	22/23 Adopted	Actuals to Date	22/23 Projection Updates
Cert Salaries	\$17,300,561	\$17,300,561	\$19,111,812	\$4,281,215	\$19,680,166
Class Salaries	\$4,611,875	\$4,611,875	\$4,816,963	\$1,156,832	\$4,961,472
Employee Benefits	\$2,630,268	\$2,630,628	\$12,660,677	\$3,006,419	\$13,260,690
Supplies	\$3,377,998	\$3,421,869	\$2,812,422	\$1,040,600	\$2,812,422
Services	\$8,664,092	\$9,164,927	\$7,714,928	\$1,843,414	\$7,864,928
Depreciation	\$293,021	\$293,021	\$359,748	\$89,937	\$359,748
Other Outgo	\$ -	\$ -	\$391,966	\$91,351	\$387,459
Total Expenditures	\$36,877,816	\$37,422,523	\$47,868,516	\$11,509,768	\$49,326,886
Ending Balance	\$6,205,293	\$6,158,326	\$456,982	(\$430,733)	\$755,507

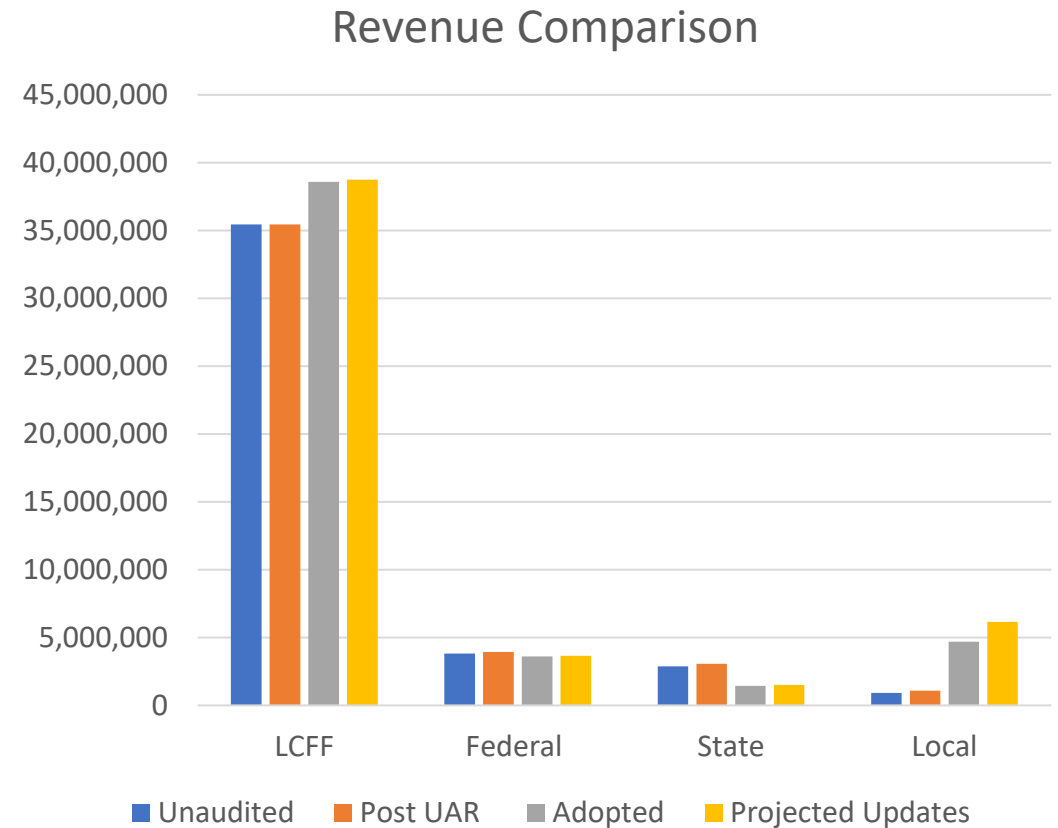
Revenue Differences

Post Unaudited Actuals:

- Special Ed Revenue adjustment
- 2021-22 4th Quarter Lottery Adjustment
- Hold Harmless ADA Adjustment (to be determined)

22-23 Projection Updates

- Lowered Enrollment & ADA
- Increase in per student funding rate



Expenditure Differences

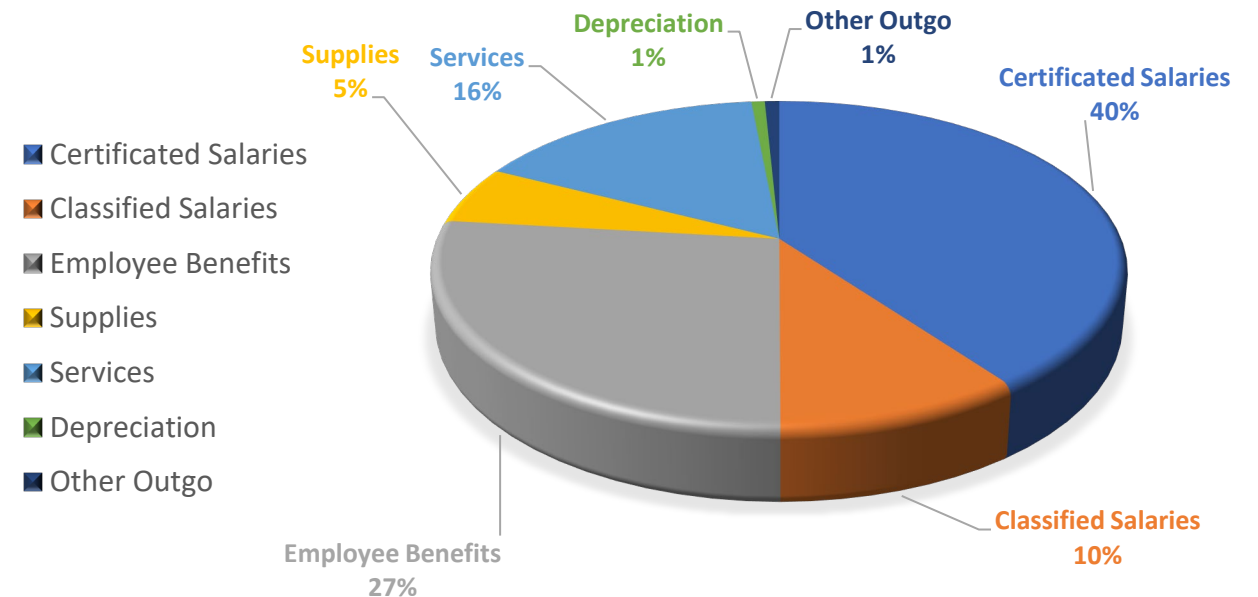
Post UAR:

- LAUSD Utility Adjustment
- Fulgent COVID testing - TBD

22-23 Projection Updates:

- Re-classification of counselors (from teacher's salaries to counselor's salaries)
- Increase in subscriptions/licenses line to meet CARES/learning loss needs
- Re-classified budget for LAUSD oversight fee to different category

EXPENDITURE % BREAKDOWN BY CATEGORY



ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
A. Revenues									
LCFF/Revenue Limit Sources									
State Aid	8011	11,693,777	11,693,777	18,613,303	3,567,654	15,944,242		15,944,242	
Education Protection Act	8012	13,088,623	13,088,623	9,938,853	2,629,747	10,329,694		10,329,694	
State Aid (Prior Years)	8019	305,993	305,993	-				-	
In Lieu of Propety Tax	8096	10,352,629	10,352,629	10,022,995	2,691,683	12,471,980		12,471,980	
Total, LCFF/Revenue Limit Resources		35,441,022	35,441,022	38,575,151	8,889,084	38,745,916	-	38,745,916	2021-22 Hold Harmless ADA Adjustment TBD
Federal Revenues									
Special Education - IDEA	8181	922,255	980,246	975,839	207,851		782,680	782,680	SpED Revenue Adj Post UAR
Child Nutrition - Federal	8220	1,107,315	1,107,315	1,021,375	157,538		1,021,375	1,021,375	
Donated Food Commodities	8221	34,482	34,812					-	
Other Federal								-	
Title I	8290	315,828	315,828	384,238			384,238	384,238	
Title II	8290	79,469	79,469	78,930			78,930	78,930	
Title III - English Learners	8290			7,839			7,839	7,839	
Title IV	8290	27,503	27,503	26,948			26,948	26,948	
ELC COVID Testing Award	8290	354,385	354,385	-				-	
ESSER I (COVID-19 Grant)	8290	43,745	43,745	-				-	
ESSER II (COVID-19 Grant)	8290	64,133	64,133	-	206,343		206,343	206,343	
ESSER III (COVID-19 Grant)	8290	758,897	758,897	-				-	
ELO ESSER II State Reserve (3216)	8290			353,713	88,428		353,713	353,713	
ELO GEER II (3217)	8290			81,180	20,295		81,180	81,180	
ELO ESSER III State Reserve Emergency Needs (3218)	8290			230,580	57,645		230,580	230,580	
ELO ESSER III State Reserve Learning Loss (3219)	8290	15,284	15,284	397,480	84,086		397,480	397,480	
Learning Loss & Mitigation (CRF)	8290			-				-	
Learning Loss & Mitigation (GEER)	8290	75,672	75,672	-	37,836		37,836	37,836	
Other Federal Revenues	8290	36,327	100,065	51,138	93,384		51,138	51,138	
Total, Federal Resources		3,835,295	3,957,354	3,609,260	953,406	-	3,660,280	3,660,280	
Other State Revenues									
Child Nutrition - State	8520	97,260	97,260	71,119	98,622		71,119	71,119	
Mandated Cost Reimbursement	8550	161,596	161,596	169,447		163,114		163,114	
State Lottery (Non Prop 20)	8560	537,623	635,756	529,973		543,928		543,928	2021-22 4th Qtr Lottery Adjustments
State Lottery (Prop 20)	8560	189,406	303,073	218,889			214,372	214,372	2021-22 4th Qtr Lottery Adjustments
Kitchen Infrastucture & Equipment	8590	25,000	25,000	-				-	

ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
A-G Completion Grant: A-G Access/Success Grants	8590	258,788	258,788	86,262			86,262	86,262	
A-G Completion Grant: Learning Loss & LEA Medi-Cal Billing	8590	97,019	97,019	32,339			32,339	32,339	
CTE	8590	57,816	57,816	-			-	-	
All Other State Revenue	8590	616,200	609,117	335,372	205,351		335,372	335,372	
In-Person Instruction Grant	8590	227,031	227,031	-	71,704		71,704	71,704	
Expanded Learning Opportunities Grant	8590	139,480	139,480	-			-	-	
Educator Effectiveness	8590	473,497	473,497	-			-	-	
Total, State Revenues		2,880,716	3,085,433	1,443,401	375,677	707,042	811,167	1,518,209	
Other Local Revenues									
Special Education - AB602	8311	2,861,642	3,032,539	2,778,617	831,606		3,131,488	3,131,488	SpED Revenue Adj Post UAR
Food Service Sales	8634	72,984	72,984	68,779	20,332		68,779	68,779	
Leases & Rentals	8560	39,053	39,053	37,500	5,493	37,500		37,500	
Other Local Revenue	8600	15,376	15,441	605,000	(28,930)	605,000		605,000	
Interest	8660	138,490	138,491	340,000		340,000		340,000	
Dividends	8661	386,815	386,815	400,000		400,000		400,000	
Net Increase (Decrease) in the Fair Value of Investments	8662	(4,812,005)	(4,812,005)					-	
Gain (Loss) Sale on Investmenets	8664	371,452	371,452					-	
LAUSD SpEd Option 3 Grant	8679	-		-				-	
Fundraising	8699	336,369	336,369	317,789	1,621	317,789		317,789	
Tuition	8710	1,409,619	1,409,619	-	(7,000)	1,107,430		1,107,430	Foreign Exchange (Refunds)/ 1st Interim Adj
ASB Revenues	8804	106,281	106,281	150,000	37,746	150,000		150,000	
Total, Other Local Revenues		926,076	1,097,039	4,697,685	860,868	2,957,719	3,200,267	6,157,986	
Total Revenues		43,083,109	43,580,848	48,325,498	11,079,035	42,410,678	7,671,715	50,082,393	
B. Expenditures									
Certificated Salaries									
Teachers' Salaries-Full-Time	1100	13,953,250	13,953,250	16,780,251	3,467,916	14,260,024	1,848,635	16,108,659	Reclass to Counselors 1200 Budget
Cert Pupil Supp Sal-Counselors	1200	2,186,953	2,186,953	1,017,301	521,499	1,717,820	500,000	2,217,820	Reclass Counselors from 1100 Budget
Cert Administrators	1300	1,160,358	1,160,358	1,314,260	291,800	1,197,603	156,085	1,353,688	
Total, Certificated Salaries		17,300,561	17,300,561	19,111,812	4,281,215	17,175,446	2,504,720	19,680,166	
Classified Salaries									
Non-certificated Instructional Aides' Salaries	2100	1,261,847	1,261,847	1,024,695	227,901	-	1,055,436	1,055,436	

ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
Non-certificated Support Salaries	2200	1,637,537	1,637,537	1,720,802	475,487	1,772,426		1,772,426	
Non-certificated Supervisors' and Administrators' Sal.	2300	683,528	683,528	767,118	189,439	790,132		790,132	
Clerical and Office Salaries	2400	961,962	961,962	1,049,373	261,047	1,080,854		1,080,854	
Other Non-certificated Salaries	2900	67,001	67,001	254,975	2,958	262,624		262,624	
Total, Classified Salaries		4,611,875	4,611,875	4,816,963	1,156,832	3,906,036	1,055,436	4,961,472	
Employee Benefits									
State Teachers Retirement System (STRS) , Certificated Positions	3111	2,988,885	2,988,885	3,752,071	790,155	3,385,276	478,402	3,863,678	
State Teachers Retirement System (STRS), Classified Positions	3112	101,859	101,859	24,685	29,955	25,426		25,426	
Public Employees Retirement System (PERS), Certificated Positions	3211	46,106	46,106	13,550	14,726	13,957		13,957	
Public Employees Retirement System (PERS), Classified Positions	3212	853,745	853,745	1,014,255	214,917	776,919	267,764	1,044,683	
OASDI, Certificated Positions	3311	198,184	198,184	2,755	200	2,837		2,837	
OASDI, Classified Positions	3312	291,261	291,261	298,652	59,484	278,057	65,437	343,494	
Medicare, Cert Positions	3331	265,056	265,056	277,121	65,736	249,044	36,318	285,362	
Medicare, Class Positions	3332	66,872	66,872	104,684	16,774	56,638	15,304	71,941	
Hlth & Wlfr Benefits, Cert	3411	2,625,572	2,625,572	2,977,948	648,601	2,738,819	239,129	2,977,948	
Hlth & Wlfr Benefits, Class	3412	1,052,782	1,052,782	1,195,895	286,111	1,009,829	186,066	1,195,895	
State Unemploy Insur, Cert Pos	3511	68,099	68,099	97,190	23,149	87,557	12,524	100,081	
State Unemploy Insur, Clas Pos	3512	15,764	15,764	24,399	9,831	20,008	5,123	25,131	
Worker Comp Insur, Cert Pos	3611	131,782	131,782	156,994	131,127	156,994		156,994	
Worker Comp Insur, Class Pos	3612	38,451.58	38,451.58	71,279	17,841	71,279		71,279	
OPEB, Allocated, Certificated	3701	(4,840,920)	(4,840,920)	2,113,622	556,948	2,438,209		2,438,209	Accrue September 2022/Add SISC Payments
OPEB, Allocated, Classified	3702	(1,282,745)	(1,282,745)	527,578	140,863	635,774		635,774	Accrue September 2022/Add SISC Payments
Lifetime Retiree Benefits, Cert	3911			-	-	-		-	
Lifetime Retiree Benefits, Class	3912	9,517	9,517	8,000	-	8,000		8,000	PARS
Total, Employee Benefits		2,630,268	2,630,268	12,660,677	3,006,419	11,954,624	1,306,066	13,260,690	
Supplies									
Approved Textbooks & Core Curricula Materials	4100	257,844	257,844	718,482	77,835		718,482	718,482	
Books & Other Reference Materials	4200	7,652	7,652	10,882	766		10,882	10,882	
Materials & Supplies	4300	59,604	59,604	32,454	9,851	32,454		32,454	
Instructional Materials & Supplies	4325	420,572	420,572	397,950	146,093		397,950	397,950	
Office Supplies	4330	95,743	95,743	93,311	48,651	93,311		93,311	

ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
Non Instructional Student Materials & Supplies	4345	586,829	630,700	506,915	656,518	506,915		506,915	Reclass Current Exp to other Objects (1st Interim updates)
ASB Supplies	4350	74,177	74,177	-	220			-	
Noncapitalized Equipment	4400	1,421,116	1,421,116	592,250	95,432	100,000	492,250	592,250	
Student Food Services	4710	454,461	454,461	460,178	5,235		460,178	460,178	
Total, Supplies		3,377,998	3,421,869	2,812,422	1,040,600	732,680	2,079,742	2,812,422	
Services									
Services & Other Operating Expenses	5000		562	32,294		32,294		32,294	
Subagreements for Services	5100			61,800		61,800		61,800	
Travel & Conferences	5200	47,044	42,421	30,947	5,249	10,000	20,947	30,947	
Conferences and Professional Development	5210	28,277	28,277	77,250	2,879	20,000	57,250	77,250	
Dues & Memberships	5300	319,294	324,568	297,255	342,553	100,000	347,255	447,255	New Expenses due to CARES needs
Insurance	5400	348,671	340,376	513,296	371,761	513,296		513,296	
Operations & Housekeeping	5500	601,965	601,965	428,849	318,833	378,849	50,000	428,849	
Security	5520	488,955	503,874	518,000	93,277	518,000		518,000	
Rentals, Leases, & Repairs	5600	19,736	19,736	-		-	-	-	
Equipment Leases	5605	51,061	51,061	103,014	33,063	103,014		103,014	
Rent	5610	1,400	1,400	5,835	-	5,835		5,835	
Repairs and Maintenance - Computers	5616	30,004	30,004	14,533	1,332	14,533		14,533	
Utilities	5620	709,279	794,615	691,518	72,529	691,518		691,518	Post UAR LAUSD Utility Adj
Other Rentals, Leases and Repairs 1	5631	9,251	9,251	4,244	-	4,244		4,244	
Other Services & Operating Expenses	5800	34,892	34,892	44,213	2,040	44,213		44,213	
Investment Taxes	5807	15,221	15,221	25,750	-	25,750		25,750	
Investment Fees	5808	212,542	212,542	277,688	-	277,688		277,688	
Banking Fees	5809	24,159	24,159	36,050	14,543	36,050		36,050	
Business Services	5812	48,000	48,000	98,880	-	98,880		98,880	
Consultants - Instructional	5815	1,760,551	1,760,551	1,494,625	46,263		1,494,625	1,494,625	
Consultants - Non Instructional - Custom 1	5820	1,313,630	1,652,038	1,066,449	85,797	1,066,449		1,066,449	Fulgent COVID Testing \$338,408 to Post UAR
District Oversight Fees	5824	357,346	351,350	-	-	-	-	-	2022-23 Budgeted/Recorded in Acct 7299
ASB Consultants	5825	4,930	4,930	-	-	-	-	-	
Field Trips Expenses	5830	233,587	233,587	207,830	51,091	207,830		207,830	
Fines and Penalties	5833		1,615	530	-	530		530	
ASB Events or Field Trip	5835	1,615	2,191	-	700	-	-	-	
Professional Development	5840	2,251	60	5,150	1,197		5,150	5,150	
Legal Fees	5845	336,651	336,651	246,660	76,802	214,660	32,000	246,660	
Licenses and Other Fees	5848	24,691	24,691	15,914	-	15,914		15,914	

ECRCHS - Financial Updates as of 9/30/22

	Obj Code	21-22	21-22 Post	2022-2023	2022-23	2022-23 Projection Updates, 9/30/22			Comments
		Unaudited Actuals	Unaudited Actuals Adjustments	Adopted Budget	Actuals to Date	Unrestricted	Restricted	Total	
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMA- 10/22
				Total	9/30/2022	Unrestricted	Restricted	Total	
Marketing and Student Recruiting	5851	50,469	50,469	92,700	2,458	92,700		92,700	
Payroll Fees	5857	102,626	102,626	78,733	36,603	78,733		78,733	
Prior Yr Exp (not accrued)	5861			-	-			-	
LAUSD Special Education Fee	5872	706,680	752,450	703,272	207,890		703,272	703,272	
Substitutes	5884	641,451	667,446	410,692	63,135	369,623	41,069	410,692	
Bad Debt Expense	5898	1,175	1,175	515	-	515	-	515	
Other Expenses	5899	-	-	-					
Communications	5900	136,687	140,172	130,442	13,420	130,442	-	130,442	
Total, Services		8,664,092	9,164,927	7,714,928	1,843,414	5,113,360	2,751,568	7,864,928	
Capitla Outlay									
Sites & Improvement	6100								
Buildings & Improvement	6200			-					
Equipment & Technology	6400			-					
Equipment/Furniture Replacement	6500			-					
Total, Capitla Outlay		-	-	-	-	-	-	-	
Depreciation Expense (Financial Reporting Basis)	6900	293,021	293,021	359,748	89,937	359,748		359,748	
Other Outgo									
Indirect Cost (LAUSD)	7299			391,966	91,351	387,459		387,459	2021-22 Posted to 5824
Interest	7438			-					
Total, Other Outgo		-	-	391,966	91,351	387,459	-	387,459	
Total Expenditures (Financial Reporting Basis)		36,877,816	37,422,523	47,868,516	11,509,768	39,629,353	9,697,532	49,326,886	
Total Expenditures (Cash Reporting Basis)		36,584,794	37,129,501	47,508,768	11,419,831	39,269,605	9,697,532	48,967,138	
C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis		6,205,293	6,158,326	456,982	(430,733)	2,781,324	(2,025,817)	755,507	
C. Ending Balance: Excess (Deficiency) - Cash Reporting		6,498,315	6,451,347	816,730	(340,796)	3,141,072	(2,025,817)	1,115,255	
D. Net Increase (Decrease)		6,205,293	6,158,326	456,982	(430,733)	2,781,324	(2,025,817)	755,507	

Coversheet

Discussion on the CARES and ESSER Funds Budget Proposal

Section: IV. Finance
Item: B. Discussion on the CARES and ESSER Funds Budget Proposal
Purpose: Discuss
Submitted by:
Related Material: IV.D - CARES ACT SPENDING SUMMARY- YTD.pdf
IV.D - CARES ACT REPORTING- CDE.pdf

**El Camino Real Charter High School
CARES Act Reporting
At 09/30/2022**

Name of Grant	Allocation	YTD Spent	Amount Left	Spending Deadline
ESSER I	\$ 308,063.00	\$ 308,063.00	\$ -	9/30/2022
GEER I	\$ 151,344.00	\$ 151,344.00	\$ -	9/30/2022
ESSER II	\$ 1,219,961.00	\$ 1,124,758.78	\$ 95,202.22	9/30/2023
ESSER II - State Reserve	\$ 353,713.00	\$ 168,464.00	\$ 185,249.00	9/30/2023
GEER II	\$ 81,180.00	\$ 30,000.00	\$ 51,180.00	9/30/2023
ELO Grant (10% for Paraprofessionals)	\$ 239,929.00	\$ 239,929.00	\$ -	9/30/2024
ELO Grant	\$ 1,099,410.00	\$ 1,099,410.00	\$ -	9/30/2024
ESSER III - State Reserve	\$ 230,580.00	\$ 60,000.00	\$ 170,580.00	9/30/2024
ESSER III - State reserve for Learning Loss	\$ 397,480.00	\$ 29,162.00	\$ 368,318.00	9/30/2024
ESSER III	\$ 2,193,920.00	\$ 889,127.00	\$ 1,304,793.00	9/30/2024
ESSER III - 20% reserve for learning loss	\$ 548,480.00	\$ 54,832.00	\$ 493,648.00	9/30/2024
In- Person Instruction Grant	\$ 921,676.00	\$ 921,676.00	\$ -	9/30/2024
Educator Effectivness Block Grant	\$ 591,871.00		\$ 591,871.00	6/30/2026
A-G Completion Grant: Access/Success	\$ 345,050.00		\$ 345,050.00	6/30/2026
A-G Completion Grant: Learning Loss Mitigation	\$ 129,358.00		\$ 129,358.00	6/30/2026
Arts, Music, & Instructional Materials Discretionary				
Block Grant	\$ 2,176,757.00		\$ 2,176,757.00	6/30/2026
Learning Recovery Emergency Block Grant	\$ 2,702,302.00		\$ 2,702,302.00	6/30/2028
Totals	\$ 13,691,074.00	\$ 5,076,765.78	\$ 8,614,308.22	

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief II (ESSER II) Fund: Resource Code 3212

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ESSER II Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 1219961

Total Received Amount:

\$ 392472

Previous Expended Amount:

\$ 270476

Current Expended Amount:

\$

Funds Expended

[Help - ESSER II Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) Any activity authorized by the ESEA of 1965, IDEA, the Adult Education and Family Literacy Act, the Perkins Act, or subtitle B of title VII of McKinney-Vento Homeless Assistance Act:

%

2) Coordinating preparedness and response efforts of LEAs with other entities:

%

3) Resources necessary to address the needs of their individual schools:

%

4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth:

%

5) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs:

%

6) Staff training and professional development on sanitation and minimizing the spread of infectious diseases:

%

7) Purchasing cleaning supplies:

%

8) Planning for and coordinating on long-term closures:

%

9) Purchasing educational technology:

%

10) Providing mental health services and supports:

%

11) Summer learning and supplemental afterschool programs:

%

12) Addressing learning loss among students:

%

13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs:

%

14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities:

%

15) Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff:

%

16) Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA:

%

Total Percentage:

%

Contact Information

Help - ESSER II Contact Information

First Name:

Last Name:

Title:

E-mail:

Telephone Number:

Telephone Extension:

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Resource Code 3213

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

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Fund Overview

[Help - ESSER III \(3213\) Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 2193920

Total Received Amount:

\$ 904591

Previous Expended Amount:

\$ 801667

Current Expended Amount:

\$ 87460

Funds Expended

[Help - ESSER III \(3213\) Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) 1) Any activity authorized by the ESEA of 1965, IDEA, the Adult Education and Family Literacy Act, the Perkins Act, or subtitle B of title VII of McKinney-Vento Homeless Assistance Act:

%

2) Coordination of preparedness and response efforts of LEAs:

%

3) Resources necessary to address the needs of their individual schools:

%

4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth:

%

5) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs:

%

6) Staff training and professional development on sanitation and minimizing the spread of infectious diseases:

%

7) Purchasing cleaning supplies:

%

8) Planning for and coordinating on long-term closures:

%

9) Purchasing educational technology:

%

10) Providing mental health services and supports:

%

11) Summer learning and supplemental afterschool programs:

%

12) Addressing learning loss among students:

%

13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs:

%

14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities:

%

15) Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff:

%

16) Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA:

%

Total Percentage:

%

Contact Information

Help - ESSER III (3213) Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

7590

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Resource Code 3214

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

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Fund Overview

[Help - ESSER III \(3214\) Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 548480

Total Received Amount:

\$ 226148

Previous Expended Amount:

\$ 54832

Current Expended Amount:

\$

Funds Expended

[Help - ESSER III \(3214\) Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) Summer learning or summer enrichment:

%

2) Extended day:

%

3) Comprehensive afterschool programs:

%

4) Extended school year programs:

%

5) Evidence-based high dosage tutoring:

%

6) Full-Service Community Schools:

%

7) Mental health services and supports:

%

8) Adoption or integration of social emotional learning into the core curriculum/school day:

%

9) Other evidence-based interventions:

%

Total Percentage:

100 %

Contact Information

[Help - ESSER III \(3214\) Contact Information](#)

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

7590

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief II (ESSER II) State Reserve Fund: Resource 3216

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 353713

Total Received Amount:

\$ 88428

Previous Expended Amount:

\$ 40000

Current Expended Amount:

\$ 128464

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Governor’s Emergency Education Relief II (GEER II) Fund: Resource Code 3217

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

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Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 81180

Total Received Amount:

\$ 20295

Previous Expended Amount:

\$ 30000

Current Expended Amount:

\$

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

7590

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) State Reserve Emergency Needs: Resource 3218

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 230580

Total Received Amount:

\$ 57645

Previous Expended Amount:

\$ 60000

Current Expended Amount:

\$

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended

Amount + Current Expended Amount).

- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

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g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) State Reserve Learning Loss: Resource 3219

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

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Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 397480

Total Received Amount:

\$ 99370

Previous Expended Amount:

\$ 0

Current Expended Amount:

\$ 29162

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
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1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

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Stimulus Funding Reporting



ESSER III Plan Links

American Rescue Plan Act of 2021 (ARP Act), Elementary and Secondary School Emergency Relief III (ESSER III) Fund Required local educational agency (LEA) Plans

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

LEA Safe Return to In-Person and Continuity of Services Plan

1. Has your LEA created and/or updated a Safe Return to In-Person Instruction and Continuity of Services Plan as required by Section 2001(i) of the ARP Act?

Yes No

2. Interim Final Requirements published by the U.S. Department of Education require an LEA to review, and if appropriate, revise a Safe Return to In-Person Instruction and Continuity of Services Plan no less than once every 6 months until September 2023. In addition, LEAs are required to seek public input and take such input into account when determining whether revisions are necessary and in making any revisions.

Please provide the link to where your most recent Safe Return to In-Person Instruction and Continuity of Services Plan is posted on your LEA's website and input the date it was last revised, or if different/more recent, the date it was last reviewed in accordance with the Interim Final Requirements:

Safe Return Plan Link:

<https://www.ecrchs.net/apps/pages/in>

Safe Return Plan Reviewed Date:

1/28/2022

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

LEA ESSER III Expenditure Plan

1. Has your LEA created and/ or updated an ESSER III Expenditure Plan?

Yes No

2. Please provide the link to where your most recent ESSER III Expenditure Plan is posted on your LEA's website and input the date it was last updated:

Expenditure Plan Link:

https://www.ecrchs.net/Board_Docum

Expenditure Plan Reviewed Date:

10/28/2021

October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

Certification

By completing this certification and the information below, I hereby confirm that I am the authorized representative, with the fiscal and legal authority, to certify on behalf of this LEA. In addition, to the best of my knowledge and belief, all the information in this certification is true and correct.

Contact Information

[Help - Contact Information](#)

First Name:

Gregory

Last Name:

Wood

Title:

CBO

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

7590

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Coversheet

Discussion on ECRCHS's Fiscal Policies and Procedures

Section: IV. Finance
Item: C. Discussion on ECRCHS's Fiscal Policies and Procedures
Purpose: Discuss
Submitted by:
Related Material: IV.C - 200908 ECR Fiscal Policies & Procedures - revised 10.25.22.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

DRAFT

Revision Board Approved & Effective: ~~May 28, 2020~~
October 27, 2022 Effective: ~~May 28, 2020~~

Style Definition: TOC 1: Tab stops: 6.49", Right, Leader: ...

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DRAFT

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

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

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

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

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

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

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

In addition, ECRA/ECRCHS does the following:

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

Annual Financial Audit

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

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Administrative Director

Record Transactions

- Accounting staff (non-senior)
- ~~Analysts~~

Reconcile Transactions

- ~~Back-office Services Provider~~
- Director of Finance & Accounting

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Director-Human Resources & Compliance (DHRC) ~~Chief Compliance Officer – Compliance~~
- Back-office Services Provider - Recording, Reconciling and Reporting

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

DRAFT

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

- Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. The cards are kept in the possession of the Executive Director and the CBO.
- Must have established Board-approved spending limits (currently, ~~\$100,000~~ within a monthly statement period); ~~textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period).~~
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account.
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have the following limits within a monthly statement period: ~~\$500~~ \$2,000 per month for Home Depot, and \$2,000 per month for Smart and Final.
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

Bank Check Signing Authority

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

Check Stock

- Held in student store.

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**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

Prohibition on Purchase of Alcohol and Marijuana

- Use of Charter School, state, and federal funds ~~may never be used~~ for the purchase of alcohol, or any items related to the consumption of alcohol or purchase of marijuana, or marijuana-related products or paraphernalia is prohibited.
- ~~Charter School, state, and federal funds may never be used for the purchase of marijuana, or marijuana-related products or paraphernalia.~~

DRAFT

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

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

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

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

- Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
- Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact. ~~Also, technology equipment being considered for purchase should be reviewed or consulted vetted with the by the~~ IT Department. Some devices or equipment considered may not fit the existing Charter School's platform of Technology plan.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist ~~with design~~with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
- Staff must ~~avoid conflicts of interests at all times~~always avoid conflicts of interests. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO.

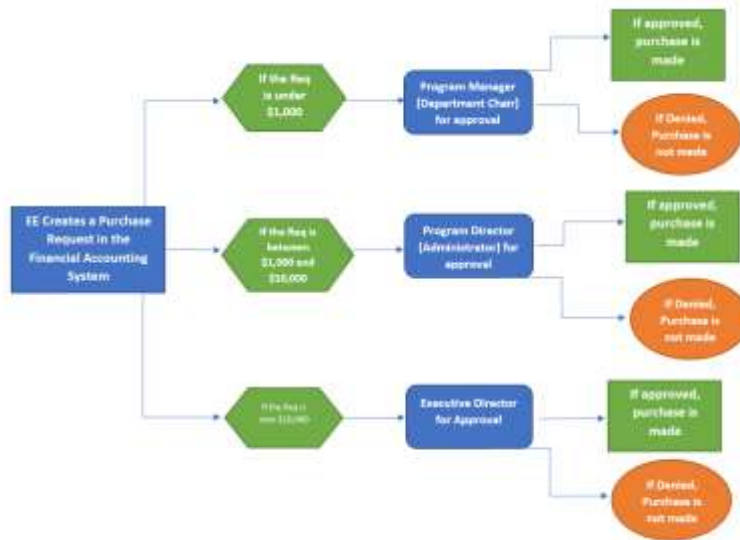
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts [REDO Flow Chart](#)

Regular Purchases

- Purchases done through [NetSuite the Financial Accounting System](#) involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager ([Dept. Chairs](#)) for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors ([Administrators](#)).
 - Anything over \$10,000 will go directly to the [CBO and/or ED](#) for approval.
 - Requests ([Unbudgeted](#)) over \$50,000 will be brought before the Board for approval.



ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval. The maximum for cumulative total reimbursements in a fiscal year is \$5,000.00. Any personal amounts in excess of the stated annual limit require the pre-approval of the Executive Director

- These requests submitted in the Financial Accounting System NetSuite involve different approvers depending on the spend amount requested.
 - ~~Under \$1,000, these will go to a Program Manager for approval.~~
 - ~~Spend Requests between \$1,000 and under \$10,000, \$1,000 & \$5,000~~-will go to Program Directors/Administrative Directors (“AD”).
 - Requests over ~~\$5,000 \$10,000~~ will go to the to the AD’s directly and subsequently to the CBO or ED for final approval.
 - After approval, employee may make the purchase.
 - ~~Employee will go back into the system to request final approval of their expenditures.~~
 - ~~Final approval is given by CBO after review by accounting staff.~~

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

- Items are subject to review by an administrator. If purchase(s) are rejected, they are the responsibility of the employee.
- Only the Charter School address may be used on the sales order prior to processing payments.

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Employee Receipts/Substantiation

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. ~~Additionally, reimbursements to employees for items charged on personal cards should be supported by a copy of the Employee’s Credit Card or Credit Card Statement. A copy of the credit card must be kept on file by the Accounting Department (redacted copy showing name and last four digits of card number used).~~ The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).

2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. ~~There is no recourse for lost receipts.~~ There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:

- a. Taxi fares incurred while traveling for ECRCHS;
- b. Parking fees incurred the day employee attended workshops or other work events.

~~3.~~ If a receipt is lost and an acceptable replacement is not provided, the employee ~~will have to complete a lost receipt affidavit and have their administrator sign off on the form. not be reimbursed. When receipts are lost and a lost receipt affidavit is not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.~~

~~4.3.~~ For all meals, detailed receipts are a requirement (see “Meals” on the following page for more details).

~~5.4.~~ The ~~Director of Finance &~~ Accounting ~~Director/Manager/CBO~~ or designee shall be responsible for enforcing this policy.

Employee Lost Receipts

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

Gratuity

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

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Employee Reimbursements and Expense Reports

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

Reimbursement expenses should be dedicated for those occasions when other procurement methods (e.g. Purchase Order, Purchase Request) are not a viable option. Employees may be reimbursed for purchases made with personal funds for goods and/or services in special circumstances where items are needed immediately and/or with short notice and the purchase of such items by staff may be unavoidable.

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

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

1. Employees will be reimbursed for expenditures within fifteen (15) days after the submission and approval of all required documentation.
 - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as email confirmations may be accepted as a receipt.
 - d. **To be reimbursable, Purchases of tangible products (as opposed to items such as subscriptions) should be delivered to the Charter School’s address, not a personal address.**
2. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
 - a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;
 - d. Why the expenditure was made; and
 - e. When the expenditure was made.

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

3. The employee must sign expense report to certify the expenditures.
4. Authorizing personnel must sign expense report for reimbursement.

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

6. **Non-reimbursable Expenses**

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

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

Reimbursements – Digital Payments

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

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

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

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

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

Personal Use of School Items

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

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

Supplies

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

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

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

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

Meals

~~1. Except in connection with out of town travel or Charter School approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.~~

2.1. School-related meals (ie. for Professional Development) occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the

meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:

- a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
- ~~d.e.~~ [Meal order 48 hours in advance for payment to be processed by ECRA directly to the vendor](#)

~~3.2.~~ On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.

~~4.~~ [Each department has a budget of \\$50/employee/year for meals for team building and morale.?](#)

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~~5.3.~~ The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or ~~Assistant Principal~~ [Administrative Director](#) through the [NetSuite system Financial Accounting System](#).

Mileage

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

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

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

Travel

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

1. Travel must receive the following approvals:

- a. Employees requesting in-state travel must receive approval from the designated authorizing personnel (specify) next level Administrator or Executive Director with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. All expenses must be pre-approved prior to travel for an event or meeting through the Financial accounting system Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
 3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
 4. ECRA ~~does not allow daily per diem rates~~ uses published GSA (General Services Administration rates as a guideline for per diem rates
 5. Chargeable and Reimbursable Expenditures:
 - a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA for documented school-related travel. It is incumbent on all ECRA employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
 - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
 - c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
 - d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
 - e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the

medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

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

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

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

i. Reservations will be made by ECRA business office staff, where the hotel room selected must be the least expensive available room offered within the hotel.

ii. Hotels should be chosen for the following reasons:

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

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

iii. Hotel rates exceeding an average of \$~~25000~~/night (~~when not ordered by the Business Office~~), not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$~~25000~~/night plus applicable taxes and fees. ~~Pre approval is required of all ECRCHS employees for hotels over \$200250/night.~~

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iii.

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

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- v. The ECRA Board of Directors shall review this policy annually to ensure consistency.
 - vi. Meals are reimbursed up to the ~~published GSA rate published General Services Administration ("GSA") rate~~ for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee's own car, gasoline are reimbursable.
 - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
- a. The day before the event if it starts before 11 am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
- ~~7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.~~
- ~~a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.~~
 - ~~b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.~~
- ~~8.7.~~ After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
- ~~9.8.~~ Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
- ~~10.9.~~ Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

Governing Board Expenses

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

Tuition Costs for Non-Teaching Staff

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

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

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

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

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

Tuition Costs for BTSA

ECRA provides Beginning Teacher Support and Assessment (“BTSA”) through Ventura County Department of Education. For those employees who would like to complete their BTSA elsewhere, ECRA will reimburse up to \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Inductions courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
 - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.

Professional Dues and Costs

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

Student Awards

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

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

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Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are

issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.

2. The Executive Director’s and CBO’s credit or card privileges may be revoked by the Board.

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.

4. Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II.)

5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.

6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of **September 1, 2020**:

- a. Home Depot for Woodshop and Drama
- b. Smart and Final for Family and Consumer Studies
- e. **CalCard (VISA) American Express**
- d. **Visa/Mastercard (pending Board approval)**
- c. _____

7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.

8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.

9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.

10. Board-approved spending limits are currently, ~~\$100,250,000~~ within a monthly statement period ~~(textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period)~~ for American Express, \$500-1,000 for Home Depot, and ~~\$1,000~~ for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.

11. ECRA uses **CalCARD American Express VISA** as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.

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~~12.~~ Threshold amounts include: \$.99 (online subscriptions).

~~13.~~12. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

~~14.~~13. Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA. **Cash Rewards program paid Quarterly**

- a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.
- b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.
- c. Records of how the converted credit card points were used must be maintained.

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~~15.~~14. Personal use of the school's credit card is prohibited. Credit cards shall not be used for personal expenses, gift cards, equipment, communication devices, institutional memberships, or computer software or hardware. Cardholders shall not make personal use of a credit or debit card, assign to someone else the use of a credit or debit card, or pay for another employee's or person's expenses with the credit card.

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

~~16.~~15. Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

~~17.~~16. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or CCO for review. The Executive Director, CBO, and/or CCO will discuss with the cardholder any charges of concern, and the cardholder will be required to reimburse the school immediately for any inadvertent personal charges or

unauthorized charges. The Executive Director, CBO, and/or CCO will determine whether to revoke the cardholder's credit privileges and whether any disciplinary actions will be taken.

~~18.17.~~ Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:

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

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ACCOUNTING

Key Accounting Thresholds

1. Checks over \$10,000 require two approvers/signatures.
 - a. Note, credit card transactions over \$10,000 do not require two signers since paying the monthly statement will require two check approvers/signatures.
2. Non-budgeted contracts that exceed (or are likely to exceed) \$50,000 during a calendar year or which last beyond an academic year require Board approval.

~~3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).~~

Purchasing in the Enterprise Resource Planning Financial Accounting System (ERPFAS)

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

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

~~5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.~~

~~6.5. When the supplier/vendor submits to ECRA the final invoice to the ECRA Business Office, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or credit card. or by paying by credit card.~~

~~7.6. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP-FAS software. (NetSuite).~~

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

~~8.7. The name of the vendor/business must reflect the same name and address as will appear on invoices submitted. Please include DBA ('doing business as'), if applicable.~~

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

~~9.8. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.~~

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

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

Petty Cash

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

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

Cash Boxes

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

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

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

No funds will be left in the cash box.

Alternative Payment Methods – Third-Party Processors

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

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

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

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

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

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

When using a third-party processor, employees will make purchase requisitions in [the FAS 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 [FAS-ERP](#) system.

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

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

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

Contracts

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

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
 - Annual Bid limit under Public Contract Code § 20111(a) for **2020** **2022 is \$95,200** **99,100** 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.
 - [Must obtain at minimum 3 quotes/bids from vendors](#)

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

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

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

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

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

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

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

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

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

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

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual

properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

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

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

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

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

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

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

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

10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid.

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

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

Donations and Fundraising

ECRCHS may receive donations of cash, supplies or equipment. **Donations will be deposited in a separate Bank Account** and amounts **> \$1,000** will be reported to the Board. Donations are for the exclusive use of the school, and may not be used to influence any person or decision made at the school.

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

Supplies

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

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

Professional Development

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

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee’s contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration

fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

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

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ACCOUNTS PAYABLE

Bank Check Authorization

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

Bank Checks

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

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

Bank Reconciliation

- 1. Bank statements will be received directly or printed directly from online banking by the Business Office and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider);
- 2. ~~Back-office Services Provider~~ The Personnel Assigned 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. ~~The Personnel Assigned Back-office Services Provider~~ will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
- 4. ~~The Personnel Assigned Back-office Services Provider~~ will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back-office Services Provider assigned to the Charter School and the CBO.
- 5. **Completed Bank reconciliation will then be sent to CBO for approval and follow up, if needed.**

Timely Payment of Credit and Store Charge Card Statements

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

Business Office. If only one email address may be the recipient of the monthly statement, that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.

4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.

5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under "Employee Receipts/Substantiation."

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ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider, as applicable) Back-office Services Provider.

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

Cash Receipts (Cash and Checks)

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

a. The coordinator will complete a cash deposit form to account for the amount of cash and checks turned into the business office and indicate what trust (if applicable) account to deposit the funds to.

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

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

e-b. The Business Office and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.

2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.

a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.

b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be a member of the Business Office, and sign off on the amounts received.

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

~~3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom and bring them to the student store, where they will be processed following the guidelines used for cash receipts, outlined above.~~

~~4.3. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back office Services Provider.~~

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

~~5.4. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."~~

~~6.5. A deposit slip will be completed by the Business Office for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.~~

~~7.6. The deposit receipt will be attached to the deposit documentation, and forwarded to the Back office Services Provider.~~

Returned Checks and Improper Checks

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

The school will not cash personal checks.

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

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

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year

until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or the Board.

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

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Personnel Information

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

Stipends ~~Stipend~~ Volunteers

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

Electronic Timesheets

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

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

Overtime

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

Payroll Processing

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

6. The Payroll Staff and the Business Office will ensure that payroll is made in a timely manner, in accordance with appropriate Labor Code provisions.

Payroll Taxes and Filings

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

Record Keeping

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

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

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

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

Financial Institutions

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

Loans

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

Retention of Records

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

Cash Balance Reserve

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

Insurance

1. ~~Back office Services Provider will work with~~ The CBO and CCO-DHRC to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the CCO-DHRC will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The CCO-DHRC and, ~~CBO, and Back office Services Provider~~ will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
4. Insurance will include general liability, worker’s compensation, student accident, professional liability, and directors’ and officers’ coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School’s approved charter petition.

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. The Business Office will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.

4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.

5. The ~~Assistant Principal~~Administrative Director(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.

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

Parking Lot Liability

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

- a. Parked in the parking lot during school hours;
- b. Parked in the parking lot before and after school hours.

2. Otherwise, liability is as follows:

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

APPENDIX I – STUDENT ~~GIFT ACKNOWLEDGMENT~~ SCHOLARSHIP PAYMENT REQUEST

DRAFT

Student Gift Acknowledgement and Release of Liability

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

Student Agreement

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

- I am receiving a monetary equivalent reward for an individual accomplishment.
- I intend to use the reward for educational purposes.
- I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Parent/Legal Guardian Agreement

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

- My student is receiving a monetary equivalent reward for an individual accomplishment.
- I understand that my student shall use the reward only for educational purposes and I will help ensure this occurs.
- I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Reward Recipient Name: _____

Purpose of Reward: _____

Reward Description and Amount: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 TEL; 818.710.9023 FAX

www.ecrchs.net

BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

Sender's email:
g.wood@ecrchs.net

El Camino Real Charter High School College/University Award

My plans for attending College/University are now complete. Please forward my Scholarship Award in the amount of \$_____ as follows:

PLEASE PRINT CLEARLY

College/University I will attend:

College Financial Aid Office Address:

College Student ID# (DO NOT put your ECRCHS ID#!):

Student Name:

Home Address:

Email:

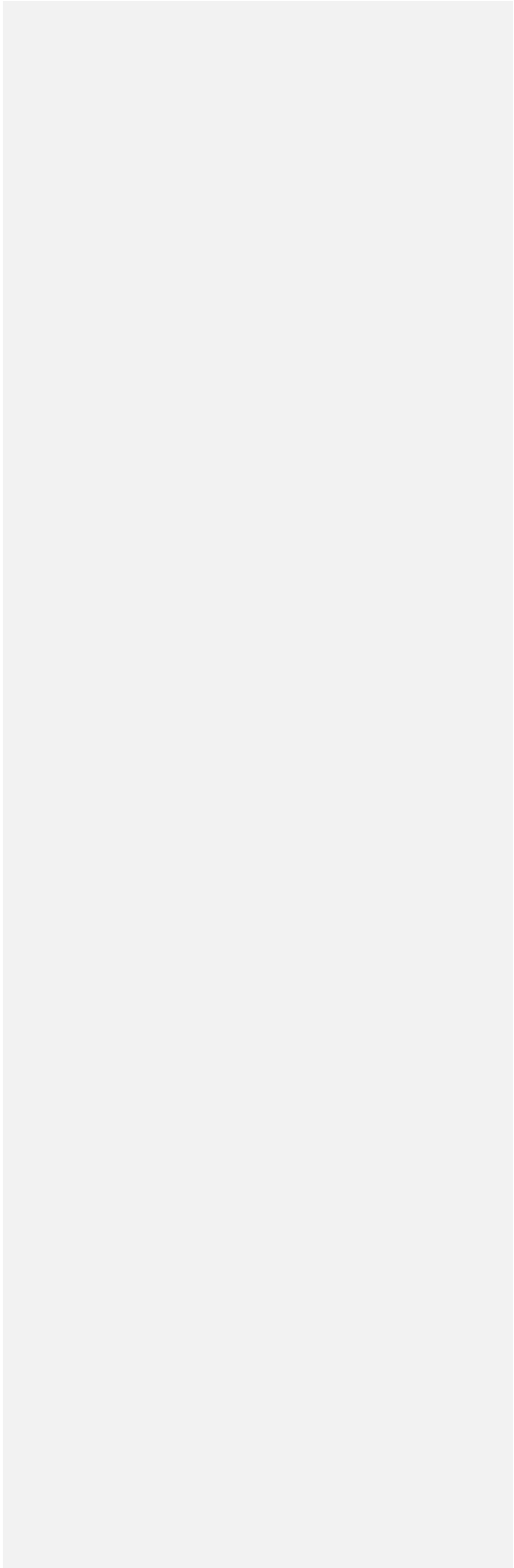
Telephone:

The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.

|

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

DRAFT



ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

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

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

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

 Employee Signature Employee Name

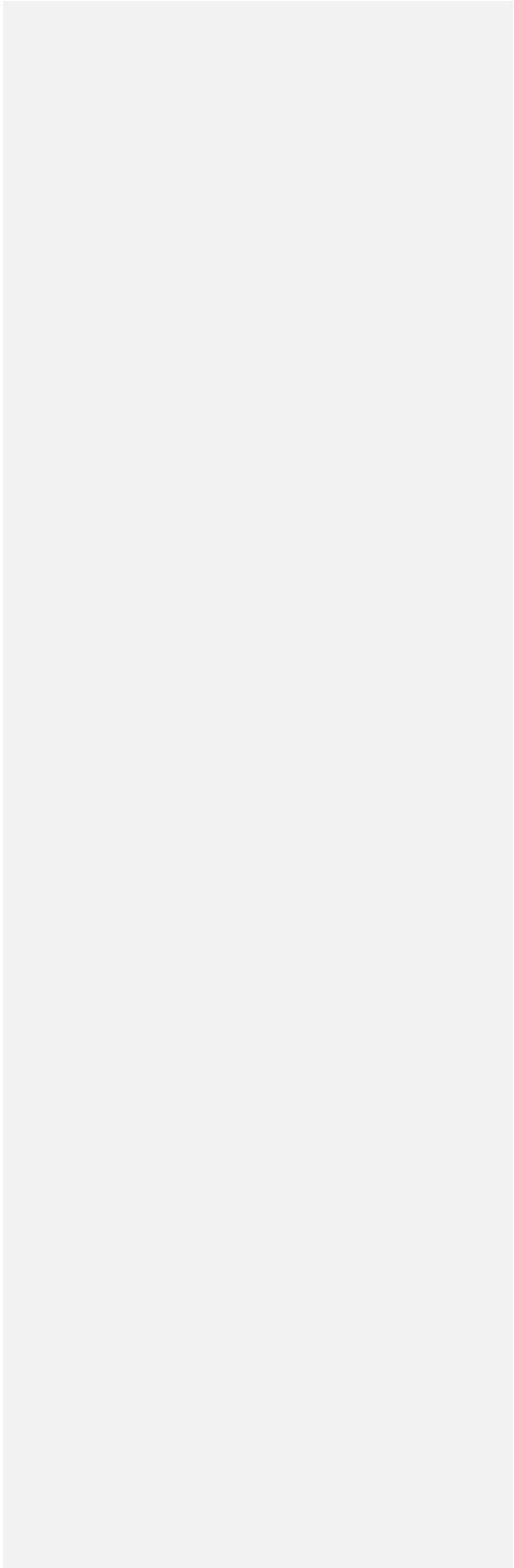
 Executive Director's Signature Executive Director's Name

APPENDIX III – EXPENSE REIMBURSEMENT REQUEST FORM

DRAFT

APPENDIX IV – PURCHASE REQUEST FORM

DRAFT





EL CAMINO REAL CHARTER HIGH SCHOOL

Purchase Request Form

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

Purchase Request Information

PO# (from Netsuite): _____

Your Name: _____

Vendor Name: _____

Department: _____

Program: _____

Reason/Description for the Purchase:

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

Signature *Date*

Please check in Netsuite for approval/rejection of your request

Program Manager/Director Approval

Approved

Rejected

Comments:

Manager Signature *Date*

PRINT MANAGER NAME: _____ TITLE: _____

Executive Director Final Approval (over \$10,000 only)

Executive Director Signature *Date*

Comments:

Return to Purchaser. If order has been placed attach invoice and return to Accounts Payable.

Coversheet

Discussion and Vote on Possible Changes to the Number and Governance Structure of Current Standing and Ad Hoc 2022-2023 Board Committees

Section: V. Governance
Item: A. Discussion and Vote on Possible Changes to the Number and Governance Structure of Current Standing and Ad Hoc 2022-2023 Board Committees
Purpose: Vote
Submitted by:
Related Material: Standing and Ad Hoc Committees - 2022-2023 - Board Revised 22SEP2022 (1).docx

Standing and Ad Hoc Committees - 2022-2023

Revised Per ECRA BOARD VOTE 22SEP2022

Document Revised 25OCT2022 by KSL

The following 2022-2023 Standing and Ad Hoc Committees and membership of each were revised by the ECRA Board during the September 22nd, 2022, Regular Board Meeting:

Finance & Investments (Standing)

Elected Members: Malconian, Ramirez, Lopez-Vargas

Elected Chairperson: Malconian

School Site Safety (Standing)

Elected Members: Solkovits, Wright, Kofahl

Elected Chairperson: Wright

Athletics Oversight and Support (Ad Hoc)

Elected Members: Malconian, Ramirez, Wright

Elected Chairperson: Wright

Capitalization Projects (Ad Hoc per Board Vote 22SEP2022)

Elected Members: Wright, Ramirez, Malconian

Elected Chairperson: Ramirez

Executive Director Evaluation (Ad Hoc per Board Vote 22SEP2022)

Elected Members: Ibach, Ramirez, Kofahl

Elected Chairperson: Ibach

Facilities Maintenance Operations and Support (Ad Hoc)

Elected Members: Wright, Ramirez, Kofahl

Elected Chairperson: Wright

Instruction and Data Analysis (Ad Hoc)

Elected Members: Solkovits, Wright, Ibach

Elected Chairperson: Solkovits

Travel (Ad Hoc)

Elected Members: Wright, Kofahl, Ramirez

Elected Chairperson: Kofahl

Technology (Ad Hoc)

Elected Members: Wright, Malconian, Ramirez

Elected Chairperson: Wright

Coversheet

Discussion of ECRCHS's Compliance with LAUSD's "Keeping Parents Informed: Charter Public School Transparency Resolution of January 12th, 2016."

Section: VI. School Business
Item: A. Discussion of ECRCHS's Compliance with LAUSD's "Keeping Parents Informed: Charter Public School Transparency Resolution of January 12th, 2016."
Purpose: Discuss
Submitted by:
Related Material:
LAUSD - Keeping Parents Informed Charter Pub. School Transparency Res. of 12JAN2016.pdf

Charter Transparency (Res-017-15/16)

23. Ms. Ratliff, Mr. Zimmer – Keeping Parents Informed: Charter Transparency (Res-017-15/16)
(Noticed November 10, 2015 and Postponed from a Previous Meeting)

ADOPTED AS AMENDED BY CONSENT VOTE

Whereas, Charter schools were established in 1992 by the California Education Code as a way to encourage innovation, increase opportunities for teaching and learning and expand school choice for parents and students;

Whereas, A Board of Education or other authorizing entity grants a charter with the expectation that a school will adhere to the procedures outlined in its petition and uphold the public's trust in carrying out the agreement;

Whereas, The Los Angeles Unified School District aims to authorize, and provide sound oversight to, a portfolio of high quality innovative charter schools;

Whereas, California Education Code 47607 allows an authorizing entity to grant a charter for a period not to exceed five years and to grant one or more renewals of five years each;

Whereas, California Education Code ~~47606(e)(2)~~ 47605(c)(2) states, "Charter schools shall, on a regular basis, consult with their parents, legal guardians and teachers regarding the school's educational programs";

Whereas, California Education Code 47604.32 requires the authorizing entity, including the Governing Board of the Los Angeles Unified School District, to provide oversight of a charter school's operations, including its fiscal conditions and financial operations;

Whereas, California Ed Code 47604.3 requires charter schools to promptly respond to all reasonable inquiries from its chartering authority, including those regarding its financial records;

Whereas, The District requires every charter school to cooperate with investigations of waste, fraud, abuse and other material violations of law related to its operation;

Whereas, California Education Code 47607(c) states that the authorizing entity may revoke a charter through the showing of substantial evidence that the school did any of the following: Committed a material violation of any of the conditions, standards or procedures set forth in the charter; failed to meet or pursue any of the pupil outcomes identified in the charter; failed to meet generally accepted accounting principles or engaged in fiscal mismanagement; violated any provision of the law;

Whereas, California Education Code 47607(c)-(e) and corresponding state regulations require the chartering authority to adhere to the following procedures when revoking a charter: Issuance of a Notice of Violations; issuance of a Notice to Revoke and Notice of Facts in Support of Revocation; a public hearing; and a final vote;

Whereas, The District currently requires charter schools to notify parents and guardians within 72 hours of a closure action and to simultaneously provide proof of the notification to the Charter Schools Division, but does not mandate any such notice when the revocation process is initiated or underway; and

Whereas, When a school has a renewal hearing before the Board, there is currently no requirement that a school must inform parents, legal guardians, and teachers of the outcome; ~~now, therefore, be it~~

Whereas, Traditional public schools are bound by applicable laws to adhere to prescribed standards, and/or to publicly disclose information relating to, their safety and facilities, curriculum and instructional focus, staff qualifications and compensation, governance and finances, food services, academic performance and student demographics;

Whereas, Charter schools are legally afforded greater flexibility with respect to the same standards; and, therefore, there is greater uncertainty about many of the above matters, which could be addressed through enhanced disclosure; and

Whereas, Although the District has an active program of voluntary seismic improvements to District-owned school sites, there may be a lack of clarity among both traditional and charter school parents regarding the seismic vulnerability of their students' school buildings, and the Field Act and (for non-District-owned sites) multiple applicable building codes are complex and have changed over years making it difficult to infer seismic safety from compliance alone; now, therefore, be it

Resolved, That the Los Angeles Unified School District expects a charter management organization or every District-authorized charter school to be transparent with its stakeholders (as traditional District public schools are required to be) regarding all aspects of its operation, including the possible revocation of its charter;

Resolved further, That a charter school be required to notify all parents, guardians and teachers in writing within 72 hours when the District issues a Notice of Violations, a Notice of Intent to Revoke and/or ~~the Recommendation for~~ Notice of Non-renewal; and that the notification include the District's rationale for the action, if provided by the District. The school shall also be required to simultaneously provide proof of the notification to the Charter Schools Division;

Resolved further, That in order to achieve these goals of transparency, accountability and keeping parents informed (with information similar to that available to traditional public school parents), a charter management organization or charter school District-authorized charter schools ~~are~~ be required to have available, as allowed by law, to parents, guardians, and staff, information regarding:

Safety and Facilities

- Health and safety plans and procedures
- ~~Field Act compliancy~~
- School facility assessment
- ~~Available play space/density~~

Curriculum and Instructional Focus

- Local Education Agency Plan
- Instructional materials
- Curriculum content

Staff

- Teacher credential status
- Qualifications of employees (including school leaders); Staff (including, but not limited to teachers, administrators, clerical staff, custodial staff, aides, etc.) compensation scheme (including, without limitation, pay scale, bonuses or merit pay and the standards and procedures by which they are earned, benefits and retirement system) should be made available to parents upon request.
- ~~Chanda Smith Consent Decree compliance (including, but not limited to proper documentation displayed and made available to parents)~~
- ~~Staff pay scale (including, but not limited to teachers, administrators, clerical staff, custodial staff, aides, etc.)~~
- ~~Instructional materials~~

Governance Structure and Financial Management

- Brown Act compliancy
- Governance structure and policies
- Any material relationships among the school, its charter management organization (CMO) and any person or entity controlling, controlled by, or under common control with the school or its CMO; As used herein, "control" has the meaning ascribed to it in Rule 405 promulgated under the Securities Act of 1933, as amended – that is, the possession, direct or indirect, of the power to direct or cause the direction of the management and policies of a person, whether through the ownership of voting securities, by contract, or otherwise.
- Audited Financial Statements
- Local Control Accountability Plan (LCAP)

Food Services

- ~~Food service/caloric content~~
- Meals offered to students
- Whether free and reduced-price meals are provided to students who would be eligible for them at a traditional public school

Admissions

- Lottery processes (including any preferences) and enrollment deadlines
- Academic Performance (in each case, disaggregated for all numerically significant sub-groups)
- Statewide testing results
- Four year cohort graduation rates
- Drop-out rates

Student Demographic Rates

- ~~Special Education services (including, but not limited to SELPA affiliation)~~
- ~~Curriculum content~~
- ~~Special Education by type (high incident, low incident)~~
- Ethnicity
- Income-eligibility for free and reduced-price meals
- English Language Learner status
- Special Education, by type (detailed to the extent permitted by applicable state and federal law and as available by traditional District public schools)

Resolved further, That this information be available to parents both manually and electronically through a written disclosure form in the preferred language of the family in English and any single primary language meeting the requirements of Sections 45400 through 45403 of the California Education Code;

Resolved further, That for the 2015-16 academic year, this information (other than the Audited Financial Statements and LCAP) shall be available to parents, guardians, and staff no later than March 1, 2016, and the Audited Financial Statements and LCAP shall be made similarly available by December 15, 2016 and June 30, 2016, respectively;

Resolved further, That for the 2016-17 and subsequent academic years, this information (other than the Audited Financial Statements and LCAP) shall be available to parents, guardians, and staff no later than August 31st of the applicable academic year, and the Audited Financial Statements and LCAP shall be made similarly available by December 15 of the following academic year and June 30 of the applicable academic year, respectively. If at any time, a change occurs with regards to the available information, the charter management organization or charter school will have 72 hours to have available the updated information within a reasonable time; and, be it finally

Resolved, further, That each District traditional public school and District-authorized charter school that occupies buildings on the AB300 list shall promptly post a notice to such effect in their main office;

Resolved further, That the Superintendent shall direct appropriate staff to conduct a study to determine appropriate measures and metrics of seismic resistance and seismic hazards of school buildings (the study may consider relevant factors, such as year and type of construction, depth of foundation and soil type, building materials, types of joints, number of floors, and the presence or absence of lateral bracing, proximity to known faults and the activeness of such faults, among other things) and to determine appropriate methods and timeframes for communicating such information and periodic updates to the public;

Resolved, further, That such study shall be conducted with input from the District's stakeholders, including, but not limited to, representatives of parents, community members, and independent charter schools, and that the Superintendent shall report the results of such study to the Board by April 11, 2016; and, be it finally

Resolved, That the Governing Board of the Los Angeles Unified School District encourages each charter school to inform parents, legal guardians, and other stakeholders of the outcome of its renewal hearings.

Coversheet

Discussion on A-G Block Grant

Section: VI. School Business
Item: B. Discussion on A-G Block Grant
Purpose: Discuss
Submitted by:
Related Material: A-G Improvement Grant Funding - ECRCHS Plan 2022-23 (1).pdf

A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
El Camino Real Charter High School	\$ 474,406

Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

Funds will be used for three specific categories that support ECR's continued effort in providing students and their families with outreach focused on education and advisory in A-G requirements. In addition, funds will be used to expand opportunities for students to complete A-G coursework during the school day and outside of the traditional in-seat options during the school day and summer school. These funds are available for expenditure or encumbrance through the 2025-26 fiscal year.

- 1.) The funding of an additional full time college counselor. At present, the college office staffs two full time college counselors. With a student population of approximately 3600, ECR's college counselor to student ratio is 1800:1. This additional college counselor will increase the college office's ability to target more students in the above-mentioned categories and increase our college office staffing to a level on par with neighboring charter schools. This increase in staffing will provide additional opportunities for students and their families to meet with a college counselor and receive individualized post-secondary guidance. This position will be specifically focused on supporting our foster youth, low-income, and EL students through outreach to their families concentrated on the importance of A-G completion and the benefits of Dual Enrollment.
- 2.) Provide ECR students with additional opportunities to complete A-G coursework, including AP classes, through online platforms such as Cyber High and BYU Independent Study. These courses will allow students in need of schedule flexibility, or retaking an A-G course, more options when addressing their scheduling needs. These opportunities would be made possible by expanding teacher auxiliaries when necessary as well as the payment of subscription costs associated with the above mentioned online platforms.
- 3.) Funding hours for school counselors to work with students and their families outside of school hours and over the summer. Specifically, these additional hours will be spent in direct contact with students and families in the form of individual appointments, and transcript evaluation. Over the summer, counselors are able to review transcripts and reach out to students in need of retaking courses. Providing this time over the summer allows for adjustments to be made to individual student schedules prior to the start of the school year.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

Upon their admittance, every student that attends ECRCHS is placed on a graduation plan which meets A-G requirements and UC/CSU minimum course eligibility. All students, including low-income students, English learners, and foster youth, have access to A-G courses including Advanced Placement and Dual Enrollment opportunities, with ongoing teacher support as well as opportunities for work experience and/or CTE career paths.

All students are advised of the importance of completing A-G course requirements even when their post-secondary plans do not include attending a 4-year university. Any student that elects to not meet A-G minimum eligibility is required to meet with their counselor, along with their parent, in order for their family to understand the ramifications of not completing the appropriate coursework.

The number of students who were identified for opportunities to retake A-G approved courses in which they received a “D”, “F”, or “Fail” grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

952

During the 2020-21 school year, 952 students received a D or F in one or more A-G course. ECRCHS provides opportunities for all students to retake courses throughout the school year and during summer school. Students have the option to retake any class during the school day, and also have the option to take retake classes online if in-person offerings will not fit into their schedule during the regular school day.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

The expenditures detailed in this plan directly supplement services outlined throughout Goal 3 (Action Steps 3 and 4 specifically) of ECRCHS’s LCAP. Goal 3 details the importance of students graduating college and career ready. Action step 3 requires ECR to increase the A-G completion rate by ten percent over the next 3 years, while action step 4 speaks to an increase in dual enrollment students. This improvement grant plan provides funding to address the needs of both action steps through a focus on advisement and through expanded course availability.

Plan Expenditures

Programs and services to increase or improve A-G completion	Planned Expenditures
Increase credit recovery opportunities through expanded A-G offerings as well as expand access to AP courses through online platforms. Expenditure includes additional teacher auxiliaries and BYU online subscription	\$ 82,330
Provide increased counseling services and transcript evaluation during summer school	\$ 40,504
Increase staffing in College Office – One additional college counselor for three years	\$ 352,796

Coversheet

Discussion and Vote on 2022-2023 Comprehensive School Safety Plan

Section: VI. School Business
Item: C. Discussion and Vote on 2022-2023 Comprehensive School Safety Plan
Purpose: Vote
Submitted by:
Related Material: 2022-2023 ECR CSSP .pdf

EL CAMINO REAL CHARTER HIGH

COMPREHENSIVE SCHOOL SAFETY PLAN



HOME OF ACADEMIC, ARTISTIC,
AND
ATHLETIC EXCELLENCE

2022-2023

WOODLAND HILLS, CA 91367



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Introduction

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

The Comprehensive School Safety Plan is available for review on the school website.

School Safety Committee

Members

The School Safety Committee meets monthly and is composed of the following members.

School Safety Committee 2022-2023	
David Hussey	Executive Director
Zasha Endres	Administrative Director
Jason Camp	Administrative Director
Dean Bennett	Administrative Director
Officer Wright	School Police Officer
Angel Lerma	Dean of Students
Barbara Stanoff	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Kyna Collins	Teacher/Union Representative
Carlos Monroy	Teacher/Union Representative
Letty Zane	Parent Representative
Cheryl Dorries	Parent Representative
Anne Hoke	Student Representative

Mission Statement

ECRCHS is committed to collaboratively assisting all stakeholders in providing a safe learning and working environment for our students and staff through the development of intervention and prevention programs. Our partnership with emergency responders, school personnel, students, parents and community organizations is key to preventing, preparing for, and responding to emergencies and recovering from crisis situations.

Vision Statement

We hold safety and health as our highest values. ECR staff are proactive when it comes to the well-being of our students and staff by exceeding expectations of accountability, integrity, preparedness and safety. Everyone is a safety role model and leader. All stakeholders must be assertive and lead by example. Proper communication among all stakeholders is an integral part of our team's success and basis for a better today and tomorrow when it comes to the safety of all at ECRCHS.

Review of 2021-2022 Goals

Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	In conjunction with Student Council, students will create posters with positive messages to be placed in the building. In addition, monitors in the cafeteria will be utilized for positive messages and student information.	Person(s) Responsible
		Clark/Mr.Bennett/Delgado
		Timeline for Implementation
		Spring 2022
Activity 1-2	We will create a Kindness Counts program which will recognize students that show exemplary behavior, such as turning in lost and found items and helping friends and staff.	Person(s) Responsible
		Lerma/Stanoff/Mrs. Bennett
		Timeline for Implementation
		Spring 2022
Activity 1-3	We will update the former "On the Spot Recognition" program. Students will receive this certification for personal growth recognized by staff members.	Person(s) Responsible
		Dhillon
		Timeline for Implementation
		Fall 2021

Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Person(s) Responsible
		Lerma
		Timeline for Implementation
		Spring 2022
Activity 2-2	Visitor side of stadium signage and mural	Person(s) Responsible
		Bennett/Fuller/Duarte
		Timeline for Implementation
		Spring 2022
Goal 2-2	Educate parents and students on drop off and pick up procedures.	
Activity 2-3	School personnel and volunteers will help educate parents and students on the dangers of making a U-turn before school when dropping off students.	Person(s) Responsible
		Dhillon
		Timeline for Implementation
		Fall 2021
Activity 2-4	Continue to make announcements in parent emails, phone calls, the school newsletter,	Person(s) Responsible
		Clark, Jaquez, Bennett
		Timeline for Implementation

	school website, school social media accounts, and on the PA system.	Continue during Fall 2021
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Goal 1-1

- Activity 1-1: Student Council has been making posters with positive messages on a regular basis. The cafeteria monitors have not been used yet.
- Activity 1-2: The Kindness Counts program has been successfully implemented
- Activity 1-3: The school did not implement this program.

Goal 2-1

- Activity 2-1: This goal did not occur due to the frequently changing Covid restrictions.
- Activity 2-2: This did not occur because the school was waiting for the new logos and fonts that were part of the rebranding process.

Goal 2-2

- Activity 2-3: This activity was completed. The school also used temporary traffic cones to reinforce the no U-turn policy.
- Activity 2-4: This activity was completed.

Goals for 2022-2023

Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	In addition to the current Student Council posters, positive messages and/or student information will be displayed on main hallway and cafeteria monitors and on permanent hallway signage.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Fall 2022
Activity 1-2	We will reinstate the former “On the Spot Recognition” program. Students will receive this certification for personal growth recognized by staff members. Additionally, this program will be expanded to include periodic drawings and other incentives.	Responsible Office(s)
		Deans Office
		Timeline for Implementation
		Spring 2023
Activity 1-3	Create and post positive behavioral expectations for students.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2023

Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Responsible Office(s)
		AP Office
		Timeline for Implementation
		Spring 2023
Activity 2-2	Use the rebranding logos/designs to update school hallways and offices.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Spring 2023
Goal 2-2	Increase/update school safety features.	
Activity 2-3	Increase frequency of visits by drug detecting dog	Responsible Office(s)
		Deans Office
		Timeline for Implementation
		Fall 2022
Activity 2-4	Obtain NARCAN (naloxone HCL) and educate staff members on its use.	Responsible Office(s)
		Health Office
		Timeline for Implementation

		Fall 2022
Activity 2-5	Increase number of security cameras on campus and add vaping sensors to restrooms	Responsible Office(s)
		Technology and AP Office
		Timeline for Implementation
		Spring 2023

Assessment of School Safety

Discipline Data

In the 2021-2022 school year, 25 students were suspended a total of 31 times. This was an average of 3.1 suspensions per month with a high of 7 suspensions in May. The most common reason for suspension (42%) was “caused, attempted, or threatened physical injury”. There were no expulsions in 2021-2022.



School Survey

In a spring 2021 parent survey, an average of 68% of students and 57% of parents responded favorably to questions about school safety.

Child Abuse Reporting Procedures

California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

ECRCHS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail or by a fine of One Thousand Dollars (\$1,000.00), or by both that imprisonment and fine. All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

Suspension and Expulsion Policies

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Criteria of discipline is determined using Attachment 3 of the LAUSD School Climate Bill of Rights.

A single suspension may not be issued for more than 5 consecutive school days. The total number of days for which a student, including students with a 504 Plan, may be suspended from school shall not exceed 20 days. Students with an IEP shall not be suspended for more than 10 school days in any school year.

Enumerated Offenses

Discretionary Suspension Offenses: Students *may* be suspended for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except self-defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing

- that student from being a witness and/or retaliating against that student for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - p. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
 - q. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
 - r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - s. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
 - t. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2. “Electronic Act” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil

- would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
 - w. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Non-Discretionary Suspension Offenses: Students *must* be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Discretionary Expellable Offenses: Students *may* be recommended for expulsion for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except self-defense.
- c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k. Knowingly received stolen school property or private property.
- l. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil

organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

- q. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students

that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
2. "Electronic Act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has

been transmitted on the Internet or is currently posted on the Internet.

- v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

Non-Discretionary Expellable Offenses: Students *must* be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- e. Possession of an explosive.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

In-School Suspension

For In-School suspension, the student remains on campus for the length of the suspension and receives academic support by a credentialed staff member for material related to all missed classes. Two types of In-School suspension are implemented at ECRCHS, class suspension and in-house suspension. Class suspension is when a student is suspended from a specific class; this may occur only once every five school days. In-house suspension is when a student is suspended from all of their classes. In-school suspension allows the student to be removed from the general student body but still receive academic support for their on-going classes.

Out-of-School Suspension

A student may receive an out-of-school suspension if it is determined that the student’s presence would be a danger to others at school and their removal from school is necessary.

Suspension Procedures

Suspensions shall be initiated according to the following procedures:

Conference

Suspension shall be preceded, if possible, by a conference conducted by the Dean or designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Dean.

The conference may be omitted if the Dean or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If, however, a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two

school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

Notice to Parents/Guardians

At the time of suspension, the Dean or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Placement/Expulsion by the Dean or Dean's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing.

This determination will be made by the Dean or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. In such instances when the school has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

Suspension Appeal: If the parent wants to appeal the suspension, the parent submits an appeal to the Assistant Principal. The decision of the Assistant Principal will be final.

Expulsion Procedures

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. ECRCHS's Board will appoint an Administrative Panel. The Administrative Panel may expel a student found to have committed an expellable offense.

A student and his or her parents may appeal an expulsion decision by the Administrative Panel to ECRCHS's Board, which will make the final determination.

Hearing Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. If requested by the student, and unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Dean or designee determines that the pupil has committed an expellable offense and recommends the student for expulsion.

The Administrative Panel will hold a hearing on the case, and will make a determination whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under the Family Educational Rights Privacy Act ("FERPA")) unless the pupil makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the school's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;

6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

ECRCHS School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by ECRCHS's Board, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the Administrative Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The Administrative Panel may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The Administrative Panel may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The Administrative Panel may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A determination by the Administrative

Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Administrative Panel or Governing Board on appeal determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact regarding the expulsion. The final decision by the Administrative Panel shall be made within ten (10) school days following the conclusion of the hearing.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program at the Charter School.

Written Notice to Expel

The Dean or designee following a decision of the Administrative Panel to expel shall send written notice of the decision to expel, including the Administrative Panel's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.
3. Notice of any appeal options
4. Information about alternative placement options

The Dean or designee shall send a copy of the written notice of the decision to expel to the student's district of residence and the authorizer. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

Right to Appeal

If a pupil is expelled, the pupil or the pupil's parent or guardian may, within 15 calendar days following the decision of the Administrative panel to expel, file a written appeal, requesting the Board reconsider the expulsion determination.

If appealed, the Board conducts and presides over the expulsion appeal.

The Board shall hold a hearing within twenty (20) schooldays following the filing of a formal request under this section. The Board shall render a decision within three (3) school days of the appeal hearing. The decision of the Board shall be final.

The period within which an appeal is to be filed shall be determined from the date the Administrative Panel votes to expel, even if enforcement of the expulsion action is suspended and the pupil is placed on probation. A pupil who fails to appeal the original action of the Board within the prescribed time may not subsequently appeal a decision of the Board to revoke probation and impose the original order of expulsion.

The Board may adopt further rules and regulations establishing procedures for expulsion appeals conducted so long as they are consistent with this section and do not violate students' due process. The adopted rules and regulations shall include, but need not be limited to, the requirements for filing a notice of appeal, the setting of a hearing date, the furnishing of notice to the pupil regarding the appeal, the furnishing of a copy of the expulsion hearing, procedures for the conduct of the hearing, and the preservation of the record of the appeal.

The parent/guardian or the pupil shall submit a written request for a copy of the written transcripts and supporting documents, if desired, from ECRCHS simultaneously with the filing of the notice of appeal. ECRCHS shall provide the pupil with the transcriptions, supporting documents, and records within 10 schooldays following the pupil's written request, unless impracticable.

Closed session

The Board shall hear an appeal of an expulsion order in closed session. During closed session, if the Board admits any representative of the pupil or ECRCHS, the Board shall, at the same time, admit representatives from the opposing party.

Evidence admissible at hearing

The Board shall determine the appeal from a pupil expulsion upon the record of the hearing before the Administrative Panel, together with such applicable documentation or regulations as may be ordered.

Scope of review

The review by the Board shall be limited to the following questions:

- (1) Whether the Administrative Panel acted without or in excess of its jurisdiction.
- (2) Whether there was a fair hearing before the Administrative Panel.
- (3) Whether there was a prejudicial abuse of discretion in the hearing.
- (4) Whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel.

The Board may not recommend reversing the decision of the Administrative Panel to expel a pupil based upon a finding of an abuse of discretion unless the Board also determines that the abuse of discretion was prejudicial.

Decision of the Board

The decision of the Board shall be limited as follows:

- (a) If the Board finds that relevant and material evidence exists which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the Administrative Panel, the Board may reconsider the matter and may in addition recommend the pupil reinstated pending the reconsideration.
- (b) In all other cases, the Board shall either affirm or reverse the decision of the Administrative Panel. The decision of the Board will be final.

Expelled Pupils/Alternative Education

The school will provide the parent with necessary information and a list of placement options. ECRCHS shall be responsible for facilitating placement of expelled students.

Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

ECRCHS School shall immediately notify the LAUSD Special Education Local Plan Area ("SELPA") and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who ECRCHS or SELPA would be deemed to have knowledge that the student had a disability.

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, ECRCHS, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If ECRCHS, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that ECRCHS had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

- c. Return the child to the placement from which the child was removed, unless the parent and ECRCHS agree to a change of placement as part of the modification of the behavioral intervention plan.

If ECRCHS, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then ECRCHS may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or ECRCHS believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or ECRCHS, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and ECRCHS agree otherwise.

ECRCHS personnel may consider any Category 1 offenses on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Dean or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated ECRCHS's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if ECRCHS had knowledge that the student was disabled before the behavior occurred. ECRCHS shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to ECRCHS supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other ECRCHS personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other ECRCHS supervisory personnel.

If ECRCHS knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If ECRCHS had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. If requested by parents, ECRCHS shall conduct an expedited evaluation and review student records; however, the student shall remain in the education placement determined by ECRCHS pending the results of the evaluation.

ECRCHS shall not be deemed to have knowledge that the student had a disability if the parent has refused an evaluation, refused services, or failed to inform ECRCHS that their student has an IEP, or if the student has been evaluated and determined to not be eligible.

Procedures to Notify Teachers of Dangerous Pupils

Teachers are notified through the Aeries system by an asterisk that is printed next to a student's name on teacher rosters. Teachers are able to communicate with the Deans Office for more information.

Nondiscrimination Statement

ECRCHS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); the Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). The school prohibits discrimination, harassment, intimidation and bullying based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

For the purposes of this policy, discrimination is different treatment on the basis of a protected category (listed above) in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

ECRCHS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

ECRCHS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. ECRCHS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which ECRCHS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. ECRCHS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances

regarding harassment as described in this section, above, should be directed to the ECRCHS Uniform Complaint Procedures (“UCP”) Compliance Officer:

Dr. Kurt S. Lowry
Director of Human Resources
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 595-7537

Sexual Harassment Policy

ECRCHS is committed to providing a working and learning environment free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. For that reason, it is a violation of state and federal laws.

Sexual harassment is defined by Education Code Section 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Any student who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school’s Title IX/Bullying Complaint Managers (Dr. Lowry, Mrs. Larew, and Mr. Bennett) so that appropriate action may be taken to resolve the problem. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Additionally, Parents and Students may refer to the ECRCHS Uniform Complaint Procedures.

Dress Code

Dress Code Philosophy:

The purpose of the ECRCHS dress code is to ensure that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase stereotypes, marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. All students are expected to dress in a professional and appropriate manner consistent with the academic environment. All students shall be required to show proper attention to personal cleanliness. The following rules and guidelines are designed to help students thoroughly understand the expectations put upon them as they prepare for college, careers, and professional life after high school as well as to nurture school pride and a focus on academics.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students should understand that they are responsible for managing their own personal image without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science/shop (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable, within the dress code.
- Allow students to wear clothing that expresses their self-identified gender, within the dress code.
- Allow students to wear religious attire without fear of discipline or discrimination.

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference violence and weapons, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

The school's dress code was most recently revised in January 2020 and includes prohibitions related to gang-related apparel.

1. Students must wear a shirt with straps or sleeves with opaque fabric covering the student's front, back, sides under the arms and midriff/stomach.
 - 1.a) Strapless tops/dresses may not be worn at school, even if an undergarment is underneath the top. Tank tops are allowed.
 - 1.b) Hoodie sweatshirts are allowed but the student's full face must be visible at all times.
 - 1.c) All tops must be worn such that private parts, belly buttons, midriffs, and back areas are covered with opaque material.
 - 1.d) Tops may not reveal visible undergarment, though waistbands or straps on undergarments worn under clothes are allowed to be seen.
 - 1.e) Tops intended as an undergarment (such as bralette, sport bras and the like) must be covered by an opaque top.
 - 1.f) Swimwear, leotards or unitards may not be worn to school except as required for athletic practice or performance.
 - 1.g) Pajamas/sleepwear may not be worn except for a spirit day theme. Students may not wear a robe or a blanket while at school except for a spirit day theme.
2. Students must wear pants or the equivalent (i.e. jeans, shorts, skirts, dresses, sweatpants, yoga pants or leggings) of a reasonable length to ensure buttocks and private parts are fully covered.
 - 2.a) Ripped jeans must not allow undergarments or private parts, including any part of the butt, to be visible at any time.

- 2.b) Pants, or the equivalent, may not reveal/expose undergarments or private parts.
3. Students must wear shoes.
 - 3.a) House shoes or slippers may not be worn to school, except as part of a spirit day theme.
4. Headwear may be worn at school. This includes religious coverings.
 - 4.a) Hats must face straight forward or straight backwards.
 - 4.b) Headwear may not cover a student's face or ears, except as permitted for religious purposes.
 - 4.c) Headwear must not interfere with the line of sight of the student or staff.
5. Body parts that are supposed to be covered by tops or bottoms must not be exposed by movements of the body (bending over, sitting, raising of arms, walking up/down stairs, etc.).
6. No clothing may be worn that includes images or language that creates a hostile or intimidating environment based on any protected class or groups, including hate speech, profanity and/or pornography.
7. No clothing may be worn that includes images or language that depicts violence, drugs, alcohol, weapons of any kind, any illegal item or activity and/or nude/exposed bodies.
8. No clothing or jewelry may be worn or displayed that incorporates symbols or colors that can reasonably interpreted as gang-affiliated.
9. Accessories that could be considered dangerous or could be used as a weapon may not be worn at school. This includes chains, intended for a wallet, longer than 6 inches.

Students wearing clothing that violates this Dress Code may be asked to put on suitable alternative clothing. If the student does not have suitable alternative clothing, the school may, at its discretion:

- Provide the student with suitable clothing to wear the rest of the school day; or
- Have the student obtain suitable clothing from home; or
- Have the student do school work in a designated area in the Dean's office until suitable clothing is provided or until the end of the student's school day.

Procedures for Safe Ingress and Egress

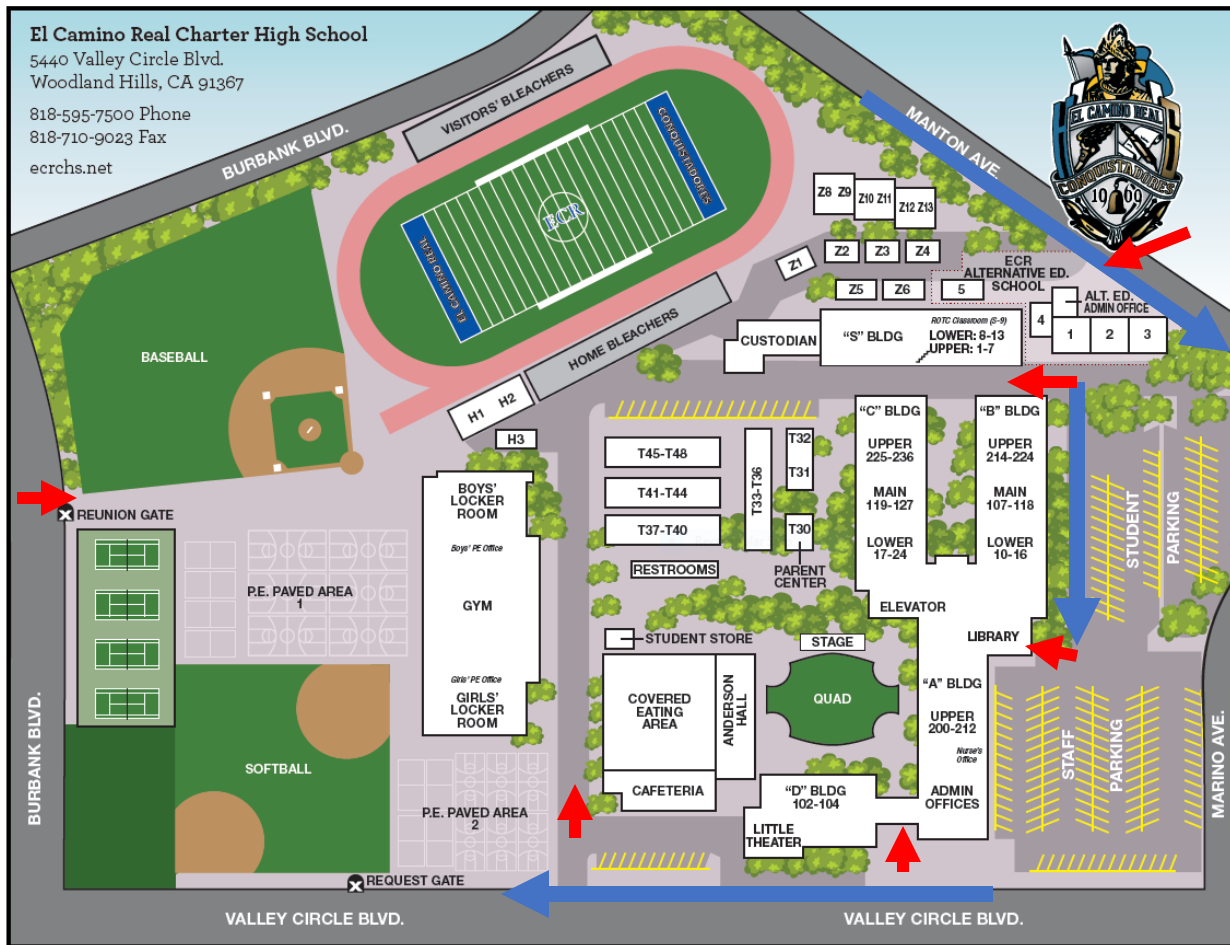
The following map and information outline information for safe ingress and egress from El Camino Real Charter High School.

Student drop-off and pick-up

In the morning, students can enter campus through one of six entrances (marked with red arrows on the map). Student parking is limited and students end up parking on the streets that border the school (Mariano, Manton, Burbank, Valley Circle) and in the neighborhood on surrounding streets. Parent drop-off of students (marked with blue arrows on the map) generally occurs in the front of school on Valley Circle Blvd., in the Upper Student Parking Lot, and at the Dolorosa Gate along Manton Ave.

At the end of school, students are able to exit campus through the same six entrance points they used in the morning. Parent pick-up of students also occurs at the same points as in the morning.

Campus Safety Officers are posted at all the entrance/exit points before and after school. Additionally, a Campus Safety Officer is posted at the entrance to the Staff Parking Lot to ensure that students can safely cross the entrance, that parents don't enter to drop off students, and that staff members can safely and efficiently enter the parking lot.



Policies and Procedures Enacted to Maintain a Safe and Orderly Environment

General Procedures

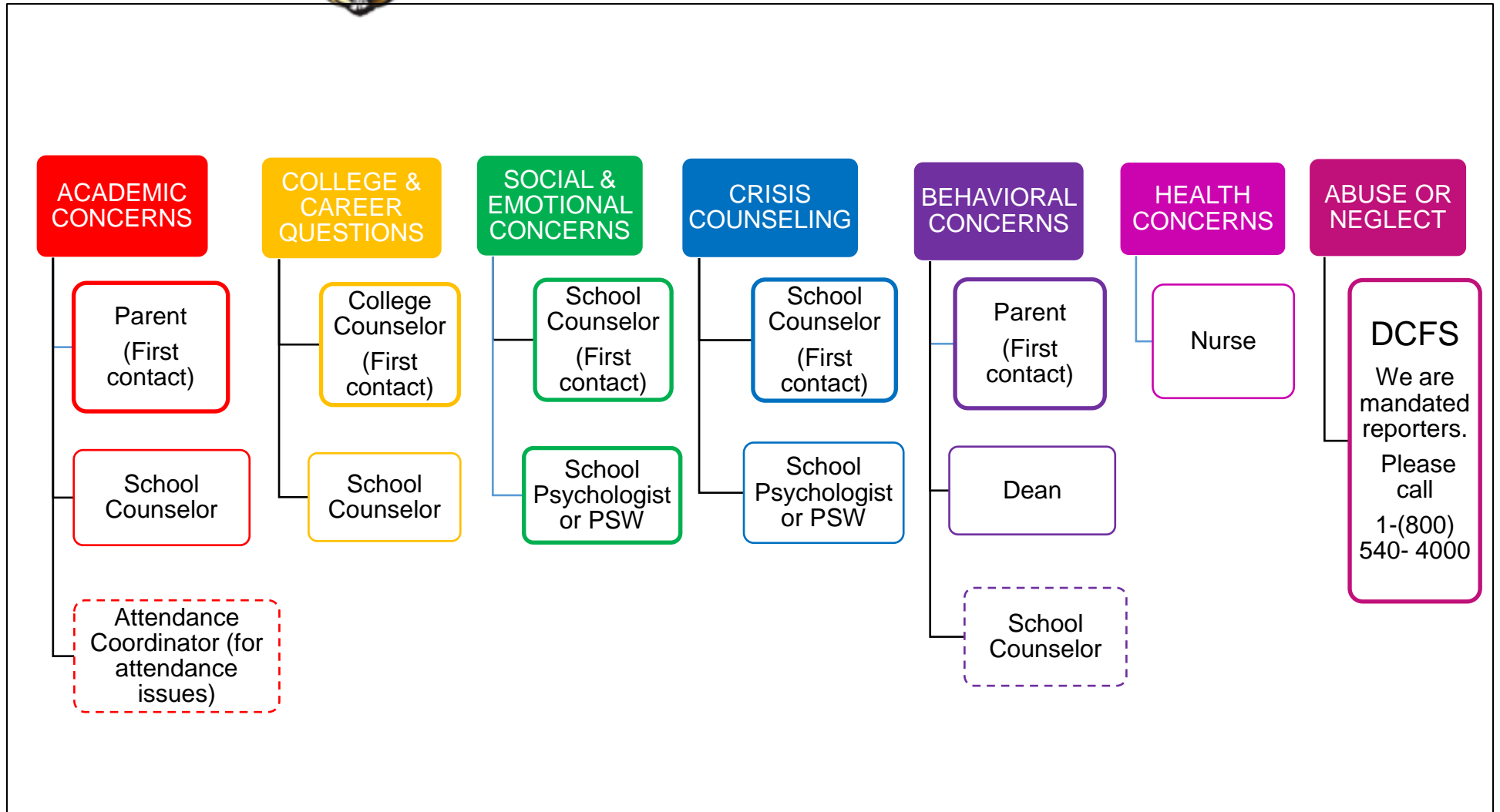
- During the school day, the lobby is the only pedestrian entrance to the school and is manned by one or two campus safety officers
- The remaining exit doors are locked on the outside and are guarded by campus safety officers.
- Visitors must sign in at the security desk in the lobby to obtain a visitors' pass. The pass includes the visitor's driver's license picture and the license is run through a child predator background check.
- There is an average of 12 campus safety officers working during school hours. Additionally, campus safety officers are present from 6:45am to 5:00pm.
- The safety coordinator, plant managers, and administration work to maintain safe facilities conditions at all times and respond quickly to any unsafe conditions that arise.
- The school contracts with LAUSD to provide a full-time school police officer on campus.
- The school also contracts with LAUSD for maintenance needs.
- The Deans Office staff work well with the student population and uses a tiered intervention and support program to address discipline issues.
- The School Psychologists, counselors, and psychiatric social worker (PSW) all work to meet the emotional needs of our students. The PSW is on campus three days per week this year and will be on campus all five days of the week next year.
- The school runs a variety of emergency drills throughout the year including fire, earthquake, lock down, shelter-in-place, and drop-cover-hold.
- The school maintains emergency supplies, food, and water. Additionally, each classroom has a lockdown kit. Trauma kits and CPR breathing masks were ordered in Fall 2019. Teachers will need training prior to the kits being placed in classrooms.
- Random locker searches and random classroom metal detection checks are conducted daily.
- The school's computer firewall monitors student web searches, limits their ability to reach certain sites, and notifies the technology staff if certain key words are used.

- The flowchart on the following page shows El Camino's general plan to address student needs. Teachers have access to an online intervention and referral form to ensure that students receive the help they need.



EL CAMINO REAL CHARTER HIGH SCHOOL

STUDENT SUPPORT AND REFERRAL FLOWCHART



Visitors to Campus Policy

All campus visitors must have the consent and approval of the Executive Director/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Executive Director has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Absent exigent circumstances, parents wishing to visit their child's classroom are required to make prior arrangements with the teacher at least 24 hours in advance. All visitors must check in at the Front Desk and obtain a visitor's pass. Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Bullying and Hazing Policy

ECRCHS is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing, or any behavior that infringes on the safety and well-being of students and/or employees, or interferes with learning or teaching. The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, direct, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying (see above). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. Report bullying behavior to a trusted adult.

The school's Title IX / Bullying Complaint managers are: Dr. Kurt Lowry, Director of Human Resources; Emilie Larew, Assistant Principal; and Dean Bennett, Assistant Principal.

Canine Search Program

Periodically, specially trained dogs visit the campus to detect the presence of drugs in lockers and classrooms.

School officials, including campus security or school police/resource officers, may use trained detection dogs in inspections for illegal, unauthorized or contraband materials in school facilities and around school grounds. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the reliability and accuracy in sniffing out contraband. Trained detection dogs may sniff lockers, student use areas, and other inanimate objects throughout school property. Such inspections are not considered searches and do not require reasonable suspicion. An indication by the dog that illegal, unauthorized or contraband materials are present on school property shall constitute reasonable suspicion, authorizing school officials to search the area or other inanimate object and closed containers and objects within, without securing the consent of the student.

Surveillance Cameras

For student and staff protection, certain areas of the school campus are subject to surveillance by security cameras.

Volunteer Policy

All El Camino Real Charter High School volunteers must go through a screening process for the safety of students and volunteers alike. This process includes

- Obtaining a LiveScan fingerprint scan
- Completing a Tuberculosis Risk Assessment Questionnaire
- Completing online trainings in Child Abuse and Neglect Reporting and Bloodborne Pathogens
- Signing a Confidentiality Agreement

Suicide Prevention Policy

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School ("ECRCHS") recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code Section 215, this policy has been developed in consultation with ECRCHS and community stakeholders, ECRCHS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating ECRCHS’s strategies for suicide prevention and intervention. ECRCHS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, ECRCHS shall appoint a team to serve as the suicide prevention liaison for ECRCHS. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

1. Staff Development

ECRCHS, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all School staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

a. Training

- i. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., School counselors, School psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
- ii. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- iii. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;

- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment.
 - iv. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member.
 - v. Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide.
 - vi. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify School climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
 - vii. Information regarding groups of students judged by ECRCHS, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences.
- b. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
- i. The impact of traumatic stress on emotional and mental health;
 - ii. Common misconceptions about suicide;
 - iii. School and community suicide prevention resources;
 - iv. Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - v. The factors associated with suicide (risk factors, warning signs, protective factors);
 - vi. How to identify youth who may be at risk of suicide;
 - vii. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on ECRCHS guidelines)

- how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on ECRCHS guidelines;
- viii. ECRCHS-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- ix. ECRCHS-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - x. Responding after a suicide occurs (suicide postvention);
 - xi. Resources regarding youth suicide prevention;
 - xii. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- xiii. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

2. Employee Qualifications and Scope of Services

Employees of ECRCHS must act only within the authorization and scope of their credential or license. While it is expected that School professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

3. Parents, Guardians, and Caregivers Participation and Education

- a. Parents/guardians/caregivers may be included in suicide prevention efforts.
 - i. At a minimum, ECRCHS shall share this policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
- b. This suicide prevention policy shall be prominently displayed on the ECRCHS Web page and included in the parent handbook.
- c. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - i. Suicide risk factors, warning signs, and protective factors;
 - ii. How to talk with a student about thoughts of suicide;
 - iii. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student

judged to be at risk for suicide and referral for an immediate suicide risk assessment.

4. Student Participation and Education

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive School climate that enhances students' feelings of connectedness with ECRCHS and is characterized by caring staff and harmonious interrelationships among students.

ECRCHS's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

ECRCHS's instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding ECRCHS's suicide prevention, intervention, and referral procedures.

The content of the education may include:

- Coping strategies for dealing with stress and trauma;
- How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
- Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
- Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education may be incorporated into classroom curricula (e.g., health classes, science, and physical education).

ECRCHS shall support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide.

5. Intervention and Emergency Procedures

ECRCHS designates the following School personnel to act as the suicide prevention liaisons:

- Primary Suicide Prevention Liaison: Jessica Friedman, School Psychologist, Student Support Services, (818) 595-8001, j.friedman@ecrchs.net.
- Secondary Suicide Prevention Liaison: Vanessa Cordero, School Psychologist, Student Support Services, (818) 595-8008, v.cordero@ecrchs.net.
- Alternative Suicide Prevention Liaison: Margaret (Peggy) Valentine, School Nurse, Health Office, (818) 595-7569, p.gocke@ecrchs.net.

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Executive Director or designee, who shall then notify the student's parent/guardian/caregiver as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at ECRCHS or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

- a. Ensure the student's physical safety by one of the following, as appropriate:
 - i. Securing immediate medical treatment if a suicide attempt has occurred;
 - ii. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
 - iii. Keeping the student under continuous adult supervision until the parent/guardian/caregiver and/or appropriate support agent or agency can be contacted and has the opportunity to intervene;

- iv. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
 - v. Moving all other students out of the immediate area;
 - vi. Not sending the student away or leaving him/her alone, even to go to the restroom;
 - vii. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
 - viii. Promising privacy and help, but not promising confidentiality.
- b. Document the incident in writing as soon as feasible.
 - c. Follow up with the parent/guardian/caregiver and student in a timely manner to provide referrals to appropriate services as needed.
 - d. After a referral is made, ECRCHS shall verify with the parent/guardian/caregiver that the follow up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student. If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent/guardian/caregiver to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, ECRCHS may contact Child Protective Services.
 - e. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at ECRCHS.
 - f. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the ECRCHS campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in ECRCHS's safety plan. After consultation with the Executive Director or designee and the student's parent/guardian/caregiver about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Executive Director or designee may provide students, parents/guardians/caregivers, and staff with information, counseling, and/or referrals to community agencies as needed. ECRCHS staff may receive assistance from ECRCHS counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the ECRCHS campus and unrelated to school activities, the Executive Director or designee shall take the following steps to support the student:

- a. Contact the parent/guardian/caregiver and offer support to the family;
- b. Discuss with the family how they would like ECRCHS to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- c. Obtain permission from the parent/guardian/caregiver to share information to ensure the facts regarding the crisis are correct;
- d. The suicide prevention liaisons shall handle any media requests;
- e. Provide care and determine appropriate support to affected students;
- f. Offer to the student and parent/guardian steps for re-integration to School. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

6. Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in ECRCHS activities to notify a teacher, the Executive Director, another ECRCHS administrator, School psychologist, School counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. ECRCHS staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian/caregiver, about additional resources to support the student.

7. Responding After a Suicide Death (Postvention)

A death by suicide in the School community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. ECRCHS shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

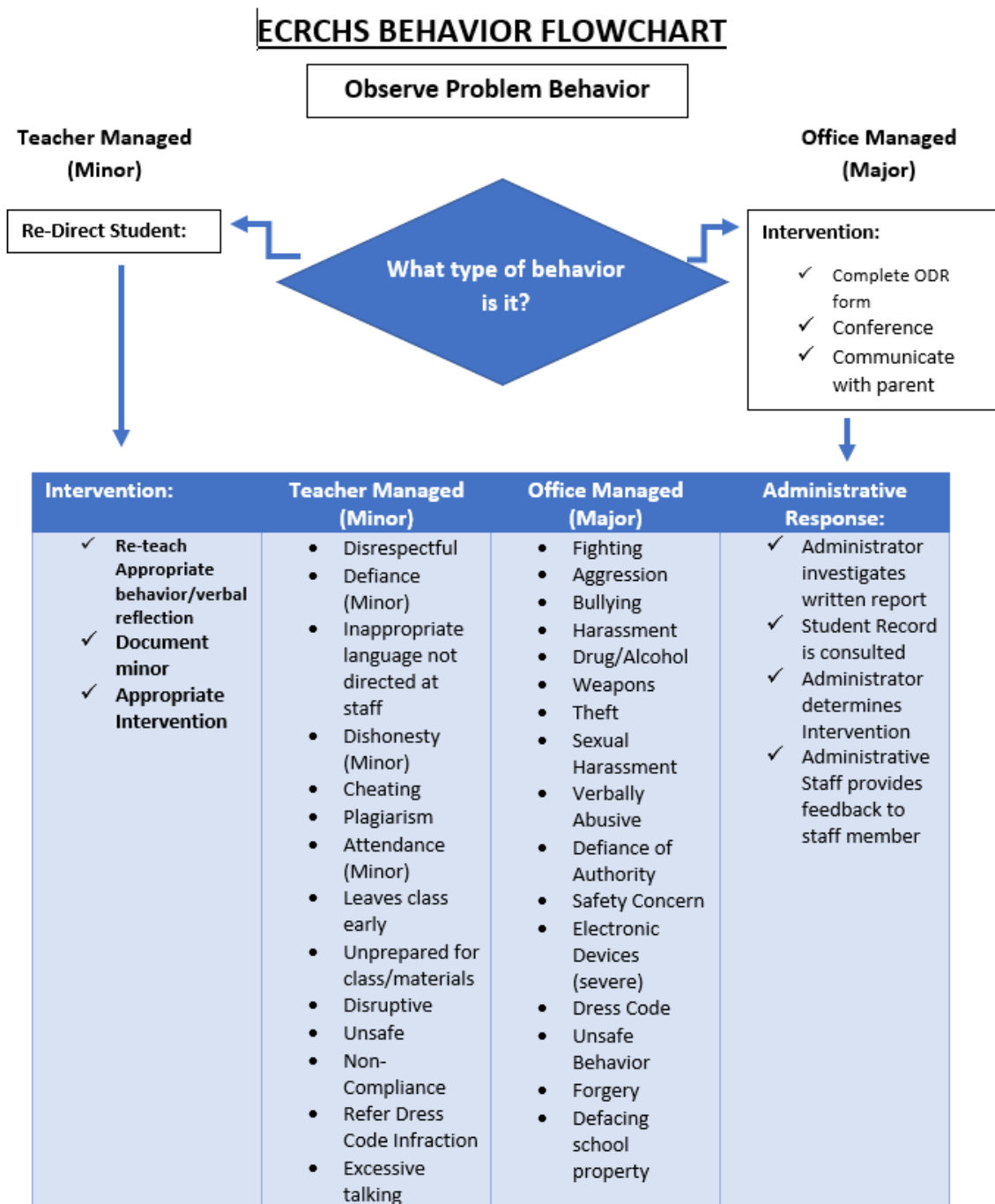
The suicide prevention liaison shall:

- a. Coordinate with the Executive Director to:
 - i. Confirm death and cause;

- ii. Identify a staff member to contact deceased's family (within 24 hours);
 - iii. Enact the Suicide Postvention Response;
 - iv. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
 - b. Coordinate an all-staff meeting, to include:
 - i. Notification (if not already conducted) to staff about suicide death;
 - ii. Emotional support and resources available to staff;
 - iii. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - iv. Share information that is relevant and that which the suicide prevention liaison has permission to disclose.
 - c. Prepare staff to respond to needs of students regarding the following:
 - i. Review of protocols for referring students for support/assessment;
 - ii. Talking points for staff to notify students;
 - iii. Resources available to students (on and off campus).
 - d. Identify students significantly affected by suicide death and other students at risk of imitative behavior;
 - e. Identify students affected by suicide death but not at risk of imitative behavior;
 - i. Communicate with the larger school community about the suicide death;
 - ii. Consider funeral arrangements for family and School community;
 - iii. Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
 - iv. Identify media spokesperson if needed.
 - v. Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed;
 - Support siblings, close friends, teachers, and/or students of deceased;
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide.

Rules and Procedures on School Discipline

The following flowchart shows the general pathway that teachers and the Deans use when dealing with behavioral issues.



ECRCHS uses a progressive discipline policy with positive behavioral interventions. That policy is outlined in the School Climate Bill of Rights.

School Climate Bill of Rights

El Camino Real Charter High School is committed to ensuring a safe, healthy, and positive school environment. ECRCHS has developed fair and consistent progressive discipline policies based on positive behavior interventions.

The ECRCHS community values a rigorous education focused on providing opportunities to select college or career paths. The School Climate Bill of Rights promotes a school with an environment focused on safety, learning, student well-being and community interaction.

- **School-Wide Positive Behavior Intervention and Support:**
ECRCHS will implement alternatives to suspensions along with positive behavior intervention. Appropriate prevention and intervention approaches provide accountability and rehabilitation for discipline incident. See below for more information regarding ECRCHS' intervention strategies.
- **Alternatives to suspension and positive behavior interventions and supports:**
Alternatives to suspensions strategies will be utilized for all students prior to suspensions except those limited offenses where suspension is required pursuant to the ECRCHS suspension and expulsion policy. See below for more information regarding ECRCHS' intervention strategies.
- **School discipline and School based-arrest and citation data available for viewing upon request.**
- **Restorative Justice Approach to resolve student conflict:** See below for more information regarding ECRCHS' intervention strategies.
- **School-Wide Task Force:**
School Site Council will include administrator, teacher, student, parent and classified member. This council will make recommendations to the Discipline staff for implementing positive approaches to working with students, staff and parents/guardians.
- **School Police on campus roles and responsibilities:**

Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal court system, to the greatest extent as possible and when legally feasible.

- A system to file a formal complaint if the School-Wide Positive Behavior Intervention and Support is not implemented: one Assistant Principal is assigned for all School formal complaints. Please see the Main Office for the form.

Interventions

We have implemented many of the Tier I and Tier II interventions mentioned in LAUSD Bulletin 6231.0.

These interventions include the following:

- Parent/Student Conferences
- Conflict Resolutions led by the Deans
- Individual Counseling
- Alternative Programming (changing teacher/class)
- Referral to SST
- Referral to COST
- Behavioral Contracts
- Threat Assessment
- Referral to Peer Active Listener group (PALs)
- Campus Beautification
- Restitution
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)

Alternatives to Suspension

Our alternatives to suspension include the following:

- Conflict Resolutions led by the Deans
- Individual Counseling
- Behavioral Contracts
- Campus Beautification
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- “In House” Class Suspensions with appropriate curricular materials provided to the student

- Online Social Emotional Learning (SEL) and behavior intervention program

Schoolwide Positive Behavior Support System

Incentives

- Good attendance qualifies juniors and seniors for lunch passes
- Good attendance and a good disciplinary record qualifies students for Prom
- Safety Coordinator distributes blank “On The Spot Recognition” forms so that teachers and students can send words of encouragement to each other.
- Elco’s Best program to recognize and reward students who are exhibiting positive behaviors.
- Certificates issued for good behavior through the Assistant Principals’ Office.
- The Alternative Education Program also uses the following incentives:
 - Posting student names on the Awesome Board every week for students who have improved
 - End of semester assemblies celebrating attendance, academics, and citizenship

Positive Behavior Supports

- Two full time Dean of Students
- Attendance Coordinator
- Intervention Coordinators
- Psychiatric Social Worker
- Two school psychologists
- Tarzana Hospital Drug Treatment Group
- Family counseling referrals
- Anxiety disorder counseling group
- Counselors
- Tarzana Mental Health Services will be on campus to work with Families and students who are on Medi-Care
- Student support groups
- Formal and informal follow-up communications
- La Familia and Black Student Union
- 80+ clubs

Hate Crime Reporting Procedures

These procedures are covered in the previously mentioned suspension and nondiscrimination policies. These incidents are dealt with using suspension/expulsion procedures and/or Uniform Complaint Procedures.

Emergency Communication

During an actual emergency situation, the School will notify all appropriate agencies including, but not limited to, LAUSD on-campus school police officer, LAPD, LAFD, and LAUSD Charter Schools Division.

Communication with teachers (and students) in a classroom will occur via the P.A. system, School website, phone system, and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Communication with parents will occur via the School website, automated phone system (SendWordNow), and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Use of School Facilities in an Emergency

The School shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The School shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

Emergency Drill Procedures

Emergency drills are conducted to train El Camino students and staff in required procedures for various emergency situations.

Types of Drills

The following drills are conducted at School:

1. Fire;
2. Lockdown;
3. Earthquake;
4. Shelter in Place;
5. Drop, Cover, Hold.

Teachers should discuss the following procedures with their classes (and specific procedures for his/her classroom) during each of the drills. It is very important that the purpose, signals, and procedures for each drill be thoroughly understood by all students and staff.

1. Fire Drill

- a. Purpose
 - i. Students and staff practice evacuation procedures that they would utilize in the event of a fire in, or near, a classroom.
- b. Signal
 - i. Fire Alarm – Fire alarm bell will ring and strobe lights will flash.
- c. Procedure for Classroom Evacuation
 - i. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 - ii. Teachers must close classroom doors.
 - iii. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 - iv. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 - v. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 - vi. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 - vii. Classes are to remain at their assigned areas until the “all clear” is issued.
 - viii. The “all clear” announcement will be made over the stadium and school P.A. systems.
 - ix. At this time, teachers and students will follow the schedule for the day.

2. Lockdown Drill

- a. Purpose
 - i. Students and staff practice procedures to take in an emergency situation where it would be unsafe to be out of the classroom (e.g. active shooter or other dangerous situation on campus).
- b. Signal
 - i. Administrator announces lockdown drill over the P.A. system.
- c. Procedure

- i. Teachers and instructional staff turn off the lights and ensure that doors are securely locked.
- ii. Teacher shall instruct all students to stay off cell phones and turn ringers off.
- iii. Students must move to the most protected areas of the room.
- iv. Students should be instructed to face away from all windows and openings and to keep their backs toward windows and furniture that may contain glass.
- v. Where appropriate, teachers will direct students to take cover in a protective position (i.e. drop and cover).
- vi. Students who are outside when the alert is given must move inside to the nearest safe location.
- vii. All students and school personnel shall remain inside a room or shelter area until further instructions are given.

3. Earthquake Drill

a. Purpose

- i. Students and staff practice procedures to take during, and immediately after, an earthquake, including drop/cover/hold, evacuation, and search and rescue.

b. Signal

- ii. Teachers give command to drop.

c. Procedure

- iii. In the classroom:
 1. Students drop under desks, tables, etc., where available with their backs to the windows.
 2. Students should hold on to the leg(s) of the desk or table that they are under.
 3. Students stay in the drop position until the teacher gives all clear, evacuation orders are given over the P.A. system, or the all clear alarm is sounded.
- iv. Outside the classroom:
 1. Look for protection (bench, table, planter).
 2. Crouch or lie down behind protection.
 3. Should there be no protective area (only in an open space area), drop to the ground, curl up with our back to any building or blast, cover your head with your hands, and keep your eyes closed tightly.
- v. Signal for Evacuation:

1. The evacuation signal will be a long continuous bell. All students and staff must evacuate to the stadium and may not return to the classroom until directed to do so by the site administrator.
- vi. Procedure for Evacuation:
1. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 2. Teachers must close classroom doors.
 3. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 4. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 5. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 6. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 7. Classes are to remain at their assigned areas until the “all clear” is issued.
 8. The “all clear” announcement will be made over the stadium and school P.A. systems.
 9. At this time, teachers and students will follow the schedule for the day.

4. Shelter in Place Drill

- a. Purpose
 - i. In this drill, which is similar to a lockdown, students and staff practice the steps they would take if an unsafe condition exists outside the classroom/building. This situation would primarily be related to air quality such as a release of a toxic gas in the general area of the school.
- b. Signal
 - i. Administrator announces Shelter in Place drill over the P.A. system.
- c. Procedure
 - i. All students and School personnel shall remain inside a room or inside shelter area until further instructions are given.

- ii. Students who are outside when the alert is given must move inside to the nearest safe location.
- iii. Custodians will practice turning off air handling units.
- iv. Additional Information for a real Shelter in Place situation
 - 1. All air handling units will be turned off to prevent unsafe air from entering the building.
 - 2. Teachers should tape up the door jams (with the door closed) and stuff towels (or something similar) under the door. Also, tape off any other area where air could enter the room.

5. Drop/Cover/Hold Drill.

- a. Purpose
 - i. This drill prepares students and staff for what to do during the onset of an earthquake. This is different from the larger Earthquake Drill in that it does not involve evacuating students.
- b. Signal
 - i. Teacher announces the Drop/Cover/Hold Drill to the class.
- c. Procedure
 - i. Students drop under desks, tables, etc., where available with their backs to the windows.
 - ii. Students should hold on to the leg(s) of the desk or table that they are under.
 - iii. Students stay in the drop position until the teacher gives all clear.

Emergency Operations Plan (2022-2023)

The Emergency Operations Plan describes the various emergency response teams that would be activated during, or following, an emergency.

School Safety Committee

Members

David Hussey, Executive Director; Dean Bennett, Jason Camp, Zasha Endres, Administrative Directors; School Police Officer Wright; Angel Lerma and Barbara Stanoff, Deans; Dupree Fuller and Ulises Duarte, Plant Managers; Kyna Collins and Carlos Monroy, UTLA Representatives; Letty Zane and Cheryl Dorries, Parent Representatives; Anne Hoke, Student Representative

Responsibilities

Meets regularly as necessary throughout the school year to:

- Develop safety and emergency policies;
- Ensure that proper safety procedures are observed;
- Ensure that hazard mitigation strategies are implemented;
- Coordinate needs of all site users (e.g. permit groups);
- Conduct a community hazard assessment within a one-half mile radius of the school. For assistance, contact your local fire station. ***The identifiable hazards within a one-half mile radius are:*** None per Fire Station 105 (Fallbrook/Victory);
- Develop an evacuation plan to another school or large park. It is advisable for the plan to include the evacuation site location and access routes. Parents should know where they can be reunited with their children. If possible, avoid bridge overpasses and underpasses on access routes. ***The evacuation plan is:*** Exit ECR – Assemble along Burbank Blvd.; proceed east on Burbank Blvd. (becomes Platt Ave.) two blocks to Hatteras St.; cross Platt Ave. and proceed to Hale Middle School athletic field;
- Develop the “School Information Map” with the following information and locations:
 - Student/staff assembly areas
 - Emergency student/staff evacuation routes
 - Incident command center
 - Search and rescue routes
 - Utility shut-off locations
 - Fire hoses and extinguishers

- First aid kits and emergency supplies
- First aid center
- Temporary morgue
- Cafeteria or warming kitchen
- Hazardous materials storage areas
- Emergency toilet facilities.

Incident Command Center (ICC) Team

Location and Members

- Location: Main Office and Outdoor Stage.
- Team Leaders: David Hussey, Dean Bennett
- First Assistant: Flor Zuniga.
- Second Assistant: Val Kincaid.
- Media Representative: David Hussey.
- Additional Members: Kurt Lowry, Greg Wood, Fernando Delgado, Arleta Ilyas, Stephanie Jaquez
- Emergency Communications Systems Operators: Radio communication, phone messages, website updates, social media updates; Fernando Delgado, Donna Bennett, Stephanie Jaquez.

Responsibilities

- Implement and coordinate emergency response.
- Account for the presence of all students and staff.
- Control internal site communications.
- Communicate school site conditions to charter office.
- Prepare reports (as needed) for charter office.
- Coordinate external communications with media.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA, and the following:

- 1) Battery-Operated AM Radio, 2) Staff Roster/Room Numbers, 3) Student Rosters, 4) Emergency Operations Plan, 5) School Information Map (1-5 in earthquake bin).

Emergency First Aid Team (near Outdoor Stage)

Members

- Leader: Peggy Valentine, School Nurse
- Staff: Melissa Linares, Health Office Assistant (LVN); Sylvia Farris, Student Support; teachers with first aid training and 3 ROTC cadets.

Responsibilities

- Ensure that first aid supplies and Student Emergency Information Cards are at the First Aid Center.
- Coordinate medical efforts with Search and Rescue Teams.
- Determine need for medical assistance.
- Administer first aid; record types of injuries and first aid provided.

Supplies and Equipment

Personal emergency supplies, triage tags, hand-held radios, blankets, wheelchairs, first aid supplies, etc. – and the following: 1) First Aid Roster, 2) Student Medical Records, 3) Emergency Operations Plan, and 4) Stretchers (in earthquake bin).

Psychological First Aid Team (near Outdoor stage)

Members

- Leader: Jessica Freidman and Gayane Mgshyan, School Psychologists.
- School-Based Therapists: Tonie Mangum, Bar Ozery, Hannah Weigel

Responsibilities

- Mitigate emotional trauma and request other counselors for assistance.
- Establish a “buddy” system for staff and students that will encourage positive interaction.

Supplies and Equipment

Personal emergency supplies – and the following: 1) Emergency Operations Plan, 2) Psychological First Aid Team Forms.

Search and Rescue Teams

Team 1

Leader: Commander Consoletti
 Staff: Yuriy Pecheny
 Jon Wasser
 Location: Middle A, B, C Halls

Team 5

Leader: Commander Consoletti
 Staff : Evan Coleman
 Lynsey Shano
 Location: S Building, Z Bungalows,
 Alternative Education

Team 2

Leader: Commander Consoletti
 Staff: Mary Christiansen
 Taylor Bennington
 Location: Upper A, B, C Halls

Team 6

Leader: Commander Consoletti
 Staff: Jesus Contreras
 Beto Velazquez
 Location: T Bungalows

Team 3

Leader: Commander Consoletti
 Staff: Ryan Guinto
 Steve Kingery
 Location: Lower B, C Halls

Team 7

Leader: Commander Consoletti
 Staff: Kyle Lee
 Angel Lerma
 Location: Anderson Hall, Student
 Store, Cafeteria, D Hall

Team 4

Leader Commander Consoletti
 Staff Richard Russell
 Colson Phillip
 Location H Building, Gym

Jason Camp, Search and Rescue Coordinator: All S & R teams assemble at Earthquake bin (located on the visitor side of the football field) to receive back pack prior to search.

Responsibilities

- Conduct pre-established search and rescue patterns. Check each office, classroom, storage room, auditorium, etc.
- Follow established search and rescue procedures before and after locating victims.
- Mark door "X" if no victims remain in classroom.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, bolt cutters, shovels, ropes, gloves, goggles, flashlights, triage tags, first aid kits, etc. – and the following:

1) School Information Map, 2) Emergency Operations Plan.

Security Team

Members

- Leader: Officer Wright, School Police Officer; Zasha Endres, Administrative Director.
- Staff: All Campus Safety Officers

Responsibilities

- Lock all external gates and doors, secure school and report to the outdoor stage.
- Post signs as needed.
- Direct first responders to area of need.
- Direct parents to Request Gate / Reunion Gate.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, etc. – and the following:

1) Emergency Operations Plan, 2) School Information Map.

Fire Suppression Team

Members

Jason Camp, Administrative Director

Team No. 1

Leader: Dupree Fuller, Ulises Duarte

Staff: Danny Huerta, Noe Duran

Team No. 2

Leader: Dupree Fuller, Ulises Duarte

Staff: Victor Garay, Yupi Hsieh

Responsibilities

- Ensure that fire suppression personnel know how to use fire extinguisher.
- Conduct sweep to determine location of fire(s).
- Follow appropriate fire suppression techniques.

Supplies and Equipment

Personal emergency supplies, hand-held radios, fire extinguishers, hoses, water bib keys, gloves, fire blankets, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Hazardous Materials Assessment Team

Members

- Leader: Dupree Fuller, Ulises Duarte
- Staff: Mark Sakaguchi, Jake Lin, Sukhbir Dhillon, Jason Camp

Responsibilities

- The Environmental Health and Safety Branch are available to assist the team leader.

Supplies and Equipment

Neutralizing agents, spill containment materials, hand-held radios, personal protective equipment, etc. – and the following: 1) Safety Data Sheets, 2) Emergency Operations Plan, 3) School Information Map.

Utilities/Resource Management Team

Members

- Leader: Dupree Fuller and Ulises Duarte, Plant Managers; Jason Camp, Administrative Director
- Cafeteria Manager: Alex Torrontegui
- Staff: Dupree Fuller, Ulises Duarte, Danny Huerta, Noe Duran, Victor Garay, Yupi Hsieh, Kyle Lee, Christopher McGrady

Responsibilities

- Check utilities and take action to minimize damage to school site.
- Assess damage to school site and report findings to Incident Command Center.
- Distribute resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).
- Establish morgue area if needed.
- Establish restroom facilities when requested.

Supplies and Equipment

Personal emergency supplies, hand-held radios, utility shutoff tools, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Emergency Assembly Area Team

Members

- Leader: Emilie Larew, Zasha Endres, Administrative Directors.
- Staff: Steve Roe, Judith Paez, Barbara Stanoff, Tara Hopkins, Kathleen O’Connell, David Lee, Rosie Castaneda, Marissa Dominguez, and all teachers on a Conference period.

Responsibilities

- Ensure that entrances to the Emergency Assembly Area are clear and safe.
- Assist evacuation of classes to Emergency Assembly Area stations; keep all doorways, hallways, and stairwells clear and safe.
- Take roll and report class/group status to Incident Command Center.
- Implement “buddy” system with neighboring teachers/staff.
- Evacuate classrooms/buildings using predetermined routes to Emergency Assembly Area stations.
- Direct ROTC student “runners” to the designated location stated on the summons.
- Supervise and reassure students throughout the duration of the emergency.
- Conduct recreational and educational activities to maintain order and keep students calm.
- Provide water to help calm students.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA etc. – and the following: 1) Emergency Operations Plan, 2) Teacher/Staff Emergency Assembly Area Location Information.

Parent/Student Request Gate Team

Members

- Leader: Juan Alba.
- *Staff @ Main Gate (front entrance)*: One Safety Officer, 15 ROTC Cadets.
- *Staff @ Request Gate (softball field)*: Stephanie Bero, Marta Franco, Juliana Murguia, Angel Rios, Lupe Paez.

Responsibilities

- *Main Gate staff* (or posted signs) - direct parents/guardians/designees to Request Gate.
- *Request Gate staff* – Do not allow parents/guardians/designees to enter school.
- Refer to Student Emergency Information Cards for rooms and Emergency Assembly Area locations when given students' names.
- Keep records of students being summoned (place a mark on Emergency Card, Roster, etc.).
- Dispatch student messenger(s) to Emergency Assembly Area with summons to check in at Command Center.

Supplies and Equipment

Personal emergency supplies, hand-held radios, Student Emergency Information Cards, class roster computer printouts, record-keeping material, etc. – and the following:

- 1) Emergency Assembly Area Stations Map (teacher/student locations),
- 2) Faculty/Staff Roster,
- 3) Emergency Operations Plan,
- 5) Log Forms (parent and student name).

Parent/Guardian Reunion Gate Team

Members

- Leader: Minita Clark.
- *Staff @ Reunion Gate (tennis courts)*: Doug Coleman, Sylvia Yi, Steve Perry, Xenia Paniagua, Roxana Reyes, Justin Graham, Irene Paez, one Safety Officer, 2 ROTC cadets.

Responsibilities

- Do not allow parents to enter.
- Reunite minor students with parents/guardians/designees.
- Confirm that minor students recognize authorized adults.
- Require the adults' signatures, dates, and times of release.

Supplies and Equipment

Personal emergency supplies, hand-held radios, record-keeping material, etc. – and the following: 1) Emergency Operations Plan, 5) Log Forms (parent, student name and location taken).

Threat Assessment Team

The Threat Assessment Team consists of administrators, the school police officer, Deans, Head of Security, School psychologists, School nurse, and plant managers. All or part of the team can be used to detect a threat involving security, mental health, natural or manmade disaster, or other threat to the safety of the School.

Threat Assessment Team Members 2022-2023	
David Hussey	Executive Director
Officer Wright	School Police Officer
Zasha Endres	Administrative Director
Jason Camp	Administrative Director
Emilie Larew	Administrative Director
Peggy Valentine	School Nurse
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Tonie Mangum	School-Based Therapist
Bar Ozery	School-Based Therapist
Hannah Weigel	School-Based Therapist
Angel Lerma	Dean of Students
Barbara Stanoff	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Academic Counselors as needed	

Suicide/Threat Prevention Liaisons (STPLs)

Suicide/Threat Prevention Liaisons (STPLs) 2022-2023	
Juan Alba	Administrative Director
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Tonie Mangum	School-Based Therapist
Bar Ozery	School-Based Therapist
Hannah Weigel	School-Based Therapist
Stephanie Bero	School Counselor

Foundational Emergency Procedures

The following procedures are commonly used in the response protocols to specific threats and hazards.

All Clear

This action is taken to notify staff and students that normal school operations can resume.

All Clear Procedures

1. The Incident Commander (Executive Director) will make an announcement on the PA system, which signifies that the emergency is over. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions.
2. The Incident Commander will convene the School Psychological First Aid Team if the incident was traumatic to the school community.
3. The Incident Commander will make a final notification update to District offices and parents.
4. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Drop, Cover, and Hold

This action is taken to protect students and staff from flying or falling debris and is commonly used during an earthquake or explosion.

Drop, Cover, Hold Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make an announcement on the PA system. If the PA system is not available, the Executive Director will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions
2. If inside, teachers will instruct students to drop under their desks and cover their heads with their arms and hold onto the desk legs.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.
5. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and

shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.

6. The Incident Commander will follow drop, cover, and hold with evacuation to the assembly area and notifications to the District and parents.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building. It is most commonly used in response to a fire, after an earthquake (following drop, cover, and hold), or any emergency where the building and its contents are perceived to be a threat to student safety.

Evacuate Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. "Your attention, please. We need to evacuate all buildings. Teachers are to take their students and roll book to the assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to close the classroom door when all the students have left."
2. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
3. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled in a safe location.
4. Once assembled, teachers and students will stay in place until further instructions are given.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering any occupied campus areas. During a lockdown, students are to always remain in the locked classrooms or designated safe locations.

Lockdown Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. "Your attention, please. We have an emergency and need to implement a lockdown. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. If outside, students and staff are to proceed inside to the nearest building or classroom."
2. If inside, teachers will instruct students to stay away from doors and windows, lock all doors, sit on the floor (in some instances), and close any shades or blinds if it appears safe to do so.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g. auditorium, library, cafeteria, and gymnasium). Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
5. All entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.
6. The Incident Commander will call the Los Angeles School Police Department Watch Commander's Office (213) 625-6631. The Watch Commander will provide advice and support for the School Incident Commander by interfacing with municipal police and fire departments and sending an LASPD officer to the school.
7. The Incident Commander will make appropriate notifications to the District and parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Psychological Trauma/School Crisis

A school crisis is a sudden, unexpected, or unanticipated critical incident that can pose a safety threat or disrupts the school day, interfering with teaching, learning, attendance and behavior. Common reactions to a school crisis may include shock, confusion and fear. Although individual students, staff, families or other school community members may experience each crisis differently, school crises can have a broad and immediate impact on many students and adults.

Examples of crises that may impact schools include:

- An accident on or near the school grounds;
- A violent incident at or near school;
- The death of a student, staff or one of their family members by suicide or trauma;
- The terminal illness of a student or staff member;
- A natural disaster;
- An act of terrorism.

Because of such critical incidents and emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been ensured, crisis responders can focus on addressing the social-emotional needs of students and staff.

Psychological Trauma/Crisis Procedures

1. As the Incident Commander, the Executive Director or designee activates the School ICC Team, including the Psychological First Aid (PFA) Team, which has primary responsibility for addressing the social-emotional well-being and safety of students in the aftermath of a critical incident.
2. The PFA Team will work with the Incident Commander to assess the impact and triage students, staff, and parents/guardians, as needed.
3. The PFA Team will provide direct crisis intervention services, including the implementation of psychological first aid.
4. The ICC Team will advise and assist the Incident Commander to restore regular school functions as efficiently and quickly as possible.
5. The ICC Team members will make every effort to limit exposure to scenes of trauma, injury, and death.
6. The ICC Team will provide on-going assessment of needs and follow-up services as required.

Rapid Relocation (option ONLY for Active Shooter on Campus incidents)

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others;
- Actively seeks or attacks others;
- Has access to additional victims.

Rapid Relocation Procedures

1. When the decision to perform a Rapid Relocation has been made, the School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination, if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the School population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the School and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Relocation (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus and evacuation to an off-site relocation site is required and unrelated to an active shooter incident, such as during a tsunami or large hazardous materials release.

Relocation Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. “Your attention, please. We need to institute an off-site relocation. Teachers are to take their students roll book, emergency supplies, and report to their designated offsite relocation point. Students are to remain with their teacher. Teachers are to lock the classroom after all students have exited.”
2. The Incident Commander will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the

designated off-site location. Teachers and students will stay together during the evacuation.

3. If the site will be evacuating by school bus, the Incident Commander will coordinate with school administrators to assist with planning and carrying out the evacuation, including the evacuation of necessary supplies to support the school at the relocation site.
4. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled.
5. The Incident Commander will decide if it is more efficient to have classes systematically report first to a gathering point on campus, such as the auditorium, and evacuate everyone off the campus from that single location.
6. The Incident Commander will appoint a team of available staff to sweep the campus and check every room/location to ensure that the entire campus is evacuated. Attendance for students and staff must be taken.
7. Once assembled off-site, teachers will take attendance again and students will stay in place with their teacher until further instructions are given.
8. The Incident Commander will make appropriate notifications to the District and parents, including signage on gates indicating the relocation destination.
9. Once clearance is received from appropriate agencies, the Incident Commander may authorize students and staff to return to the campus, or initiate Request/Reunion procedures from the off-site location.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Reunification

Student reunification is implemented to reunite students with their families after a critical incident or disaster (a significant fire, natural disaster, violence, school bus accident, etc.) that prevents a normal school dismissal.

Reunification Procedures

1. The Incident Commander or designee will direct the Request and Reunion Gate Teams to activate and report to their posts once the decision to initiate reunification procedures has been made.
2. The Request Gate Team will greet parents/guardians, check identification, check student emergency cards for authorization to pick up students, provide reunification paperwork to parents, and direct them to the Reunion Gate.
3. The Request Gate should generally remain locked during the reunification process to help control access. The Request Gate Team can pass clipboards to parents through the gaps in the gate fencing.

4. Message runners will notify the Emergency Assembly Area Team of the student(s) to be escorted to the Reunion Gate.
5. The Reunion Gate Team will check parent/guardian IDs, confirm student identification and keep accurate records of students leaving the campus.
6. Members of the Psychological First Aid Team may be asked to assist the Reunion Gate Team. If a child is injured or otherwise unavailable, it is recommended that the parents be invited to a private or secluded location and, away from others, be informed of their child's condition. It is suggested that a member of the Psychological First Aid team then stay with the parent and assist them.
7. The Reunion Gate should remain locked when student reunifications are not actively taking place.
8. Members of other school emergency teams may be asked to assist with crowd control, providing information, and calming parents at either gate once finished with their primary emergency assignment.

Shelter-in-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, inclement weather, or other hazards. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building heating/air conditioning systems. During a Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lockdown is that a shelter-in-place may involve the shutdown of heating and air conditioning (HVAC) systems and allows for the free movement of students within a building. However, students in bungalows and buildings with exterior passageways will have to remain in the classroom.

Shelter-in-Place Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICS team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. "Your attention, please. We are implementing a Shelter-in-Place, due to an air quality issue. Students and staff are to remain inside the building away from outside air with windows and doors securely closed and heating and air conditioning units turned off. Please cover any cracks under exterior doors and around the windows

with towels. Cover any vents to the outside. All students and staff that are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you”.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings (e.g., auditorium, library, cafeteria, or gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location. Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers are responsible for securing individual classrooms and the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. The Incident Commander will monitor news media for information about the incident.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Threat and Hazard-Specific Emergency Procedures

The following procedures have been taken from the LAUSD Integrated Safe School Plan 2019-2020. The procedures have been modified to remove LAUSD references that don't apply to an independent charter school such as using Blackboard Connect and entering information into iSTAR. Because we contract with the District for some services, references to School Police and the Maintenance and Operations Department have been left in.

Active Shooter/Gunfire

If there is a threat of violence to campus or gunfire is heard in the area, implement Lockdown procedures.

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others
- Actively seeks or attacks others
- Has access to additional victims

Active Shooter Procedures

1. Upon first indication of an active shooter, personnel should immediately notify the Executive Director or designee, who becomes the Incident Commander.
2. The School Incident Commander (Executive Director/designee) will initiate a Lockdown, the recommended appropriate Immediate Response Action.
3. The School Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location and nature of the incident. The School Incident Commander should designate a person to remain on the phone line with police if safe to do so. If there is an assigned officer on campus, they shall be notified.
4. The School Incident Commander activates the Incident Command (ICC) Team.

The Emergency Communications Systems Operators will:

- Prepare a message for parents to be sent on SendWordNow.
- Prepare to communicate with classrooms using school phones, email, cell phones, or radios. Establish a means of keeping all classrooms informed.

The Security Team, ICC Team, and Emergency Communications Systems Operators will:

- Ensure that perimeter gates are secured and that all students, staff and visitors are safely secured behind locked doors.

- Begin the process of accounting for all students and staff.
- Staff should take steps to calm and control students with regular PA announcements and if safe to do so, attempt to maintain separation between students and the perpetrator.
- If there is an active shooter on campus as defined above and students are in imminent danger, the Incident Commander may initiate Rapid Relocation if that does not place students in the path of the gunman. This action may apply to the entire campus, or just an affected portion.

Rapid Relocation Procedures

1. The School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the school population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the school and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Aircraft/Vehicle Crash

This procedure addresses an aircraft or motor vehicle crash on or near school property. If a crash results in a fuel or chemical spill on school property, refer to Utility Failure as needed.

Aircraft/Vehicle Crash Procedures

1. The Executive Director or designee acts as the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building or Relocation.
2. If the Incident Commander issues the evacuate building action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building or area) and nature of emergency.

5. If on school property, the Security and Utilities Teams will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Utility Failure.
6. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to reopen.
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
10. If it is unsafe to remain on campus, the Incident Commander will initiate an Off-Site Relocation.
11. The Incident Commander will notify and update parents.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Animal Disturbance

This procedure should be implemented when a dog, coyote, mountain lion, or other wild animal threatens the safety of students and staff.

Animal Disturbance Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Lockdown or Evacuate Building.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Closing doors or locking gates is one means to isolate the animal.
3. If additional outside assistance is needed, the Incident Commander will call 911, School Police (213) 625-6631, Animal Control (888) 452-7381, and/or the Department of Fish and Game (888) 334-2258 and provide the location of the animal and nature of emergency.
4. If a student or staff member is injured, the school nurse or Emergency First Aid Team will provide treatment and notify parents of the injured.
5. The Incident Commander will initiate an off-site relocation only if conditions are persistently dangerous at the school.
6. The Incident Commander will notify and update parents if necessary.

7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Biochemical/Hazardous Materials

A Biological or Chemical Release involves the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Common releases within or adjacent to schools include the discharge of chemicals in a school laboratory, an overturned truck of hazardous materials in

proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance:

- Multiple victims suffering from watery eyes
- Twitching
- Choking
- Loss of coordination
- Trouble breathing
- Other indicators may include the presence of distressed animals or dead birds.

There are three sub-categories involving the release of biochemical substances. Determine which category applies and then implement the appropriate response procedures listed below.

Substance Released Inside a Room or Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team and will initiate the Evacuate Building action. Staff will use designated routes or alternate safe routes to the Emergency Assembly Area, located upwind of the affected room or building. Students and staff from rooms exposed to contaminants need to be isolated from the rest of the school population.
2. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will instruct the Security and Utilities Teams to isolate and restrict access to potentially contaminated areas.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. The Incident Commander or designee will notify and update parents.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other

- disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evaluate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.
 8. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
 9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
 10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released Outdoors and Localized Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC Team and will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will, as necessary, initiate the Shelter-in-Place or Evacuate Building action.
2. The Security and Utilities Teams will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location and nature of emergency.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
5. The Incident Commander will notify and update parents.
6. Persons who had direct contact with hazardous substances should wash affected areas with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evacuate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.

8. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
9. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released in Surrounding Community Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC team, and if he/she or local authorities determine that a potentially toxic airborne substance has been released, the Incident Commander will initiate a Shelter-in-Place.
2. Follow all Shelter-in-Place procedures.
3. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
4. The Incident Commander will monitor local news for information about the incident.
5. The School will remain in Shelter-in-Place until the Los Angeles County HazMat or appropriate agency provides clearance, or staff is otherwise notified by the Incident Commander.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Bomb Threat/Suspicious Package

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Bomb Threat by Telephone Procedures

1. The call taker should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The staff member calling 911 informs the operator of:
 - Nature of threat on phone line;
 - Name of school;
 - Phone number of line receiving threat;
 - Name and contact information of staff member.

2. The person answering the threat call should immediately inform the Executive Director, and then use the Bomb Threat Report Form to gather and record information about the call.

Bomb Threat Form Questions include:

- Where is the bomb (building, location)?
- When is it going to explode?
- What kind of bomb is it? What does it look like?
- Who set the bomb? Why was the bomb set?
- What can we do for you to keep the bomb from exploding?
- What is your name?
- How old are you?
- Where do you live?
- How can you be contacted?

In addition to the above questions, evaluate the caller's voice and background noise for characteristics such as:

- Caller Characteristics:
 - Gender
 - Age
 - Accent
 - Slurred/impaired speech
 - Recorded/disguised voice
 - Familiarity
 - Irrational/incoherent
- Background Noise:
 - Office
 - Outdoors
 - Traffic
 - Other

3. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and calls School Police (213) 625-6631 who will advise the School. In most cases, School Police will direct the School to wait for officers to arrive and conduct an investigation. The Incident Commander, in consultation with School Police, will determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building or Relocation.
4. If the School discovers unusual or suspicious packages, boxes or foreign objects, all cell phones and hand-held radios of searchers should be turned off, as many explosive devices can be triggered by radio frequencies. If a suspicious

object is found, report the discovery to the Incident Commander while the remaining team members attempt to secure the immediate area without touching or disturbing the object.

5. No attempt should be made to investigate or examine a discovered suspicious object.
6. The Incident Commander will notify and update parents.
7. After the search, the Incident Commander will consult with law enforcement to determine any alteration to the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building, or Relocation.
8. When a suspicious object or bomb is found, or if advised by Law Enforcement, the Incident Commander shall issue the Evacuate Building action. Staff and students will evacuate the building using safe routes to the Assembly Area.
9. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
10. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
12. The Incident Commander may initiate an Off-site Relocation if warranted by changes in conditions.

Suspicious Package Procedures

1. If a suspicious package or other object is found on or adjacent to campus, the Executive Director should be immediately alerted.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will direct volunteer members of the Security Team to attempt to secure the immediate area without touching or disturbing the object. All cell phones and handheld radios in the vicinity of the suspicious package should be turned off, as many explosive devices can be triggered by radio frequencies.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, room, area) and description of the suspicious package.
4. No attempt should be made to investigate or examine the object.
5. The Incident Commander will notify and update parents.

6. The Incident Commander will consult with Law Enforcement and determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold, Lockdown, Evacuate Building or Relocation.
7. If Evacuate Building is initiated, staff and students will evacuate buildings using the safest routes to the Emergency Assembly Area. Routes may be different than usual evacuation routes.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
9. The Psychological First Aid Team will convene and begin the process of counseling and recovery.
10. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
11. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.

Demonstration/Walkout

A demonstration/walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. A demonstration or walkout that occurs without appropriate approvals is considered unauthorized and may be unlawful. Students are sometimes encouraged by protesters (in person or via social media) to participate in a demonstration as it passes by a school.

Demonstration/Walkout Procedures:

1. Upon indication that a demonstration or walkout is about to begin, personnel should immediately notify the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the appropriate Immediate Response Action, which may include a modified Lockdown.
3. The Incident Commander will notify School Police (213) 625-6631 to request assistance and will provide the exact location and nature of emergency.
4. The Security Team, Administration, and Deans will immediately proceed to the main exit points to control student ingress and egress.
5. If students attempt to leave the campus, inform students in the presence of adult witnesses that they should attend classes. Notify individual students that they risk consequences if they remain on campus but do not attend classes or if they attempt to leave campus. Remind students that if they persist in unlawful activities following ample warning and notice of suspension, they may be subject

to citation or arrest. Note: No physical effort shall be made to prevent students from leaving the campus.

6. Students not participating in the demonstration/walkout should remain in their classrooms until notified otherwise by the Incident Commander. Teachers will close and lock classroom doors to protect students from a demonstration that becomes unruly. Students and staff should be protected from broken window glass by closing available window coverings.
7. The ICC Team and administration should keep accurate record of events, conversations, and actions.
8. All media inquiries will be referred to the school's designated Media Representative, who will also monitor local news outlets and initiate further actions as appropriate.
9. The Incident Commander will notify and update parents.
10. The Incident Commander should proceed using good judgement based on law enforcement or other legal input, in taking action to control and resolve the situation.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Disorderly Conduct

Disorderly Conduct may involve a student, staff member, or visitor exhibiting threatening or irrational behavior. If the individual is armed, refer to sections on Lockdown or Active Shooter on Campus as appropriate.

Disorderly Conduct Procedures

1. Upon witnessing disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so. Witnesses should provide written statements for follow-up by the school administrator and/or School Police.
2. Staff will immediately notify the Executive Director or designee.
3. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Lockdown, Evacuate Building, or Off-site Relocation.
4. The Incident Commander will call School Police (213) 625-6631 and provide the exact location and nature of the incident. If determined to be appropriate, the Incident Commander will call 911.
5. If an immediate threat is not clearly evident, the Incident Commander or other staff member may attempt to diffuse the situation. Approach the individual in a calm, nonconfrontational manner and request he or she leave the campus. Avoid any hostile situations.

6. If the individual is a student, every attempt should be made to notify the family (family members may provide useful information on handling the situation).
7. The Incident Commander will notify and update parents, as necessary.
8. The Incident Commander and team will determine if activating the threat assessment/management team is warranted.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake

Earthquake during School Hours Procedures

Note: Keep calm and remain where you are during the shaking. Assess the situation and then act. Remember, most injuries or deaths are caused by flying/falling debris.

1. Upon the first indication of an earthquake, teachers should direct students to Drop, Cover and Hold On.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.
4. When the shaking stops, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the Evacuate Building action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students or any student that was left behind.
6. The Incident Commander will direct the Security and Utilities Teams to post guards a safe distance away from building entrances to prevent access.
7. The Security and Utilities Teams will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
8. The Emergency First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
9. The Incident Commander will direct the Emergency Communications Systems Operators to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).

10. If the area appears safe, the Search and Rescue Teams will make an initial inspection of school buildings to identify any injured or trapped students or staff.
11. The Incident Commander will work with school police and district personnel to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Assessment Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any damaged areas will not be reopened until the district provides clearance and the Incident Commander gives authorization to do so.
13. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions at the school.
14. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake during Non-School Hours Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team as necessary, and will assess damages as safe to do so with the plant manager, to determine any necessary corrective actions. The school administrator may direct the Fire Suppression/HazMat Team to participate in the assessment.
Note: Assessments must be conducted by teams wearing appropriate safety gear. Do NOT conduct assessments alone or unprotected, due to danger from possible building damage and the potential for aftershocks. Notify the School Police Watch Commander's Office (213) 625-6631 that you are on campus before beginning a site assessment.
2. The Incident Commander should confer with district Maintenance and Operations personnel to identify the extent of damages and determine if the school can be occupied.
3. If the school cannot be occupied, the Incident Commander will determine an alternate location for affected buildings and programs, and the Incident Commander will notify staff members and parents.

Explosion/Risk of Explosion

There are four distinct incident types involving an explosion or risk of explosion. Determine which incident type applies and then implement the appropriate response procedures.

Explosion on School Property Procedures

1. In the event of an explosion, all persons should initiate Drop, Cover and Hold On.

2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will call 911 and School Police (213) 625- 6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will consult with available law enforcement and, considering the possibility of another imminent explosion, take appropriate Immediate Response Actions. Action may include Shelter-in-Place, Evacuate Building or Off-Site Relocation. Evacuation may be warranted in some buildings on a campus, and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
6. The Incident Commander will notify and update parents.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. If needed, the Fire Suppression and Hazardous Materials Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
9. The ICC Team will notify the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
10. The Security and Utilities Teams will secure the building entrance to prevent persons entering the school buildings.
11. If it is determined safe to enter affected areas, the Incident Commander will direct the Search and Rescue Teams to initiate search and rescue activities.
12. The Incident Commander will contact the area Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
13. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
14. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.
15. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Risk of Explosion on School Property Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building, or Relocation.
2. If the school administrator issues Evacuate Building action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student rosters and any classroom emergency supplies and take attendance at the Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The school administrator will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Incident Commander will advise the Search and Rescue Teams to initiate rescue operations.
7. The Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The Incident Commander will notify and update parents.
9. All affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Explosion on School Property.
11. The Incident Commander may initiate an Off-Site Relocation, if warranted by changes in conditions.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Explosion or Risk of Explosion in Surrounding Area Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place response action.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, area) and nature of emergency.
3. The Incident Commander will take further actions as needed or advised by authorities.
4. The Incident Commander will notify and update parents.

5. The school will remain in a Shelter-in-Place condition until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues further instructions.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Nuclear Blast or Explosion Involving Radioactive

A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide details on the area and personnel affected at the school.
4. After the initial blast, the Emergency First Aid and Fire Suppression Teams should provide first aid and extinguish small fires as needed.
5. The Incident Commander will ensure the relocation of students from bungalow buildings and other non-permanent structures, upper floor(s), rooms with broken windows, and other damaged rooms without going outside if possible.
6. The Utilities Team will turn off the school's main gas supply (refer to the Site Plot Plan for gas supply shut-off valve) and fans in the area; close and lock exterior doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
7. The Incident Commander will notify and update parents.
8. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
9. At the Incident Commander's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water, without going outside.
10. The school will remain in Shelter-in-Place until the Los Angeles County Public Health or other appropriate agency ends the shelter-in-place or issues relocation instructions. Relocation may be advised by authorities.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire

A fire impacts a school if it occurs on campus or in an off-campus location near the school. Take appropriate Evacuate Building or Shelter in Place measures to protect students and staff.

Fire on School Grounds Procedures

This procedure addresses a fire discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

1. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, activate the fire alarm if possible, and report the fire to the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will immediately initiate the Evacuate Building action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Emergency Assembly Area.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) of the fire.
4. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
5. If needed, the Fire Suppression Team should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Utilities Team will notify the appropriate utility company of damages.
8. The Incident Commander will notify and update parents.
9. Any affected areas will not be reopened until the Los Angeles City or County Fire Department or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. For fires during non-school hours, the Incident Commander and district personnel will determine if the school will open the following day.
11. All fires that are extinguished by school personnel, regardless of their size, require a call to the Fire Department to indicate that the "fire is out."
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire in Surrounding Area Procedures

This procedure addresses a fire discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building or Off-Site Relocation.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will provide the location and nature of emergency.
3. The Incident Commander will instruct the Security Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Incident Commander will contact the local Fire Department and will work with the Fire Department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the Incident Commander issues the Evacuate Building action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Food/Water Contamination

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees or students with unexplained nausea, vomiting, or other illnesses.

Suspected Contamination of Food or Water Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will isolate and secure the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Incident Commander will notify:
 - 911
 - School Police (213) 625-6631
 - County Department of Health Services (213) 974-1234
 - Office of Environmental Health and Safety (213) 241-3199
 - Other Officials as necessary
3. The Administrative Staff will make a list of all potentially affected students and staff and provide the list to responding authorities.
4. The Emergency First Aid Team will assess the need for medical attention and provide first aid as appropriate.
5. The Emergency First Aid Team Leader will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Incident Commander will confer with the County Department of Health Services before resuming normal operations.
7. The Incident Commander will notify and update parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Public Health Emergency

A public health emergency involves a large-scale emergency need for medical health care services, often for an influenza outbreak or other infectious disease that affects a school community.

During public health emergencies, schools will be faced with parents, teachers, and staff who are concerned about the health and safety of students. Experience has shown that public health emergencies can create a great deal of anxiety and misinformation.

Healthy Habits to Reduce Public Health Emergency Impact

Schools can reduce the impact and spread of a public health emergency by reinforcing basic healthy habits. These habits include:

- Wash hands often. Require that students wash their hands with soap and water after visiting the restroom and before and after eating. If soap and water are not available, schools can purchase non-alcohol waterless hand cleaner from the District Warehouse. Schools may not use alcohol-based hand cleaner. Schools must stock adequate handwashing supplies for all restrooms.

- Cover nose and mouth when coughing or sneezing. Germs are spread when people cough and sneeze. Require that students cough or sneeze into a tissue or, lacking that, into a sleeve or elbow. Classrooms should be stocked with tissue to facilitate this activity. When possible, schools can practice social distancing to reduce the spread of airborne germs. Keeping students at least three feet apart greatly reduces the spread of germs from an uncovered cough or sneeze.
- Exclude students and staff that are symptomatic. In the event of any public health outbreak, limit contact with people who are symptomatic. This means that students and staff who come to school with obvious symptoms such as an elevated temperature, cough, runny nose, or other symptoms, should be separated from the general population and sent home until they recover. Students who develop these symptoms at school should be isolated to contain germs, and then sent home with a parent or guardian.
- In the event of a wide-scale or pandemic illness, critical school employees could be absent for days, weeks, or months. Such a reduction in available staff will challenge the continuity of school operations and services because there will not be enough substitutes for absent employees. Site administrators must consider how to carry on school operations without, for example, their Payroll Clerk, Plant Manager, Cafeteria Manager, Coordinator, or Assistant Principal.

Develop Alternate Lessons. During major health emergencies, students may be absent for weeks. Schools should have lesson plans for students who will be home for extended periods of time, as well as multiple means of communicating lesson content to students and parents. Methods may include the following:

- Allowing students to take home school books and class materials
- Posting lesson on Canvas with materials
- Use of other approved internet education websites
- Mailing home printed materials
- Having printed materials available for families to pick up at school

Utility Failure

A utility failure is a situation involving a loss of water, power or other utility on school grounds.

General Loss or Failure of Utilities Procedures

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the school administrator immediately.
2. If a gas leak is suspected or the loss of utilities poses a risk of explosion, refer to Explosion/Risk of Explosion on School Grounds.

3. Upon notice of loss of utilities, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, or Evacuate Building.
4. The Incident Commander will notify the Area Maintenance and Operations (during business hours or School Police (213) 625-6631 (at all other days/hours) and will provide the location and nature of emergency. Other personnel will be notified at the discretion of the Incident Commander.
5. Area Maintenance personnel, working with the Incident Commander, will contact the affected utility company to determine whether their assistance is required, recommended actions, and the potential length of time service will be interrupted.
6. If the Evacuate Building action is initiated, teachers will take student rosters and any classroom emergency supplies when leaving the building, and take attendance once the class is assembled in a safe location.
7. The Incident Commander will notify and update parents.
8. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
10. In addition to the procedures listed above, the Incident Commander will implement the protocols for specific concerns below as needed.

Loss of Water Supply Procedures

The following operational items apply at a school that has lost its water supply. Many issues can be easily solved if the school has adequate emergency supplies:

1. **Bathrooms** - School personnel can make a regular toilet work by pouring a half-bucket (about 2.5 gallons) of water into the toilet to provide the “flush”. Water stored in emergency barrels can be used for this purpose. This method is often easier than setting up toileting stations of 5-gallon buckets with plastic bags in them. Standard toilets can also be lined with plastic bags. Bucket toilets and toilets lined with plastic bags generate bags of hazardous waste that need to be disposed of properly. One disposal method is to dump the contents of the bags into the standard toilets when they are returned to service. Be advised that this method is messy at best. Schools must also provide toilets that are accessible to students with specific needs. Health code requires that the students have a way of washing their hands after going to the bathroom. Water from the emergency supplies, waterless hand cleaner, or wipes will fulfill that requirement and should be stored with the other emergency supplies. If portable toilets are delivered, schools must make sure that there are also hand cleaning stations set up, as well

as accessible toilets for students with specific needs. Mark at least two of the portable toilets for faculty use.

2. **Cafeteria** - To keep the cafeteria open, cafeteria staff must have clean water to wash hands and clean surfaces. Water can be pumped from the emergency water barrels into a plastic water carrier. The water carrier can be taken to the kitchen, and cafeteria staff can use the water at their sink. If the cafeteria staff needs hot water, they can heat it.
3. **Drinking Water** - Drinking water can be addressed many ways. Students will usually have milk and juice with their lunches, which will provide hydration. Additional water can be distributed in cups or individual bottles/pouches, depending on what was stored. Often the utility provider or Maintenance and Operations will obtain bottled water for the school. If schools are using water from the emergency water barrels, they must re-chlorinate the water 30 minutes before it is put out for consumption.
4. **Fire Suppression** - The fire code requires that if the automatic fire sprinklers are disabled for any reason, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department and alert and evacuate the building occupants. The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should be kept documenting who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:
 - Los Angeles City Fire Department (Valley) (818) 347-1110
 - Los Angeles City Fire Department (Los Angeles) (213) 978-3660
 - Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they followed the Fire Code.

5. **Other Concerns** - At secondary schools, there may be a request to use the showers, but that cannot be accommodated. The nurse may also ask for water to wash hands. She may be able to use waterless hand cleaner, but she will still need water for cleaning wounds, etc. Schools can pump the emergency water

into a water carrier for her to use at the sink in the Health Office or provide bottled water.

Loss of Power Procedures

The following are concerns that need to be addressed at a school that has lost electrical power.

1. **Lights** - Schools are built to take advantage of natural light. Classrooms often have one wall of windows, so there should still be visibility, even without electric lights. Classroom emergency kits include light sticks that can provide additional illumination. In many cases, the loss of electricity is minimally disruptive to education; it is common practice for students to remain in classrooms during a power outage.

Almost all schools have emergency lights on battery back-up. These lights will allow students and staff to safely exit the building. These lights illuminate hallways, stairwells and exit signs. In most schools, emergency lighting operates on a series of large batteries and have the capacity to run for about an hour, so that everyone will have adequate time to exit the building. Some schools have hardwired emergency generators instead of batteries. These generators are sized to run emergency egress lighting only, and do not power other items such as elevators and air conditioning. Some schools have portable generators in the emergency supply bin that can power lighting in the assembly area, charge batteries on radios, and other power needs. Generators are also to be used to supplement battery-powered medical devices for students with special needs.

In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to power the cafeteria. The cafeteria has food that needs to be kept at specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

2. **Phone Systems** - School PBX phone is cloud based with redundant offsite backups. This allows the phones to be routed to cell phones or laptops in case of an outage. In addition, the school has a fax machine on a separate, direct, outside line that does not go through the PBX. Along this same line we use a digital-analog converter that is used as a backup in case of PBX service interruption. In the event of a power outage, the fax line will still work. There is a single-line handset that can be plugged into this line during a loss of utilities. In the event of a major disaster such as an earthquake, these phone lines have been listed with the phone company as “essential service lines” (per LAUSD) and will be restored first.

- 3. School Two-Way Radios** - Each school has a two-way radio system that allows the school to communicate with people on that campus, a neighboring campus, and ultimately with school police. The radios will still operate during a power outage or when phone systems are down.

Every year schools test the ability of elementary schools to contact a secondary school, and the ability of secondary schools to talk directly with school police dispatch. During a disaster, the District will use this system to compile damage and injury assessments from schools.

Cell phones, text messages, and public address systems and bullhorns can supplement two-way radio communications.

- 4. Fire Alarms and Suppression Systems** - During a power outage, fire alarms and notification systems will not work. The Fire Code requires that if the automatic fire alarms are disabled, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department, and alert and evacuate the building occupants.

The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should document who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:

- Los Angeles City Fire Department (Valley) (818) 347-1110
- Los Angeles City Fire Department (Los Angeles) (213) 978-3660
- Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they abided the Fire Code.

- 5. Food Service** - The cafeteria staff may not be able to heat food without electricity. If the loss of power is expected to last through Nutrition or Lunch, immediately contact your Cafeteria Manager. In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to

power the cafeteria. The cafeteria has food that needs to be kept specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

Weather

Schools may implement general inclement weather procedures during heavy rain, flooding, hail, or high winds.

General Inclement Weather Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building, or Off-Site Relocation. NOTE: Inclement weather may block or impact routes to/from school and may necessitate an Off-Site Relocation even if the school itself is relatively unimpacted.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
3. The Incident Commander will direct the Security and Utilities Teams or other available staff to secure any lightweight, unstable, or fragile items on campus and bring indoors any equipment that may become damaged by weather conditions.
4. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate
5. If the Incident Commander issues the Evacuate Building or Off-Site Relocation action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Emergency First Aid Team will monitor students who were exposed to adverse weather conditions (such as extreme cold, heat, or rain) as necessary.
8. The Administrative Team will consider the impact of weather (including travel) on field trips and extracurricular activities and advise the Incident Commander if activities should be curtailed.
9. The Incident Commander will notify and update parents.
10. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Rain Procedures

Rain can cause sudden or gradual flooding, impede driving conditions, and/or be accompanied by lightning. Before every rainy season, school plant managers should be reminded to:

- Check all ground-level drains and drainage areas to make sure they are free of debris and work properly. Clogged drains should be reported for repair since they can cause flooding and building damage.
- Inspect roof scuppers and drains to make sure they work properly.
- Request sand bags and plastic sheeting from the operational area that can be used to divert water away from doors.

Flood/Flash Flood

A Flash Flood may accompany rain or may appear suddenly as a result of storm conditions elsewhere in Southern California and may impede driving.

Hail

Hail can damage buildings and equipment, possibly injure students or adults (depending on the size of the hailstones) and may be accompanied by unusually cold weather.

Landslide/Debris Flow

Landslides can be caused by a variety of factors including earthquakes, storms, fire, and by human modification of land. Landslides can occur quickly, often with little notice. In a landslide, masses of rock, earth or debris move down a slope.

Debris and mud flows are rivers of rock, earth, and other debris saturated with water and develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt. They can flow rapidly, striking with little or no warning, and may travel several miles from their source, growing in size as they pick up trees, boulders, cars and other materials.

Thunder/Lightning

All thunderstorms produce lightning and are dangerous. Stop all outdoor activities and shelter in place indoors if you hear thunder or see lightning. Wait 30 minutes after the storm to resume outdoor activities.

Wind

High winds can create power outages, knock down trees and utility lines, and remove exterior building materials (such as gutters and shingles).

Funnel Clouds/Tornado Procedures

Funnel clouds and tornadoes are possible in the Los Angeles area. If a funnel cloud is sighted or a tornado warning is issued, immediately move all students indoors.

Basements offer the best protection. Schools without basements should use interior rooms and hallways on the lowest floor, away from windows and other sources of glass. Rooms with large roof spans (e.g., gymnasiums, cafeterias, and auditoriums) offer little or no protection from tornado-strength winds. Students should sit facing an interior wall, elbows to knees, with hands over the back of their heads, and remain in position until an all-clear is sounded.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Action, Shelter-in-Place.
2. The Incident Commander makes the following announcement (or similar announcement) over the PA system or an alternate method of communication: "Your attention please. We are implementing a Shelter-in-Place, due to severe weather. Students and staff are to remain inside the building away from windows. Sit on the floor, face the wall, and protect your head with your arms. All students and staff that are outdoors are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you."
3. If indoors, teachers will keep students in the classroom until further instructions are given.
4. If outdoors, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings. Teachers are to account for any students with functional needs who may not have heard or understood the directions. Teachers are to take roll and to notify the office with the number and names of students in the room with them.
5. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
6. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate.
7. Teachers will take attendance to account for students, and notify the office of missing students.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Heat Procedures

The intensity of exercise activities must be limited or modified whenever the Heat Index is above 95°. A useful resource that calculates the heat index and offers heat safety tips is the OSHA smartphone app, the OSHA Heat Safety Tool. Air Quality Advisories issued by the South Coast Air Quality Management District (SCAQMD) must be obeyed.

Modifying Athletic Activities During Excessive Heat

During times of excessive heat, the following precautions need to be taken for outdoor physical activity which includes recess, physical education, recreation, and competitive sports:

- Adequate water must be available. If adequate water is not available, physical activity must be modified. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged;
- Staff and all personnel supervising physical activities, including Youth Services personnel, should observe students during activity periods and modify activities. Students known to have health problems should be closely observed and their activity modified or restricted.

Strategies for Preventing Heat Stress During the School Day

- A “cool room” should be established for use by students showing early signs of heat stress. This room should provide maximum coolness possible. During excessive heat the “cool room” should be available for use at all times during the school day.
- Hold events indoors when possible.
- Use current medical health history and physical to identify students susceptible to or at high risk for heat related injuries. Students identified as high risk should be removed from participation at a lower Heat Index. These would include:
 - Students with history of previous heat illness
 - All current illnesses and/or health sensitive medical conditions
 - Students who have experienced recent injuries

National Weather Service Hazardous Weather Alert Definitions and Procedures

The National Weather Service issues three distinct categories of hazardous weather alerts, covering all manner of weather events. Schools will receive weather alerts via NOAA weather radios or mass media outlets.

Watch - used when the risk of hazardous weather has increased significantly, but its occurrence, location or timing is still uncertain. A “watch” is intended to provide enough lead time to set emergency plans in motion. A watch means that hazardous weather is

possible, and schools need to listen for later information and possible warnings. If a weather watch is issued, schools in the affected area should:

- Review the Safe School Plan and confirm staff assignments for emergency positions;
- Review field trips and extracurricular activities;
- Review SendWordNow emergency contact lists for staff and students;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Inspect the campus for conditions that could cause damage.

Advisory - issued when a hazardous weather event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience. If caution is not exercised, conditions could lead to situations that may threaten life or property. If a weather advisory is issued, schools in the affected area should:

- Review the Safe School Plan;
- Check emergency supplies;
- Examine extracurricular activities, field trips, and after-school programs;
- Plan for modified activity schedule;
- Move outdoor equipment out of harm's way;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Check school site for hazards and exposures that can be mitigated;
- Send a SendWordNow message if extracurricular activities may be impacted.

Warning - issued when a hazardous weather event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action. If a weather warning is issued, schools in the affected area should:

- Activate Safe School Plan;
- Stage emergency supplies in a location protected from weather;
- Send SendWordNow message and update school website and school social media accounts to notify parents;
- Take proactive steps to protect students and staff;
- Cancel activities, field trips and after-school programs if expedient to do so.

Emergency Telephone Numbers

Executive Director: David Hussey.....	818-595-7503
Educational Service Center North.....	818-654-3600
Environmental Health and Safety Branch.....	213-241-3199
Office of Emergency Services.....	213-241-3889
West Hills Hospital.....	818-884-7060
School Police.....	213-625-6631
Water and Power.....	800-342-5397
Gas Company.....	800-427-2200
Fire.....	911

Emergency Maps

Vicinity Map



Primary Off-Site Assembly Area:

Hale Charter Academy
23830 Califa St.

Backup Off-Site Assembly Area:

Woodlake Elementary Community Charter School
23231 Hatteras St.

Site Plan Map



Appendix

APPENDIX

BOMB THREAT REPORT

School _____ Location Code _____

Date of Call _____ Time of Call _____

Person Receiving Call _____

I. REPORT OF PERSON RECEIVING CALL			
A. Ask the caller the following questions			
Where is the bomb (building, location)?			
What time is it set to go off?			
What kind of bomb is it? What does it look like?			
Who set the bomb? Why was the bomb set?			
What is your name?			
How old are you?			
Where do you live?			
B. Evaluate the voice of the caller, and check the appropriate spaces below:			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Intoxicated
<input type="checkbox"/>	Female	<input type="checkbox"/>	Speech Impediment
<input type="checkbox"/>	Child	<input type="checkbox"/>	Special Ethnic Characteristics
Age (Approx.)		Other	
C. Listen for any background noise. (Check appropriate spaces below, if applicable):			
<input type="checkbox"/>	Music	<input type="checkbox"/>	Babies or children
<input type="checkbox"/>	Conversation	<input type="checkbox"/>	Cars/trucks
<input type="checkbox"/>	Typing	<input type="checkbox"/>	Machine noise
<input type="checkbox"/>		<input type="checkbox"/>	Airplane
<input type="checkbox"/>		<input type="checkbox"/>	Other
II. REPORT BY PRINCIPAL			
A. The police were contacted by (Name of person) _____			
Date		Time	
Police personnel taking call			
Officer responding to call			
B. Was a search made for the bomb?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," give details regarding search			
C. Was an evacuation conducted?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," indicate buildings or areas evacuated			
D. Remarks:			

This form shall be completed in duplicate (submit original to LASPD and copy for school files).

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

School _____ Location Code _____

Location of Release _____

Name _____ Position _____

Date _____

	Yes	No	Note
Have unexposed students, staff and others been evacuated from area of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff, students, or others who came in contact with the area of contamination been isolated and quarantined in a safe and separate location and cleaned their hands with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all students and staff been accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been cordoned off and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the doors and windows to the area of contamination been closed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	
Have fans and ventilators serving the area of contamination been turned off?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments			