



# El Camino Real Charter High School

## Regular Board meeting

### September 2023 Board Meeting

---

#### **Date and Time**

Thursday September 28, 2023 at 5:30 PM PDT

#### **Location**

El Camino Real Charter High School - Grieb (Little Theater)

5440 Valley Circle Woodland Hills Ca 91467

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

---

#### **ANNUAL MEETING AND REGULAR BOARD MEETING**

For board meeting materials, please go to the school's main office, or call [\(818\) 595-7500](tel:8185957500). Some board meeting materials are also posted on the school's website (<https://ecrchs.net> - click the ECR Board tab).

#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS 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:

---

## **PUBLIC COMMENTS**

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 during the Public Comments periods. 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.

***NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.***

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

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

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:** Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in

person. There is no obligation on the part of the school to have a school official read public comments during inperson Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

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

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

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Brad Wright	1 m
<b>B.</b>	Record Attendance and Guests	Ryan Guinto	1 m
<b>C.</b>	Pledge of Allegiance to the United States of America (USA)	David Hussey	1 m
<b>D.</b>	Public Comments	Public	30 m
	NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.		
<b>E.</b>	Executive Director Update	David Hussey	10 m
<b>F.</b>	Chief Business Officer Update	Gregory Wood	10 m
<b>G.</b>	Board Chair Update	Discuss Brad Wright	10 m
<b>II. Consent</b>			<b>6:33 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Approve Minutes of August 30, 2023 Regular Board Meeting	Approve Minutes	Brad Wright	1 m
<b>B.</b> Approve August 2023 Check Registers	Vote	Brad Wright	1 m
<b>C.</b> Approve August 2023 Credit Card Charges	Vote	Brad Wright	1 m
<b>III. Governance</b>			<b>6:36 PM</b>
<b>A.</b> Material Revision: By-Law Alignment (Board Term-limits)	Vote	David Hussey	10 m
<p>ECRA board will discuss and vote on aligning its by-laws to the existing charter regarding board term limits. A material revision is required per LAUSD Policy and Procedures for Charter Schools.</p>			
<b>IV. Investment</b>			<b>6:46 PM</b>
<b>A.</b> August 2023 Investment Update	Discuss	G. Wood	10 m
<p>Gregory Wood, ECRCHS CBO, will provide the Investment Update August 2023.</p>			
<b>B.</b> Discussion and vote on Re-Investment vote of 2 annuity funds from General Account	Vote	Gregory Wood	10 m
<p>Prior to the vote, Mr. Wood, CBO, will present the re-investment vote of 2 annuity funds from General Account</p>			
<b>V. Finance</b>			<b>7:06 PM</b>
<b>A.</b> 2022-2023 Unaudited Actuals	Vote	Gregory Wood	10 m
<p>Mr. Gregory Wood, CBO, and Ms. Arleta Ilyas, Director, Accounting and Finance, will present the 2022-2023 Unaudited Actuals</p>			
<b>B.</b> 2023-2024 Budget Update and Readoption	Vote	Gregory Wood / Arleta Ilyas	10 m
<p>ECR CBO Gregory Wood, and Arleta Ilyas, Director of Finance &amp; Accounting, will provide an update to the 2023-2024 Budget and adoption of the revised budget.</p>			

	Purpose	Presenter	Time
<b>C.</b> Discussion and Vote on OPEB Account Paying monthly Retiree Premiums	Vote	Greg Wood	5 m
Mr. Wood, CBO, will lead a discussion prior to the vote on the OPEB Account Paying monthly Retiree Premiums.			

**VI. School Business 7:31 PM**

<b>A.</b> Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2023-2024	Vote	David Hussey	10 m
Prior to the Vote, David Hussey, Executive Director, will lead a discussion on revisions to the ECRCHS Employee Handbook for 2023-2024.			
<b>B.</b> Approval of LACOE -County Treasury Certificate of Signatures	Vote	Gregory Wood	5 m
Prior to the vote, Mr. Wood, CBO, will present the LACOE - County Treasury Certificate of Signatures.			

**VII. Closed Session 7:46 PM**

<b>A.</b> Conference with Legal Counsel - Anticipated Litigation	Discuss	David Hussey	10 m
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:			
Five (5) items.			
<b>B.</b> Conference with Labor Negotiators	Discuss	David Hussey	10 m
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; Roger Scott, Legal Counsel.			
Employee Organization: United Teachers Los Angeles.			
<b>C.</b> Conference with Labor Negotiators	Discuss	David Hussey	10 m
Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.			

Purpose	Presenter	Time
Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Roger Scott, Legal Counsel.		

Unrepresented Employee: Chief Operations Officer

**VIII. Reconvene to Open Session 8:16 PM**

- |           |   |         |             |     |
|-----------|---|---------|-------------|-----|
| <b>A.</b> | Report on Actions Taken in Closed Session, If Any                 | Discuss | Board Chair | 5 m |
| <b>B.</b> | Possible Board Approval Vote on Chief Operations Officer Contract | Vote    | Board Chair | 5 m |

**IX. Closing Items 8:26 PM**

- |           |                 |      |             |     |
|-----------|-----------------|------|-------------|-----|
| <b>A.</b> | Adjourn Meeting | Vote | Board Chair | 1 m |
|-----------|-----------------|------|-------------|-----|

# Coversheet

## Approve Minutes of August 30, 2023 Regular Board Meeting

**Section:** II. Consent  
**Item:** A. Approve Minutes of August 30, 2023 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board meeting on August 30, 2023



# El Camino Real Charter High School

## Minutes

### Regular Board meeting

August 2023 Board Meeting

---

#### **Date and Time**

Wednesday August 30, 2023 at 5:30 PM

#### **Location**

El Camino Real Charter High School - Grieb (Little Theater)

5440 Valley Circle Woodland Hills Ca 91467

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

---

#### **ANNUAL MEETING AND REGULAR BOARD MEETING**

For board meeting materials, please go to the school's main office, or call [\(818\) 595-7500](tel:8185957500). Some board meeting materials are also posted on the school's website (<https://ecrchs.net> - click the ECR Board tab).

**INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS 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:



## **PUBLIC COMMENTS**

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 during the Public Comments periods. 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.

***NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.***

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.
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:** Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person. There is no obligation on the part of the school to have a school official read public comments during inperson Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

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

*In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling [\(818\) 595-7500](tel:8185957500).*

---

**Directors Present**

Alexandra Ramirez, Brad Wright, Daniela Lopez-Vargas, Danielle Centman, Gregg Solkovits, Ronald Laws, Steven Kofahl

**Directors Absent**

None

**Guests Present**

Ryan Guinto

---

**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 Wednesday Aug 30, 2023 at 5:34 PM.

**B. Record Attendance and Guests**

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

**D. Public Comments**

1. Carlos Monroy - All right. My name is Carlos Monroy. I am the UTLA Chapter Chair. I've been involved in the Union representation here since 2015. This is my 22nd year teaching. I teach students with special needs, English 11 and 12. I just wanted to express how hopeful and positive I am about collective bargaining. Today, we have sunshine. We intend to collectively bargain with the administration. We have several articles that we want to look at, several articles that we want to examine and find toothcomb. I just wanted to share how positive I think the membership is about going into this bargaining round. I think I can expect good things from the administration and work collaboratively. I just wanted to share that. I do have copies of the Sunshine letter if any of you need it. I don't know if there's enough. But. It is online, I believe. Thank you very much. I look forward to collective bargaining and doing good things for these teachers who give so much to the children of this community. Education is one of those things that we can't look at as a return on investment. The return is an educated community, an educated group of citizens, and making our community stronger, better, and for all of us.

2. Ava Tibor - All right. I listened to the last board meeting, and you guys leased two charter buses for \$350,000 a year, and you said that they would make people want to go/send their kids to El Camino after seeing them driving around. I can assure you no. All right. I listened to the last board meeting, and you guys leased two charter buses for \$350,000 a year, and you said that they would make people want to go/send their kids to El Camino after seeing them driving around. I can assure you no Kid is going to see that and say, Oh, my goodness, I Want to go to El Camino. If you want to attract student-athletes, it's facilities Video boards. Like in Birmingham, Football stadiums like at Birmingham, do not have wooden bleachers, Grass soccer fields like at Birmingham, Weight rooms, or locker rooms. You said we are the jewel of the Valley, and that's simply just not true. The extra money you spent on the charter bus could have been spent elsewhere. I don't need to tell you where it's obvious. On girls' soccer, we had Multiple incoming freshmen leave to go to Chaminade and Notre Dame. I get that, that's private schools. But the worst is when kids that leave around here go to West Lake, Birmingham, Calabasas, Agoura, and even Tap now. This is just for girls' soccer, and I imagine it's true for all the other sports. This sucks because I know that girls on my club team that go to Ventura County Public Schools have turned down ECR because of the poor facilities. With them, we would not only win the city, but regionals. Mr. Wright, my mom is still waiting on an email from last year regarding what you did to me.

3. Shelley Mark - No problem. Okay, so I am a retired teacher. I taught here for about 17 years, a total of 23 years. Six years over at Novo Middle School. I taught art, and AP art history, did the yearbook for a couple of years, and also contributed to writing the charter for the school. I was one of the many teachers who came that summer to help write it. One of the key parts of our charter, one of the key parts of our charter and of retiring, is the lifetime benefits that we were promised by administrators, by all the administration, by a letter that I received. This is my exit letter when I retired. What you do when you retire, what I did in 2021, was asked. When I Retired in 2021, I was asked to send an email to HR stating my date, my time, and just that fact. Then that was responded to with this

email. I have extra copies I can share with you. It starts with, Congratulations, what do I need to turn in my badge, my parking permit, any keys to the classroom, your regular stuff? How I would access payroll and my paycheck information? Then the section under lifetime benefits states you have received a letter confirming your eligibility for lifetime benefits. Per the CBA, there's no charge for you for lifetime benefits. Lifetime benefits include basic medical, low PPO or HMO, Delta Dental 1,000 or HMO, and vision coverage for you and your spouse. The next open enrollment will be late August 2021. It goes on to explain moving forward what you'll do. Nowhere in here does it say that this would ever be otherwise?

4. Jake Shirley - El Camino, Real board. I'm speaking on behalf of a large majority of the student body. There is nothing else to say, but we're just confused. The finger-pointing needs to stop on behalf of the students. We're disturbed by the lack of transparency shown by everyone involved. We don't understand why there just can't simply be more communication. Specifically to Mr. Hussey, and Mr. Wright, where's the proof that you are advocating for us like you say you do? The morale of the school is at an all-time low. It's palpable during school hours. The football team is constantly badgered by questions about where is the football field. What's going on With the football field? As it seems to the students on campus, you guys have as much information as we do, which is hard to believe. Does LUSD say on the phone that there is no timetable? Because frankly, that doesn't sound very professional on their behalf. To conclude, we as a student feel that a new cafeteria pales in comparison to the many fun times had at football games and other events on a new field.

5. Caden Song - I fear that enough has already been said. However, I must express just how aggravated we as a student body are. It is no longer just about the football team. As far as I am concerned, the field will not be finished in Time for the football team. Now it becomes more of us as a larger Student body and just how much the football field affects us in general not just sports, not just soccer, lacrosse, or any team that uses the field it's About the Student morale, the people that come to the games, the people that want to experience high school. When people look back on their high school days, they think about when they went to football Games, and when they were able to congregate with their friends. We do not have that luxury anymore. Especially us as players We don't have that energy coming behind us when we play these games. And it usually Leads us to lack energy throughout the game. Like I said, I feel enough has been said by my colleagues, and I don't want to. Speak for the general state of the population, but we are very angry. Especially considering that money has been spent. Elsewhere, such as the charter busses and such as the cafeteria. As far as I'm concerned, those purchases are meant to distract from what the true Priorities are, and that is us as students, We feel as though we are not Being represented and that our interests are not being represented.

6. Erin Sanders - On a positive note, I would like to thank Mr. Russell, Mr. Camp, Mr. Hussey, and Mr. Wright for sitting down with the aquatic parents and students starting to create a dialog, and continuing to work with the aquatic students to find some solutions

for our pool. Another thing that this high school does not have on campus. The students created a petition to keep the Woodland Hills Rec pool open year-round, and it has gained support from our local community council members, Community members in general, Bob Blue and Philb, and more. We'd like continued support to find more permanent Facilities for the athletes and community programs. So I'd like to, I hope that continues and on the other side of the coin, I feel the same sentiment about the football field.

7. Beth Corbett - I retired in June and I was an English teacher and a chair coach for 20 years. I want to first say thank you for letting us talk last week. I know it wasn't on the agenda and the retiree issue you let us discuss that was great. We appreciate it. I have a letter from... I already said what I want to say last week, but I want to read this from Gary A. S. Arch. I'll just make it short. This is from a math teacher. He's been here for 35 years. He retired with me. Dear school board, I'm a teacher who retired in June 2023 after 39 years and 35 at E. C. R. I showed up and spoke at the last board meeting regarding this matter. When I and my colleagues signed the charter, the deal was that our retiree benefits would be similar or better than L. A. U. S. D. If it had not been guaranteed to us, E. C. R. Is a charter would not exist today. This is the only reason we signed on the charter. We know it's not in the CBA anymore, but this is the point. In terms of benefits, L. A. U. S. D. Has and can, too, have a DHMO and a PPO for dental benefits. We had this also until the pandemic. Once the pandemic happened and nobody was around, it was changed to a DMHO and no PPO. We switched our insurance policy from what the teachers understood, and then the premiums had to be paid for Delta Dental 1,000. This is from what I understand, I might be wrong, but the insurance for all retirees changed. Now retirees that have been retired for years have to pay the premium. We know that it may get solved with our union, but that is the issue at hand. People who retired in 2016, and '17, who have not paid Delta 1,000, now have to pay it and have started to pay it, and that's just not fair. Barry gives a whole mathematical calculation because he's a math teacher

8. Debbie Mongeli - I'm a senior parent here. I'm looking for an explanation. Why is it so hard to get an update on the status of the field? And why is the only update that anybody has seen something that was posted on social media yesterday and not coming from any of you? In the article, Mr. Wright is quoted as saying, I believe I will be ready for a Boys and girls soccer in November. I wouldn't hold my breath for football. Is that what we want to tell our students? We're not going to hold our breath for football? Any thoughts on how you're going to explain that to them? Our senior class was in eighth grade when everything shut down. They didn't get culmination or anything else that went with that year. Our freshman year was online. Nothing. The next year, sophomore year, there are limited activities, limited game attendance spectators, and all that thing. Junior year, nothing because we don't have a field and they're going into that again. On Monday, we received an email from the Dean's office that says the year is off to a great start. Will you would you ask these students if they felt like that? Are athletes, marching band, Color Guard, cheer, ROPC? These are students who used the football games to perform for their school, at their school. Before school started, we received an email from Mr. Hussey

telling us how we should take pride in our school, that it's a place where we have the opportunity to develop passions. Well, are the passions taken into consideration by the students I just talked about? Or the entire student body who are missing out on the experience, the memories, the pride of being at a home game or even having homecoming at their school? Now, for the second year in a row, that's not going to happen. How can they take pride in a school that does not have a field, one that has melted for two years? Please consider your role in this and think about what is in the best interest of our students. With the district discussions taking months and your prediction that there is going to be no football season, why has there not been a plan to do something to get these performing students to the games that are not going to be here? It is time that we do what we can benefit our students rather than what we think will look good in the public eye.

9. Jeff Craig - I taught for 35 years at El Camino. English, psychology, student council, leadership, all the Activities, Prom, Picnic, and Pep rallies. I've been so Proud to be a member of El Camino. I've been loyal. I've worked so hard to always live up to the highest standards, even sometimes to the detriment of my health and my family, honestly. Because we are ECR, always cut above. I Bragged About our school to Anyone who would listen. Now I'm not so sure. I'm so disappointed in your current plan to shortchange the seniors. I resent having to come here tonight and beg. It is not honorable of you to pull the dental insurance rug out from under us. Promises were made. We left fully trusting that our Benefits would not be whittled away. Even if it became difficult financially, I had no doubt you would do the right thing. But as I understand it, there is a very healthy fund currently taking care of us. On interest alone, Why are you pushing this? We were so loyal to you. It is your obligation to us because you now are ECR. It's your to uphold the ethics of this place. You need to do the right thing for us today as we have been solidly in ACR's corner for decades. Ps, dentists don't take Delta H. M. or as far as I can tell, at least probably anybody I want to go to. Okay. Do your job, honor your commitment.

10. Amy Sarkisyan - I'm missing a job interview to be here, so I'm hoping that my voice gets across. Dear board members, thank you for allowing us this time to speak. I might get a little emotional, so please bear with me. My daughter is a senior, along with David's daughter. They're both in the Color Guard. Last year, the Color Guard and marching Band, despite not having a field, took second place in Southern California. Their kids worked their butt up. Even though at times they couldn't practice together, they somehow put together to bring this together. We're very proud of them. My daughter also is an ROTC, and 10% of her ROTC grades are volunteer hours. Now, being at football games counts as those volunteer hours, but they're home football games. The last two weeks, she volunteered, but they were reclassified as away games, so she missed out on eight hours of volunteer work. Next, Mr. Wright, I would like to just speak from Parent to Parent in an L. A. Times article in 2012, which mentions that you bought out a circuit in Glendale for 600 children and teens in the L. A. County Foster System. Now, when I read this, I was just trying to learn a little bit about you, and that was like, Oh, my God, that's such a

wonderful thing. You said you want to do something for the kids. So instead of buying a car, you bought the circus. You're buying buses instead of buying our football field. I just thought that was a little ironic. You said you've been fortunate to play for 15 years, and right now this is no game. These people are here, they need our help, and I'm going to be right there. But you're not. As Debbie said, you said, don't hold your breath for 2023. Last year we held our breaths. We gave you guys a chance, but it looks like we need to stand up and have our kids at least look at us for leadership because this leadership is lacking. What are we teaching our children? I'm so proud they're all here to fight for themselves. Because this is a life lesson. You should always be here. Be proud of yourself.

11. Steve Burnstein - Hello, I'm Steve Burnstein and I was a teacher librarian here for 11 years. One of the retired teachers is now being asked to pay for my dental insurance which previously was covered in our ECR Healthcare plan. I have an e-mail from Kurt Lowry from December 22nd, 2022. Not that, Long ago, it stated that the Dental PPO 1,000 would Continue through September 30th, 2024. I would hope that you uphold that announcement for those of us who are now on fixed income. I've also heard that the executive director has stated that dental care is not part of healthcare. That is a ridiculous statement, as many studies show that poor dental health can lead to heart attacks. If you want further proof, the Master of Classification, Melville Dewey, the Dewey of the Dewey Decimal System, has definitive evidence 617.5 is where you'll find books on healthcare, And 617.6 are books on dentistry. 6.17 is anything about adult medicine. Now, since we're on the subject of libraries, why has the library been closed Since I retired? Why can't students, teachers, and faculty members not check out books? Ecr is the only high school in Los Angeles Without a functioning library. Students could have books for free reading, which some studies show improves all academic areas. If you read the news, places like Florida and Texas are centering books on subjects like LGBTQ and Black history. What is Happening here Is even worse. All books are censored now because no Student can Check out any book. We do have books in our professional development section about effective leadership. I'm just saying. I will finish with a quote by John Wooden. Be true to yourself. Make each day a masterpiece, help others, and Drink deeply from good books.

12. Daniel Zatarian - I just wanted to introduce myself to the board because I'm maybe part of the bargaining team and just remind you all that we're going to be sunshine. I've been teaching. This is going to be my eighth year. This is my third year at Elco. I teach science, so honors and regular bio. I love being at this school. I'm looking forward to bargaining this year, and I'm hopeful that we'll be able to come to something that can benefit all teachers and hopefully the retirees as well.

13. Mark Pomerantz - I taught at El Camino from 2001 through 2021, and I attended here from '71 through '74. I retired in June of 2021, and I'm here to voice my concerns about my health care, and that my dental has been downgraded from what we were led to believe, we would have for the remainder of our lives. I wrote the section on our health benefits back in 2011 on the original charter for El Camino Real Charter High School.

Neither myself nor Anybody else ever thought that we would have to worry about changing that. The words were that we would have equal to or better than LA Unify to attract better teachers and better staff that doesn't seem to be the matter at this point. I'm urging the Board to reconsider that Dental 1,000, Be reinstated for retirees and all future retirees since we are making the money that we need to support retirees on Just the interest that you have. If we had been funding It from day one of the previous administration that was not, we'd be fully funded by now. I also urge the board to start looking a little bit more seriously at the concerns of these fine young athletes and the students at El Camino. Having played here myself, this Is a disgrace Please look at this in a Very, Very Serious matter because our healthcare is what retirees rely upon and why we stay here for so long and we do the jobs that we do.

14. Sheryl Dourrias - Hello, ECR school board members. My son has attended ECR since 2021. I have listened to parents make assumptions about these board meetings where parents aren't allowed to speak and the board does not answer their questions does not address issues and is condescending to parents who ask questions. I don't agree with those statements. I do not believe that the board meetings here are a nightmare. In all the board meetings that I have attended, I have observed them being very orderly and following the Robert rules of order and the protocol of the Brown Act. In a recent article by ESB Live with regards to the ECR football field, the board chair, Brad Wright, was quoted saying, The people may be upset with me, but the charter school division and L. A. U. S. D. Are not, and they're the ones I work for and answer to. If ECR parents are not happy with this school board and/or the school administrators, reach out by sending a formal written letter via certified mail to the charter school division and LA-USD. As parents, we hold the power and strength in numbers. I implore fellow ECR parents to not be talkers, but be doers and write those letters and send those emails.

#### **E. Executive Director Update**

I was going to start differently, but I'll start with this letter that's going to go out to families tonight. Dear El Camino Real families, thank you for your patience. This morning, I obtained an update from LASD facilities on the status of the project to replace our football field. According to the district, delays arose from unforeseen contract issues that were resolved yesterday. Am I pleased to report that the contract for the construction of this project was awarded yesterday, August 29? As these delays have had a significant impact on your football and other athletic programs this year, the district has been working with us to ensure El Camino's football team has access to fields for practice and competition during the project construction. Below is the updated project schedule. August 29th, 2023, notice to proceed was issued to the contractor. Over the next 30 to 45 days, the replacement turf will be fabricated and crews will be mobilized so that the construction can begin. These activities could not be completed before the execution of



the contract and the notice to proceed. Mid-October 2023, construction will be on site. Mid-December 2023, occupancy of the football field. I will be keeping a close eye on the schedule and will be in frequent communication with the LAUSD team responsible for delivering this project to ensure that any slips will not delay each anticipated milestone. If you have questions regarding the project, you would like to relay to the district, please contact Maria, let me know these in the letter and she'll be happy to respond. Going back to what some people have, I'm not supposed to respond to that. I'll keep it. To the board, I think I have been or the school has been very transparent in the information that we received from the district. There were a lot of students. I will agree. There were a lot of next months. I will agree, but it had nothing to do with El Camino. El Camino has been at the point where anytime they wanted to come on and do the work, the field was available to do the work. But as you heard, there was an unforeseen contract issue that was beyond El Camino's control. We were waiting for L. A. E. S. D. To clarify that or clean that up with the contractor and they did that yesterday. We're moving forward on the construction of the field. Again, to the football players who came today, an apology is not going to do them any justice because they're not going to have any home games here. But I have been working with the district and I've spoken to the coach and we're going to try to get a field locally where they can call their home field for their home games. As I go on, just want to thank teachers, the classified staff, our administration, students, and parents for a successful opening. I want to get a shout-out to the counseling staff. 98% of the students were programmed even before welcome week, so there weren't very many class changes that needed to be made. I want to thank the counselors, Mr. Alba, and the classified clinical staff in those offices for getting this done. Also, I want to thank Ms. Schuster for her SMILE program. She came up with the idea of every staff member getting two emails and reaching out to those people to create a more pleasant atmosphere here at El Camino, and I think it's going to work. Yesterday, we completed our map testing and the data team will begin looking at the data to help teachers and staff address our learning Laws and develop points of emphasis to address those areas and issues. I just want to give an update that we left off last year on our IB program. Last year we sent a survey out to teachers. We didn't get a lot of feedback back, but next week we'll start reaching out to students and parents. We will also reach out to staff again to gauge their interest. We'll be doing that in the month of September.

#### **F. Chief Business Officer Update**

Again, the summer has been a very Well, it's a downtime for some Parents and students. It's a very active time for the financial world of putting around, We're Putting Together the final pieces to our audit Report With our auditors for The year-end, June 13th, 23. We will be publishing and discussing a lot of the actual report at the next board meeting. Speaker We will have an opening enrollment, this one is the good news. Our audit and actuals. We have some onetime money and new funding that will help our fund balance for 2023. Our enrollment is to start this school year, though, as of this week, our enrollment is down approximately 200 from last year. We only have 683 ninth graders, 818 10th, 820 11th, and 884 12th. A total of only 3,205 students enrolled. We will be probably asking the

board to relook it. We will need to relook at our budget forecast. We had expected a couple of hundred more students enrolled, so that'll have an impact on our financial projections. Now, that said, we did budget for a surplus. We'll come up with what the revised financial numbers will be included. We've also consolidated the application. The state is sending this week, our federal funding request to the CDE. It's a request for things like our Title 1 funding that will approximate 385,000. That's for basic aid for students or Title 2 funding that helps our teachers with professional development and conferences. We were reapplying for that for \$76,000 and Title IV, which will give basic school support for \$30,000. Included in there is an application. We have to give updates on our homeless youth. Last year, our homeless population has probably been talked about across the state and in Los Angeles in particular at El Camino, we had 11 students that were categorized as homeless in our CalPAD's information, the prior year was only two. You can see the impact. The homeless population is everpresent, not only in the Los Angeles area but El Camino. With that, that's my report.

### **G. Board Chair Update**

Brad Wright: We're going to move on to the board chair updates. I created that because a lot of times there are a lot of things on the minds of my colleagues that you're not able to respond to parents. But if you do have something, you'd like to relay to the board and maybe send a message. Now I'll be the time. Mr. Kofahl, do you have anything? Kofahl: No. Brad Wright: Just the fact that I resigned in June and I'm back on. I'm looking forward to working with all staff members here and the community as well. Please feel free. I will reconnect my El Camino email address and be able to respond to you all. Thank you. I'm sorry. That's me doing that just to... No worries. No, I'm calling her intentionally so I can make a pause. No, that's me doing that to you. But it's okay. Don't worry about it. Do you have anything to send me? The only thing I want to know going forward is what's been going on with more of the parent group, and what happened with everything a little bit more. Brad Wright: In-depth of that. You'd be more specific Just as For a lot of where the scholarships went that were involved in that group or is it a concern? I want to know a lot about what's going on within the parent group as well. I'm sure you want to know about the old group. And the whole group. Here's the thing. With the new parent group, we have, I believe Mr. Dorries is here, and she can answer your question. Mr. Burnstein, excuse me. Bernstein is here. As far as the past parent group, we can't comment on that as of yet because there's an investigation as well. We make sure that we're being fair and transparent. We want to let the investigation go and we will bring that up. If you like to make a motion, I'll bring that up on the next agenda when we're able to be forthright and let you know exactly what's going on. Thank you very much. Ms. Ramirez. Ms. Ramirez: I just had a question maybe for Mr. Hussey or the board in general. There was a comment regarding how some of the home gains were reclassified as a way. A lot of the students that were volunteering lost their Community Service hours. Can we look into that, please? Wright: Off-the- I know that's what I'm saying, sir, if they were standing by for those hours, can those hours still count because they were standing by? That's something for you to examine, to be equitable there. But if they're standing by and they committed that

time there and we committed this time for them to be able to give them those hours, I would hope we could. Ms. Ramirez: Yeah. That's why I'm asking if I would think that we can give them those volunteer hours. It's not their fault that those home gains will be Classified as a waste. Wright: Not only that. If they were standing by, they committed that time, whether they used them or not, they committed that time. Please, I'd like to check and see what we can do with that legally if we can give that to them. It's like us having the contract. We could say, Well, I'm not showing up, but I gave my days for this thing here. I could have been doing something else. We'll work out. We'll see if we can go with that. Ms. Barclays, anything? Ms. Barclays No problem. Wright: Sorry, Mr. Laws. Mr. Laws No, just the library was a concern that I had about the use. Are you not able to Check books out, but are you able to even enter the building and study or do anything there? As part Of the Library's concern? Yeah, Answer: We'll open that backup probably next week. But they are going to do as best as this abatement. We're just waiting for them to get us to go. Wright: Thank you very much. For myself, I'd like to welcome everyone back. I think it's very important we all work together. We have great leadership within our union, our teachers, and our parents. We all have to do our parts. Excuses are not acceptable when we can have not just reasons, but we can have an outcome. Unfortunately, I'm going to say this to the board, I've been working with the people of L. A. U. S. D, They own this property. It's like me owning a house and you're my tenant and you ask me if you can build a swimming pool. I say, Yes, you can do it. You say I'm going to pay, but then we still have to deal with permits. We have the environment, we have the city, and all this. Not to make any excuses, but I would not be the one responsible because you don't own this house. But still, I think that if the parents are saying that we should be more communicative, we have to make sure we do everything we can to make sure they understand what we understand. If they don't get it, we keep going until they do understand it. That's the way I feel. With that being said, I'm going to recuse myself as a board president. As of now, we'll be going into elections, and I'm going to turn this meeting over to Mr. Guinto as we'll be having our elections.

## II. Governance

### A. Elect 2023-2024 Board Chair

Alexandra Ramirez made a motion to Brad Wright as Board Chair.

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

Brad Wright made a motion to Alexandra Ramirez as Vice-Chair.

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

Brad Wright made a motion to Daniela Vargas as Secretary.

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

Brad Wright made a motion to David Hussey as President.

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

Alexandra Ramirez made a motion to Greg Wood as Chief Financial Officer.

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

### B.

### **Discussion and Vote on Establishment of Board Committees**

Brad Wright made a motion to Establish this year's board committees.

Steven Kofahl seconded the motion.

Travel (Ad Hoc)

Executive Director Evaluation (Standing)

Capitalization Projects (Standing)

Finance and Investments (Standing)

Technology (Ad Hoc)

Security (Campus Safety) - (Ad Hoc)

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

### **C. Discussion and Vote on Board Committees' General Membership and Chairpersons**

Travel (Ad Hoc)

Kofahl - Chair

Centman

Wright

Executive Director Evaluation (Standing)

Solkovitz - Chair

Ramirez

Kofahl

Capitalization Projects (Standing)

Wright - Chair

Ramirez

Kofahl

Finance and Investments (Standing)

Vargas - Chair

Ramirez

Solkovitz

Technology (Ad Hoc)

Laws - Chair

Wright

Vargas

Security (Campus Safety) - (Ad Hoc)

Wright - Chair

Laws

Kofahl

Brad Wright made a motion to Approve all board committees.

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

### III. Consent

#### A. Approve Minutes of May 4, 2023 Special Board Meeting

#### B. Approve Minutes of May 25, 2023 Regular Board Meeting

Motion to approve the minutes from Regular Board Meeting on 05-25-23.

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

#### C. Approve Minutes of June 22, 2023 Regular Board Meeting

Motion to approve the minutes from Regular Board meeting on 06-22-23.

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

#### D. Approve Minutes of June 30, 2023 Special Board Meeting

Motion to approve the minutes from Special Board Meeting on 06-30-23.

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

#### E. Approve Minutes of August 16, 2023 Special Board Meeting

Motion to approve the minutes from Special Board Meeting on 08-16-23.

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

#### F. Approve Minutes of August 22, 2023 Special Board Meeting

Motion to approve the minutes from Special Board Meeting on 08-22-23.

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

### IV. Investment

#### A. Investment Update June 2023

Thank you. Mike Brallier was unable to be here, but as just a quick audience and for new board members, Beacon Point has been associated with our investment advisor. This is now the second year of their doing their duty as advisors. Beacon Point, just a reference point, has 445 professionals. They have under advisement, they have almost \$29 billion of assets that they advise on. They represent, besides El Camino, they represent California State University, San Bernardino, L. A. Firemen's Relief Association, L. A. Police Relief Association. They're doing some private school shamannaad, College Prep School, Archdiocese of San Francisco. Needless to say, they have a plethora of experience, and I found them great to work with. That's the backdrop to Beacon Point. I'll go off the screen before I go into the... Sorry, Ryan, could you just do the actual? We'll come back to that last because that's July. The school year ended and they have issues. Typically, we ask them for quarterly reports to the extent that he can. Our advisor comes out and gives this hardcopy report, and answers questions in the interim. I continue to

provide monthly updates on both the OPEB account and the general investment account. Several pages go into great depth and detail about the types of investments. I might ask that we go to page five, Ryan, on the handout, and that's the OPEB. Can you enlarge that a little bit? What we are looking at is at the end of June, what this screen shows is we had \$25,322,000 in the OPEV account. Different investments are made in terms of equity, domestic equity, international fixed, and alternatives. Those are the different components of the market value down below at the bottom of the screen. If you scroll down to that, we have an investment policy. We give our advisor, we have an existing board-approved investment policy of what areas they're supposed to be investing those types of investment. We don't micromanage on what type of investment we ask them to do, but we give them categories of investments. If you look on the screen out of the five categories that adds up to 100% of the types of investments. The third column shows you what our policy is equaling 100%. Within that policy, we give them a range that their responsibility is if it falls outside of the range, they are supposed to sell off stocks or investments in that category and go into the category that they're outside the range. You can see the policy ranges of 20-50, 10-30, etc, They then show what the difference is between how they've invested and what our policy range is. The final is that which they report back to the organization, is our current portfolio within the range of our investment, board-approved investment policy? In all these cases, yes, this account is balanced as our organization has asked them to balance. It's just showing the difference. Again, the policy says 15% for the alternative. It's just showing that the current allocation is- We have less of an allocation than what the policy. But if again, you go to the right, the policy allows it to be anywhere from 0-25%. It's outside of what the policy says. But again, our investment policy says it can be anywhere from 0-25%. It's within the policy range, but it's below. It's 2.8% below what.

## **B. Discussion and Vote on OPEB Account Actuary Review as of 6/30/23**

Again, the board has previously approved the actuary who has prepared this study and has used our financial results. It's taken a census. Part of their report fills in medical trends, and current medical costs and uses future trends on what our costs would be. I think back to those interested in, its uses... It uses the coverage that the school offers for its retirees. If we make any changes in coverage, it would potentially change the actuary report. They've used, again, the current benefits being offered to the current employees is what they've used to prepare this actuary report. If you go to, it's all pretty much summarized the... There you go. If you could go down to the center and load that up. The really good news, this compares how funded the post-employment benefit account in the first column is at the end of '22, how much did we have in the fund at the end of '23? How much did we have in the fund? You will see that a fully funded OPEB account is the ideal goal of any organization it almost becomes self-funding that you can take your investments and they can operate on autopilot. What that chart is showing you at the end of '22, the OPEB account was funded at 78.1%. Through a series of, again, both our investments, things that influence this are the type of medical rates, interest or discount factors, influence our funded amounts outside of any investments we do. But the good

news, at the end of '23, we were 93.1%. When I first started here, this number was three years ago, this number was at 50%. Again, we have a combination of our... We have made sound investment decisions. 93%, I can state for a fact, that I challenge at least any charter school that I'm aware of for this site, I'm not aware of any educational institution. Charter. If you were to ask LOSD how fun they are in their account, it's in the single digits, not 93%. Again, as we're looking to go fully funded, there is a separate discussion item. Again, this account is more and more funded because things like the retiree benefits are not being paid by the OPEB account. It's done in the long term. That is the intent. The things that should be coming out of the OPEB account are paying the retirees their benefits. Right now, to accelerate it being fully funded, every year since I've been here, anyway, there's about \$300,000 to \$400,000. The retiree payments that the school has been making on the employee's behalf, are being absorbed by the general fund. That's not being the OPEB account is not paying for those premiums currently.

Danielle Centman: If we get to the point where it's 100% fully funded, would we stop our monthly \$200,000 contributions? Greg Wood: And start paying out? Potentially, again, the funding status, we continue to need to do monthly actuary results, again, the things that change outside of the dollar amount, we could have the same dollar amount that says 100% this year. If, for instance, medical costs, they're using estimates that they say you're fully funded based upon having 5% medical. Let's just say something happens and our medical cost, well, 10%, we tell them that. That would change, again, our fully funded status would potentially get impacted by things like that. Or again, they're using a discount rate that says how much is the money. There are things outside of our contribution or lack of contribution that would change. It's assuming everything else is equal, that it could be self-sustaining based on the interest and the investment gains. Again, investment gains too. We have a good year. It could be 110% funded. We have, again, had a big recession, or our investments aren't invested the right way, which could change things too. But the actuary is just using general trends when it says you are here at a point in time. Things can happen both to the economy and that, but they're just making general statements actuary about that. The intent and the hope would be, yeah, we could stop potentially the contribution and just watch. We could continue to watch how our medical costs change? If we do end up changing the coverage, if we up the coverage through negotiations, then that potentially changes it as well. But that's not to say that we can't. We change whatever coverage we're doing or not doing, and we could and should continue. We need to do this report regardless. Even if it's fully funded, that doesn't mean we shouldn't just take our eye off the ball and continue to do this report and make sure we're fully funded.

Brad Wright: Go ahead. Sorry, you have a question. Gregg Solkovitz: Money to pay the premiums is not coming out of this account, but coming out of the general fund. Correct. And was that bargain with the employees or. Greg Wood: Is it just done multilaterally? It's been done multilaterally again. I have a separate discussion item. This agenda is a separate to start the discussion about based upon our results, do we want to continue? Again, I would need the board to look at and again, all stakeholders, I have an agenda item that should be given these results, which would suggest that we would be we could be fully funded at the end of this year. Should we continue to be making the retiree

payments come out? It's showing up on our profit Laws. In addition to the contributions we're making, we're adding it's within traditional retirees. We're probably going to be making close to half a million dollars in retiree premium payments for this year. You guys are talking about. It doesn't change the package. The fact that the general fund pays for it. We get a bill from the medical company, and again, if the union wants... A union wants to bargain it coming out of the OPEC historically, I think, again, the organization is chosen to try to accelerate the funding amount. The current collective bargaining agreement should suggest that we only cover the HMO. We did some side... Part of the conflict, we did some side letters with the UTLA to extend those that were caught up in some of this. But the current CBAs, it stands now. Brad Wright: What was promised? Were you here when the promises were made? If they were, we shouldn't have to bargain for something that was already promised. Greg Wood: I'm looking at that. I would need legal advice on that. I'm suggesting the CBA governs what we do. I'm not disagreeing. You and I are the same thing. I'm just saying if we go off, but we've done... We not only had prior CBAs, but we have negotiated side letters to address. But whatever we... I'm sure everybody's interested in going back to the things. That's fine. Brad Wright: Can't talk about today because it wasn't the agenda. But you and I can talk without bringing around what we want to do because I'm very... As a person who's almost 62 years old, I get it. If promises were made to me, I sure as heck, want them kept. That's something that we'll go through and find out what's going on here. Greg Wood: Some steps can be taken. Brad Wright: Great. Greg Wood: I'm sorry, I just want to... If you could just go back, there's one other page on there I just wanted. Again, take a look at the report. Go to scroll. Again, they do the census. That just shows the... I'll keep going. Again, they show year by year. Okay, there you go. Up, right there. Again, we're down slightly. As I just mentioned with the retirees, they're evaluating every year. This gets into our financial statements. In their review, there's \$498,000 worth of payments that the actuary, they're suggesting we would have. I think in the future years, it will go to the \$500,000 level. Again, our auditors use a significant amount of this report to do our financial statements. Okay, that's my rule. I think we need... Because our auditors will use this report, I would be asking the board to accept the actuary report for purposes of our financial statement preparation, Daniela Lopez-Vargas made a motion to Approve the OPEB actuary review as of 6/30/23.

Gregg Solkovits seconded the motion.

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

**Roll Call**

Brad Wright	Aye
Danielle Centman	Aye
Alexandra Ramirez	Aye
Gregg Solkovits	Aye
Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Ronald Laws	Abstain

**C.**



### **Discussion on OPEB Account to Pay for Retiree Health Benefits**

Greg Wood: It covered it in as we were going over the other one. Again, I just wanted to put it out there for the board and the public, given our funding level and being close to fully funded. To me, as the CBO, again, this fund was set up and designed to pay for the retiree benefits. Up until this point, we have not a penny of the retiree benefits have come out of the OPEB account. They've always come out of the general account. So again, subject to any discussion, I would move them to the next board meeting. Subject to any amendments to what I'm bringing up, I would like to see a vote by the board to start having the monthly when they get the monthly medical bill from retirees, that the OPEB account starts paying for that. That's the point I want to make knowing it needed to be a discussion prior. Brad Wright: To it. So noted, sir. Ramirez: So noted. It's your recommendation. Greg Wood: No, again, based on our actuary report, yeah, I would definitely. Again, given that we've been paying for it, and I have been on board with the fact that \$300, \$500,000 during the time I've been here, the general fund has supported that. But as we're looking to support other things like capital improvements and everything else, I think it's time that the actuary, that the account has been proven that it's coming very close to being self-sustaining. I don't see the need to perpetuate having the general fund pay for the retiree benefits is what my recommendation would be. Okay. I'm subject to a vote. Brad Wright: Does anyone have any comments on this? If not, we'll move on to the next of the finance agenda. The first item is item A, the review and vote on June and July 2023. The check registrants on Mr. Wood present this item and answer any questions that we may have, please. Greg Wood: I'll have Ms. Ilias assist with this as she prepares them. Mr. Guita, do you have that? Brad Wright: Ms. Ilias, oh, there you are. Hi. Would you like a seat, ma'am? This is. Ilias: Our check is registered for the month of July. These are all the expenses that are coming out of our general account. Usually in our general account, we cover our large expenditures, such as contributing to our fund, paying for health benefits, some of our 3D plans, and workers comp. Every month, as you see the transactions in our general account, this is what we're hosting. Does anyone have any questions? Greg Wood: I might just add too, again, since the OPEV, since that... Let's continue the active conversation there. Again, as you see there, we're making an active \$220,000 contribution to the OPEV account that goes into the OPEV account and is paid to US National Bank. The other thing, again, just to be transparent and show our health benefits, which you see on the third line of \$365,000, that's the entire bill for all active and retirees. Mr. Guinto, can you scroll down slightly? Within the total, we've been reporting down below, you can see that we do detail that in the month of July, approximately \$50,000 of the \$365,000 were payments made for retirees. If we do consider changing the payments, the amounts on the bottom, the simple math would be that 365 would become 315 because that would be the approximate amount that we would be paying for the active employees. If we vote to have the OPEB account, that. The 41 and the \$8500 within the OPEB account would be paid directly. Those would no longer appear on our check registers going forward. I have. A couple of questions. First question. This tiny amount in supplemental light, \$716.28, what's that for? Ilias: Employees have the option of purchasing supplemental life insurance. What happens is it

goes through a payroll deduction. When the employees get that deduction from their payroll, we put it in a liability account, and then we pay out of that. Greg Wood: Account to the business's life on their behalf. On their behalf. There's no profit. There's no cost to the organization as a pass-through.

## V. Finance

### A. Review and Vote on June and July 2023 Check Registers

Ilias: This is our general register for the month of June. This is similar to what was shown for the month of July. As you can see, just looking at two months, how similar the transactions are, just showing the routine expenses that we pay out of this account. Then you could also see the breakdown of the retirement benefits. Any questions? Okay, so can we go to the next page, sir, Terry? This is our checking register for the month of June. It shows all the bills we paid and then also who we paid, what it was for, the amount, and then the bucket of money it came from. So whether or not it was a general fund expense or an expense covered by one of our grants. If anyone has any questions? Greg Wood: Typically, just for the public, and again, these registers typically get vetted twice. These registers and the credit cards typically will be going to the Finance Committee, which will now be re-engaged. These go through two levels of scrutiny, if you will, on a potentially more detailed level when it comes to the Finance Committee, this is on there. For the benefit of the board, which can still look at them, again, much more time is spent at the Finance Committee level as well. There are two levels of scrutiny done on these transactions. I'm going. Brad Wright: To go back for a second on something. Let me just... Right there, stop. Let me see something. I have a question later, so I'm going to go ahead and take a picture of this. Go ahead and please continue. Please continue. Ilias: Any other questions? Can we open the ASB registers? We also include the trust balances within our ASB account. This shows all the clubs and teams on campus and how much money they have in their accounts. Put it out there for the community to see. If anyone has any questions? Gregg Solkovitz: Yeah. In LUSD, when a club has a fundraiser on campus, half of that money goes to. Ramirez: The student body. Wood: Fund and half goes to the club. Gregg Solkovitz: Is there such an arrangement on this campus? Or does a club get all the money it raises? Ilias: As far as I know, the clubs get all the money they raise. Wood: Okay. Gregg Solkovitz: The next question, some of these balances are pretty healthy. Is there a budget attached to these, or are we just stashing money and people don't realize what they're going to spend? Ilias: Student council would be the... Because that encompasses the leadership class, they're developing a budget on how to spend their student council trust balance. But in terms of the other teams that are carrying five-figure balances, they are made aware of how much money they have in their accounts, but they have to be able to come up with a plan and draw down those balances because we tell them the money you've fundraised this year should apply to the students that are here this year. They're not budgets. The only one that's a budget is the student council because they are the student bond class. Greg Wood: In other words, if I'm the track and field coach and I come to you with a request to spend \$2,000. Does somebody ask what's it for and what's the plan? Ilias: They have to go through the

process that's outlined in the FPP. They have to fill out a purchase. Greg Wood: Order and. Ilias: Get it approved by their administrator and go through it. Greg Wood: That process. Theoretically, that administrator is providing oversight. Yes. Exactly. Ilias: This is the way it works for the club and activities, students present whatever their need is to their club advisors. Every one of these has an advisor of some sort. We will present it to the advisor, and then from there, the advisor will go either to the administrator or the students will come to the administrator. Greg Wood: There's a very- That's all. Brad Wright: I wanted to make sure. Gregg Solkovitz: That there is some oversight on these accounts. Absolutely. That's our goal. Not that I'm worried about \$123 in the bank. Correct. That would. Greg Wood: Well, especially when, again, I think questions, I know the CSD, a spending plan, the student council, which again, ASB, they're working on having a spending plan for that six-figure budget. I know, again, the business office does question when we see some trust accounts, when we see expenses being asked for the school to pay, when some of these trust accounts have some healthy reserves, it's like, why should the school pay? Could you? Gregg Solkovitz: Go back to the graduating class lines for a second. Ilias: We started discussions - in class of 2023. Yeah, the student council class is discussing how to. Gregg Solkovitz: Break down that- Sure, I understood. I just wanted, for whatever reason, my mind was ensure that there's a balance in '20, '21, and '22, for the. Brad Wright: Rest of the stuff. In the future, please, if you have somebody to speak to, Mr. Wood, or anybody, be recognized before you speak during this meeting. We have an agenda to follow. If your name is on there, you should not speak unless we recognize or ask you a question. In the future, please don't stand up unless I recognize you're containing police. Ilias: This is the bank account. Speaking about the student body, this is the ASB bank account. These are the expenses that are paid out of the trust accounts. You could see who we made the check out to, what it was for, and the trust account that it came out of. This is the month. Greg Wood: That check written here will affect the balance in the class of 20. The classes, if it says class, a check was written that the class of whatever got charged. We recognize what the check is. Makes sense. Makes sense. Ilias: Then the last one, just one of the vendors. We keep track of every vendor we've paid how much we've paid in a single month and how much we've paid here to date. You can see this is for the month of July, how much we've paid. I'm going to use Amazon as an example. We spent \$20,000 with Amazon this month. Then because we are only in June and July, our year-to-date will be \$20,000. But we provide this report every month and we can see how much we have paid our lenders. Do you have any questions? Gregg Solkovitz: Okay. Greg Wood: Mr. Wright, we've concluded the check register agenda item. Brad Wright: We would like to make a motion to approve. I'll move. Sir, let me finish. I might approve of having you cook for tomorrow. Let me finish what I have to say for the record. Okay. Anyone would like to make a motion to approve the July check registers? Okay. Gregg Solkovits made a motion to Approve June and July 2023 Check Registers. Steven Kofahl seconded the motion. The board **VOTED** unanimously to approve the motion.

**B.**

## Review and Vote on June and July 2023 Credit Card Statements

Sure. Again, for new board members and the public, again, the school has two credit cards there. The two credit cards are held by Mr. Hussey and Mr. Wood. Every month when the credit card statement comes, we prepare what you'll be seeing on the screen. We do an accounting of each charge on an Excel version, and we also show the statement. Again, all credit card requests, even though Mr. Wood's credit card or Mr. Hussey's, they're supported by a purchase order, a request has to be made. Typically, we try to only use the card. We would prefer to pay with a check. But in the case where some don't take checks, we do try to limit the charge as much as possible on the credit card statement. But that's the backdrop to the use of the credit card statements. Ceeilidh, go ahead. Ilias: If anyone has any Questions? Gregg Solkovitz: If you go back to the credit card statement. I noticed that there's a charge for a teacher for professional development, numerous times. What's the process by which that's... Is this a PD that... Like a conference or something that's- Which one are you... I'm just trying to be put out at random. I've got at least three or four of them. You shrink it down a little bit because I lost it on the side. I've got at least one to at least two professional developments. I'm just asking theoretically, I'm not asking this particular individual. Are these conferences that are going to that you need a credit card for? What are the parameters by which these costs get approved before the cards run? Ilias: It goes through the same process. The requester has to complete a purchase order and provide backup documentation, like a quote or a flyer or something that substantiates what they're doing or where they're going, and then they have to get approval from an administrator. Someone has to say, Yes, this is okay, it applies to what you're doing, and go ahead and go to the business office. Gregg Solkovitz: To get that. Is this something the entire faculty knows exists as a process? Ilias: We have different faculty members come and request PE to be Pretty much paid for and ordered by us. They know how to fill out a purchase order. It's not just... I mean, this is just the month of June, but in other months, if there are conferences like a department goes to, then they have to go through the process. Greg Wood: Then it just comes to, is this going to get paid with the check? Ideally, can we pay with a check, which is what the business office would prefer? But again, there's certain PD and everything that if all I do is accept a card, but it still goes through. Whether we're using a card or whether we're paying by check, it's the same process of acquiring approvals. It just comes to the point that the business office, after we determined that the check can't be or they will only accept a credit card, that's the point at which Mr. Hussey or Mr. Whit's card would be used, but only based upon prior approval by an administrator. Gregg Solkovitz: But all faculty have access to this process, this equity? Greg Wood: Sure. As approved by the administrator? Ilias: Yeah. I mean, some choose to get first, but we ideally would like to be able to pay for the teachers. Any other questions? Just a quick comment. That's more of a reference point for Mr. Solkovits. This type of investigative questions and things is what we'll do at the Finance Committee. Solkovits: That's what I figured. But as a member of the board, I've been at schools where it's the same seven people that are going to PDs over and over and over again and the same seven people that then service the mouthpiece and the PR person for the principal on the campus. It

divides the campus when that happens. It's certainly not good practice. I just want to make sure that wasn't happening here. But it sounds to me like you've got an equitable process for it. Since I have the experience and all these different schools I've been in, that's why I was raised, but I would expect that this will come up in the subcommittee and the committee.

Daniela Lopez-Vargas made a motion to June and July 2023 Credit Card Statements.

Gregg Solkovits seconded the motion.

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

## **VI. School Business**

### **A. UTLA Initial Proposal**

Carlos Monroy: I don't have much to say other than all the information to be in front of you and also physical copies of the same letter. Of course, again, I look forward to the bargaining and I look forward to having a very productive collective bargaining session starting in October. I think the best we can do for our staff and our teachers is to make sure that we take care of them take care of their needs and enjoy this collaborative relationship.

### **B. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2023-2024**

David Hussey: This one, please. I wasn't able to give the red-line copy to the two unions. Utlra had asked me, so I'm going to ask to put this on the next board agenda, Bullitt, so I can discuss it with those two unions before we bring it to the board.

### **C. Discussion and Vote on Request for One Period Coach Authorization During 2023-2024**

David Hussey: For some of our student-athletes to receive PE credit, we need to get board approval. Some of our teachers who coach these teams do not have a PE credential. Up today we have Ms. King who coaches cross country in the fall and tracking field in the spring. Mr. Troy, coaches girls soccer in the fall and boys Dahl in the spring. Alyssa Lee coaches girls' volleyball in the fall, Boys' volleyball in the spring, and Girls' Beach volleyball in the spring. Mrs. Issa, who coaches cheerleading, Mrs. Czisubal, who coaches football, and then Mr. Camp, who oversees Water, Folo, and athletics. We are asking the board to permit these teachers who hold the credential on a subject other than PD to coach a competitive sport to which the students receive the PD credit for one period a day if the teacher has completed a minimum of 20 o'clock hours of first aid instruction appropriate to the specific sport. We all know that these coaches spend more than 20 hours a week. This is not only good for our students, but it also allows us to offer more opportunities for our students.

Ronald Laws made a motion to One Period Coach Authorization During 2023-2024.

Alexandra Ramirez seconded the motion.

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

### **D.**

## **Annual Performance-based Charter School Division Oversight Visit Report for 2022-2023**

David Hussey: Yes, In late June, we received our annual performance-based oversight visit report from CSE. Just want to go over a couple of key pages. The overall areas that the CSE comes, to when they come and visit, they give us ratings in governance, student achievement and educational performance, organizational management programs and operations, and fiscal operations and governance. We received a four, for accomplished student achievement, a three, for proficient organizational management programs, and operations to developing, and then fiscal operations, four. The highest number that you can receive is a four. It's a scale of 1-4. I don't know how to speak that. In governance, there were areas noted for further growth and improvement. There were none for corrective action required, none noted that required immediate action to remedy concerns indicated in this report. Governance was pretty good there. Next. All right. The next is... I'm just trying to think what that is. Sustainable performance, where we received a three. Some of the areas that we are going to and some of the strengths are listed here. I always look for growth areas or improvements. We need to focus on our math scores, especially for our students with disabilities. Some of our subgroups did not test as well last year. Our Asian, Filipino, Latino, the SED, socially economically disadvantaged, and our students with disabilities a more racist and white. Most of those students dropped in comparison to the state. Corrective action is none, but what we've done to try to mitigate this is we just took our map testing. We're going to be looking at those data scores and having interventions that will help these students improve their math scores. We also continue to have two after-schools and we have in-school studies, those classes for students that need the extra help. The next one is... They're an organizational management where we received a two. Brad Wright: Excuse me, sir. Explain that to our new board members. Let's bring everybody up to speed. David Hussey: As I said, there's a scale of one to four, one being the worst, and 4 being the best. In the organization, the areas noted for further growth and improvement. Not going to read all this, but it's related to what we call the ESSEGrid, where we have to put down all of our teacher's credentials, all of their training, their bloodborne pathogens, their suicide prevention, their sexual harassment. All those needed to be done promptly and in a manner that the CSD could see. Last year, we had issues getting the ESSEG rate to CSD on time, and also some of our dates, some of our staff members completed the assignments after the due date. What we have done to address that this year is we gave everybody four weeks to complete the training. Emails have gone out to all those employees that have not completed training. The due date is this Wednesday. Another email will go out this weekend just a reminder for people to complete those trainings. If they don't complete those trainings, we're going to ask them to go into the HR office to complete those. Also, every week the HR office is updating the ESA grid, so we don't have the issues where we're trying to scramble and put everything together when the charter office comes during their year-to-year visit. Then a charter school cannot receive a rating in this category greater than two for any of the following reasons; failure to conduct child abuse-mandated training or training by education code 44- 691. That's one of the main reasons

why we could only receive a two because some of our staff members did not complete the training in the time frame that was required by the district.

**E. Discuss and Approve Request for Allowance of Attendance**

David Hussey: Unfortunately, we closed out school on Monday. This is the form J-13A that we have to fill out if we are asking for the state to acknowledge that we closed on it and that we received the ADA for that day. This is page one, page two. It asks what day we closed, August 21st, one day. These are the past four closures that we've had. This one was due to tropical storm, Hillary. The other the past-the-previous three were fires in the area. On the next page, the material decreases, it's not applicable. Sorry about this one that twisted. It's not applicable. Then this is the affidavit that the board will need to sign. Then I will sign as well. Then I will send it to the charter school division so they can approve it and then send it to the state. Here is the backup information. We have the governor declaring a state of emergency. We have a charter school division directing us that all schools will be closed even if we're charters. Another e-mail from CSD. The e-mail that we sent, In our responses to the day on our website at the top, a closure school update and more documentation from L. A. S. D. Then our El Camino, the email that we sent out to parents and another email that we sent out to parents. This is all the background documentation that supports the closure of the school.

Daniela Lopez-Vargas made a motion to approve the request for allowance of attendance.

Danielle Centman seconded the motion.

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

**F. Discuss and Vote on the approval of the multi-year hosting of the new ECRCHS website and also the communication feature**

Ricardo: Yeah. Here's a Physical copy of a comparative analysis of our current website and communication system versus what will be with our new proposed. Brad Wright: Thank you. Ricardo: Are looking to Approve and we have here a Five-year contract with the final site. For the new board members, we are working on getting a new website that will go live in January. Part of that website is an increased annual fee. Then we recently discovered that on the current website, the Get You Spend side that I just showed you on the paper, we are looking to spend almost \$18,000 on SendWordNow, which is our current communication system. In the New contract that they gave us, we are given 300,000 messages per year for the price of \$9,900. However, last year we sent about 537,000 messages that included text and voice. So given the price of five cents for the overage of a per voice call and then two cents per text, we are looking at about \$8.40 in overages for the upcoming year. In addition to our current hosting fee for our current website, we are looking at about \$23,300 and \$233.18 for the total of our hosting plus our communication spend. Whereas with FinalTie, with the proposed fiveyear contract, we are looking for an annual hosting fee for the website of \$9,000 in addition to their communication system, which offers us over half a million messages, whether that's text or voice calls, every six months for \$6,850, bringing that total to \$15,850 a year. We're

possibly almost saving about one million dollars a year on the final site, a year. Brad Wright: Where will we be on those sites? They won't be pushing us to the bottom, almost like junk mail, will they? No. Do you understand? Ricardo: What I'm saying? Yeah, go. Brad Wright: For it. It's very important that if we're going to pay this, I want to make sure that we're understanding where people are going to see this. After a while, we don't just get the bottom now and then the next thing you know it goes in the junk mail. We guarantee that won't happen. Ricardo: Yeah, 100%. I've been talking to the director of their charter school division, and he's been very responsive and always reassuring me that it will be their top priority. They look forward to our partnership with them if we get approved for five years. If we don't get approved for five years, our hosting fee for the website will go up another \$3,000 per year. Over the course of five years, that's an extra \$15,000 if we don't. They're already on board. It's up to us to move forward with it or not. Let's say two years from now, we don't like their services or anything like that, we could give them a 90-day notice to terminate the contract. Then we can move forward with another vendor. Or let's say maybe we like the communication system, but we don't like their website, we could terminate the website and look for another contract. Brad Wright: I missed that. What do we owe them if we terminate that early? Ricardo: Nothing. Either party can walk away with the contract. We have a 90-day notice. Yeah, we've got a 90-day renewal notice. That's about March because we would have to renew in July. As long as we give them that 90-day renewal notice, everything is fine. Then if our charter doesn't get renewed or we go out of business or anything like that, as long as we give them a notice that such a situation is happening, we're a bit to leave ourselves from the contract as well. Right. Yeah. So any other questions? Speaker Is this a New vendor? Ricardo: Yeah. We're moving forward with that new website that I discussed earlier in July. This is part of their communication systems as well. It's the same company for the Communication and website. Since we want to move forward with them on the communication side as well, they're giving us a discount. They're giving us an add-on pricing. That's why it's only \$6,800 per year. Whereas if we didn't have the website initially and we just went to communications, it's about this. Brad Wright: Okay. Anyone else? Ricardo: Is there any? Greg Wood Question of reliability? Making a change from. Ricardo: Something that we know works? Right. Yeah, this is the same company that does Granada's communication and their website as well, and then as well as Birmingham. They've also been in the business for about 25 years. That's what the director told me. They have about 8,000 schools that they manage. In terms of reliability, they're there. Are all those other schools happy? They haven't left a 96% retention rate. Greg Wood: is there another choice, though? Ricardo: There is another choice, but other communication systems are not part of what they offer. Okay, so for the level of service that we want. Yeah. This is the best option we've got from the other companies I've talked to. I've talked to other website hosts and communications. They offer something of a little less quality but for a higher price of about \$19,000. Is this a US-based company? Yes, they're based in the East Coast. Steven Kofahl made a motion to approval of the multi-year hosting of the new ECRCHS website and also the communication feature. Gregg Solkovits seconded the motion.



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

## **VII. Reconvene to Open Session**

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

### **B. Possible Board Approval Vote on Athletic Director MOU**

Brad Wright made a motion to Approval on Athletic Director MOU.

Gregg Solkovits seconded the motion.

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

## **VIII. Closing Items**

### **A. Adjourn Meeting**

Brad Wright made a motion to Adjourn Meeting.

Steven Kofahl seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

Ryan Guinto

# Coversheet

## Approve August 2023 Check Registers

**Section:** II. Consent  
**Item:** B. Approve August 2023 Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.C - ASB Register - Aug 2023.pdf  
IV.C - General Register - Aug 2023.pdf  
IV.C - Checking Register - Aug 2023.pdf  
IV.C- Vendor YTD - Aug 2023.pdf

**Check Register**

Account: 1826 ASB

**El Camino Real HS**

**August 2023**

**Grand Total: \$ 17,632.90**

Check							
Date	Number	Name	Memo	Trust Account	Amount	Period	VOID
8/2/2023	2400	Melissa Ann Charters	FCCLA Region 9 Leadership Meeting and Qualifying STAR Events Registration. I will write a person check and get reimbursed.	Future Homemakers	\$ 90.00	Aug 2023	
8/3/2023	2401	Melissa Ann Charters	Will be charged on my personal credit card. Funds to be taken out of Trust Club: Future Homemakers	Future Homemakers	\$ 72.00	Aug 2023	
8/3/2023	2402	BSN Sports, LLC	INV 921719484 Spirit pack order	Football	\$ 4,191.04	Aug 2023	
8/3/2023	2403	BSN Sports, LLC	INV 921638015 Practice/Game Footballs	Football 9/21/2023	\$ 2,817.50	Aug 2023	
8/4/2023	2404	Village Christian	Boys Basketball Tournament Village Christian JV & Frosh	Boys Basketball	\$ 275.00	Aug 2023	
8/4/2023	2405	Chaminade College Prep High School	2023 JV & Varsity Summer Basketball Tournaments Attn: Bryan Cantwell	Boys Basketball	\$ 560.00	Aug 2023	
8/8/2023	2406	SUSAN MOCHIRFATEMI	National French Contest	National Honors Society	\$ 313.30	Aug 2023	
8/17/2023	2407	Impact Cheer & Tumbling	07/19/23 Cheer Coaching	Cheer	\$ 200.00	Aug 2023	
8/17/2023	2408	Countdown Printables	INV 31725 Softball Apparel	Softball	\$ 1,086.55	Aug 2023	
8/22/2023	2409	Newbury Park High School	2024 NPHS F/S Easton Tournament Att. NPHS Baseball Boosters	Baseball	\$ -	Aug 2023	Voided
8/23/2023	2410	Newbury Park High School	2024 NPHS F/S Easton Tournament Att. NPHS Baseball Boosters	Baseball	\$ 425.00	Aug 2023	
8/23/2023	2411	MILE26 Sports Inc	INV 594 Apperal	Cross Country	\$ 374.97	Aug 2023	
8/23/2023	2412	Golf Team Products	IN0000001180 Polos For boys golf	Boys Golf	\$ 458.51	Aug 2023	
8/23/2023	2413	BSN Sports, LLC	INV 922172954 JV practice jerseys	Football	\$ 1,811.05	Aug 2023	
8/23/2023	2414	Jason Sabolic	Coaches Gear	Football	\$ 823.18	Aug 2023	
8/25/2023	2415	BSN Sports, LLC	INV 922232529 Varsity practice jerseys	Football	\$ 1,776.96	Aug 2023	
8/25/2023	2416	BSN Sports, LLC	INV 922207323 Wrestling Shirts	Wrestling	\$ 985.51	Aug 2023	
8/25/2023	2417	Elaine Yang	Elaine Yang Refund	Grad Class of 2023	\$ 125.00	Aug 2023	
8/28/2023	2418	Caitlyn Mongeli	2023 ECR Summer Color Guard	Drill Team	\$ 812.00	Aug 2023	
8/29/2023	ACH220830-01	City National Bank	HARLAND CLARKE CHK ORDER PPD EL CAMINO REAL	ASB General	\$ 435.32	Aug 2023	
8/30/2023	ACH230804-01	City National Bank	SQUARE INC ACCTVERIFY PPD	ASB General	\$ 0.01	Aug 2023	

**Check Register**

Account: 1761 General

**El Camino Real HS**

**Aug 2023**

**Grand Total \$ 649,594.39**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
8/3/2023	ACH230803-01	Solupay Merchant	Solupay x1866	\$ 2.95	Aug 2023	General Fund	Fees
8/3/2023	ACH230803-02	Solupay Merchant	Solupay x0888	\$ 3.35	Aug 2023	General Fund	Fees
8/3/2023	ACH230803-03	Solupay Merchant	Solupay x0888	\$ 102.90	Aug 2023	General Fund	Fees
8/3/2023	ACH230803-04	Solupay Merchant	Solupay x1886	\$ 107.00	Aug 2023	General Fund	Fees
8/8/2023	ACH230808-01	U.S. Bank National Association (OPEB)	OPEB PAYMENT - AUG 2023	\$ 220,000.00	Aug 2023	General Fund	Benefits
8/17/2023	ACH230817-01	Texas Life Insurance Company	TEXAS LIFE - 8/15 PYRL	\$ 716.28	Aug 2023	General Fund	Supplemental Life
8/18/2023	ACH230818-01	CharterSafe	CHARTERSAFE - AUG 2023	\$ 57,979.00	Aug 2023	General Fund	Insurance/W/C
8/22/2023	ACH230822-01	Self Insured Schools of California	SISC - AUG 2023	\$ 370,302.91	Aug 2023	General Fund	Benefits
8/22/2023	ACH230822-02	PenServ Plan Services	PENSERV - 8/15 PYRL	\$ 380.00	Aug 2023	General Fund	403B

**payment amount towards retiree benenfits	certificated	\$ 38,825.77
	classified	\$ 8,517.94

**Check Register**

Account: 1796 General  
 El Camino Real HS  
 Aug 2023

Grand Total \$ 922,051.68

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
8/1/2023	18047	WM Corporate services, INC	08/23 inv 0583959-4801-9 Waste Management Services on Shoup	426.07	Aug 2023	General Operations	Utilities	
8/1/2023	18048	WM Corporate services, INC	07/23 inv 0585718-4801-7 Waste Management Services on Shoup	2,674.00	Aug 2023	General Operations	Utilities	
8/1/2023	18049	L.A. Floors Removal, Inc.	INV 1642 Grind and seal main building steps	8,660.00	Aug 2023	General Operations	Repairs	
8/1/2023	18050	AP fbo EdLogical Group Corp	05/23 INV 900244 Non-Special Edlogical Services	28,120.63	Aug 2023	Special Education	Non Instructional Consulting	
8/1/2023	18051	Administrative Services CO-OP DBA Yellow Cab	INV 16808 06/23	1,191.60	Aug 2023	Special Education	Transportation	
8/1/2023	18052	Cross Country Staffing, Inc.	INV DE91057 Psych Services - Special Ed Services 5/30-6/02	0.00	Aug 2023	Special Education	Non Instructional Consulting	Voided
8/1/2023	18053	Harris School Solutions, a division of N. Harris Computer Corporation	INV ETRMN0002825 07/1/23-6/30/24	2,661.20	Aug 2023	Cafeteria	Subscriptions	
8/1/2023	18054	Brooks Transportation Inc.	INV 19981 Point Loma HS field trip	2,250.00	Aug 2023	General Academic	Transportation	
8/1/2023	18055	Brooks Transportation Inc.	INV 20233 Buses Week of 5/16-5/19/2023	2,750.00	Aug 2023	General Athletic	Transportation	
8/1/2023	18056	Effectual Educational Consulting Services	INV 10771 Consulting Services 05/23	220.00	Aug 2023	Special Education	Non Instructional Consulting	
8/2/2023	18057	Melissa Ann Charters	Will be charged on my personal credit card. Funds to be taken out of T	0.00	Aug 2023	CTE	Field Trips	Voided
8/3/2023	18058	Melissa Ann Charters	This FCCLA State Meeting meals for participating students will be fund	651.39	Aug 2023	CTE	Field Trips	
8/3/2023	18059	Christy White Accountancy Corporation (Christy White, Inc.)	INV 19599 2021-22 Charter School Audit: Retention Released	1,860.50	Aug 2023	General Operations	Business Services	
8/3/2023	18060	Harris Systems USA Inc. (MealTime/Harris School Solutions)	INV MTMN00001985 Cafeteria 2023-2024	450.00	Aug 2023	Cafeteria	Subscriptions	
8/3/2023	18061	The Help Group-North Hills Prep School	INV ELC0523NHP Special Ed Services 06/23	6,746.98	Aug 2023	Special Education	Non Instructional Consulting	
8/3/2023	18062	Brooks Transportation Inc.	Remainder for partial paid invoices (19905 & 19858) from April/March	785.00	Aug 2023	General Academic	Transportation	
8/4/2023	18063	Softchoice Corporation	inv 91038623 2023 Microsoft Annual license renewal	20,379.68	Aug 2023	General Technology	Subscriptions	
8/4/2023	18064	LAUSD - Maintenance & Operations	FETU - Phase 3 - Demo Entire Library to turn into Media Center	52,616.56	Aug 2023	General Operations	Repairs	
8/7/2023	18065	AT&T 9132	07/23 Inv# 7049210806 Acct# 831-000-9132 154 5G Line	3,563.00	Aug 2023	General Operations	Communications	
8/7/2023	18066	AT&T 9132	02/23 Inv# 1101026705 Acct# 831-000-9132 154 5G Line	2,455.30	Aug 2023	General Operations	Communications	
8/7/2023	18067	Northwest Evaluation Association	NWEA MAP Testing Materials - Clark	0.00	Aug 2023	General Academic	Instructional Materials	Voided
8/7/2023	18068	AT&T (CALNET)	07/23 INV# 000020269824 BAN#9391080027 Phone Line	26.90	Aug 2023	General Operations	Communications	
8/7/2023	18069	AT&T (CALNET)	07/23 INV#000020269823 BAN#9391080026 Phone Line	30.22	Aug 2023	General Operations	Communications	
8/7/2023	18070	AT&T (CALNET)	07/23 INV# BAN#9391080076 Phone Line	26.89	Aug 2023	General Operations	Communications	
8/7/2023	18071	Ziat Zahur	Reimbursement	100.00	Aug 2023	General Academic	Instructional Materials	
8/8/2023	18072	Jersey Mike's (MAC SUBS, Inc)	INV 1108 Regular 250 lunch boxes for Professional Development Mee	3,237.50	Aug 2023	General Operations	Non Instructional Materials	
8/8/2023	18073	Corner Bakery	INV 2315332 Professional Development meeting 8/9	2,882.50	Aug 2023	General Operations	Non Instructional Materials	
8/8/2023	18074	UTLA	06/23 Union Dues Certificated	15,068.35	Aug 2023	General Operations	Benefits	
8/9/2023	18075	Self Insured Schools of California	07/23 CBR El Camino FSA	4,468.47	Aug 2023	General Operations	Benefits	
8/9/2023	18076	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	07/23 403(B) Plan 2563-4428 Charles Schwab	5,075.00	Aug 2023	General Operations	Benefits	
8/9/2023	18077	Cengage Learning Inc	INV 81135527 K12 Bundle: Sports and Entertainment Marketing	3,468.96	Aug 2023	General Academic	Instructional Materials	
8/9/2023	18078	AP fbo EdLogical Group Corp	06/23 Non-Special Edlogical Services INV 900399	5,070.00	Aug 2023	General Academic	Instructional Consulting	
8/9/2023	18079	Rudolph Nicolas Brown	06/23 INV 20310 North campus sign project - City of LA approval proc	443.56	Aug 2023	General Operations	Repairs	
8/10/2023	18080	Brooks Transportation Inc.	INV 20272 Safe Harbor South Bay field trip/Charter Bus 06/23	2,500.00	Aug 2023	General Academic	Transportation	
8/14/2023	18081	AT&T 9132	ADI Access Charge	4,435.97	Aug 2023	General Operations	Communications	
8/15/2023	18082	Moxie Road, Inc (Five Star Painting of Woodland Hills)	INV 10873 Restriping parking lot b	7,700.00	Aug 2023	General Operations	Repairs	
8/15/2023	18083	Moxie Road, Inc (Five Star Painting of Woodland Hills)	INV 10874 Repaint courtyard across cafeteria	8,625.00	Aug 2023	General Operations	Repairs	
8/15/2023	18084	Enome, Inc. (Goalbook)	INV 1001-49907 Sped Membership	11,685.00	Aug 2023	Special Education	Subscriptions	
8/15/2023	18085	Total Education Solutions (TES Therapy)	INV 6406147 TES Therapy 07/23	608.75	Aug 2023	Special Education	Non Instructional Consulting	
8/15/2023	18086	Ingraham Trophies and Gifts	INV 87944 Boys Lacrosse Runner Up Medals 2023	201.49	Aug 2023	General Athletic	Non Instructional Supplies	
8/15/2023	18087	ICON School Management	INV 1371 & 1404 Month 07-23 & 08-23 Charter School Consulting	7,000.00	Aug 2023	General Operations	Business Services	
8/15/2023	18088	Daniel Chang	INV ECR-202302 Consulting Charges	1,040.00	Aug 2023	General Operations	Business Services	
8/15/2023	18089	Law Offices of Young, Minney & Corr, LLP	08/23 Legal Services INV 5953	12,675.00	Aug 2023	General Operations	Legal	
8/17/2023	18090	Sierra Ferrante	INV 110 Hard & digital tests and answer keys	500.00	Aug 2023	General Academic	Instructional Materials	
8/17/2023	18091	Rachel M Markenson	INV 510 Hard & Digital copies with answer keys	500.00	Aug 2023	General Academic	Instructional Materials	
8/17/2023	18092	Adam Markenson	INV 100 Math tests and answer keys	250.00	Aug 2023	General Academic	Instructional Materials	
8/17/2023	18093	Michelle A Buchanan	INV 100 Literature tests and answer keys	250.00	Aug 2023	General Academic	Instructional Materials	
8/17/2023	18094	All American Sports Corp. (Riddell/All American)	INV 60491403 New Football Helmets & Shoulder Pads	31,021.77	Aug 2023	General Athletic	Non Instructional Supplies	
8/18/2023	18095	Marta Franco	07/23 Notary Service	15.00	Aug 2023	General Operations	Non Instructional Consulting	
8/18/2023	18096	Rachel M Markenson	INV 500 Hard Copies & Digital copies of tests and answer keys.	500.00	Aug 2023	General Academic	Instructional Materials	
8/18/2023	18097	Adam C Luna	INV 100 Economics Tet and answer keys	250.00	Aug 2023	General Academic	Instructional Materials	
8/18/2023	18098	Sreeja Dorepally	INV 105 Hard Copies & Digital copies of tests and answer keys.	500.00	Aug 2023	General Academic	Instructional Materials	
8/22/2023	18099	Ryan Guinto	Training for Asbestos (breakfast and lunch) for July 26 and 27	308.68	Aug 2023	General Operations	Non Instructional Materials	
8/22/2023	18100	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	inv 27897419 2023 Order for English Textbooks	85,712.00	Aug 2023	General Academic	Textbooks	
8/22/2023	18101	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	inv 27429512 2023 Order for English Textbooks	3,385.11	Aug 2023	General Academic	Textbooks	

**Check Register**

Account: 1796 General  
 El Camino Real HS  
 Aug 2023

Grand Total \$ 922,051.68

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
8/23/2023	18102	Savvas Learning Company LLC	inv 7028472583 Textbooks	137,630.00	Aug 2023	General Academic	Textbooks	
8/22/2023	18103	Apperson	INV109615 Questions and answer keys	695.66	Aug 2023	General Academic	Instructional Materials	
8/22/2023	18104	School Nurse Supply	INV 0937999-IN Nurse Supplies	447.03	Aug 2023	General Academic	Non Instructional Materials	
8/22/2023	18105	Becker, Craig	8/22/2023 Officials JV & Varsity Girls Volleyball	143.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/22/2023	18106	Mark Arthur	8/22/2023 Officials JV & Varsity Girls Volleyball	144.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/23/2023	18107	L.A. Floors Removal, Inc.	INV 1646 Grind and seal main building steps	8,660.00	Aug 2023	General Operations	Repairs	
8/23/2023	18108	PTM Document Systems, Inc.	INV 0086864 Progress Report Card Paper	1,085.12	Aug 2023	General Academic	Non Instructional Materials	
8/23/2023	18109	GraceNotes LLC	2023-2024 Sight reading practice assessments	513.00	Aug 2023	General Academic	Instructional Materials	
8/23/2023	18110	Human Rights Campaign Foundation	08/09/23 Training	7,500.00	Aug 2023	General Academic	Instructional Materials	
8/23/2023	18111	Suzanne Lee Schuster	Intro to Engineering Supplies	318.90	Aug 2023	General Academic	Instructional Materials	
8/23/2023	18112	Alison Yedor	Reimbursement	195.67	Aug 2023	General Academic	Instructional Materials	
8/24/2023	18113	MG Express Inc.	08/2023 Field trip, athletic trip, and other activity transportation services	35,000.00	Aug 2023	General Operations	Transportation	
8/24/2023	18114	Lee Barnathan	8/24/23 Girls Volleyball Official JV & Var	163.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/24/2023	18115	Stefanie Bero	Wellness Center	801.10	Aug 2023	General Academic	Instructional Materials	
8/24/2023	18116	Abdon Rosales	07/23-08/23 Gardening Service	2,450.00	Aug 2023	General Operations	Non Instructional Consulting	
8/24/2023	18117	818 Cleaners	INV 147084 JV & Varsity Uniform Cleaning	768.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/24/2023	18118	Phase II Systems (Public Agency Retirement Services - PARS)	INV 53012 PARS ARS Fees Plan A5 - ARS11A 03/31/23	357.55	Aug 2023	General Operations	Benefits	
8/24/2023	18119	Hardwoods Specialty Products US LP	0010477817 Instructional Supplies	8,878.20	Aug 2023	General Academic	Instructional Materials	
8/25/2023	18120	Nelson Bae	Varsity Football Referee 8/26/2023 ECR v. Heritage	122.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18121	Tony Crittendon	Varsity Football Referee 8/26/2023 ECR v. Heritage	123.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18122	Anthony Britt	Varsity Football Referee 8/26/2023 ECR v. Heritage	122.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18123	Kevin Melbourne	Varsity Football Referee 8/26/2023 ECR v. Heritage	122.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18124	Tyrone Clark	Varsity Football Referee 8/26/2023 ECR v. Heritage	122.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18125	LADWP	23-Aug 6968788886 Shoup Utilities	8,095.86	Aug 2023	General Operations	Utilities	
8/25/2023	18126	Abdon Rosales	05/23-06/23 Gardening Service for ELCO	2,200.00	Aug 2023	General Operations	Non Instructional Consulting	
8/25/2023	18127	Paragon MSP LLC	INV-002975 Network Consulting Services for June 2023	3,125.00	Aug 2023	General Technology	Non Instructional Consulting	
8/25/2023	18128	Paragon MSP LLC	INV-002845 Network Consulting Services for January 2023	3,125.00	Aug 2023	General Technology	Non Instructional Consulting	
8/25/2023	18129	Tyler Trapani	521y Girls Basketball Trophies	246.38	Aug 2023	General Athletic	Non Instructional Consulting	
8/25/2023	18130	Paragon MSP LLC	INV-002953 Network Consulting Services for May 2023	3,125.00	Aug 2023	General Technology	Non Instructional Consulting	
8/28/2023	18131	California Department of Education	23 SF-44049 Vendor#A6350Z 4/28/2023	417.30	Aug 2023	Cafeteria	Food	
8/29/2023	18132	Spectrum Enterprise 7801	08/23 Inv# 128697801080123 Acct#086084201 Enterprise Fiber line	2,420.00	Aug 2023	General Technology	Communications	
8/28/2023	18135	Greenfield Forever, Inc.	INV for Artificial Turf in the Quad/Courtyard	14,792.00	Aug 2023	General Operations	Capitol	
8/28/2023	18136	LAUSD - Maintenance & Operations	INV WO#37037581 Costs for the floor replacement and built-in removal	74,784.45	Aug 2023	General Operations	Repairs	
8/28/2023	18137	Corner Bakery	INV 2540375 Social Studies Retreat 8/31 Lunch	62.40	Aug 2023	General Operations	Non Instructional Consulting	
8/28/2023	18138	Northwest Evaluation Association	NWEA MAP Testing Materials - Clark	51,525.00	Aug 2023	General Academic	Instructional Materials	
8/28/2023	18139	John Orlando Vazquez	Reissue Mileage for athletics	0.00	Aug 2023	General Athletic	Mileage	Voided
8/28/2023	18140	John Orlando Vazquez	Reissue Mileage for athletics	83.27	Aug 2023	General Athletic	Mileage	
8/29/2023	18141	Simun Psychological Assessment Group PC	INV 10834 Evaluation	6,000.00	Aug 2023	Special Education	Instructional Materials	
8/29/2023	18142	Vincent Ramirez	8/29/2023 Girls Volleyball Official	144.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/29/2023	18143	Kirk A West	8/29/2023 Girls Volleyball Official	143.00	Aug 2023	General Athletic	Non Instructional Consulting	
8/29/2023	18144	Solutions TechNType Inc.	INV 15732 Typing App	1,300.00	Aug 2023	General Academic	Subscriptions	
8/29/2023	18145	Decker Inc.	5417777A Markerboard	2,493.25	Aug 2023	General Academic	Instructional Materials	
8/29/2023	18146	Bill Ferrell Co.	36270 Graduation stage set up and removal	390.00	Aug 2023	General Operations	Repairs	
8/29/2023	18147	All Things Algebra	2023-2024 Algebra Curriculum	400.00	Aug 2023	General Academic	Instructional Materials	
8/29/2023	18148	Carolyn Stone	08/09/23 Workshop for counselors	1,500.00	Aug 2023	Title II	Professional Development	
8/29/2023	18149	SCSBOA	INV 12258-11542-54089 10/28/23 Competition Fee	1,750.00	Aug 2023	General Academic - Scholastic Group	Fees	
8/29/2023	18150	ULINE, INC.	INV 164282015 Shipping Gaylord Boxes for Library Books	782.54	Aug 2023	General Operations	Non Instructional Supplies	
8/29/2023	18151	ULINE, INC.	INV 164270681 Staff moving boxes	127.21	Aug 2023	General Operations	Non Instructional Supplies	
8/29/2023	18152	Christy White Accountancy Corporation (Christy White, Inc.)	INV 19657 2022-2023 Charter school Audit	9,209.25	Aug 2023	General Operations	Business Services	
8/29/2023	18153	Melissa Harr	Reimbursement	152.30	Aug 2023	Special Education	Subscriptions	
8/29/2023	18154	U.S Bank PARS Account #6746022400	07/23 #6746022400 PARS Contributions	255.60	Aug 2023	General Operations	Benefits	
8/29/2023	18155	Jules Seltzer Associates	INV 235119 New furniture for health-social studies science and math	0.00	Aug 2023	General Operations	Furniture	Voided
8/30/2023	18156	AFSCME District Council 36	07/23 Union Dues	1,266.14	Aug 2023	General Operations	Benefits	
8/30/2023	18157	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	08/23 403(B) Plan 2563-4428 Charles Schwab	150.00	Aug 2023	General Operations	Benefits	

**Check Register**

Account: 1796 General  
 El Camino Real HS  
 Aug 2023

Grand Total \$ 922,051.68

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
8/30/2023	18158	Self Insured Schools of California	08/23 CBR El Camino FSA	264.33	Aug 2023	General Operations	Benefits	
8/30/2023	18159	Michael Robinson	INV 45001 Booking Fee for Back to School Concert	5,000.00	Aug 2023	General Operations	Non Instructional Supplies	
8/30/2023	18160	Edpuzzle, Inc.	INV 27212 Edpuzzle Sitewide Annual License Renewal 2023-2024	3,140.00	Aug 2023	General Academic	Subscriptions	
8/30/2023	18161	Mutual of Omaha	Voluntary Disability Insurance 06/23, 07/23 & 08/23	3,193.68	Aug 2023	General Operations	Benefits	
8/31/2023	18162	ULINE, INC.	INV 164565369 Shelving Units	1,460.03	Aug 2023	General Operations	Non Instructional Supplies	
8/31/2023	18163	J Schnelldorfer PSAD	2023-2024 Competition Registration Fees	1,025.00	Aug 2023	General Academic - Scholastic Group	Fees	
8/30/2023	ACH230830-01	City National Bank	HARLAND CLARKE CHK ORDER PPD	417.62	Aug 2023	General Operations	Non Instructional Supplies	
8/1/2023	SPACH1649	Figdesign Inc	3504 PBIS Posters	2,477.82	Aug 2023	ESSER II State	Non Instructional Supplies	
8/2/2023	SPACH1650	Piece of Mind Care Services	INV 00000144 Students Support Services	11,768.45	Aug 2023	ESSER II State	Non Instructional Consulting	
8/5/2023	SPACH1651	Figdesign Inc	inv 1024 Baseball Scoreboard Restoration Deposit	6,462.50	Aug 2023	General Operations	Non Instructional Supplies	
8/5/2023	SPACH1652	CDW LLC	INV FV56622 Signage control for displays	509.18	Aug 2023	General Technology	Non Instructional Supplies	
8/9/2023	SPACH1653	TNI Architects Inc.	2023 Architectural and Structural plans for the Foyer.	6,000.00	Aug 2023	General Operations	Capital	
8/9/2023	SPACH1654	Amazon	inv 1YQD-WTWJ-46HF E SPORTS SUPPLIES	639.44	Aug 2023	General Academic - Scholastic Group	Instructional Materials	
8/10/2023	SPACH1655	Nettime Solutions LLC	INV 132704 stratustime Monthly Subscription for 2023-2024	600.00	Aug 2023	General Technology	Subscriptions	
8/10/2023	SPACH1656	Piece of Mind Care Services	INV 00000145 Continuation School Services	3,433.85	Aug 2023	ESSER II State	Non Instructional Consulting	
8/10/2023	SPACH1657	LogMein USA, Inc.	INV IN7102181242 VOIP Phone system	2,783.66	Aug 2023	General Technology	Communications	
8/12/2023	SPACH1658	Allied Private Investigations & Security Services, LLC	ELC 2306 A Security Services 06/01/23	287.32	Aug 2023	General Operations	Security	
8/12/2023	SPACH1659	LogMein USA, Inc.	INV IN7102100726 VOIP Phone system	2,783.66	Aug 2023	General Technology	Communications	
8/12/2023	SPACH1660	Allied Private Investigations & Security Services, LLC	INV ELC 2306 B Security Services 06/02/23	2,511.23	Aug 2023	General Operations	Security	
8/16/2023	SPACH1661	The Print Spot	INV 6718 HR Office- Parking Permit	1,095.00	Aug 2023	General Operations	Non Instructional Materials	
8/16/2023	SPACH1662	Gordon Rees Scully Mansukhani, LLP (Gordon & Rees LLP)	INV 21370931 & 21370950 Legal Services	853.60	Aug 2023	General Operations	Legal	
8/16/2023	SPACH1663	Instructure, Inc	INV570659 Tier 1 support for Faculty Only	2,436.00	Aug 2023	General Technology	Subscriptions	
8/16/2023	SPACH1664	Allied Private Investigations & Security Services, LLC	INV ELC 2306 ELC Security Services 06/01-06/30/23	11,695.95	Aug 2023	General Operations	Security	
8/18/2023	SPACH1665	Judy McLean	07/23 Payroll Services INV 3189	1,400.00	Aug 2023	General Operations	Business Services	
8/18/2023	SPACH1666	Figdesign Inc	INV 3510 Sign work for the ECR FLEX program.	3,153.74	Aug 2023	General Operations	Non Instructional Supplies	
8/22/2023	SPACH1667	Scout Education Inc	5/30/23-6/1/23 inv 45405 Substitute	1,317.00	Aug 2023	General Academic	Substitutes	
8/24/2023	SPACH1668	Lindsey C. Surendranath Granted, Inc	313 CTE Consulting Services 05/26/2023	2,500.00	Aug 2023	CTE	Non Instructional Consulting	
8/24/2023	SPACH1669	Figdesign Inc	INV 3523 Table Linens	889.27	Aug 2023	General Operations	Non Instructional Supplies	
8/24/2023	SPACH1670	Savvas Learning Company LLC	inv 7028470415 Virtual HS SSI	1,200.00	Aug 2023	General Academic	Textbooks	
8/24/2023	SPACH1671	Savvas Learning Company LLC	inv 4027001646 Textbooks	1,787.94	Aug 2023	General Academic	Textbooks	
8/25/2023	SPACH1672	Vista Paint Corporation	2023-099761-00 Paint supplies	447.23	Aug 2023	General Operations	Operations Supplies	
8/25/2023	SPACH1673	B&H Foto & Electronics Corp	SALE PRICES PURCHASE URGENT camera equipment for camera	1,859.31	Aug 2023	General Academic - Scholastic Group	Non Capial Expense	
8/28/2023	SPACH1674	Active Internet Technologies LLC.	INV056523 Virtual support	6,000.00	Aug 2023	General Operations	Marketing	
8/29/2023	SPACH1675	Chartwells Division Services	INV# K4349076 JUNE 2023	17,163.00	Aug 2023	Cafeteria	Non Instructional Consulting/Food	
8/29/2023	SPACH1676	Piece of Mind Care Services	INV 00000146 Students Support Services 07/23	826.65	Aug 2023	ESSER II State	Non Instructional Consulting	
8/29/2023	SPACH1677	Piece of Mind Care Services	INV 00000147 FLEX Continuation School Services 07/23	4,357.50	Aug 2023	ESSER II State	Non Instructional Consulting	
8/30/2023	SPACH1678	Cross Country Staffing, Inc.	INV DE88798 Psych Services (Credit ID 866 applied)	2,150.25	Aug 2023	Special Education	Non Instructional Consulting	
8/30/2023	SPACH1679	Active Internet Technologies LLC.	INV056522 New Website	28,000.00	Aug 2023	General Operations	Marketing	
8/30/2023	SPACH1680	Amazon	Athletics Office Supply's	382.19	Aug 2023	General Athletic	Non Instructional Materials	
8/30/2023	SPACH1681	Amazon	INV 1KXR-1FT4-K77D For Summer Bridge Program/Rosie Montague	62.37	Aug 2023	General Academic	Instructional Materials	
8/30/2023	SPACH1682	Cross Country Staffing, Inc.	INV DE91057 Psych Services - Special Ed Services 5/30-6/02	2,400.00	Aug 2023	Special Education	Non Instructional Consulting	
8/30/2023	SPACH1683	Amazon	inv 1PVJ-RMQR-KQ7R cable hidere for Welcome Week presentation	1,313.90	Aug 2023	General Operations	Non Instructional Materials	
8/31/2023	SPACH1684	Front Porch, Inc dba Get More Math	INV 2023-101876 Annual Subscription for GetMoreMath 2023-2024	18,306.00	Aug 2023	General Academic	Subscriptions	
8/31/2023	SPACH1685	Amazon	inv 1YCM-RLMM-LLHM SPED Office Supplies	110.50	Aug 2023	General Operations	Non Instructional Materials	
8/31/2023	SPACH1686	Amazon	inv 1VC4-JW19-NDGC Special Ed Supplies	546.99	Aug 2023	Special Education	Non Instructional Materials	
8/31/2023	SPACH1687	Amazon	inv 1NT3-V9CM-KN3Y Athletics Office Supply's	546.71	Aug 2023	General Athletic	Non Instructional Materials	
8/31/2023	SPACH1688	Staples Business Advantage	Bus Pass Lanyards	42.60	Aug 2023	General Operations	Non Instructional Materials	

**El Camino Real Charter High School  
A/P Vendor Month/YTD  
August 2023**

Vendor Name	Aug-23	YTD
818 Cleaners	\$ 768.00	\$ 768.00
Abdon Rosales	\$ 4,650.00	\$ 4,650.00
Active Internet Technologies LLC.	\$ 34,000.00	\$ 34,000.00
Adam C Luna	\$ 250.00	\$ 250.00
Adam Markenson	\$ 250.00	\$ 250.00
Administrative Services CO-OP DbA Yellow Cab	\$ 1,191.60	\$ 5,719.20
AFSCME District Council 36	\$ 1,266.14	\$ 2,854.30
AKD Ink/AKidzdream Inc		\$ 133.55
Alison Yedor	\$ 195.67	\$ 195.67
All American Sports Corp. (Riddell/All American)	\$ 31,021.77	\$ 31,021.77
All Things Algebra	\$ 400.00	\$ 400.00
Allied Private Investigations & Security Services, LLC	\$ 14,494.50	\$ 67,598.08
Amazon	\$ 3,602.10	\$ 23,853.48
Amazon Web Services		\$ 1,241.57
Angel Lerma		\$ 24.00
Anthony Britt	\$ 122.00	\$ 122.00
AP fbo EdLogical Group Corp	\$ 33,190.63	\$ 49,622.58
Apperson	\$ 695.66	\$ 695.66
AT&T (CALNET)	\$ 84.01	\$ 304.44
AT&T 9132	\$ 10,454.27	\$ 14,017.27
B&H Foto & Electronics Corp	\$ 1,859.31	\$ 1,859.31
Barry Kay Enterprises		\$ 994.08
Becker, Craig	\$ 143.00	\$ 143.00
Bill Ferrell Co.	\$ 390.00	\$ 390.00
Brooks Transportation Inc.	\$ 8,285.00	\$ 8,285.00
BSN Sports, LLC	\$ 11,582.06	\$ 11,582.06
Caitlyn Mongeli	\$ 812.00	\$ 812.00
California Department of Education	\$ 417.30	\$ 417.30
Carolyn Stone	\$ 1,500.00	\$ 1,500.00
CDW LLC	\$ 509.18	\$ 509.18
Cengage Learning Inc	\$ 3,468.96	\$ 9,443.30
Chaminade College Prep High School	\$ 560.00	\$ 560.00
CharterSafe	\$ 57,979.00	\$ 231,915.00
Chartwells Division Services	\$ 17,163.00	\$ 17,163.00
Child and Family Guidance Center		\$ 6,180.87
ChildCare Careers, LLC (The Education Team)		\$ 13,485.77
Christy White Accountancy Corporation (Christy White, Inc.)	\$ 11,069.75	\$ 11,069.75
City National Bank	\$ 852.95	\$ 852.95
Colson Phillip		\$ 415.96
Comprehensive Environmental Resource Training (CERT)		\$ 1,575.00
Corner Bakery	\$ 2,944.90	\$ 2,944.90
Countdown Printables	\$ 1,086.55	\$ 1,086.55
Cross Country Staffing, Inc.	\$ 4,550.25	\$ 22,550.25
CTBOOK HOLDINGS LLC (Bulk Bookstore)		\$ 683.28
Daniel Chang	\$ 1,040.00	\$ 1,040.00



**El Camino Real Charter High School  
A/P Vendor Month/YTD  
August 2023**

Vendor Name	Aug-23	YTD
Dean Bennett		\$ 50.70
Decker Inc.	\$ 2,493.25	\$ 2,493.25
Department of Justice (State of CA)		\$ 288.00
DS Honda Construction Management, Inc		\$ 1,928.00
EDD (Employment Development Dept.)		\$ 29,738.44
Edpuzzle, Inc.	\$ 3,140.00	\$ 3,140.00
Educational Networks		\$ 2,706.59
Effectual Educational Consulting Services	\$ 220.00	\$ 220.00
Elaine Yang	\$ 125.00	\$ 125.00
Emmanuel Lomeli		\$ 480.64
Enome, Inc. (Goalbook)	\$ 11,685.00	\$ 11,685.00
Fannin Musical Productions LLC		\$ 2,000.00
Figdesign Inc	\$ 12,983.33	\$ 17,865.81
Fresno County Superintendent of Schools		\$ 13.80
Front Porch. Inc dba Get More Math	\$ 18,306.00	\$ 18,306.00
Golf Team Products	\$ 458.51	\$ 458.51
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 853.60	\$ 5,192.60
GraceNotes LLC	\$ 513.00	\$ 513.00
Greenfield Forever, Inc.	\$ 14,792.00	\$ 14,792.00
Hardwoods Specialty Products US LP	\$ 8,878.20	\$ 8,878.20
Harris School Solutions, a division of N. Harris Computer Corporation	\$ 2,661.20	\$ 2,661.20
Harris Systems USA Inc. (MealTime/Harris School Solutions)	\$ 450.00	\$ 450.00
Human Rights Campaign Foundation	\$ 7,500.00	\$ 7,500.00
Hye J Kim		\$ 547.40
ICON School Management	\$ 7,000.00	\$ 7,000.00
Impact Cheer & Tumbling	\$ 200.00	\$ 200.00
Ingraham Trophies and Gifts	\$ 201.49	\$ 201.49
Inspire Communication, Inc		\$ 26,435.00
Instructure, Inc	\$ 2,436.00	\$ 2,436.00
J Schnelldorfer PSAD	\$ 1,025.00	\$ 1,025.00
JAMS, INC.		\$ 4,975.00
Jason Sabolic	\$ 823.18	\$ 1,354.08
Jersey Mike's (MAC SUBS, Inc)	\$ 3,237.50	\$ 3,237.50
Jodi Borenstein		\$ 1,836.08
John Orlando Vazquez	\$ 83.27	\$ 83.27
Judy McLean	\$ 1,400.00	\$ 3,850.00
Justin Adams		\$ 32.83
JW Pepper & Son, Inc		\$ 1,225.51
Kami		\$ 10,850.00
Ken Ashford		\$ 92.00
Kevin Melbourne	\$ 122.00	\$ 122.00
Kirk A West	\$ 143.00	\$ 143.00
L.A. Floors Removal, Inc.	\$ 17,320.00	\$ 56,670.00
LADWP	\$ 8,095.86	\$ 8,095.86
LAUSD - Maintenance & Operations	\$ 127,401.01	\$ 194,504.80

**El Camino Real Charter High School  
A/P Vendor Month/YTD  
August 2023**

Vendor Name	Aug-23	YTD
Law Offices of Young, Minney & Corr, LLP	\$ 12,675.00	\$ 25,019.00
Lee Barnathan	\$ 163.00	\$ 163.00
Linda Robbins		\$ 107.19
Lindsey C. Surendranath Granted, Inc	\$ 2,500.00	\$ 2,500.00
Live Athletics Wellness		\$ 3,500.00
LogMein USA, Inc.	\$ 5,567.32	\$ 5,567.32
M & S Technology Group, LLC (The Circle)		\$ 44,464.40
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	\$ 89,097.11	\$ 214,358.01
Marissa Dominguez		\$ 119.00
Mark Arthur	\$ 144.00	\$ 144.00
Marko Jankovic		\$ 143.00
Marta Franco	\$ 15.00	\$ 30.00
Matthew Wright		\$ 500.47
McGraw-Hill Education, Inc.		\$ 264.66
Melissa Ann Charters	\$ 813.39	\$ 1,675.93
Melissa Harr	\$ 152.30	\$ 152.30
MG Express Inc.	\$ 35,000.00	\$ 35,000.00
Michael Consoletti		\$ 12,543.35
Michael Robinson	\$ 5,000.00	\$ 5,000.00
Michelle A Buchanan	\$ 250.00	\$ 250.00
MILE26 Sports Inc	\$ 374.97	\$ 374.97
Moxie Road, Inc (Five Star Painting of Woodland Hills)	\$ 16,325.00	\$ 88,320.02
Mutual of Omaha	\$ 3,193.68	\$ 3,193.68
Nelson Bae	\$ 122.00	\$ 122.00
Nettime Solutions LLC	\$ 600.00	\$ 650.00
Newbury Park High School	\$ 425.00	\$ 425.00
Northwest Evaluation Association	\$ 51,525.00	\$ 51,525.00
ORACLE Enterprises		\$ 19,785.48
Paragon MSP LLC	\$ 9,375.00	\$ 9,375.00
PenServ Plan Services	\$ 380.00	\$ 31,729.50
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 357.55	\$ 1,072.65
Piece of Mind Care Services	\$ 20,386.45	\$ 20,386.45
PTM Document Systems, Inc.	\$ 1,085.12	\$ 1,085.12
Purchase Power (Pitney Bowes)		\$ 209.36
Rachel M Markenson	\$ 1,000.00	\$ 1,000.00
Raudel Ramirez		\$ 86.46
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 5,225.00	\$ 10,300.00
Rudolph Nicolas Brown	\$ 443.56	\$ 443.56
Ryan Guinto	\$ 308.68	\$ 308.68
Savvas Learning Company LLC	\$ 140,617.94	\$ 146,667.94
School Nurse Supply	\$ 447.03	\$ 447.03
Scot Education Inc	\$ 1,317.00	\$ 158,196.45
SCSBOA	\$ 1,750.00	\$ 1,750.00
Self Insured Schools of California	\$ 375,035.71	\$ 745,804.24
Sierra Ferrante	\$ 500.00	\$ 500.00

**El Camino Real Charter High School  
A/P Vendor Month/YTD  
August 2023**

Vendor Name	Aug-23	YTD
Simone M Mueller		\$ 8,849.75
Simun Psychological Assessment Group PC	\$ 6,000.00	\$ 6,000.00
Sly Graphics Corp		\$ 3,742.81
SoCal Yearbooks Workshop		\$ 2,115.00
SoCalGas		\$ 20.72
Softchoice Corporation	\$ 20,379.68	\$ 20,379.68
Solupay Merchant	\$ 216.20	\$ 772.42
Solutions TechNType Inc.	\$ 1,300.00	\$ 1,300.00
Spectrum Enterprise 7801	\$ 2,420.00	\$ 2,420.00
Sreeja Dorepally	\$ 500.00	\$ 500.00
Staples Business Advantage	\$ 42.60	\$ 42.60
Stefanie Bero	\$ 801.10	\$ 801.10
Stephanie Franklin		\$ 570.05
SUSAN MOCHIRFATEMI	\$ 313.30	\$ 313.30
Suzanne Lee Schuster	\$ 318.90	\$ 318.90
Texas Life Insurance Company	\$ 716.28	\$ 1,432.56
The Cruz Center		\$ 1,250.00
The Help Group-North Hills Prep School	\$ 6,746.98	\$ 10,069.66
The Home Depot Commercial Account		\$ 1,680.98
The Print Spot	\$ 1,095.00	\$ 1,194.60
The Shredders		\$ 1,063.00
Thomas W. O'Mara Plumbing Inc		\$ 1,500.00
T-Mobile US, Inc.		\$ 3,400.00
TNI Architects Inc.	\$ 6,000.00	\$ 6,000.00
Tony Crittendon	\$ 123.00	\$ 123.00
Total Education Solutions (TES Therapy)	\$ 608.75	\$ 608.75
Tyler Trapani	\$ 246.38	\$ 246.38
Tyrone Clark	\$ 122.00	\$ 122.00
U.S Bank PARS Account #6746022400	\$ 255.60	\$ 4,200.66
U.S. Bank National Association		\$ 38,061.34
U.S. Bank National Association (OPEB)	\$ 220,000.00	\$ 440,000.00
ULINE, INC.	\$ 2,369.78	\$ 2,369.78
UTLA	\$ 15,068.35	\$ 15,068.35
Village Christian	\$ 275.00	\$ 275.00
Vincent Ramirez	\$ 144.00	\$ 144.00
Vista Paint Corporation	\$ 447.23	\$ 2,111.96
WM Corporate services, INC	\$ 3,100.07	\$ 3,525.75
Yantzer brothers heating and air inc		\$ 11,512.89
Ziat Zahur	\$ 100.00	\$ 100.00
<b>Grand Total</b>	<b>\$ 1,589,278.97</b>	<b>\$ 3,281,050.85</b>

# Coversheet

## Approve August 2023 Credit Card Charges

**Section:** II. Consent  
**Item:** C. Approve August 2023 Credit Card Charges  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.D - Credit Card - Aug 2023.pdf

Credit Card Reconciliation Form  
For the Period of: 7/26/23 - 8/23/23

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2023/07/26	PO9386	ALL THINGS ALGEBRA	Algebra 2 Curriculum	DAVID HUSSEY	M HARR	\$400.00	Special Education	Instructional Mateirals
2023/07/28	PO9423	FACILITRON, INC.	Water polo pool rental	DAVID HUSSEY	R RUSSELL	\$1,787.86	General Athletics	Rentals
2023/07/28	PO8501	YOUCANBOOK.ME	Admissions appointment calendar	DAVID HUSSEY	A RIOS	\$105.00	General Operations	Subscriptions
2023/07/31	PO9469	SOCIETY6.COM	Anti Bias Education Posters	DAVID HUSSEY	S BERO	\$140.34	ANTI-BIAS GRANT	Supplies
2023/07/31	po9360	THE HOME DEPOT #1070	parking lot supplies	DAVID HUSSEY	F DELGADO	\$9.24	General Operations	Supplies
2023/08/02	PO9428	DISCOUNTMUGS.COM	ECR T-Shirts & Laptop bags for PD	DAVID HUSSEY	M CLARK	\$1,291.19	General Operations	Supplies
2023/08/01	po9360	HOMEDEPOT.COM	parking lot supplies	DAVID HUSSEY	F DELGADO	\$123.08	General Operations	Supplies
2023/08/07	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$217.72	General Operations	Supplies
2023/08/03	po9360	HOMEDEPOT.COM	Parking lot supplies	DAVID HUSSEY	F DELGADO	\$60.20	General Operations	Supplies
2023/08/08	po9360	HOMEDEPOT.COM	Parking lot supplies	DAVID HUSSEY	F DELGADO	\$153.85	General Operations	Supplies
2023/08/10	PO9474	GREEN FIELDS FOREVER,	Artificial turf deposit	DAVID HUSSEY	R GUINTO	\$500.00	General Operations	Capital Improvements
2023/08/11	PO 9623	PORTOS BAK* PORTOS NOR	PD Food	DAVID HUSSEY	M CLARK	\$133.20	General Academic	Non Instructional Supplies
2023/08/11	PO 9449	URBAN PLATES #13 ONLINE	PD Food	DAVID HUSSEY	M CLARK	\$3,932.69	General Academic	Non Instructional Supplies
2023/08/11	PO 9624	TARGET.COM *	PD Drinks	DAVID HUSSEY	M CLARK	\$119.59	General Academic	Non Instructional Supplies
2023/08/11	po9360	THE HOME DEPOT #1070	Parking lot supplies	DAVID HUSSEY	F DELGADO	\$147.72	General Operations	Supplies
2023/08/15	PO9402	VARIDESK* 1800 207 2587	Electric standing Desk	DAVID HUSSEY	M DOMINGUEZ	\$1,040.25	General Operations	Non captial equipment
2023/08/17	PO9348	POWTOON.COM	Digital Content	DAVID HUSSEY	R GUINTO	\$240.00	General Technology	Subscriptions
2023/08/21	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$217.72	General Operations	Supplies
2023/08/20	po9360	THE HOME DEPOT #1070	Parking lot supplies	DAVID HUSSEY	F DELGADO	(\$147.72)	General Operations	Supplies
2023/08/22	po9360	THE HOME DEPOT #0607	Parking lot supplies	DAVID HUSSEY	F DELGADO	(\$60.20)	General Operations	Supplies
					<b>HUSSEY TOTAL</b>	<b>\$ 10,411.73</b>		
2023/08/02	PO9424	THINKER ACADEMY	Study skills online program	GREGORY WOOD	M HARR	\$623.50	Special Education	Subscriptions
2023/08/02	PO9424	THINKER ACADEMY	Study skills online program	GREGORY WOOD	M HARR	\$416.00	Special Education	Subscriptions
2023/08/02	PO9424	THINKER ACADEMY	Study skills online program	GREGORY WOOD	M HARR	\$291.50	Special Education	Subscriptions
2023/08/02	PO9419	AMERICAN RED CROSS	First aid/CPR Supplies	GREGORY WOOD	R RUSSELL	\$125.23	General Athletics	Supplies
2023/08/03	PO9429	CALIFORNIA CONSORTIUM	Compliance Seminar	GREGORY WOOD	D BENNETT	\$225.00	General Operations	Professional Development
2023/08/05	PO9396	NYLAS	Communications Data	GREGORY WOOD	R GUINTO	\$495.78	General Technology	Subscriptions
2023/08/04	po9360	LOWES #00907*	Parking lot supplies	GREGORY WOOD	F DELGADO	\$64.25	General Operations	Supplies
2023/08/09	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$254.96	CTE	Supplies
2023/08/12	PO9394	MAILCHIMP	E-mail communiations blast	GREGORY WOOD	R GUINTO	\$265.00	General Technology	Subscriptions
2023/08/18	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$381.48	CTE	Supplies
2023/08/23	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$154.81	CTE	Supplies
					<b>WOOD TOTAL</b>	<b>\$ 3,297.51</b>		



P.O. BOX 6343  
FARGO ND 58125-6343



<b>ACCOUNT NUMBER</b>	
<b>STATEMENT DATE</b>	08-25-2023
<b>AMOUNT DUE</b>	\$26,605.30
<b>NEW BALANCE</b>	\$26,605.30

PAYMENT DUE ON RECEIPT

000001346 01 SP 106481822585858 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 002660530 002660530

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

EL CAMINO REAL CHS	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$12,896.06	\$13,917.16	\$0.00	\$0.00	\$0.00	\$207.92	\$0.00	\$26,605.30

**NEW ACTIVITY**

<b>DAVID HUSSEY</b>	<b>CREDITS</b> \$207.92	<b>PURCHASES</b> \$10,619.65	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$10,411.73
---------------------	----------------------------	---------------------------------	---------------------------	--------------------------------------

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-27	07-26	2449216320800000971532	ALL THINGS ALGEBRA HTTPSALLTHING VA	400.00
07-31	07-28	24492153209717133057786	FACILITRON, INC. 800-272-2962 CA	1,787.86
07-31	07-28	74208473209000018896749	YOUCANBOOK.ME BEDFORD	105.00
08-01	07-31	24000773212000001104138	SOCIETY6.COM SOCIETY6.COM CA	140.34
08-02	07-31	24943013213010188411719	THE HOME DEPOT #1070 WEST HILLS CA	9.24
08-03	08-02	24492163214000047574580	DISCOUNTMUGS.COM DISCOUNTMUGS. FL	1,291.19
08-03	08-01	24943013214010186283168	HOMEDEPOT.COM 800-430-3376 GA	123.08
08-07	08-07	24692163219100067865513	AGUAVIDA PREMIUM WATER 747-444-9637 CA	217.72
08-07	08-03	24943013216010185106178	HOMEDEPOT.COM 800-430-3376 GA	60.20
08-10	08-08	24943013221010181009767	HOMEDEPOT.COM 800-430-3376 GA	153.85
08-11	08-10	24692163223103353823828	GREEN FIELDS FOREVER, WOODLAND HILL CA	500.00
08-14	08-11	24011343223000035382508	PORTOS BAK* PORTOS NOR HTTPSWWW.PORT CA	133.20
08-14	08-11	24055233224837006683425	URBAN PLATES #13 ONLINE 818-588-4141 CA	3,932.69
08-14	08-11	24431063223083057536678	TARGET.COM * 800-591-3869 MN	119.59
08-14	08-11	24943013224010187225968	THE HOME DEPOT #1070 WEST HILLS CA	147.72
08-16	08-15	24906413227180545251743	VARIDESK* 1800 207 2587 800-2072587 TX	1,040.25
08-18	08-17	74208473229000012731245	POWTOON.COM STANMORE	240.00
08-21	08-21	24692163233101398163471	AGUAVIDA PREMIUM WATER 747-444-9637 CA	217.72
08-22	08-20	74943013233010198300119	THE HOME DEPOT #1070 WEST HILLS CA	147.72 CR

**CUSTOMER SERVICE CALL**

800-344-5696

**ACCOUNT NUMBER**

**ACCOUNT SUMMARY**

STATEMENT DATE	DISPUTED AMOUNT
08/25/23	.00

PREVIOUS BALANCE	12,896.06
PURCHASES & OTHER CHARGES	13,917.16

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

**AMOUNT DUE**

**26,605.30**

CREDITS	207.92
PAYMENTS	.00

<b>ACCOUNT BALANCE</b>	<b>26,605.30</b>
------------------------	------------------

**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



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 08-25-2023

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-24	08-22	74943013235010190651236	THE HOME DEPOT #0607 CITY INDUSTRY CA	60.20 CR	
<b>GREGORY WOOD</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
		\$0.00	\$3,297.51	\$0.00	\$3,297.51
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-03	08-02	24011343214000051280892	THINKER ACADEMY MYTA.CC OH	623.50	
08-03	08-02	24011343214000051383654	THINKER ACADEMY MYTA.CC OH	416.00	
08-03	08-02	24011343214000051444233	THINKER ACADEMY MYTA.CC OH	291.50	
08-03	08-02	24692163214106585934298	AMERICAN RED CROSS 800-733-2767 DC	125.23	
08-03	08-03	24692163215106717164334	CALIFORNIA CONSORTIUM 916-521-1136 CA	225.00	
08-07	08-05	24011343217000053244307	NYLAS NYLAS.COM CA	495.78	
08-07	08-04	24692163216107814521623	LOWES #00907* 866-483-7521 NC	64.25	
08-10	08-09	24231683221083348731681	SMARTANDFINALECOMMERCE 510-851-8548 CA	254.96	
08-14	08-12	24793383224000318723526	MAILCHIMP 678-9990141 GA	265.00	
08-21	08-18	24231683230083707837235	SMARTANDFINALECOMMERCE 510-851-8548 CA	381.48	
08-24	08-23	24231683235083347061910	SMARTANDFINALECOMMERCE 510-851-8548 CA	154.81	

Department: 00000 Total: \$13,709.24  
 Division: 00000 Total: \$13,709.24

# Coversheet

## Material Revision: By-Law Alignment (Board Term-limits)

**Section:** III. Governance  
**Item:** A. Material Revision: By-Law Alignment (Board Term-limits)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** III. A Material Revision By-Law Alignment Board Term-limits.pdf





*Home of Academic, Athletic,  
& Artistic Excellence*

5440 Valley Circle Blvd.  
Woodland Hills CA 91367

September 26, 2023

Dear Jose Cole-Gutierrez,

El Camino Real Charter High School is making a request for a material revision to its charter to align with its most recent bylaw changes to Board member term limits.

The current bylaws state that "Board members may serve two (2) consecutive terms. After a one-term absence from the Board, an individual is eligible for election/appointment to the Board." This means that board members can serve a maximum of two consecutive terms and then must take a break for at least one term before they can be reelected or reappointed.

Removing the term limits for board members at El Camino Charter School is a beneficial change for the organization for the following reasons:

- **Reducing Disruption:** Term limits can sometimes lead to frequent turnover on the board.
- **Long-Term Planning:** Board members with the option to serve consecutive terms can engage in long-term planning and strategy development.
- **Expertise and Specialization:** Over time, board members may develop expertise in specific areas relevant to the school's mission and goals.
- **Consistency in Leadership Direction:** Continuous board leadership can lead to a consistent and stable direction for the school.
- **Flexibility for Exceptional Board Members:** In some cases, there may be exceptional board members who have made significant contributions to the school's success.

Thank you,

Brad Wright  
ECRA Board Chair



5440 Valley Circle Blvd.  
Woodland Hills CA 91367

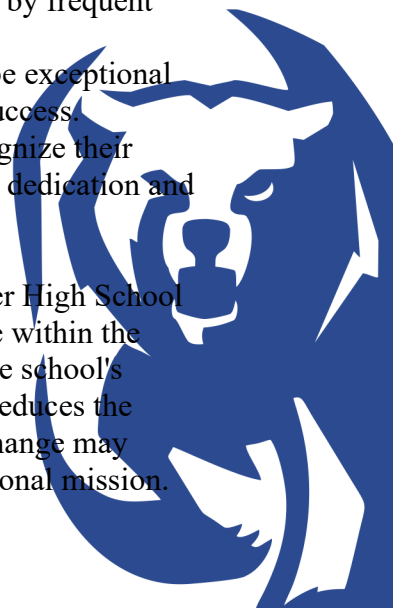
## ITEM 2: Analysis and Discussion

Removing the term limits for board members at El Camino Charter School is a beneficial change for the organization for the following reasons:

**Continuity and Experience:** Allowing board members to serve consecutive terms provides the school with the advantage of continuity in leadership. Experienced board members who are familiar with the school's history, challenges, and goals can provide valuable insights and stability to the governance of the school. They can draw on their knowledge and experience to make informed decisions and navigate complex issues effectively.

1. **Reducing Disruption:** Term limits can sometimes lead to frequent turnover on the board. While turnover can bring in new perspectives, it can also disrupt the stability and effectiveness of the board. Removing term limits reduces the need for frequent transitions in board leadership, ensuring a smoother and more consistent governance process.
2. **Long-Term Planning:** Board members with the option to serve consecutive terms can engage in long-term planning and strategy development. They can commit to multi-year projects and initiatives without the concern of being forced to step down after a specific term. This can be particularly advantageous when implementing educational programs or pursuing strategic objectives that require sustained effort over several years.
3. **Expertise and Specialization:** Over time, board members may develop expertise in specific areas relevant to the school's mission and goals. Allowing them to serve consecutive terms enables the board to retain individuals with specialized knowledge, such as educational policy, finance, or legal matters. This expertise can be invaluable in addressing complex challenges.
4. **Consistency in Leadership Direction:** Continuous board leadership can lead to a consistent and stable direction for the school. Changes in leadership can sometimes result in shifts in priorities and objectives. With a stable board, the school can maintain a consistent vision and focus on long-term goals without disruptions caused by frequent leadership transitions.
5. **Flexibility for Exceptional Board Members:** In some cases, there may be exceptional board members who have made significant contributions to the school's success. Allowing them to serve consecutive terms can be a way to retain and recognize their valuable contributions, ensuring the school continues to benefit from their dedication and expertise.

In conclusion, removing term limits for board members at El Camino Real Charter High School will be a beneficial change because it promotes continuity, stability, and expertise within the board, enabling them to make informed, long-term decisions in alignment with the school's mission and vision. It offers flexibility to retain outstanding board members and reduces the potential disruptions caused by frequent changes in leadership. Ultimately, this change may contribute to the school's overall effectiveness and success in fulfilling its educational mission.





*Home of Academic, Athletic,  
& Artistic Excellence*

**5440 Valley Circle Blvd.  
Woodland Hills CA 91367**

### **ITEM 3: School's clear identification and description of proposed change**

El Camion Real Charter High School is submitting a material revision due to ECRA's Board approving the removal of the following language from its bylaws: "~~Board members may serve two (2) consecutive terms. After a one-term absence from the Board, an individual is eligible for election/appointment to the Board.~~" The organization is requesting approval of the charter material revision so that it will be in alignment with the change in the bylaws. Page 161 of El Camino's current approved charter has the board member term limit language that has been removed from ECRA's bylaws.

#### **Existing Bylaws:**

Section 5. DIRECTORS' TERM. Each director shall hold office for three (3) years and until a successor director has been designated and qualified. ~~Board members may serve two (2) consecutive terms. After a one term absence from the Board, an individual is eligible for election/appointment to the Board.~~





# El Camino Real Charter High School

## Regular Board meeting

June 22, 2023 Regular Board Meeting

---

### Date and Time

Thursday June 22, 2023 at 5:30 PM PDT

### Location

Grieb (Little) Theater - 5440 Valley Circle Blvd. 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.

These presentations are limited to **two (2) minutes** and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak.

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

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item.

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

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

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:**

***Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person.***

***There is no obligation on the part of the school to have a school official read public comments during in-person Board Meetings.***

**A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.**

**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
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b>	Call the Meeting to Order	Brad Wright	1 m
<b>B.</b>	Record Attendance and Guests	TBD	1 m
<b>C.</b>	Pledge of Allegiance to the United States of America (USA)	David Hussey	1 m
<b>D.</b>	Public Comments	Public	30 m
<p><b>NOTE:</b> 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.</p> <p>PLEASE SEE ADDITIONAL IMPORTANT INFORMATION ABOVE IN AGENDA NOTICE REGARDING PUBLIC COMMENTS.</p> <p>THANK YOU.</p>			
<b>E.</b>	Executive Director Update	D. Hussey	10 m
<b>F.</b>	Chief Business Officer Update	Gregory Wood	10 m

	Purpose	Presenter	Time
<b>G.</b> Board Committee Updates	Discuss	Brad Wright	10 m
<b>H.</b> Board Chair Update	Discuss	Brad Wright	10 m
<b>II. Consent</b>			<b>6:43 PM</b>
<b>A.</b> Approve Minutes of the May 25th, 2023, Regular Board Meeting (TABLED)  Minutes will be logged for next months's board meeting	Approve Minutes	Brad Wright	1 m
<b>B.</b> Approve the May 2023, Check Registers  These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.	Vote	Brad Wright	1 m
<b>C.</b> Approve the May 2023, Credit Card Charges  These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.	Vote	Brad Wright	1 m
<b>III. Investment</b>			<b>6:46 PM</b>
<b>A.</b> May 2023 Investment Update  Mr. Gregory Wood, CBO, will present the May, 2023, Investment Update provided by Beacon Pointe, as presented at the June 15, 2023, Finance and Investment Committee Meeting.	Discuss	Gregory Wood	5 m
<b>IV. Finance</b>			<b>6:51 PM</b>
<b>A.</b> CARES Act Update  ECR CBO Gregory Wood, and Arleta Ilyas, Director of Finance & Accounting, will present an update to ECRCHS CARES act funding. These had been discussed at the June 15, 2023, Finance and Investment Committee Meeting.	Discuss	G. Wood/A. Ilyas	10 m
<b>B.</b> Discussion and Vote on 2023-2024 ICON School Management Contract Renewal  Mr. Wood, CBO, will lead a discussion prior to the vote on whether or not to recommend renewal of the ICON School Management Services contract to the full Board. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.	Vote	Gregory Wood	10 m

	Purpose	Presenter	Time
<b>C.</b>	Discussion and Vote on 2023-2024 CharterSAFE General and Worker's Comp Insurance Contract Renewal	Vote Gregory Wood	5 m
	<p>Mr. Wood, CBO, will lead a discussion prior to the vote on whether or not to recommend a renewal of the CharterSAFE contract to the full Board. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>		
<b>D.</b>	Discuss and Vote Approval of Additional Biology Textbooks	Vote Greg Wood/Danielle Malconian	10 m
	<p>Mr. Wood, CBO and Danielle Malconian will lead a discussion prior to the vote on whether or not the Committee will vote to recommend that the full Board approve additional biology textbooks for the biology program. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>		
<b>V.</b>	<b>Governance</b>		<b>7:26 PM</b>
<b>A.</b>	Discuss and Vote Board Term Limits	Vote Brad Wright	10 m
	<p>The El Camino Real Alliance Board of Directors, which operates El Camino Real Charter High School, is seeking public opinions regarding a proposal to revise Article VII, Section 5 of its Bylaws which currently restricts Board members to two (2) consecutive three-year terms. Under the proposal, Board members would still be required to be reelected/reappointed every three years but without a term limit</p>		
<b>B.</b>	Discuss and Vote on Board Member Eligibility	Vote Brad Wright	10 m
	<p>Regarding the El Camino Real Alliance Board of Directors, Board members will discuss and vote on eligibility requirements for dismissed board members and terminated employees.</p>		
<b>VI.</b>	<b>School Business</b>		<b>7:46 PM</b>
<b>A.</b>	Discussion and Vote on the Local Control Accountability Plan (LCAP) 2023-24 Proposed Goals and Actions	Vote Minita Clark	20 m
	<p>Ms. Clark, Administrative Director, will lead a discussion and vote on whether or not to</p>		



	Purpose	Presenter	Time	
	<p>recommend that the full Board approve the 23-24 LCAP Proposed Goals and Actions. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			
<b>B.</b>	Capitalization Budget Proposal	Vote	Fernando Delgado	5 m
	<p>Mr. Delgado will lead a discussion to recommend the capital facilities budget proposal for 2023-2024. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			
<b>C.</b>	Marketing Budget Proposal	Vote	Ricardo Covarrubias	5 m
	<p>Mr. Covarrubias, Marketing Coordinator, and Mr. Guinto, Director of Technology, will lead a discussion to recommend the marketing budget proposal for 2023-2024. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			
<b>D.</b>	Discussion and Vote on Proposed 23-24 ECRCHS Budget	Vote	G.Wood/A.Ilyas	10 m
	<p>Mr. Wood will lead a discussion prior to a vote on whether or not to recommend that the full Board approve the proposed 2023-2024 ECRCHS budget. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			
<b>E.</b>	Discuss and Vote for the Approval of the 2023-2024 LCFF Prop 39 Budget	Vote	Gregory Wood	5 m
	<p>Discuss and Vote on the State Required 2023-2024 Prop 39 budget as required by the State of California.</p>			
<b>F.</b>	Discuss and Vote on 2023-2024 Consolidated Application and Reporting System (CARS)	Vote	Gregory Wood/ Arleta Ilyas	5 m
	<p>Mr. Wood, CBO, will lead a discussion and vote on whether or not to recommend the 2023-2024 CARS application for federal funding. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			
<b>G.</b>	Fund Balance Designation	Vote	Gregory Wood/ Danielle Malconian	10 m
	<p>Mr. Wood, CBO, will lead a discussion on the creation and designating of a fund balance for deferred maintenance projects in facilities and technology. These had been recommended for approval at the June 15, 2023, Finance and Investment Committee Meeting.</p>			

	Purpose	Presenter	Time
<b>VII. Closed Session</b>			<b>8:46 PM</b>
<b>A.</b> 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			
<b>B.</b> Conference with Legal Counsel - Anticipated Litigation	Discuss	David Hussey	10 m
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (3) cases			
<b>C.</b> PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Executive Director Evaluation	Discuss	Linda Ibach	10 m
<b>VIII. Reconvene to Open Session</b>			<b>9:16 PM</b>
<b>A.</b> Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	1 m
<b>B.</b> Board Approval of Compensation Comparability Study for Executive Director Position	Vote	Brad Wright	5 m
The Board will discuss the Resolution Regarding Executive Compensation for Executive Director.			
<b>C.</b> Board Chair: Required Oral Report Regarding Executive Director Employment Agreement	Vote	Brad Wright	5 m
Board Chair, Brad Wright, will report regarding the Executive Director Employment Agreement.			
<b>D.</b> Board Approval of Executive Director Employment Contract.	Vote	Brad Wright	5 m
Report of salary, salary schedule, or compensation paid as fringe benefits to Executive Director			
1. Salary			
2. Health Benefits			
3. Bonuses			
4. Life Insurance			
5. Stipends / Allowances			

	Purpose	Presenter	Time
6. Differentials			
<b>IX. Closing Items</b>			<b>9:32 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Brad Wright	1 m

DRAFT



# El Camino Real Charter High School

## Minutes

### Regular Board meeting

June 22, 2023 Regular Board Meeting

---

#### **Date and Time**

Thursday June 22, 2023 at 5:30 PM

#### **Location**

Grieb (Little) Theater - 5440 Valley Circle Blvd. 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.

These presentations are limited to **two (2) minutes** and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak.

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

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item.

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

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

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:**

***Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person.***

**There is no obligation on the part of the school to have a school official read public comments during in-person Board Meetings.**

**A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.**

**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](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

---

**Directors Present**

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

**Directors Absent**

None

**Guests Present**

David Hussey, Emilie Larew, Gregory Wood

---

**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 Jun 22, 2023 at 5:41 PM.

**B. Record Attendance and Guests**

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

Mr. Edward Reynolds led the Pledge of Allegiance.

**D.**

## Public Comments

1. Carlos Monroy spoke about concerns regarding ending Board member term limits.
2. Scott Silverstein spoke about concerns regarding the Board Chair and the Board's versus the Administration's role at the school.
3. Letty Zane spoke about concerns regarding the timing of Board elections for seats with terms ending June 30th.
4. Helen Fouras spoke against changing the policy regarding Board term limits.
5. Montel Hatcher spoke about his belief that the Board is doing a good job.
6. Tony Baraz spoke about his seeing Mr. Wright as the only one outside the school speaking with parents on the day of the lockdown and sees him making sure kids are safe in the mornings with the traffic cones.
7. Edward Reynolds spoke on behalf of Wings Over Wendy's and expressed thanks for the support the organization has received in meeting at the North Campus and their desire to have memorabilia up on the wall.
8. Charne Tunson spoke about importance of two-way communication and the importance for parents to feel like valued stakeholders.
9. Stephanie Franklin shared that she has been an ECR teacher for 16 years, appreciates all the time and work of the Board members, noted the challenges finding people to fill this volunteer role, and expressed support of removing term limits as long as protections remain in case of bad actors.
10. Dana Hill stated he has nothing but positive things to say about the school and the Board. He does not believe in term limits as it creates artificial change only for the sake of change.
11. Cheryl Dorries spoke about supporting the Board's governance role and not having term limits, just like the Friends of ECR Board does not have term limits. She expressed concerns regarding FOECR Board procedures.
12. Ronald Laws shared that his daughter attended ECR as a Freshman last year and he has siblings who attended years ago. He is very pleased with how things have been handled at the school and stated that the Board has done well.
13. Shaw Fann, retired engineer, commented that he has lived within walking distance of ECR for 40 years. He appreciates the traffic control recently implemented and elimination of U-turns and efforts to take care of the school. He also supports the removal of Board term limits.
14. Duncan McIntosh congratulated the school on winning his wife's school search contest after trying to choose the best school for his child. Stated that one of biggest challenges he has seen with agencies and boards is turnover and expressed support for removing Board term limits.
15. Karen Evens, ECR teacher, stated that she is a regular Board meeting attendee and that this is a well selected, elected, and efficient Board. Worked under Mrs. Ibach for 9 years and has utmost respect for her. She supports the removal of term limits.

16. Norris Gumby commented that he is new to West Hills and he have a child who will be attending ECR starting next year. He and his wife both teach at USC. He believes Board term limits are an anachronism and supports the removal of term limits.

#### **E. Executive Director Update**

Expressed thanks to ... for graduation a few weeks ago.

Provided an update on the status of the football field. If all goes well, should have new field in less than 30 days.

Updates to cafeteria area, main hall, gymnasium.

Continue to work with LAUSD on the camera system for safety purposes and new bleachers in the gym.

#### **F. Chief Business Officer Update**

Mr. Wood introduced the new cafeteria manager.

He noted historic occurrence that CSD gave ECR a perfect score of 4 in areas he oversees...

Budget updates will come under the specific agenda items later in the meeting.

Reviewed funding challenges, enrollment declining across the state...

#### **G. Board Committee Updates**

Finance and Investment Committee Update - Chair Ms. Malconian reported they had a robust meeting last week to discuss the financial items on tonight's agenda.

Capitalization Committee - Chair Ms. Malconian recommends quarterly meetings for the coming year.

School Site Safety Committee - Mr. Wright provided update on safety of the school talking about the security team.

Athletics - There was nothing to report.

Executive Director Evaluation - Chair Ms. Ibach reported the evaluation has been completed.

Facilities - Mr. Wright - the cleanest campus has ever been

Instruction - There was nothing to report.

Travel - There was nothing to report.

Technology - There was nothing to report.



## H. Board Chair Update

Mr. Wright invited Board members to share updates. Mr. Solkovits highlighted that Board Member Schmerelson has been very helpful to ECR this year. Ms. Ramirez shared that she has noticed that there seems to be some confusion regarding requirements for Board members who have a child attending ECR and noted that the parent representative Board member is the only one who cannot have a child attending the school.

Mr. Wright reviewed information about the upcoming Board elections. Elections will take place in August when school resumes to support the involvement of incoming families in the process. Current Board members will remain in place until new members are seated.

## II. Consent

### A. Approve Minutes of the May 25th, 2023, Regular Board Meeting (TABLED)

Tabled.

### B. Approve the May 2023, Check Registers

Danielle Malconian made a motion to approve the check registers.

Daniela Lopez-Vargas seconded the motion.

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

### C. Approve the May 2023, Credit Card Charges

Alexandra Ramirez made a motion to approve the credit card charges.

Danielle Malconian seconded the motion.

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

## III. Investment

### A. May 2023 Investment Update

Mr. Wood led the discussion and materials were presented during the finance board committee meeting. ECR investments are up 25% for the year and it has been doing well. the review will happen at the end of the month. The OPEB obligation will be closer to be fully funded.

## IV. Finance

### A. CARES Act Update

Mr. Wood and Ms. Ilyas led the discussion for the CARES Act Update.

Mr. Wood explained that the money must be spent by the deadlines indicated. Any unspent funding at that time must be returned.

Mr. Wright asked if the money rolls over if it does not get spent.

Mr. Wood said that if the money is not spent then it should be given back.

Mr. Solkovits asked as part of the federal debt limit and he read they were going to pull back the unspent money. Is ECR sure about how the money is being spent.

Mr. Wood reviewed information related to the grants and spending deadlines.

#### **B. Discussion and Vote on 2023-2024 ICON School Management Contract Renewal**

Mr. Wood reviewed the key points of the contract. The details were mainly presented at the finance board committee meeting.

Danielle Malconian made a motion to approve the...

Alexandra Ramirez seconded the motion.

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

#### **C. Discussion and Vote on 2023-2024 CharterSAFE General and Worker's Comp Insurance Contract Renewal**

Mr. Wood reviewed the updates to this year's contract and costs. Most of the information was discussed in the Board Finance Committee meeting. He used a cost breakdown to show why CharterSAFE is the best option for ECR.

Danielle Malconian made a motion to approve the CharterSAFE General and Worker's Comp contract renewal.

Gregg Solkovits seconded the motion.

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

#### **D. Discuss and Vote Approval of Additional Biology Textbooks**

Mr. Wood led the discussion as it was presented during the Board finance committee meeting. It is going to the \$171k over 6 years as it will be a 6-year contract.

Danielle Malconian made a motion to approve the additional textbook budget for Biology texts.

Gregg Solkovits seconded the motion.

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

Danielle Malconian made a motion to approve the additional textbook budget for the new Biology textbook.

Gregg Solkovits seconded the motion.

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

### **V. Governance**

#### **A.**

### **Discuss and Vote Board Term Limits**

The proposed change to remove one sentence from Section 5 of the Bylaws to remove Board term limits. Instead of stating each board can do a term for 3 years, the proposal is for the Bylaws to state as long as the board is qualified.

Ms. Ibach has received many comments from teachers. She expressed surprise that it came up again so soon after being tabled. She is very concerned about the anonymous letters that have been going around.

Ms. Malconian sees the pros and cons. However, the concerns that were brought up on the public comments led her to believe that term limits may not be a good idea. Teachers and students have been here for many years and there is a huge learning curve to lead a school as a board member.

Mr. Solkovits asked if any parent or community surveys were sent for feedback. Mr. Wright said information was included in the newsletter, but that a survey was not conducted. He reported that he has received many emails both for and against. Mr. Hussey noted that the school requested feedback, but did not conduct a formal survey.

Mr. Solkovits does not see a compelling reason to remove term limits, noting how many elected positions in state and federal government have term limits.

Mr. Wright requested that Ms. Larew read the proposed update to the bylaws. Ms. Larew read Section 5, which currently reads... Ms. Larew stated the proposal is to...

There was a motion to amend Section 5, Director's Term, of the Bylaws to remove the language regarding term limits. The motion did not pass.

Mr. Kofahl stated that he wanted to change his vote and made a motion to reconsider. The motion to reconsider passed.

The motion was again made to amend Section 5 of Bylaws to remove the 2 sentences regarding term limit language. This time, the motion passed.

Danielle Malconian made a motion to ...

Steven Kofahl seconded the motion.

The motion did not carry.

### **Roll Call**

Steven Kofahl	No
Daniela Lopez-Vargas	Abstain
Alexandra Ramirez	Aye
Danielle Malconian	Aye
Brad Wright	Aye
Linda Ibach	No

**Roll Call**

Gregg Solkovits No

Steven Kofahl made a motion to reconsider the amendment to the bylaws.

Alexandra Ramirez seconded the motion.

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

**Roll Call**

Alexandra Ramirez Aye

Danielle Malconian Aye

Brad Wright Aye

Linda Ibach No

Gregg Solkovits No

Daniela Lopez-Vargas Abstain

Steven Kofahl Aye

Alexandra Ramirez made a motion to amend the Bylaws to remove the language in Section 5 regarding Board member term limits.

Brad Wright seconded the motion.

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

**Roll Call**

Daniela Lopez-Vargas Abstain

Brad Wright Aye

Gregg Solkovits No

Linda Ibach No

Danielle Malconian Aye

Alexandra Ramirez Aye

Steven Kofahl Aye

**B. Discuss and Vote on Board Member Eligibility**

Mr. Wright asked Ms. Larew to read the current language and proposed update to Section 3 of the Bylaws regarding Board Member Eligibility.

Daniela Lopez-Vargas made a motion to amend the end of Section 3 of the Bylaws to add, "...".

Danielle Malconian seconded the motion.

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

**VI. School Business**

**A. Discussion and Vote on the Local Control Accountability Plan (LCAP) 2023-24 Proposed Goals and Actions**

Ms. Minita Clark presented key points of the LCAP, noting that more detail was shared with the Finance and Investment Committee last week.

Mr. Wood presented information on the LCFF and how the LCAP ties into the school budget planning.

Ms. Clark reviewed the priorities, goals, and areas of focus...

Mr. Hussey noted the alignment with WASC goals related to the addition of the marketing coordinator and the increased focus on two-way communication that is supported through this role...

Ms. Clark and Mr. Hussey reviewed updated plans regarding an attendance dashboard and new methods of follow-up regarding student attendance concerns and trying to reduce chronic absenteeism. They answered Board member's questions regarding the procedures and excused versus unexcused absences.

Ms. Clark reviewed that 11 classrooms received furniture this year.

Danielle Malconian made a motion to approve the LCAP.

Steven Kofahl seconded the motion.

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

## **B. Capitalization Budget Proposal**

Mr. Delgado presented...

Gym and stadium updated  
technology updates - CCTV, PA system, Clocks, Network access points  
Budget request is for \$1,891,964, funding sources included ESSER III, E-rate, LCAP, and general fund.

The Finance and Investment Committee recommends approval.

Danielle Malconian made a motion to approve the proposed capitalization budget.

Gregg Solkovits seconded the motion.

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

## **C. Marketing Budget Proposal**

Mr. Covarrubias reviewed accomplishments since he started, including increased social media reach by platform.

Mr. Solkovits asked if we have considered migrating off Twitter and is concerned about the negative aspects and hate speech on that platform. Mr. Covarrubias stated that we have been looking at ways to avoid the negative aspects of the community. Mr. Delgado shared that we are looking at options on TikTok. Mr. Solkovits would like ECR to move off of Twitter as soon as reasonably possible.

Mr. C. presented a proposed marketing budget, including costs associated with advertising online and on various social media platforms, bus advertisements, billboards, banners around the school, windscreens, etc. Mr. Hussey noted that this aligns with our WASC goals. Mr. Delgado and Mr. Hussey reviewed how success and return on investment could be tracked for each method. Information about Niche profile was reviewed and Mr. C noted that ECR is not currently a partner. He showed information about how Granada Hills Charter School uses their Niche profile as an example of possibilities. He recommended the Pilot Package budget listed in the materials for a total budget of \$214,500.

The Finance and Investment Committee has recommended approval of this introductory package.

Danielle Malconian made a motion to approve the proposed marketing budget of \$214,500.

Alexandra Ramirez seconded the motion.

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

#### **D. Discussion and Vote on Proposed 23-24 ECRCHS Budget**

Mr. Wood reviewed the predicted total revenue and total expenditures. Currently includes a surplus of \$2.1 million to allow for contingencies.

This information was reviewed at the Finance and Investment Committee meeting and the committee recommended approval.

Danielle Malconian made a motion to approved the proposed 2023-2024 ECRCHS budget.

Daniela Lopez-Vargas seconded the motion.

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

#### **Roll Call**

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

#### **E. Discuss and Vote for the Approval of the 2023-2024 LCFF Prop 39 Budget**

Mr. Wood explained that the state requires that this be approved separately from the overall budget. He reviewed what is included in the expenditures.

This was not previously presented to the Finance Committee.

Danielle Malconian made a motion to approve...

Steven Kofahl seconded the motion.

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

**Roll Call**

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

**F. Discuss and Vote on 2023-2024 Consolidated Application and Reporting System (CARS)**

...

Steven Kofahl made a motion to approve...

Alexandra Ramirez seconded the motion.

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

**G. Fund Balance Designation**

...

Gregg Solkovits made a motion to approve the creation of a designated but not restricted fund for deferred maintenance on facilities and technology projects, with the funding to be 20% of the unrestricted fund balance based on the unaudited actuals to be reported in August, contingent upon approval of Financial Policies and Procedures updated for this purpose.

Danielle Malconian seconded the motion.

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

**VII. Closed Session**

**A. Public Employee Discipline/Dismissal/Release**

Closed session occurred.

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

Closed session occurred.

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Executive Director**

Closed session occurred.

**VIII. Reconvene to Open Session**

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

Open session reconvened at 9:52pm.

Ms. Ramirez reported that no actions were taken during closed session.

**B. Board Approval of Compensation Comparability Study for Executive Director Position**

The Board reviewed compensation comparisons among local large conversion charter schools.

Gregg Solkovits made a motion to approve the compensation study.

Brad Wright seconded the motion.

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

**Roll Call**

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

**C. Board Chair: Required Oral Report Regarding Executive Director Employment Agreement**

Ms. Malconian read the oral report regarding the Executive Director employment agreement....

The term of the contract will be from July 1, 2023 through June 30, 2026... Contractual provisions were reviewed, including compensation related to salary and fringe benefits...

**D. Board Approval of Executive Director Employment Contract.**

Steven Kofahl made a motion to approve the Executive Director Employment Agreement.

Daniela Lopez-Vargas seconded the motion.

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

**Roll Call**

Daniela Lopez-Vargas	Aye
Danielle Malconian	Aye
Gregg Solkovits	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Brad Wright	No
Linda Ibach	Aye



## IX. Closing Items

### A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Alexandra Ramirez seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,

Alexandra Ramirez

**BYLAWS**  
**OF**  
**EL CAMINO REAL ALLIANCE**  
(A California Nonprofit Public Benefit Corporation)

**ARTICLE I**  
**NAME**

Section 1. **NAME.** The name of this corporation is El Camino Real Alliance.

**ARTICLE II**  
**PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. **PRINCIPAL OFFICE OF THE CORPORATION.** The principal office for the transaction of the activities and affairs of this corporation is 5440 Valley Circle Boulevard, Woodland Hills, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. **OTHER OFFICES OF THE CORPORATION.** The Board of Directors may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III**  
**GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. **GENERAL AND SPECIFIC PURPOSES.** The specific purposes for which this corporation is organized are to manage, operate, guide, direct and promote one or more California public charter schools. Also, in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV**  
**CONSTRUCTION AND DEFINITIONS**

Section 1. **CONSTRUCTION AND DEFINITIONS.** Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes

the plural, and the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

## **ARTICLE V DEDICATION OF ASSETS**

Section 1. DEDICATION OF ASSETS. This corporation’s assets are irrevocably dedicated to public benefit purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for educational purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

## **ARTICLE VI CORPORATIONS WITHOUT MEMBERS**

Section 1. CORPORATIONS WITHOUT MEMBERS. This corporation shall have no voting members within the meaning of the Nonprofit Corporation Law.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the corporation’s activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors (“Board”). The Board may delegate the management of the corporation’s activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Section 1 of this Article, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in California for holding any meeting of members.
- c. Borrow money and incur indebtedness on the corporation’s behalf and cause to be executed and delivered for the corporation’s purposes, in the corporate name,

promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.

- d. Adopt and use a corporate seal; and alter the forms of the seal.

Section 3. DESIGNATED DIRECTORS AND TERMS. The number of directors shall be no less than six (6) and no more than eleven (11), unless changed by amendments to these bylaws. All directors shall have full voting rights, including any representative appointed by the charter authorizer as consistent with Education Code Section 47604(c). If the charter authorizer appoints a representative to serve on the Board of Directors, the Corporation may appoint an additional community member to ensure that the Board maintains an odd number of Directors.

The Board shall strive to identify Board members who have experience in one or more of the following areas: education, government, law, business, finance/accounting, fundraising, facilities, or public relations. Additionally, in accordance with Education Code Section 47604(b), the District may appoint a representative to sit on the Board.

As outlined in the charter, the permanent Board of Directors shall be composed of the following stakeholders, as follows: At least two (2) community representatives appointed by the Board; at least one (1) parent representative elected by the parent body (one vote per family); two to three (2 – 3) representatives elected by all teachers; and one (1) representative elected by all classified employees. The parent representative shall not have a child attending a school operated by the Corporation. The teacher and classified representatives shall not be employed or compensated by the Corporation.

Board members who were removed from office pursuant to these Bylaws and former employees who were dismissed from employment shall be ineligible to serve on the Board of Directors.

Section 4. RESTRICTION ON INTERESTED PERSONS AS DIRECTORS. No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director and excluding compensation to a retired employee in the form of retiree benefits (including, but not limited to, lifetime healthcare benefits) paid for the person's benefit by the Corporation; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 5. DIRECTORS' TERM. Each director shall hold office for three (3) years and until a successor director has been designated and qualified.

Section 6. NOMINATIONS BY COMMITTEE. The Chair of the Board of Directors or, if none, the President will appoint a committee to designate qualified community representative candidates for designation to the Board of Directors at least thirty (30) days before the date of any designation of directors. The nominating committee shall make its report at least seven (7) days before the date of the designation or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee.

Section 7. **USE OF CORPORATE FUNDS TO SUPPORT NOMINEE.** If more people have been nominated for director than can be elected, no corporation funds may be expended to support nominee without the Board's authorization.

Section 8. **EVENTS CAUSING VACANCIES ON BOARD.** A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; and (c) the increase of the authorized number of directors.

Section 9. **RESIGNATION OF DIRECTORS.** Except as provided below, any director may resign by giving written notice to the Chair of the Board, if any, or to the President, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 10. **DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.** Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

Section 11. **REMOVAL OF DIRECTORS.** Any director may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act ("Brown Act"). (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). Any vacancy caused by the removal of a director shall be filled as provided in Section 12.

Section 12. **VACANCIES FILLED BY BOARD.** Vacancies on the Board of Directors may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director.

Section 13. **NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS.** Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 14. **PLACE OF BOARD OF DIRECTORS MEETINGS.** Meetings shall be held at the principal office of the Corporation unless the Board of Directors designates another location in accordance with these bylaws. The Board of Directors may also designate that a meeting be held at any place within the physical boundaries of the county in which the charter school is located. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act. A two-way teleconference location shall be established at each schoolsite.

Section 15. **MEETINGS; ANNUAL MEETINGS.** All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act.

The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as may be specified and noticed by resolution of the Board of Directors.

Section 16. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 17. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Board Chair has not been elected then the Vice-Chair is authorized to call a special meeting in place of the Board Chair. The party calling a special meeting shall determine the place, date, and time thereof.

Section 18. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is given to each director and to the public through the posting of an agenda. Directors shall also receive at least twenty-four (24) hours notice of the special meeting, in the following manner:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 19. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based upon the presence of a quorum. Should there be fewer than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each board member present for each action taken shall be publicly reported.

Section 20. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the physical boundaries of the county in which the charter school is located;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;<sup>1</sup>
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.<sup>2</sup>

Section 21. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 22. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted.

Section 23. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the authorized number of directors. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

---

<sup>1</sup> This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

<sup>2</sup> The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

- a. Fill vacancies on the Board of Directors or any committee of the Board;
- b. Amend or repeal bylaws or adopt new bylaws;
- c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal; or
- d. Create any other committees of the Board of Directors or appoint the members of committees of the Board.

Section 24. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 25. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of this Corporation.

Section 26. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Corporation and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Section 27. COMPLIANCE WITH CONFLICTS OF INTEREST LAWS. The Corporation and the Board shall comply with applicable conflict of interest laws, including the Political Reform Act, California Corporations Code, and Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, as set forth in Education Code Section 47604.1, as well as charter school specific conflicts laws as may imposed by reference in the charters of the charter schools operated by the Corporation.

## **ARTICLE VIII OFFICERS OF THE CORPORATION**

Section 1. OFFICES HELD. The officers of this corporation shall be a President, a Secretary, and a Chief Financial Officer. The corporation, at the Board's direction, may also have a Chair of the Board, one or more Vice-Presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article VIII, Section 4, of these bylaws.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as either the President or the Chair of the Board.



Section 3. **ELECTION OF OFFICERS.** The officers of this corporation shall be chosen annually by the Board of Directors and shall serve at the pleasure of the Board.

Section 4. **APPOINTMENT OF OTHER OFFICERS.** The Board of Directors may appoint and authorize the Chair of the Board, the President, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the Board.

Section 5. **REMOVAL OF OFFICERS.** The Board of Directors may remove any officer with or without cause. An officer who was not chosen by the Board of Directors may be removed by any other officer on whom the Board of Directors confers the power of removal.

Section 6. **RESIGNATION OF OFFICERS.** Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the corporation under any contract to which the officer is a party.

Section 7. **VACANCIES IN OFFICE.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 8. **CHAIR OF THE BOARD.** If a Chair of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. If there is no President, the Chair of the Board of Directors shall also be the chief executive officer and shall have the powers and duties of the President of the corporation set forth in these bylaws. If a Chair of the Board of Directors is elected, there shall also be a Vice-Chair of the Board of Directors. In the absence of the Chair, the Vice-Chair shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 9. **PRESIDENT.** Subject to such supervisory powers as the Board of Directors may give to the Chair of the Board, if any, and subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct, and control the corporation's activities, affairs, and officers. The President shall have such other powers and duties as the Board of Directors or the bylaws may require.

Section 10. **VICE-PRESIDENTS.** If the President is absent or disabled, the Vice-Presidents, if any, in order of their rank as fixed by the Board, or, if not ranked, a Vice-President designated by the Board, shall perform all duties of the President. When so acting, a Vice-President shall have all powers of and be subject to all restrictions on the President. The Vice-Presidents shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 11. **SECRETARY.** The Secretary shall keep or cause to be kept, at the corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting

was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

**Section 12. CHIEF FINANCIAL OFFICER.** The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions. The Chief Financial Officer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Chief Financial Officer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the President, Chair of the Board, if any, and the Board, when requested, an account of all transactions as Chief Financial Officer and of the financial condition of the corporation; and (d) have such other powers and perform such other duties as the Board or the bylaws may require.

If required by the Board, the Chief Financial Officer shall give the corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Chief Financial Officer on his or her death, resignation, retirement, or removal from office.

## **ARTICLE IX CONTRACTS WITH DIRECTORS**

**Section 1. CONTRACTS WITH DIRECTORS.** The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest). Pursuant to Education Code section 47604.1 (effective Jan. 1, 2020), notwithstanding Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the Government Code, an employee of a charter school shall not be disqualified from serving as a member of the governing body of the charter school because of that employee's employment status. A member of the governing body of a charter school who is also an employee of the charter school shall abstain from voting on, or influencing or attempting to influence another member of the governing body regarding, all matters uniquely affecting that member's employment.

**ARTICLE X  
CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES**

Section 1. **CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES.** The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the El Camino Real Alliance Conflict of Interest Code have been fulfilled.

**ARTICLE XI  
LOANS TO DIRECTORS AND OFFICERS**

Section 1. **LOANS TO DIRECTORS AND OFFICERS.** This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses of the corporation.

**ARTICLE XII  
INDEMNIFICATION**

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, this corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

**ARTICLE XIII  
INSURANCE**

Section 1. **INSURANCE.** This corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

**ARTICLE XIV  
MAINTENANCE OF CORPORATE RECORDS**

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** This corporation shall

keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

## **ARTICLE XV INSPECTION RIGHTS**

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. **ACCOUNTING RECORDS AND MINUTES.** On written demand on the corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the corporation.

Section 3. **MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.** This corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours. If the corporation has no business office in California, the Secretary shall, on the written request of any director, furnish to that director a copy of the articles of incorporation and bylaws, as amended to the current date.

## **ARTICLE XVI REQUIRED REPORTS**

Section 1. **ANNUAL REPORTS.** The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The corporation's revenue or receipts, both unrestricted and restricted to particular purposes;

- d. The corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. The Corporation will comply with Corporations Code section 6322.

#### **ARTICLE XVII BYLAW AMENDMENTS**

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall change any provisions of the charters of any charter schools operated by the Corporation, or make any provisions of these Bylaws inconsistent with those charters, the Corporation's Articles of Incorporation, or any laws.

#### **ARTICLE XVIII FISCAL YEAR**

Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of each year.

#### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting Secretary of El Camino Real Alliance, a California nonprofit public benefit corporation; that these bylaws, consisting of 12 pages (including this page), are the bylaws of this corporation as originally adopted by the Board of Directors on January 13, 2015, and as amended by the Board of Directors on June 22, 2023; and that these bylaws have not been amended or modified since that date.

Executed on June 22, 2023, at Woodland Hills, California.



Danielle Malconian, Secretary

## **Item 5: Budget and Cash Flow**

See attached:

-







EL CAMINO REAL CHARTER HIGH  
Budget Cash Flow

2023-24	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Beginning Cash Balance	July 1 Cash =	21,474,462	22,908,346	21,509,347	21,586,840	22,794,759	21,278,764	19,925,816	22,258,826	21,155,502	19,536,093	21,194,758	19,575,244			
Onboarding Fees	5840	250	250	250	250	250	250	250	250	250	250	250		3,000	3,000	
Professional Development	5841	-	-	-	-	-	-	-	-	-	-	-		-	-	
Legal Fees	5845	35,466	35,466	35,466	35,466	35,466	35,466	35,466	35,466	35,466	35,466	35,466		425,592	425,592	
Licenses and Other Fees	5848	417	417	417	417	417	417	417	417	417	417	417		5,000	5,000	
Marketing and Student Recruiting	5851	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875		214,500	214,500	
Payroll Fees	5857	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884		130,610	130,610	
Special Education Encroachment	5872	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892		718,706	718,706	
Substitutes	5884	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386		952,629	952,629	
Bad Debt Expense	5898	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500		30,000	30,000	
Communications	5900	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942		95,302	95,302	
Total, Services and Other Operating Expenditures	5000-5999	884,899	884,899	884,899	884,899	884,899	884,899	884,899	884,899	884,899	884,899	884,899		10,618,783	10,618,814	
6. Capital Outlay																
(Objects 6100-6170, 6200-6500 modified accrual basis only)																
Depreciation Expense (for full accrual only)	6900	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054		516,648	516,648	
Total, Capital Outlay	6000-6599	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054		516,648	516,648	
7. Other Outgo																
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	-	-		-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-	-	-		-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	-	-		-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	-	-		-	-	
All Other Transfers	7281-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517		390,199	390,199	
Debt Service:																
Interest	7438	-	-	-	-	-	-	-	-	-	-	-		-	-	
Principal	7439	-	-	-	-	-	-	-	-	-	-	-		-	-	
Other Outgo - Uncategorized Expense	7900	-	-	-	-	-	-	-	-	-	-	-		-	-	
Total, Other Outgo	7100-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517		390,199	390,199	
<b>8. TOTAL EXPENDITURES</b>		<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>	<b>4,394,458</b>		<b>52,733,501</b>	<b>52,733,532</b>	
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.</b>		<b>(3,283,812)</b>	<b>(2,399,916)</b>	<b>(820,656)</b>	<b>1,490,379</b>	<b>(1,233,483)</b>	<b>(1,070,384)</b>	<b>2,615,625</b>	<b>(820,656)</b>	<b>(1,336,689)</b>	<b>1,941,438</b>	<b>(1,336,689)</b>	<b>1,693,367</b>	<b>4,195,725</b>	<b>(205,749)</b>	<b>(205,780)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>(3,283,812)</b>	<b>(2,399,916)</b>	<b>(820,656)</b>	<b>1,490,379</b>	<b>(1,233,483)</b>	<b>(1,070,384)</b>	<b>2,615,625</b>	<b>(820,656)</b>	<b>(1,336,689)</b>	<b>1,941,438</b>	<b>(1,336,689)</b>	<b>1,693,367</b>	<b>4,195,725</b>	<b>(205,749)</b>	<b>(205,780)</b>
<b>F. BALANCE SHEET TRANSACTIONS</b>																
1. ACCOUNTS RECEIVABLE		5,000,000	1,283,273	1,180,557												
2. PREPAID EXPENDITURES		-	-													
3. ACCOUNTS PAYABLE		-														
4. LOANS PAYABLE		62,304	62,356	62,408	62,460	62,512	62,564	62,616	62,668	62,720	62,773	62,825		62,877		
5. OTHER ADJUSTMENTS		220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000		220,000		
<b>NET BALANCE SHEET TRANSACTIONS</b>		<b>4,717,696</b>	<b>1,000,917</b>	<b>898,149</b>	<b>(282,460)</b>	<b>(282,512)</b>	<b>(282,564)</b>	<b>(282,616)</b>	<b>(282,668)</b>	<b>(282,720)</b>	<b>(282,773)</b>	<b>(282,825)</b>		<b>(282,877)</b>		
<b>G. ENDING CASH BALANCE</b>		<b>22,908,346</b>	<b>21,509,347</b>	<b>21,586,840</b>	<b>22,794,759</b>	<b>21,278,764</b>	<b>19,925,816</b>	<b>22,258,826</b>	<b>21,155,502</b>	<b>19,536,093</b>	<b>21,194,758</b>	<b>19,575,244</b>	<b>20,985,735</b>			

EL CAMINO REAL CHARTER HIGH  
Budget Cash Flow

2024-25	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
Beginning Cash Balance	July 1 Cash =	20,985,735	20,115,150	18,566,695	19,027,791	21,069,158	19,833,041	18,759,970	20,664,881	19,842,444	18,606,119	20,645,873	19,409,443				
<b>A. REVENUES</b>																	
<b>1. LCFF Sources</b>																	
State Aid - Current Year	8011	922,721	922,721	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	1,660,897	18,454,412	18,454,412	-	
Education Protection Account (EPA) - Current Year	8012	-	-	-	2,831,182	-	-	2,831,182	-	-	2,831,182	-	2,831,182	-	11,324,727	11,324,727	
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	538,908	1,239,489	825,653	825,653	825,653	1,239,489	825,653	825,653	825,653	825,653	1,155,058	10,778,169	10,778,169	-	
Total, LCFF Sources		922,721	1,461,629	2,900,387	5,317,732	2,486,550	2,486,550	5,317,732	2,900,386	2,486,550	5,317,732	2,486,550	5,317,732	1,155,058	40,567,308	40,567,308	
<b>2. Federal Revenues</b>																	
Special Education - Federal	8181, 8182	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	57,894	752,616	752,616	-
Child Nutrition - Federal	8220	-	-	75,745	75,745	75,745	75,745	75,745	75,745	75,745	75,745	75,745	75,745	75,745	833,194	833,194	-
Other Federal Revenues																	
Title I		-	-	-	-	-	-	91,384	-	-	91,384	-	91,384	91,384	365,536	365,536	-
Title II		-	-	-	-	-	-	16,784	-	-	16,784	-	16,784	16,784	67,136	67,136	-
Title III - EL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title III - Immigrant		-	-	-	-	-	-	7,708	-	-	7,708	-	7,708	7,708	30,834	30,834	-
Title IV		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERKINS		-	-	-	-	-	-	-	-	-	-	-	58,386	58,386	58,386	-	
ESSER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III	8110, 8260-8299	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III Learning Loss		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GEER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER II State Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO GEER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER III State Reserve Emergency Needs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER III State Reserve Learning Loss		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CR (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Revenues		-	-	-	-	-	-	-	-	-	135,000	-	-	135,000	135,000	-	
Total, Federal Revenues		57,894	57,894	133,638	133,638	133,638	133,638	249,515	133,638	133,638	384,515	133,638	249,515	307,901	2,242,701	2,242,701	
<b>3. Other State Revenues</b>																	
Child Nutrition - State	8520	-	-	129,554	129,554	129,554	129,554	129,554	129,554	129,554	129,554	129,554	-	1,295,538	1,295,538	-	
State School Facilities Apportionments	8545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Mandated Cost Reimbursement	8550	-	-	-	-	-	163,099	-	-	-	-	-	-	163,099	163,099	-	
State Lottery Revenue	8560	-	-	-	-	-	-	194,074	-	-	194,074	-	194,074	118,421	700,643	700,643	
Kitchen Infrastructure & Equipment	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Kitchen Infrastructure & Training (7032)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
A-G Completion Grant: A-G Access/Success Grants (7412)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
A-G Completion Grant: Learning Loss & Mitigation (7413)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
CTE																	
All Other State Revenue	8590	32,520	32,520	32,520	32,520	32,520	32,520	32,520	32,520	32,520	32,520	32,520	-	390,243	390,243	-	
In-Person Instruction Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ethnic Studies Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Expanded Learning Opportunities Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Educator Effectiveness	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Antibias Education Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Art/Music Block Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Learning Recovery Emergency Block Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
School Foods Best Practices (7033)																	
State Mental Health Related Services (6546)																	
Total, Other State Revenues		32,520	32,520	162,074	162,074	162,074	325,173	356,148	162,074	162,074	356,148	162,074	356,148	118,421	2,549,523	2,549,523	
<b>4. Other Local Revenues</b>																	
Food Service Sales	8634	-	-	11,007	11,007	11,007	11,007	11,007	11,007	11,007	11,007	11,007	-	110,066	110,066	-	
All Other Sales	8639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Leases and Rentals	8650	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	-	65,000	65,000	-	
Interest	8660	-	-	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	572,061	572,061	-	
Dividends	8661	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	400,000	400,000	-	
Net Increase (Decrease) in FMV of Investments	8662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Gain (Loss) on Sale of Investments	8664	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interagency Services between LEAs	8677	-	-	302,535	302,535	302,535	302,535	302,535	302,535	302,535	302,535	302,535	-	3,025,354	3,025,354	-	
Other Local Revenues	8690	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	1,166,000	1,166,000	-	
All Other Local Revenues	8699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers of Apportionments from Districts or Charter Schools	8791	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ASB Revenue	8804	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	-	160,000	160,000	-	
Total, Local Revenues		135,917	135,917	501,464	501,464	501,464	501,464	501,464	501,464	501,464	501,464	501,464	52,006	5,498,481	5,498,481		

EL CAMINO REAL CHARTER HIGH  
Budget Cash Flow

2024-25	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
Beginning Cash Balance	July 1 Cash =	20,985,735	20,115,150	18,566,695	19,027,791	21,069,158	19,833,041	18,759,970	20,664,881	19,842,444	18,606,119	20,645,873	19,409,443				
<b>5. TOTAL REVENUES</b>		<b>1,149,051</b>	<b>1,687,959</b>	<b>3,697,563</b>	<b>6,114,908</b>	<b>3,283,727</b>	<b>3,446,826</b>	<b>6,424,859</b>	<b>3,697,563</b>	<b>3,283,727</b>	<b>6,559,859</b>	<b>3,283,727</b>	<b>6,424,859</b>	<b>1,633,386</b>	<b>50,848,013</b>	<b>50,848,013</b>	-
<b>B. EXPENDITURES</b>																	
<b>1. Certificated Salaries</b>																	
Certificated Teachers' Salaries	1100	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	1,228,889	-	14,746,673	14,746,673	-
Certificated Pupil Support Salaries	1200	138,719	138,719	138,719	138,719	138,719	138,719	138,719	138,719	138,719	138,719	138,719	138,719	-	1,664,624	1,664,624	-
Certificated Supervisors' and Administrators' Salaries	1300	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	-	1,176,154	1,176,154	-
Total, Certificated Salaries	1000-1999	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	1,465,621	-	17,587,451	17,587,451	-
<b>2. Non-certificated Salaries</b>																	
Non-certificated Instructional Aides' Salaries	2100	94,517	94,517	94,517	94,517	94,517	94,517	94,517	94,517	94,517	94,517	94,517	94,517	-	1,134,205	1,134,205	-
Non-certificated Support Salaries	2200	148,409	148,409	148,409	148,409	148,409	148,409	148,409	148,409	148,409	148,409	148,409	148,409	-	1,780,913	1,780,913	-
Non-certificated Supervisors' and Administrators' Sal.	2300	70,112	70,112	70,112	70,112	70,112	70,112	70,112	70,112	70,112	70,112	70,112	70,112	-	841,338	841,338	-
Clerical and Office Salaries	2400	91,165	91,165	91,165	91,165	91,165	91,165	91,165	91,165	91,165	91,165	91,165	91,165	-	1,093,979	1,093,979	-
Other Non-certificated Salaries	2900	22,458	22,458	22,458	22,458	22,458	22,458	22,458	22,458	22,458	22,458	22,458	22,458	-	269,501	269,501	-
Total, Non-certificated Salaries	2000-2999	426,661	426,661	426,661	426,661	426,661	426,661	426,661	426,661	426,661	426,661	426,661	426,661	-	5,119,936	5,119,936	-
<b>3. Employee Benefits</b>																	
State Teachers' Retirement System, certificated	3101	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	-	3,445,322	3,445,322	-
Public Employees' Retirement System, classified	3202	118,185	118,185	118,185	118,185	118,185	118,185	118,185	118,185	118,185	118,185	118,185	118,185	-	1,418,222	1,418,222	-
OASDI/Medicare/Alternative, certificated	3301	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	-	252,662	252,662	-
OASDI/Medicare/Alternative, classified	3302	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	-	387,797	387,797	-
Health & Welfare Benefits, certificated	3401	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	-	3,025,878	3,025,878	-
Health & Welfare Benefits, classified	3402	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	-	1,335,369	1,335,369	-
State Unemployment Insurance, certificated	3501	726	726	726	726	726	726	726	726	726	726	726	726	-	8,712	8,712	-
State Unemployment Insurance, classified	3502	211	211	211	211	211	211	211	211	211	211	211	211	-	2,535	2,535	-
Workers' Compensation Insurance, certificated	3601	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	-	148,316	148,316	-
Workers' Compensation Insurance, classified	3602	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	-	62,491	62,491	-
OPEB, Allocated, certificated	3701	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	-	4,026,223	4,026,223	-
OPEB, Allocated, classified	3702	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	-	985,313	985,313	-
Other Benefits, certificated	3902	667	667	667	667	667	667	667	667	667	667	667	667	-	8,000	8,000	-
Total, Employee Benefits	3000-3999	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	1,258,903	-	15,106,840	15,106,840	-
<b>4. Books and Supplies</b>																	
Approved Textbooks & Core Curricula Materials	4100	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	-	232,370	232,370	-
Books & Other Reference Materials	4200	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	-	21,621	21,621	-
Materials & Supplies	4300	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	-	85,373	85,373	-
Instructional Materials & Supplies	4325	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	-	330,715	330,715	-
Office Supplies	4330	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	180,000	180,000	-
Non Instructional Student Materials & Supplies	4345	26,667	26,667	26,667	26,667	26,667	26,667	26,667	26,667	26,667	26,667	26,667	26,667	-	320,000	320,000	-
Noncapitalized Equipment	4400	39,906	39,906	39,906	39,906	39,906	39,906	39,906	39,906	39,906	39,906	39,906	39,906	-	478,872	478,872	-
Student Food Services	4710	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	-	727,574	727,574	-
Total, Books and Supplies	4000-4999	198,044	198,044	198,044	198,044	198,044	198,044	198,044	198,044	198,044	198,044	198,044	198,044	-	2,376,525	2,376,525	-
<b>5. Services and Other Operating Expenditures</b>																	
Services & Other Operating Expenses	5000	58	58	58	58	58	58	58	58	58	58	58	58	-	700	700	-
Travel & Conferences	5200	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	-	39,000	39,000	-
Conferences and Professional Development	5210	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	-	76,141	76,141	-
Dues & Memberships	5300	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	-	500,000	500,000	-
Insurance	5400	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	-	504,564	504,564	-
Operations & Housekeeping	5500	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	59,253	-	711,037	711,037	-
Security	5520	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	-	601,074	601,074	-
Equipment Leases	5605	833	833	833	833	833	833	833	833	833	833	833	833	-	10,000	10,000	-
Rent	5610	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance - Computers	5616	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-	20,000	20,000	-
Utilities	5620	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	-	934,102	934,102	-
Other Rentals, Leases and Repairs 1	5631	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	-	470,000	470,000	-
Other Services & Operating Expenses	5800	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	-	34,892	34,892	-
Investment Taxes	5807	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Fees	5808	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	-	200,000	200,000	-
Banking Fees	5809	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	-	21,000	21,000	-
Transportation	5811	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	-	375,000	375,000	-
Business Services	5812	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	-	42,000	42,000	-
Consultants - Instructional	5815	95,923	95,923	95,923	95,923	95,923	95,923	95,923	95,923	95,923	95,923	95,923	95,923	-	1,151,075	1,151,075	-
Consultants - Non Instructional - Custom 1	5820	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	-	1,224,160	1,224,160	-
District Oversight Fees	5824	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Trips Expenses	5830	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	-	260,000	260,000	-
Fines and Penalties	5833	25	25														

EL CAMINO REAL CHARTER HIGH  
Budget Cash Flow

2024-25	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
Beginning Cash Balance	July 1 Cash =	20,985,735	20,115,150	18,566,695	19,027,791	21,069,158	19,833,041	18,759,970	20,664,881	19,842,444	18,606,119	20,645,873	19,409,443				
Licenses and Other Fees	5848	417	417	417	417	417	417	417	417	417	417	417	417	-	5,000	5,000	-
Marketing and Student Recruiting	5851	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	17,875	-	214,500	214,500	-
Payroll Fees	5857	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	10,884	-	130,610	130,610	-
Special Education Encroachment	5872	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	59,892	-	718,706	718,706	-
Substitutes	5884	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	79,386	-	952,629	952,629	-
Bad Debt Expense	5898	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	30,000	30,000	-
Communications	5900	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	-	95,302	95,302	-
Total, Services and Other Operating Expenditures	5000-5999	812,532	812,532	812,532	812,532	812,532	812,532	812,532	812,532	812,532	812,532	812,532	812,532	-	9,750,383	9,750,383	-
6. Capital Outlay																	
(Objects 6100-6170, 6200-6500 modified accrual basis only)																	
Depreciation Expense (for full accrual only)	6900	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	-	516,648	516,648	-
Total, Capital Outlay	6000-6599	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	-	516,648	516,648	-
7. Other Outgo																	
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	-	390,199	390,199	-
Debt Service:																	
Interest	7438	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	7439	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo - Uncategorized Expense	7900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Other Outgo	7100-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	-	390,199	390,199	-
<b>8. TOTAL EXPENDITURES</b>		<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>4,237,332</b>	<b>-</b>	<b>50,847,982</b>	<b>50,847,982</b>	<b>-</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.</b>		<b>(3,088,281)</b>	<b>(2,549,372)</b>	<b>(539,769)</b>	<b>1,877,577</b>	<b>(953,605)</b>	<b>(790,506)</b>	<b>2,187,527</b>	<b>(539,769)</b>	<b>(953,605)</b>	<b>2,322,527</b>	<b>(953,605)</b>	<b>2,187,527</b>	<b>1,633,386</b>	<b>31</b>	<b>31</b>	<b>-</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>(3,088,281)</b>	<b>(2,549,372)</b>	<b>(539,769)</b>	<b>1,877,577</b>	<b>(953,605)</b>	<b>(790,506)</b>	<b>2,187,527</b>	<b>(539,769)</b>	<b>(953,605)</b>	<b>2,322,527</b>	<b>(953,605)</b>	<b>2,187,527</b>	<b>1,633,386</b>	<b>31</b>	<b>31</b>	<b>-</b>
<b>F. BALANCE SHEET TRANSACTIONS</b>																	
1. ACCOUNTS RECEIVABLE		2,500,000	1,283,273	1,283,273	446,250												
2. PREPAID EXPENDITURES		-	-														
3. ACCOUNTS PAYABLE																	
4. LOANS PAYABLE		62,304	62,356	62,408	62,460	62,512	62,564	62,616	62,668	62,720	62,773	62,825	62,877				
5. OTHER ADJUSTMENTS		220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000				
<b>NET BALANCE SHEET TRANSACTIONS</b>		<b>2,217,696</b>	<b>1,000,917</b>	<b>1,000,865</b>	<b>163,790</b>	<b>(282,512)</b>	<b>(282,564)</b>	<b>(282,616)</b>	<b>(282,668)</b>	<b>(282,720)</b>	<b>(282,773)</b>	<b>(282,825)</b>	<b>(282,877)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>G. ENDING CASH BALANCE</b>		<b>20,115,150</b>	<b>18,566,695</b>	<b>19,027,791</b>	<b>21,069,158</b>	<b>19,833,041</b>	<b>18,759,970</b>	<b>20,664,881</b>	<b>19,842,444</b>	<b>18,606,119</b>	<b>20,645,873</b>	<b>19,409,443</b>	<b>21,314,094</b>				

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

2025-26	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
Beginning Cash Balance	July 1 Cash =	21,314,094	20,459,635	19,259,750	19,680,094	21,664,012	20,388,152	19,275,339	21,122,782	20,259,593	18,880,319	20,759,399	19,380,020			
<b>A. REVENUES</b>																
<b>1. LCFF Sources</b>																
State Aid - Current Year	8011	916,950	916,950	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	1,650,510	18,339,005	18,339,005	-
Education Protection Account (EPA) - Current Year	8012	-	-	-	2,813,477	-	-	2,813,477	-	-	2,813,477	-	2,813,477	11,253,907	11,253,906	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	619,240	1,238,480	825,653	825,653	825,653	1,238,480	722,447	722,447	722,447	722,447	1,422,167	10,710,767	10,710,767	-
Total, LCFF Sources		916,950	1,536,190	2,888,990	5,289,640	2,476,163	2,476,163	5,289,640	2,888,990	2,372,957	5,186,434	2,372,957	5,186,434	14,222,167	14,222,167	-
<b>2. Federal Revenues</b>																
Special Education - Federal	8181, 8182	57,531	57,531	57,531	57,531	57,531	57,531	57,531	57,531	57,531	57,531	57,531	57,531	747,909	747,909	-
Child Nutrition - Federal	8220	-	-	75,725	75,725	75,725	75,725	75,725	75,725	75,725	75,725	75,725	75,725	832,973	832,973	-
Other Federal Revenues		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title I		-	-	-	-	-	-	90,813	-	-	90,813	-	90,813	363,250	363,250	-
Title II		-	-	-	-	-	-	17,336	-	-	17,336	-	17,336	69,345	69,345	-
Title III - EL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title III - Immigrant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title IV		-	-	-	-	-	-	7,709	-	-	7,709	-	7,709	30,834	30,834	-
PERKINS		-	-	-	-	-	-	-	-	-	-	-	58,021	58,021	58,021	-
ESSER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III Learning Loss		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GEER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER II State Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO GEER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER III State Reserve Emergency Needs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER III State Reserve Learning Loss		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CR (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Revenues		-	-	-	-	-	-	-	-	135,000	-	-	-	135,000	135,000	-
Total, Federal Revenues		57,531	57,531	133,256	133,256	133,256	133,256	249,114	133,256	133,256	384,114	133,256	249,114	307,135	2,237,332	2,237,332
<b>3. Other State Revenues</b>																
Child Nutrition - State	8520	-	-	128,744	128,744	128,744	128,744	128,744	128,744	128,744	128,744	128,744	117,040	1,287,436	1,287,436	-
State School Facilities Apportionments	8545	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mandated Cost Reimbursement	8550	-	-	-	-	-	163,099	-	-	-	-	-	-	163,099	163,099	-
State Lottery Revenue	8560	-	-	-	-	-	-	194,074	-	-	194,074	-	194,074	700,643	700,643	-
Kitchen Infrastructure & Equipment	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen Infrastructure & Training (7032)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A-G Completion Grant: A-G Access/Success Grants (7412)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A-G Completion Grant: Learning Loss & Mitigation (7413)	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CTE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other State Revenue	8590	32,317	32,317	32,317	32,317	32,317	32,317	32,317	32,317	32,317	32,317	32,317	-	387,802	387,802	-
In-Person Instruction Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ethnic Studies Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Expanded Learning Opportunities Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Educator Effectiveness	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Antibias Education Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Art/Music Block Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Learning Recovery Emergency Block Grant	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Foods Best Practices (7033)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Mental Health Related Services (6546)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Other State Revenues		32,317	32,317	161,060	161,060	161,060	324,159	355,134	161,060	161,060	355,134	161,060	355,134	235,461	2,538,981	2,538,981
<b>4. Other Local Revenues</b>																
Food Service Sales	8634	-	-	11,007	11,007	11,007	11,007	11,007	11,007	11,007	11,007	11,007	-	110,066	110,066	-
All Other Sales	8639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leases and Rentals	8650	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	-	65,000	65,000	-
Interest	8660	-	-	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	52,006	572,061	572,061	-
Dividends	8661	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	400,000	400,000	-
Net Increase (Decrease) in FMV of Investments	8662	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gain (Loss) on Sale of Investments	8664	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs	8677	-	252,113	252,113	252,113	252,113	252,113	252,113	252,113	252,113	252,113	252,113	252,113	3,025,354	3,025,354	-
Other Local Revenues	8690	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	97,167	1,166,000	1,166,000	-
All Other Local Revenues	8699	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments from Districts or Charter Schools	8791	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ASB Revenue	8804	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	-	160,000	160,000	-
Total, Local Revenues		135,917	388,029	451,042	451,042	451,042	451,042	451,042	451,042	451,042	451,042	451,042	304,118	5,498,481	5,498,481	-
<b>5. TOTAL REVENUES</b>		<b>1,142,715</b>	<b>2,014,068</b>	<b>3,634,349</b>	<b>6,034,998</b>	<b>3,221,522</b>	<b>3,384,621</b>	<b>6,344,930</b>	<b>3,634,349</b>	<b>3,118,316</b>	<b>6,376,724</b>	<b>3,118,316</b>	<b>6,241,724</b>	<b>2,268,880</b>	<b>50,578,472</b>	<b>50,578,472</b>

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

2025-26	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
<b>Beginning Cash Balance</b>	July 1 Cash =	21,314,094	20,459,635	19,259,750	19,680,094	21,664,012	20,388,152	19,275,339	21,122,782	20,259,593	18,880,319	20,759,399	19,380,020			
<b>B. EXPENDITURES</b>																
1. Certified Salaries																
Certificated Teachers' Salaries	1100	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	1,234,973	-	14,819,676	14,819,676
Certificated Pupil Support Salaries	1200	139,405	139,405	139,405	139,405	139,405	139,405	139,405	139,405	139,405	139,405	139,405	139,405	-	1,672,865	1,672,865
Certificated Supervisors' and Administrators' Salaries	1300	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	98,013	-	1,176,154	1,176,154
Total, Certificated Salaries	1000-1999	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	1,472,391	-	17,668,695	17,668,695
2. Non-certificated Salaries																
Non-certificated Instructional Aides' Salaries	2100	94,985	94,985	94,985	94,985	94,985	94,985	94,985	94,985	94,985	94,985	94,985	94,985	-	1,139,820	1,139,820
Non-certificated Support Salaries	2200	149,144	149,144	149,144	149,144	149,144	149,144	149,144	149,144	149,144	149,144	149,144	149,144	-	1,789,729	1,789,729
Non-certificated Supervisors' and Administrators' Sal.	2300	70,459	70,459	70,459	70,459	70,459	70,459	70,459	70,459	70,459	70,459	70,459	70,459	-	845,503	845,503
Clerical and Office Salaries	2400	91,616	91,616	91,616	91,616	91,616	91,616	91,616	91,616	91,616	91,616	91,616	91,616	-	1,099,395	1,099,395
Other Non-certificated Salaries	2900	22,570	22,570	22,570	22,570	22,570	22,570	22,570	22,570	22,570	22,570	22,570	22,570	-	270,835	270,835
Total, Non-certificated Salaries	2000-2999	428,773	428,773	428,773	428,773	428,773	428,773	428,773	428,773	428,773	428,773	428,773	428,773	-	5,145,282	5,145,282
3. Employee Benefits																
State Teachers' Retirement System, certificated	3101	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	287,110	-	3,445,322	3,445,322
Public Employees' Retirement System, classified	3202	121,343	121,343	121,343	121,343	121,343	121,343	121,343	121,343	121,343	121,343	121,343	121,343	-	1,456,115	1,456,115
QASDI/Medicare/Alternative, certificated	3301	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055	-	252,662	252,662
QASDI/Medicare/Alternative, classified	3302	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	32,316	-	387,797	387,797
Health & Welfare Benefits, certificated	3401	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	252,156	-	3,025,878	3,025,878
Health & Welfare Benefits, classified	3402	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	111,281	-	1,335,369	1,335,369
State Unemployment Insurance, certificated	3501	726	726	726	726	726	726	726	726	726	726	726	726	-	8,712	8,712
State Unemployment Insurance, classified	3502	211	211	211	211	211	211	211	211	211	211	211	211	-	2,535	2,535
Workers' Compensation Insurance, certificated	3601	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	12,360	-	148,316	148,316
Workers' Compensation Insurance, classified	3602	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	5,208	-	62,491	62,491
OPEB, Allocated, certificated	3701	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	335,519	-	4,026,223	4,026,223
OPEB, Allocated, classified	3702	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	82,109	-	985,313	985,313
Other Benefits, classified	3902	667	667	667	667	667	667	667	667	667	667	667	667	-	8,000	8,000
Total, Employee Benefits	3000-3999	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	1,262,061	-	15,144,733	15,144,733
4. Books and Supplies																
Approved Textbooks & Core Curricula Materials	4100	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	19,364	-	232,370	232,370
Books & Other Reference Materials	4200	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	-	21,621	21,621
Materials & Supplies	4300	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	7,114	-	85,373	85,373
Instructional Materials & Supplies	4325	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	27,560	-	330,715	330,715
Office Supplies	4330	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	180,000	180,000
Non Instructional Student Materials & Supplies	4345	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	18,333	-	220,000	220,000
Noncapitalized Equipment	4400	38,699	38,699	38,699	38,699	38,699	38,699	38,699	38,699	38,699	38,699	38,699	38,699	-	464,391	464,391
Student Food Services	4710	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	60,631	-	727,574	727,574
Total, Books and Supplies	4000-4999	188,504	188,504	188,504	188,504	188,504	188,504	188,504	188,504	188,504	188,504	188,504	188,504	-	2,262,044	2,262,044
5. Services and Other Operating Expenditures																
Services & Other Operating Expenses	5000	58	58	58	58	58	58	58	58	58	58	58	58	-	700	700
Travel & Conferences	5200	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	-	39,000	39,000
Conferences and Professional Development	5210	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	6,345	-	76,141	76,141
Dues & Memberships	5300	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	-	500,000	500,000
Insurance	5400	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	-	504,564	504,564
Operations & Housekeeping	5500	54,253	54,253	54,253	54,253	54,253	54,253	54,253	54,253	54,253	54,253	54,253	54,253	-	651,037	651,037
Security	5520	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	50,089	-	601,074	601,074
Equipment Leases	5605	833	833	833	833	833	833	833	833	833	833	833	833	-	10,000	10,000
Rent	5610	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance - Computers	5616	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-	20,000	20,000
Utilities	5620	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	-	934,102	934,102
Other Rentals, Leases and Repairs 1	5631	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	39,167	-	470,000	470,000
Other Services & Operating Expenses	5800	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	2,908	-	34,892	34,892
Investment Taxes	5807	-	-	-	-	-	-	-	-	-	-	-	-	-	31	-
Investment Fees	5808	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	-	200,000	200,000
Banking Fees	5809	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	-	21,000	21,000
Transportation	5811	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	-	375,000	375,000
Business Services	5812	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	-	42,000	42,000
Consultants - Instructional	5815	87,590	87,590	87,590	87,590	87,590	87,590	87,590	87,590	87,590	87,590	87,590	87,590	-	1,051,075	1,051,075
Consultants - Non Instructional - Custom 1	5820	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	102,013	-	1,224,160	1,224,160
District Oversight Fees	5824	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Trips Expenses	5830	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	-	260,000	260,000
Fines and Penalties	5833	25	25	25	25	25	25	25	25	25	25	25	25	-	300	300
Onboarding Fees	5840	250	250	250	2											

EL CAMINO REAL CHARTER HIGH  
Budget Cash Flow

2025-26	July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
Beginning Cash Balance	July 1 Cash =	21,314,094	20,459,635	19,259,750	19,680,094	21,664,012	20,388,152	19,275,339	21,122,782	20,259,593	18,880,319	20,759,399	19,380,020				
Substitutes	5884	67,757	67,757	67,757	67,757	67,757	67,757	67,757	67,757	67,757	67,757	67,757	67,757	-	813,086	813,086	-
Bad Debt Expense	5898	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	30,000	30,000	-
Communications	5900	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	7,942	-	95,302	95,302	-
Total, Services and Other Operating Expenditures	5000-5999	787,570	787,570	787,570	787,570	787,570	787,570	787,570	787,570	787,570	787,570	787,570	787,570	-	9,450,840	9,450,871	-
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only) Depreciation Expense (for full accrual only)	6900	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	-	516,648	516,648	-
Total, Capital Outlay	6000-6599	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	43,054	-	516,648	516,648	-
7. Other Outgo																	
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Transfers	7281-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	-	390,199	390,199	-
Debt Service:																	
Interest	7438	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	7439	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo - Uncategorized Expense	7900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total, Other Outgo	7100-7299	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	32,517	-	390,199	390,199	-
<b>8. TOTAL EXPENDITURES</b>		<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>4,214,870</b>	<b>-</b>	<b>50,578,441</b>	<b>50,578,472</b>	<b>-</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.</b>		<b>(3,072,155)</b>	<b>(2,200,802)</b>	<b>(580,521)</b>	<b>1,820,128</b>	<b>(993,348)</b>	<b>(830,249)</b>	<b>2,130,060</b>	<b>(580,521)</b>	<b>(1,096,554)</b>	<b>2,161,854</b>	<b>(1,096,554)</b>	<b>2,026,854</b>	<b>2,268,880</b>	<b>31</b>	<b>0</b>	<b>-</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		<b>(3,072,155)</b>	<b>(2,200,802)</b>	<b>(580,521)</b>	<b>1,820,128</b>	<b>(993,348)</b>	<b>(830,249)</b>	<b>2,130,060</b>	<b>(580,521)</b>	<b>(1,096,554)</b>	<b>2,161,854</b>	<b>(1,096,554)</b>	<b>2,026,854</b>	<b>2,268,880</b>	<b>31</b>	<b>0</b>	<b>-</b>
<b>F. BALANCE SHEET TRANSACTIONS</b>																	
1. ACCOUNTS RECEIVABLE		2,500,000	1,283,273	1,283,273	446,250												
2. PREPAID EXPENDITURES		-	-														
3. ACCOUNTS PAYABLE		-	-														
4. LOANS PAYABLE		62,304	62,356	62,408	62,460	62,512	62,564	62,616	62,668	62,720	62,773	62,825	62,877				
5. OTHER ADJUSTMENTS		220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000				
<b>NET BALANCE SHEET TRANSACTIONS</b>		<b>2,217,696</b>	<b>1,000,917</b>	<b>1,000,865</b>	<b>163,790</b>	<b>(282,512)</b>	<b>(282,564)</b>	<b>(282,616)</b>	<b>(282,668)</b>	<b>(282,720)</b>	<b>(282,773)</b>	<b>(282,825)</b>	<b>(282,877)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>G. ENDING CASH BALANCE</b>		<b>20,459,635</b>	<b>19,259,750</b>	<b>19,680,094</b>	<b>21,664,012</b>	<b>20,388,152</b>	<b>19,275,339</b>	<b>21,122,782</b>	<b>20,259,593</b>	<b>18,880,319</b>	<b>20,759,399</b>	<b>19,380,020</b>	<b>21,123,997</b>				

# Coversheet

## August 2023 Investment Update

**Section:** IV. Investment  
**Item:** A. August 2023 Investment Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** III.A - 2022-2023 Investment Summary v08.31.23.pdf



## EL CAMINO REAL CHS INVESTMENTS REVIEW FISCAL YEAR 2023-2024

**2023-2024**

		Year End	Contributions			
		Jun-23	Jul-23	Aug-23	Executive Summary-OPEB	
					\$ 25,338,317	Beginning Balance at 07/01/23
					\$ 440,000	YTD Contributions
					\$ 120,196	Gains/Losses
					\$ 25,898,513	Current Ending
			0.5%	Invest. Change		
			2.2%	Total Change		
<b>Contributions</b>		\$ 220,000	\$ 220,000			
ECRA	OPEB Trust	\$ 25,338,317	\$ 26,140,771	\$ 25,898,513		
Investment Managers:		3.2%		Month	YTD	
Polen Capital Mgt		\$ 1,228,208	\$ 1,282,809	\$ 1,268,478	-1.1%	3.2%
Fiduciary Mgt		\$ 2,111,760	\$ 2,210,139	\$ 2,158,270	-2.4%	2.2%
Beacon Pointe		\$ 21,998,349	\$ 22,647,823	\$ 22,479,169	-0.8%	2.1%
<b>El Camino Real CHS</b>						
	General			Month	YTD	
Investment Managers:						
Polen Capital Mgt		\$ 153,339	\$ 160,075	\$ 158,299	-1.1%	3.1%
Fiduciary Mgt		\$ 381,173	\$ 398,829	\$ 389,413	-2.4%	2.1%
Beacon Pointe		\$ 5,709,255	\$ 5,763,124	\$ 5,718,002	-0.8%	0.2%
<b>US Bank Holdings</b>		\$ 6,243,767	\$ 6,322,028	\$ 6,265,714	-0.9%	0.4%
Annuity 3 Yr. (8/23)Fixed @ 2.40%	Midland	\$ 401,217	\$ 401,947	\$ 402,656	0.2%	0.4%
3 Yr. (9/23)Fixed @ 1.95%	Athene	\$ 395,962	\$ 396,654	\$ 397,263	0.2%	0.3%
	Combined	\$ 7,040,946	\$ 7,120,629	\$ 7,065,633	-0.8%	0.3%
<b>Month End -Combined</b>		\$ 32,379,263	\$ 33,261,400	\$ 32,964,146		

## Coversheet

### Discussion and vote on Re-Investment vote of 2 annuity funds from General Account

**Section:** IV. Investment  
**Item:** B. Discussion and vote on Re-Investment vote of 2 annuity funds from  
General Account  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** III.B.Athene Annuity Renewal Option.pdf  
III.B. Midland Annuity Renewal Option.pdf



Athene Annuity and Life Company  
 P.O. Box 1555  
 Des Moines, IA 50306-1555  
 Call: 1-888-266-8489  
 Fax: 1-866-709-3922

## Annuity Details

<b>Contract Number</b>	<del>XXXXXXXXXX</del>	<b>Issue Date</b>	09/05/2020
<b>Contract Status</b>	Active	<b>Product Name</b>	Athene MaxRate 3
<b>Contract Type</b>	Fixed Annuity	<b>Tax Qualification</b>	Non-Qualified

## Financial Professional(s)

GEORGETOWN FINANCIAL GROUP INC (primary) ~~XXXXXXXXXX~~  
 GEORGETOWN FINANCIAL GROUP INC ~~XXXXXXXXXX~~

## Owner, Annuitant, Beneficiary Info

<b>Owner(s)</b> El Camino Real Charter High School 5440 Valley Circle Blvd Woodland Hills, CA 91367	<b>Annuitant(s)</b> David Hussey <del>XXXXXXXXXX</del>
<b>Beneficiary(ies)</b> 100% - El Camino Real Charter High School	<b>Beneficiary Type</b> Primary

## Contract Values

As of Date: 08/31/2023

<b>Accumulated Value:</b>	\$397,262.95	<b>Free Withdrawal Amount:</b>	\$7,600.47
<b>Withdrawal Charge:</b>	\$24,548.74	<b>Surrender Value:</b>	\$372,714.21
<b>Estimated Death Benefit:</b>	\$397,262.95	<b>Market Value Adjustment:</b>	—

The values provided are based upon the date listed above and may not include recent transactions (including but not limited to, withdrawals, credited interest, or additional premium deposits). Values may fluctuate based on changes in the indices and contractual provisions. The difference between your Accumulated Value and the Surrender Value represents the net effect of any changes or adjustments of any type, including a Market Value Adjustment (positive or negative), if applicable, that would have been applied had you surrendered your policy on that date. Please refer to the contract for information regarding value calculations.

## Strategy Summary

<b>Name</b>	3 Year Fixed
<b>Value</b>	\$397,262.95

**Interest Rate**

**1.95%**

Values are as of the date listed above.

**Transactions**

**Recurring Withdrawal Information**

Contract does not have a recurring withdrawal on file.

**Withdrawal History - Past 12 Months**

No Withdrawals have been processed within the last 12 months.

**Premium History**

<b>Date</b>	<b>Type</b>	<b>Amount</b>
09/05/2020	Initial Premium	\$375,000.00

Athene Confidential Do not duplicate



Client Name: EL CAMINO REAL CHARTER HS  
Contract Number 8500739553

## Congratulations on your policy anniversary - thank you for your business

The 3 year guarantee period<sup>1</sup> of your Guarantee Ultimate<sup>®</sup> multi-year guarantee annuity (MYGA) is up for renewal and we'd like to remind you of your renewal options below.

- **Remain in your current 3 year guarantee period** and receive the following rate: **4.80%**

**No action is needed on your part.** Your annuity will automatically renew 30 days from your contract anniversary to the same guarantee period that is expiring and withdrawals will be subject to the same surrender charge and market value adjustment (MVA, also known as interest adjustment). Visit [My.MidlandNational.com](http://My.MidlandNational.com) or see your recent statement to see your current rate.

- **Choose a payout option**

If you'd like to surrender your contract or elect an annuity payout option contact us at 877-586-0244 or email us at: [AnnuityCorrespondence@sfgmembers.com](mailto:AnnuityCorrespondence@sfgmembers.com).

Should you choose to stay in your current guarantee period you will continue to receive competitive guaranteed rates with tax-deferred<sup>2</sup> growth from a carrier rated A+ (Superior) by A.M. Best<sup>3</sup>

# Coversheet

## 2022-2023 Unaudited Actuals

**Section:** V. Finance  
**Item:** A. 2022-2023 Unaudited Actuals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
IV.A - FY23 UAR\_COP Option 2 3 Schools - El Camino Real Charter High School.pdf  
IV.A - Unaudited FORM 62.pdf

## 2022-2023 UNAUDITED ACTUALS REPORT SPECIAL ED - COP OPTION 2 AND 3 SCHOOLS

**CHARTER NAME:** El Camino Real Charter High School

9010	9010
SPED-Federal IDEA (Must be spent or returned)	SPED-State AB602 & Grants

**A. REVENUES**

<b>1) Special Ed: IDEA Basic Local Assistance - Current/Prior Year</b>	8100-8299	\$ 842,178	
<b>2) Special Education AB602 - Current/Prior Year</b>	8300-8599		\$ -
<b>3) All Special Ed Apportionments-Current Year</b>	8300-8599		
<b>4) OTHER LOCAL REVENUE</b>	8600-8699		\$ 3,460,194
<b>TOTAL REVENUES</b>		\$ 842,178	\$ 3,460,194

**B. EXPENSES**

<b>1) Certificated Salaries</b>	1000-1999	\$ -	\$ 1,819,855
<b>2) Classified Salaries</b>	2000-2999		\$ 983,808
<b>3) Employee Benefits</b>	3000-3999		\$ 1,963,939
<b>4) Books &amp; Supplies</b>	4000-4999		\$ 19,355
<b>5) Services and Other Operating Expenses</b>	5000-5999	\$ 842,178	\$ 972,576
<b>6) Depreciation</b>	6000-6999		
<b>7) Other Outgo (excluding Transfers of indirect Costs)</b>	7400-7499		
<b>8) Other Outgo - Transfers of Indirect Costs</b>	7300-7399		
<b>TOTAL EXPENSES</b>		\$ 842,178	\$ 5,759,533

**C. EXCESS/(encroachment) OF REVENUES OVER EXPENSES** 0 (2,299,339)

**NOTE:** 1. Special Ed - IDEA should match the SACS Form 62 Object Code 8285 Interagency Contracts between LEAS  
2. Special Ed - AB602 should match the SACS Form 62 Object Code 8677 Interagency Services

**Prepared by:** A. Ilyas

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	40,506,095.15	41,913,341.00	3.5%
2) Federal Revenue		8100-8299	4,617,669.19	4,105,132.00	-11.1%
3) Other State Revenue		8300-8599	7,680,324.82	3,326,474.00	-56.7%
4) Other Local Revenue		8600-8799	8,642,991.02	5,291,901.00	-38.8%
5) TOTAL, REVENUES			61,447,080.18	54,636,848.00	-11.1%
<b>B. EXPENSES</b>					
1) Certificated Salaries		1000-1999	17,728,648.58	17,484,962.00	-1.4%
2) Classified Salaries		2000-2999	5,028,550.59	5,069,243.27	0.8%
3) Employee Benefits		3000-3999	10,281,678.14	14,918,452.68	45.1%
4) Books and Supplies		4000-4999	4,084,391.58	4,062,043.94	-0.5%
5) Services and Other Operating Expenses		5000-5999	9,941,964.91	10,548,500.40	6.1%
6) Depreciation and Amortization		6000-6999	277,827.18	516,648.00	86.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	391,803.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			47,734,863.98	52,599,850.29	10.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			13,712,216.20	2,036,997.71	-85.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			13,712,216.20	2,036,997.71	-85.1%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	26,352,170.74	40,137,530.94	52.3%
b) Audit Adjustments		9793	73,144.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			26,425,314.74	40,137,530.94	51.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			26,425,314.74	40,137,530.94	51.9%
2) Ending Net Position, June 30 (E + F1e)			40,137,530.94	42,174,528.65	5.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	6,740,587.62	0.00	-100.0%
b) Restricted Net Position		9797	5,636,522.02	6,188,368.85	9.8%
c) Unrestricted Net Position		9790	27,760,421.30	35,986,159.80	29.6%
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	26,474,462.11		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	5,165,832.15		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	312,090.71		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	32,023,240.58		
3) Accounts Receivable		9200	34,244.77		
4) Due from Grantor Government		9290	1,813,035.41		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	37,751.30		
7) Prepaid Expenditures		9330	284,230.10		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	2,019,963.89		
b) Land Improvements		9420	312,597.45		



Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	(198,615.82)		
d) Buildings		9430	4,297,856.84		
e) Accumulated Depreciation - Buildings		9435	(771,507.88)		
f) Equipment		9440	1,884,490.53		
g) Accumulated Depreciation - Equipment		9445	(1,626,736.71)		
h) Work in Progress		9450	104,359.98		
i) Lease Assets		9460	1,478,554.00		
j) Accumulated Amortization-Lease Assets		9465	(760,374.66)		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			72,885,474.75		
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
<b>I. LIABILITIES</b>					
1) Accounts Payable		9500	3,774,456.17		
2) Due to Grantor Governments		9590	525,197.68		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	1,459,215.02		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	26,722,139.00		
d) Compensated Absences		9665	266,936.44		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			32,747,944.31		
<b>J. DEFERRED INFLOWS OF RESOURCES</b>					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
<b>K. NET POSITION</b>					
(must agree with line F2) (G11 + H2) - (I7 + J2)			40,137,530.44		
<b>LCFF SOURCES</b>					
Principal Apportionment					
State Aid - Current Year		8011	23,844,037.15	19,437,747.00	-18.5%
Education Protection Account State Aid - Current Year		8012	3,139,278.00	11,911,772.00	279.4%
State Aid - Prior Years		8019	1,858,473.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	11,664,307.00	10,563,822.00	-9.4%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			40,506,095.15	41,913,341.00	3.5%
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	799,904.31	918,132.00	14.8%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	842,178.00	779,024.00	-7.5%
Title I, Part A, Basic	3010	8290	440,047.00	385,058.00	-12.5%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	76,984.00	76,141.00	-1.1%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	8,382.00	6,005.00	-28.4%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
Other NCLB / Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	30,206.00	29,545.00	-2.2%
Career and Technical Education	3500-3599	8290	56,173.00	56,173.00	0.0%
All Other Federal Revenue	All Other	8290	2,363,794.88	1,855,054.00	-21.5%
<b>TOTAL, FEDERAL REVENUE</b>			<b>4,617,669.19</b>	<b>4,105,132.00</b>	<b>-11.1%</b>
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	1,348,022.54	1,338,854.00	-0.7%
Mandated Costs Reimbursements		8550	166,604.00	175,474.00	5.3%
Lottery - Unrestricted and Instructional Materials		8560	1,277,928.27	753,802.00	-41.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	69,792.39	180,000.00	157.9%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	4,817,977.62	878,344.00	-81.8%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>7,680,324.82</b>	<b>3,326,474.00</b>	<b>-56.7%</b>
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	99,222.25	113,747.00	14.6%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	59,796.71	65,000.00	8.7%
Interest		8660	362,886.38	150,000.00	-58.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	2,656,728.18	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	3,460,194.43	3,237,154.00	-6.4%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	418,983.07	781,000.00	86.4%
Tuition		8710	1,585,180.00	945,000.00	-40.4%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>8,642,991.02</b>	<b>5,291,901.00</b>	<b>-38.8%</b>
<b>TOTAL, REVENUES</b>			<b>61,447,080.18</b>	<b>54,636,848.00</b>	<b>-11.1%</b>
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	14,423,914.19	14,600,666.00	1.2%
Certificated Pupil Support Salaries		1200	2,077,423.58	1,648,143.00	-20.7%
Certificated Supervisors' and Administrators' Salaries		1300	1,227,310.81	1,236,153.00	0.7%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>17,728,648.58</b>	<b>17,484,962.00</b>	<b>-1.4%</b>

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	1,165,410.09	1,122,975.24	-3.6%
Classified Support Salaries		2200	1,934,076.59	1,763,279.85	-8.8%
Classified Supervisors' and Administrators' Salaries		2300	809,212.52	833,008.28	2.9%
Clerical, Technical and Office Salaries		2400	1,039,130.15	1,083,147.44	4.2%
Other Classified Salaries		2900	80,721.24	266,832.46	230.6%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>5,028,550.59</b>	<b>5,069,243.27</b>	<b>0.8%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	3,165,537.93	3,456,782.12	9.2%
PERS		3201-3202	996,209.50	1,407,779.46	41.3%
OASDI/Medicare/Alternative		3301-3302	593,338.68	641,329.00	8.1%
Health and Welfare Benefits		3401-3402	3,953,136.68	4,173,442.00	5.6%
Unemployment Insurance		3501-3502	148,355.78	11,277.10	-92.4%
Workers' Compensation		3601-3602	238,964.18	208,307.00	-12.8%
OPEB, Allocated		3701-3702	1,138,515.59	5,011,536.00	340.2%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	47,619.80	8,000.00	-83.2%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>10,281,678.14</b>	<b>14,918,452.68</b>	<b>45.1%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	489,727.89	732,369.77	49.5%
Books and Other Reference Materials		4200	20,070.65	21,621.22	7.7%
Materials and Supplies		4300	1,731,165.36	1,516,087.87	-12.4%
Noncapitalized Equipment		4400	1,215,566.83	1,064,391.20	-12.4%
Food		4700	627,860.85	727,573.88	15.9%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>4,084,391.58</b>	<b>4,062,043.94</b>	<b>-0.5%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	88,475.66	115,141.00	30.1%
Dues and Memberships		5300	628,400.05	600,000.00	-4.5%
Insurance		5400-5450	557,301.00	504,564.00	-9.5%
Operations and Housekeeping Services		5500	1,317,844.39	1,332,754.98	1.1%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,204,118.90	1,267,767.74	5.3%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	6,028,144.23	6,593,330.43	9.4%
Communications		5900	117,680.68	134,942.25	14.7%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>9,941,964.91</b>	<b>10,548,500.40</b>	<b>6.1%</b>
<b>DEPRECIATION AND AMORTIZATION</b>					
Depreciation Expense		6900	277,827.18	516,648.00	86.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
<b>TOTAL, DEPRECIATION AND AMORTIZATION</b>			<b>277,827.18</b>	<b>516,648.00</b>	<b>86.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	391,803.00	0.00	-100.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>391,803.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENSES</b>			<b>47,734,863.98</b>	<b>52,599,850.29</b>	<b>10.2%</b>

El Camino Real Charter High  
 Los Angeles Unified  
 Los Angeles County

Unaudited Actuals  
 Charter Schools Enterprise Fund  
 Expenses by Object

19 64733 1932623  
 Form 62  
 D8AJ9PAUWS(2022-23)

Description	Resource Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

El Camino Real Charter High  
Los Angeles Unified  
Los Angeles County

Unaudited Actuals  
Charter Schools Enterprise Fund  
Expenses by Function

19 64733 1932623  
Form 62  
D8AJ9PAUWS(2022-23)

Description	Function Codes	Object Codes	2022-23 Unaudited Actuals	2023-24 Budget	Percent Difference
<b>A. REVENUES</b>					
1) LCFF Sources		8010-8099	40,506,095.15	41,913,341.00	3.5%
2) Federal Revenue		8100-8299	4,617,669.19	4,105,132.00	-11.1%
3) Other State Revenue		8300-8599	7,680,324.82	3,326,474.00	-56.7%
4) Other Local Revenue		8600-8799	8,642,991.02	5,291,901.00	-38.8%
5) TOTAL, REVENUES			61,447,080.18	54,636,848.00	-11.1%
<b>B. EXPENSES (Objects 1000-7999)</b>					
1) Instruction	1000-1999		29,555,208.48	31,999,371.89	8.3%
2) Instruction - Related Services	2000-2999		8,186,970.18	16,757,494.83	104.7%
3) Pupil Services	3000-3999		3,627,651.68	727,573.88	-79.9%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		3,192,281.50	0.00	-100.0%
8) Plant Services	8000-8999		2,780,949.14	3,115,409.69	12.0%
9) Other Outgo	9000-9999	Except 7600-7699	391,803.00	0.00	-100.0%
10) TOTAL, EXPENSES			47,734,863.98	52,599,850.29	10.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)</b>			13,712,216.20	2,036,997.71	-85.1%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			13,712,216.20	2,036,997.71	-85.1%
<b>F. NET POSITION</b>					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	26,352,170.74	40,137,530.94	52.3%
b) Audit Adjustments		9793	73,144.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			26,425,314.74	40,137,530.94	51.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			26,425,314.74	40,137,530.94	51.9%
2) Ending Net Position, June 30 (E + F1e)			40,137,530.94	42,174,528.65	5.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	6,740,587.62	0.00	-100.0%
b) Restricted Net Position		9797	5,636,522.02	6,188,368.85	9.8%
c) Unrestricted Net Position		9790	27,760,421.30	35,986,159.80	29.6%

El Camino Real Charter High  
 Los Angeles Unified  
 Los Angeles County

**Unaudited Actuals**  
**Charter Schools Enterprise Fund**  
**Exhibit: Restricted Net Position Detail**

19 64733 1932623  
 Form 62  
 D8AJ9PAUWS(2022-23)

Resource	Description	2022-23 Unaudited Actuals	2023-24 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	412,852.02	964,698.85
5330	Child Nutrition: Summer Food Service Program Operations	217,171.10	217,171.10
5466	Child Nutrition: Supply Chain Assistance (SCA) Funds	86,278.27	86,278.27
6266	Educator Effectiveness, FY 2021-22	259,311.78	259,311.78
6318	Antibias Education Grant	96,020.00	96,020.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	1,088,379.00	1,088,379.00
7028	Child Nutrition: Kitchen Infrastructure Upgrade Funds	15,030.85	15,030.85
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	192,116.00	192,116.00
7412	A-G Access/Success Grant	345,050.00	345,050.00
7413	A-G Learning Loss Mitigation Grant	129,358.00	129,358.00
7435	Learning Recovery Emergency Block Grant	2,702,302.00	2,702,302.00
7810	Other Restricted State	92,653.00	92,653.00
Total, Restricted Net Position		5,636,522.02	6,188,368.85

# Coversheet

## 2023-2024 Budget Update and Readoption

**Section:** V. Finance  
**Item:** B. 2023-2024 Budget Update and Readoption  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

IV.B - Aug 2023 Cafeteria Update.pdf

IV.A\_B - 2023-24 UAR\_Adopted Budget Workbook & 9.15.23 revisions\_v2.pdf

IV.B - 2023-24 Monthly Att Breakdown - Month 1 Aug 2023.pdf

**ECRCHS Cafeteria  
Financial Summary  
SY 2024**

	Beginning Balance				180
	\$ 115,885.38				
	<b># of Serving Days</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>180</b>
	<b># of Instructional Days</b>	<b>13</b>	<b>13</b>	<b>179</b>	<b>BUDGET</b>
Month	July-23	August-23	FY 2024	Projected FY24	FY 2024
Students Approved for FRPM	211	989	989		
Breakfast Count	233	9,041	9,041	125,183	
Lunch Count	1,763	13,298	13,298	184,126	
<b>Total Meals Served</b>	<b>1,996</b>	<b>22,339</b>	<b>22,339</b>	<b>309,309</b>	<b>-</b>
<b>Avg. Meals/Day 23-24</b>	<b>-</b>	<b>1,718</b>	<b>1,718</b>	<b>1,718</b>	<b>-</b>
<b>Avg Meals/Day 22-23</b>	<b>-</b>	<b>1,874</b>	<b>1,701</b>		
			<b>1.01%</b>		
<b>REVENUE:</b>					
Federal Reimbursement	\$ 3,525	\$ 27,412	\$ 30,937	428,362	\$ 797,854
State Reimbursement	\$ 6,573	\$ 72,419	\$ 78,992	1,093,742	\$ 1,338,854
Total CNIPS Claim	\$ 10,098	\$ 99,831	\$ 109,930	1,522,104	\$ 2,136,708
Snacks/Seconds	\$ 462	\$ 6,032	\$ 6,494	89,917	\$ 85,919
Adult Meals	\$ -	\$ 1,104	\$ 1,104	15,283	\$ 27,828
Total A La Carte	\$ 462	\$ 7,136	\$ 7,598	105,200	\$ 113,747
<b>Total Revenue</b>	<b>\$ 10,560</b>	<b>\$ 106,967</b>	<b>\$ 117,527</b>	<b>\$ 1,627,304</b>	<b>\$ 2,250,455</b>
<b>EXPENSES:</b>					
Chartwells - Food Cost (54%)	\$ 5,005	\$ 47,067	\$ 52,071	720,987	\$ 409,449
Chartwells - Labor Cost (46%)	\$ 4,263	\$ 40,094	\$ 44,357	614,174	\$ 506,544
Chartwells Invoice -Gross	\$ 9,268	\$ 87,160	\$ 96,428	1,335,161	\$ 915,993
Commodities Credit	\$ -	\$ (2,863)	\$ (2,863)	(39,641)	
Chartwells Invoice-NET	\$ 9,268	\$ 84,297	\$ 93,565	1,295,520	\$ 915,993
FDP/USDA - Food Shipping Invoice			\$ -	\$ -	
Salary Expense	\$ 1,780	\$ 1,780	\$ 3,560	19,583	\$ 19,583
Other Expense (repairs/operations)		\$ 4,121	\$ 4,121	57,063	\$ 20,000
Cafeteria Infrastructure Investments	\$ 21,085	\$ -	\$ 21,085	291,946	\$ 200,000
<b>Total Expense</b>	<b>\$ 32,133</b>	<b>\$ 90,199</b>	<b>\$ 122,332</b>	<b>\$ 1,664,112</b>	<b>\$ 935,576</b>
<b>Net Gain/Loss - (Learning Loss)</b>	<b>\$ (21,573)</b>	<b>\$ 16,769</b>	<b>\$ (4,804)</b>	<b>\$ (36,809)</b>	<b>\$ 1,314,879</b>



ECRCHS - 22-23 Unaudited Actuals and 23-24 Adopted Budget

	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget (Approved, 6/23/23)			2023-2024 Projection Revisions, 9/15/23			Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted		Total
<b>Enrollment</b>					3,420			3,145			Projected 23/24 ADA 9/15/23
<b>ADA</b>					3,181			2,956			23/24 ADA (94% Attendance Yield)
<b>Per Student funding</b>					\$ 13,178			\$ 13,200			Rev. LCFF Rate from FCMAT- 10/22
<b>A. Revenues</b>											
LCFF/Revenue Limit Sources											
State Aid	8011	23,844,037		23,844,037	19,437,747		19,437,747	17,754,870		17,754,870	9.15 FCMAT Calc Projection
Education Protection Act	8012	3,139,278		3,139,278	11,911,772		11,911,772	10,895,446		10,895,446	9.15 FCMAT Calc Projection
State Aid (Prior Years)	8019	1,858,473		1,858,473			-			-	
In Lieu of Propety Tax	8096	11,664,307		11,664,307	10,563,822		10,563,822	10,369,607		10,369,607	\$3507.63 per ADA
<b>Total, LCFF/Revenue Limit Resources</b>		<b>40,506,095</b>	<b>-</b>	<b>40,506,095</b>	<b>41,913,341</b>	<b>-</b>	<b>41,913,341</b>	<b>39,019,923</b>	<b>-</b>	<b>39,019,923</b>	<b>-6.9%</b>
Federal Revenues											
Special Education - IDEA	8181		842,178	842,178		779,024	779,024		724,087	724,087	\$244.93/ADA - 23/24 FY
Child Nutrition - Federal	8220		770,071	770,071		797,854	797,854		797,854	797,854	15% increase in sales-Lowered for 9/23 enrollment
Donated Food Commodities	8221		29,834	29,834		34,000	34,000		34,000	34,000	
Title I	8290		440,047	440,047		385,058	385,058		351,680	351,680	Per CDE 8/23
Title II	8290		76,984	76,984		76,141	76,141		67,136	67,136	Per CDE 8/23
Title III - English Learners	8290		8,382	8,382		6,005	6,005		-	-	Not Applying on CON APP. not enough Students
Title IV	8290		30,206	30,206		29,545	29,545		29,665	29,665	Per CDE 8/23
Perkins	8290		56,173	56,173		56,173	56,173		56,173	56,173	
Dept of Rehab	8290			-			-			-	
ELC COVID Testing Award	8290		140,120	140,120			-			-	
ESSER I (COVID-19 Grant)	8290			-			-			-	
ESSER II (COVID-19 Grant)	8290		1,155,828	1,155,828			-			-	
ESSER III (COVID-19 Grant) (3213)	8290		335,816	335,816		1,179,433	1,179,433		1,099,207	1,099,207	Calc this years allocation
GEER (3215)	8290		57,063	57,063			-			-	
ELO ESSER II State Reserve (3216)	8290		353,713	353,713			-			-	
ELO GEER II (3217)	8290		81,180	81,180			-			-	
ELO ESSER III State Reserve Emergency Needs (3218)	8290			-		170,580	170,580		170,580	170,580	Calc this years allocation
ELO ESSER III State Reserve Learning Loss (3219)	8290		29,162	29,162		368,318	368,318		368,318	368,318	Calc this years allocation
Learning Loss & Mitigation (CRF)	8290			-			-			-	
Learning Loss & Mitigation (GEER)	8290			-			-			-	
Child Nutrition - Supply Chain Assistance (5466)	8220		19,824	19,824		86,278	86,278	111,348		111,348	
American Rescue Plan - Homeless Children & Youth (5634)	8290		7,132	7,132			-			-	
LEA Medi-Cal Billing	8590		54,757	54,757			-			-	
NJROTC	8290		129,200	129,200		136,723	136,723		136,723	136,723	
<b>Total, Federal Resources</b>		<b>183,957</b>	<b>4,433,713</b>	<b>4,617,669</b>	<b>-</b>	<b>4,105,132</b>	<b>4,105,132</b>	<b>111,348</b>	<b>3,835,422</b>	<b>3,946,770</b>	
Other State Revenues											
Child Nutrition - State	8520		1,155,907	1,155,907		1,338,854	1,338,854		1,246,429	1,246,429	Based on Cafeteria sales projections-Lowered for ADA loss
Mandated Cost Reimbursement	8550		166,604	166,604		175,474	175,474		163,099	163,099	\$55.17/ADA
State Lottery (Non Prop 20)	8560		816,059	816,059		540,702	540,702		502,571	502,571	\$170/ADA
State Lottery (Prop 20)	8560		461,869	461,869		213,100	213,100		198,072	198,072	\$67/ADA
Kitchen Infrastructure & Equipment	8590			-			-			-	
Kitchen Infrastructure & Training (7032)	8590		192,116	192,116			-			-	

ECRCHS - 22-23 Unaudited Actuals and 23-24 Adopted Budget

	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget (Approved, 6/23/23)			2023-2024 Projection Revisions, 9/15/23			Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted		Total
<b>Enrollment</b>					3,420			3,145			Projected 23/24 ADA 9/15/23
<b>ADA</b>					3,181			2,956			23/24 ADA (94% Attendance Yield)
<b>Per Student funding</b>					\$ 13,178			\$ 13,200			Rev. LCFF Rate from FCMAT- 10/22
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
A-G Completion Grant: A-G Access/Success Grants (7412)	8590		86,262	86,262		345,050	345,050		345,050	345,050	
A-G Completion Grant: Learning Loss & Mitigation (7413)	8590		32,339	32,339		129,358	129,358		129,358	129,358	
CTE	8590		101,793	101,793		180,000	180,000			-	\$98k Strong workforce program + CTE grant (\$180K over 2 years)
All Other State Revenue	8590	521,826		521,826	403,936		403,936	375,450		375,450	Supplemental Block Grant \$127/ADA
In-Person Instruction Grant	8590		46,210	46,210		-	-			-	
Ethnic Studies Grant	8590		92,653	92,653		-	-			-	
Expanded Learning Opportunities Grant	8590			-		-	-			-	
Educator Effectiveness	8590		118,374	118,374		-	-			-	
Antibias Education Grant	8590		98,000	98,000		-	-			-	
Art/Music Block Grant	8590		1,088,379	1,088,379		-	-		1,011,080	1,011,080	per CDE schedule 9.15
Learning Recovery Emergency Block Grant	8590		2,702,302	2,702,302		-	-			-	Fund Balance - pending plan
School Foods Best Practices (7033)	8590								88,516	88,516	New for 23/24
State Mental Health Related Services (6546)	8590								13,035	13,035	
<b>Total, State Revenues</b>		<b>1,504,489</b>	<b>6,176,203</b>	<b>7,680,692</b>	<b>1,120,112</b>	<b>2,206,362</b>	<b>3,326,474</b>	<b>1,041,120</b>	<b>3,031,540</b>	<b>4,072,660</b>	
<b>Other Local Revenues</b>											
Special Education - AB602	8311		3,271,577	3,271,577		3,087,154	3,087,154		2,869,444	2,869,444	\$970.62/ADA - 23/24 FY Rate
Food Service Sales	8634		99,222	99,222		113,747	113,747		105,894	105,894	Based on Cafeteria sales projections-lowered for ADA
Leases & Rentals	8560	59,797		59,797	65,000		65,000	65,000		65,000	
Other Local Revenue	8690	247,774		247,774	215,000		215,000	215,000		215,000	
Interest	8660	635,623		635,623	150,000		150,000	572,061		572,061	
Dividends	8661	618,644		618,644	400,000		400,000	400,000		400,000	
Net Increase (Decrease) in the Fair Value of Investments	8662	2,656,728		2,656,728	-		-			-	
Gain (Loss) Sale on Investments	8664	(891,381)		(891,381)			-			-	
LAUSD SpEd Option 3 Grant	8679		188,617	188,617		150,000	150,000	150,000		150,000	
Fundraising	8699	5,874		5,874	6,000		6,000	6,000		6,000	
Tuition	8710	1,585,180		1,585,180	945,000		945,000	945,000		945,000	Foreign Exchange estimate for 23/24
ASB Revenues	8804	164,967		164,967	160,000		160,000	160,000		160,000	
General Fund Contribution	8980	(2,300,898)	2,300,898	-						-	
<b>Total, Other Local Revenues</b>		<b>2,782,309</b>	<b>5,860,314</b>	<b>8,642,623</b>	<b>1,941,000</b>	<b>3,350,900</b>	<b>5,291,900</b>	<b>2,513,061</b>	<b>2,975,338</b>	<b>5,488,399</b>	
<b>Total Revenues</b>		<b>44,976,850</b>	<b>16,470,230</b>	<b>61,447,080</b>	<b>44,974,452</b>	<b>9,662,395</b>	<b>54,636,847</b>	<b>42,685,451</b>	<b>9,842,301</b>	<b>52,527,752</b>	
<b>B. Expenditures</b>											
<b>Certificated Salaries</b>											
Teachers' Salaries-Full-Time	1100	12,302,361	2,123,059	14,425,420	13,235,448	1,365,218	14,600,666	13,235,448	1,365,218	14,600,666	
Cert Pupil Supp Sal-Counselors	1200	1,450,063	627,360	2,077,424	1,342,754	305,389	1,648,143	1,342,754	305,389	1,648,143	
Cert Administrators	1300	1,202,492	23,313	1,225,805	1,074,934	161,219	1,236,153	1,014,934	161,219	1,176,153	Lowered for 2 Vacant Admin for 3 months
<b>Total, Certificated Salaries</b>		<b>14,954,917</b>	<b>2,773,732</b>	<b>17,728,649</b>	<b>15,653,136</b>	<b>1,831,826</b>	<b>17,484,962</b>	<b>15,593,136</b>	<b>1,831,826</b>	<b>17,424,962</b>	
<b>Classified Salaries</b>											
Non-certificated Instructional Aides' Salaries	2100	422,900	742,510	1,165,410		1,122,975	1,122,975		1,122,975	1,122,975	

ECRCHS - 22-23 Unaudited Actuals and 23-24 Adopted Budget

	2022-2023 Unaudited Actuals				2023-2024 Adopted Budget (Approved, 6/23/23)			2023-2024 Projection Revisions, 9/15/23			Comments
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
<b>Enrollment</b>					<b>3,420</b>			<b>3,145</b>			Projected 23/24 ADA 9/15/23
<b>ADA</b>					<b>3,181</b>			<b>2,956</b>			23/24 ADA (94% Attendance Yield)
<b>Per Student funding</b>					<b>\$ 13,178</b>			<b>\$ 13,200</b>			Rev. LCFE Rate from FCMAT- 10/22
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
Non-certificated Support Salaries	2200	1,759,325	174,752	1,934,076	1,648,156	115,124	1,763,280	1,648,156	115,124	1,763,280	
Non-certificated Supervisors' and Administrators' Sal.	2300	807,417	1,795	809,213	833,008	-	833,008	833,008	-	833,008	
Clerical and Office Salaries	2400	950,777	88,353	1,039,130	1,000,970	82,177	1,083,147	1,000,970	82,177	1,083,147	
Other Non-certificated Salaries	2900	25,964	54,757	80,721	266,832	-	266,832	266,832	-	266,832	
<b>Total, Classified Salaries</b>		<b>3,966,384</b>	<b>1,062,167</b>	<b>5,028,550</b>	<b>3,748,967</b>	<b>1,320,276</b>	<b>5,069,243</b>	<b>3,748,967</b>	<b>1,320,276</b>	<b>5,069,243</b>	
<b>Employee Benefits</b>											
State Teachers Retirement System (STRS) , Certificated Positions	3111	2,564,955	487,336	3,052,291	2,989,749	349,879	3,339,628	2,978,289	349,879	3,328,168	
State Teachers Retirement System (STRS), Classified Positions	3112	73,517	39,729	113,247	117,154	-	117,154	117,154		117,154	
Public Employees Retirement System (PERS), Certificated Positions	3211	27,491	27,099	54,590	55,305	-	55,305	55,305		55,305	
Public Employees Retirement System (PERS), Classified Positions	3212	746,157	195,462	941,620	1,000,224	352,250	1,352,474	810,182	285,322	1,095,504	81% employees eligible for PERS
OASDI, Certificated Positions	3311	7,317	7,295	14,612	-	-	-			-	
OASDI, Classified Positions	3312	199,262	49,485	248,747	232,436	81,857	314,293	232,436	81,857	314,293	
Medicare, Cert Positions	3331	216,846	40,219	257,065	226,970	26,561	253,532	226,100	26,561	252,662	
Medicare, Class Positions	3332	57,513	15,401	72,914	54,360.02	19,144.01	73,504	54,360	19,144	73,504	
Hlth & Wlfr Benefits, Cert	3411	2,427,440	314,648	2,742,089	2,551,726	343,851	2,895,577	2,551,726	343,851	2,895,577	7.2% increase in premium costs
Hlth & Wlfr Benefits, Class	3412	959,675	251,373	1,211,048	1,029,450	248,415	1,277,865	1,029,450	248,415	1,277,865	7.2% increase in premium costs
State Unemploy Insur, Cert Pos	3511	109,495	-	109,495	7,827	916	8,742	7,797	916	8,712	SUI Rate returns to 0.05% (23-24 rate @0.50%)
State Unemploy Insur, Clas Pos	3512	38,852	9	38,861	1,874	660	2,535	1,874	660	2,535	SUI Rate returns to 0.05% (23-24 rate @0.50%)
Worker Comp Insur, Cert Pos	3611	190,727	-	190,727	145,816	-	145,816	148,316	-	148,316	23/24 Proposal from CharterSAFE w/p/y adj
Worker Comp Insur, Class Pos	3612	48,215	22	48,237	62,491	-	62,491	62,491	-	62,491	23/24 Proposal from CharterSAFE
OPEB, Allocated, Certificated	3701	310,116	590,959	901,074	3,305,529	720,694	4,026,223	3,305,529	720,694	4,026,223	Increase for 11 new Retiree Payments @ 7.2% Increase for Retiree Payments- Reallocate Premium pmt shift
OPEB, Allocated, Classified	3702	84,460	152,982	237,441	867,075	118,238	985,313	867,075	118,238	985,313	
PARS, Class	3912	17,979	11	17,990	8,000	-	8,000	8,000	-	8,000	PARS-Renamed
<b>Total, Employee Benefits</b>		<b>8,109,647</b>	<b>2,172,031</b>	<b>10,281,678</b>	<b>12,655,988</b>	<b>2,262,465</b>	<b>14,918,453</b>	<b>12,456,084</b>	<b>2,195,538</b>	<b>14,651,622</b>	
<b>Supplies</b>											
Approved Textbooks & Core Curricula Materials	4100	5,007	484,721	489,728	519,270	213,100	732,370	519,270	213,100	732,370	Reduce line by \$400k, no textbooks being purchased, pending science books approval
Books & Other Reference Materials	4200	10,697	9,374	20,071	21,621		21,621	21,621		21,621	
Materials & Supplies	4300	62,321	20,334	82,655	85,373		85,373	85,373		85,373	
Instructional Materials & Supplies	4325	228,310	296,843	525,153	347,715	83,000	430,715	347,715	83,000	430,715	
Office Supplies	4330	189,068	8,674	197,742	180,000		180,000	180,000		180,000	
Non Instructional Student Materials & Supplies	4345	664,500	205,939	870,438	610,000	150,000	760,000	610,000	150,000	760,000	
ASB Supplies	4350	55,176	-	55,176	60,000		60,000	60,000		60,000	
Noncapitalized Equipment	4400	1,102,340	113,227	1,215,567	564,391	500,000	1,064,391	564,391	500,000	1,064,391	
Student Food Services	4710	3,672	624,189	627,861			727,574			727,574	Based on new food service projections
<b>Total, Supplies</b>		<b>2,321,091</b>	<b>1,763,301</b>	<b>4,084,392</b>	<b>2,388,370</b>	<b>1,673,674</b>	<b>4,062,044</b>	<b>2,388,370</b>	<b>1,673,674</b>	<b>4,062,044</b>	
<b>Services</b>											
Services & Other Operating Expenses	5000	250	-	250	700		700	700		700	

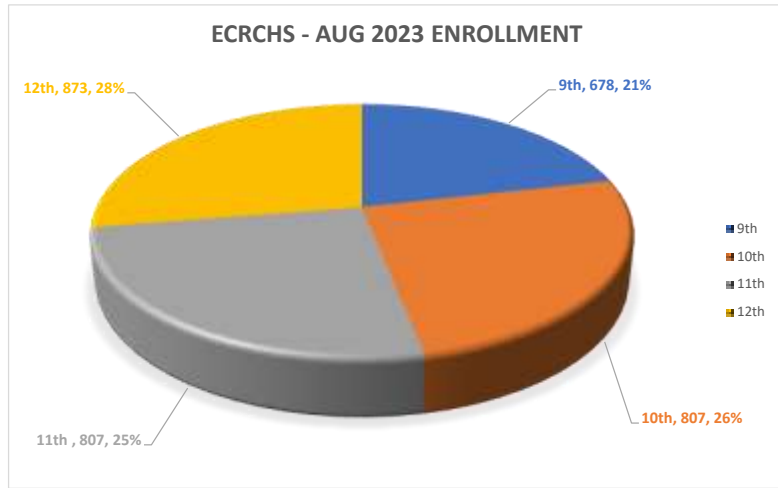
ECRCHS - 22-23 Unaudited Actuals and 23-24 Adopted Budget

	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget (Approved, 6/23/23)			2023-2024 Projection Revisions, 9/15/23			Comments	
<b>Enrollment</b>				<b>3,420</b>			<b>3,145</b>			<b>Projected 23/24 ADA 9/15/23</b>	
<b>ADA</b>				<b>3,181</b>			<b>2,956</b>			<b>23/24 ADA (94% Attendance Yield)</b>	
<b>Per Student funding</b>				<b>\$ 13,178</b>			<b>\$ 13,200</b>			<b>Rev. LCFF Rate from FCMAT- 10/22</b>	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
Subagreements for Services	5100			-	-	-	-	-	-	-	
Travel & Conferences	5200	72,249	5,274	77,524	4,000	35,000	39,000	4,000	35,000	39,000	
Conferences and Professional Development	5210	8,943	1,759	10,702		76,141	76,141		76,141	76,141	reclass to different categories in 23/24
Dues & Memberships	5300	472,415	155,985	628,400		600,000	600,000		600,000	600,000	includes subscriptions/licenses vetted by tech committee
Insurance	5400	557,301	-	557,301	504,564		504,564	504,564		504,564	23/24 Proposal from CharterSAFE
Operations & Housekeeping	5500	627,043	60,281	687,324	632,054		632,054	711,037		711,037	
Security	5520	599,650	47,497	647,147	700,701		700,701	669,474		669,474	
Rentals, Leases, & Repairs	5600	181,060	66,513	247,573	400,000		400,000	400,000		400,000	increased for LAUSD repairs
Equipment Leases	5605	(8,639)		(8,639)	10,000		10,000	10,000		10,000	received credit for copier service
Rent	5610	3,492		3,492	-		-	-		-	reclass to different categories in 23/24
Repairs and Maintenance - Computers	5616	13,033		13,033	20,000		20,000	20,000		20,000	
Utilities	5620	902,165		902,165	767,768		767,768	934,102		934,102	
Other Rentals, Leases and Repairs 1	5631	36,163	10,332	46,495	70,000		70,000	70,000		70,000	
Other Services & Operating Expenses	5800	26,590	-	26,590	34,892		34,892	34,892		34,892	
Investment Taxes	5807	692	-	692	31		31	31		31	
Investment Fees	5808	119,805	-	119,805	200,000		200,000	200,000		200,000	
Banking Fees	5809	21,124	-	21,124	21,000		21,000	21,000		21,000	
Transportation	5811	-		-	240,000	25,000	265,000	350,000	25,000	375,000	Transportation Contract - MG Express
Business Services	5812	32,000	-	32,000	42,000		42,000	42,000		42,000	ICON Services - transferring in house
Consultants - Instructional	5815	413,769	1,369,184	1,782,953	586,804	1,064,271	1,651,075	1,651,075	-	1,651,075	
Consultants - Non Instructional	5820	336,559	945,551	1,282,109	506,806	916,669	1,423,475	1,369,160	55,000	1,424,160	
ASB Consultants	5825	5,745	-	5,745			-			-	
Field Trips Expenses	5830	443,939	46,789	490,729	100,000	150,000	250,000	100,000	150,000	250,000	reclass from field trip expenses (5830 to 5811)
Fines and Penalties	5833	279	-	279	300		300	300		300	
ASB Events or Field Trip	5835	700	-	700	10,000		10,000	10,000		10,000	
Onboarding Fees	5840	3,089	-	3,089	3,000		3,000	3,000		3,000	
Professional Development	5841	1,079	60	1,139	-	-	-	-	-	-	reclassified to materials and supplies
Legal Fees	5845	223,246	79,699	302,945	241,000	78,000	319,000	347,592	78,000	425,592	<b>Pending Settlements-New</b>
Licenses and Other Fees	5848	4,018	-	4,018	5,000		5,000	5,000		5,000	
Marketing and Student Recruiting	5851	2,978	-	2,978	214,500		214,500	214,500		214,500	Base plan for marketing
Payroll Fees	5857	105,748	18,642	124,390	117,671		117,671	130,610		130,610	
Prior Yr Exp (not accrued)	5861			-			-			-	
LAUSD Special Education Fee	5872	47,975	730,031	778,006	-	773,236	773,236	-	718,706	718,706	20% of sped revenue
Substitutes	5884	818,473	184,156	1,002,629	813,318		813,318	952,629		952,629	Increased sub needs based on absences and teachers being on leave (1/2 time illness)
Bad Debt Expense	5898			-			-			-	
Other Expenses	5899	18,737	10,860	29,597	30,000		30,000	30,000		30,000	
Communications	5900	106,971	10,709	117,681	134,942		134,942	95,302		95,302	<b>Lower for Connectivity offsets</b>
<b>Total, Services</b>		<b>6,198,644</b>	<b>3,743,321</b>	<b>9,941,965</b>	<b>6,411,051</b>	<b>3,718,317</b>	<b>10,129,367</b>	<b>8,880,967</b>	<b>1,737,847</b>	<b>10,618,814</b>	
<b>Capital Outlay</b>											
Sites & Improvement	6100						-			-	
Buildings & Improvement	6200				362,461	1,379,390	1,741,851	362,461	1,379,390	1,741,851	Priority 1 Capital Improvements
Equipment & Technology	6400				150,113		150,113	150,113		150,113	Priority 1 Tech Improvements
Equipment/Furniture Replacement	6500						-			-	
<b>Total, Capital Outlay</b>					<b>512,574</b>	<b>1,379,390</b>	<b>1,891,964</b>	<b>512,574</b>	<b>1,379,390</b>	<b>1,891,964</b>	

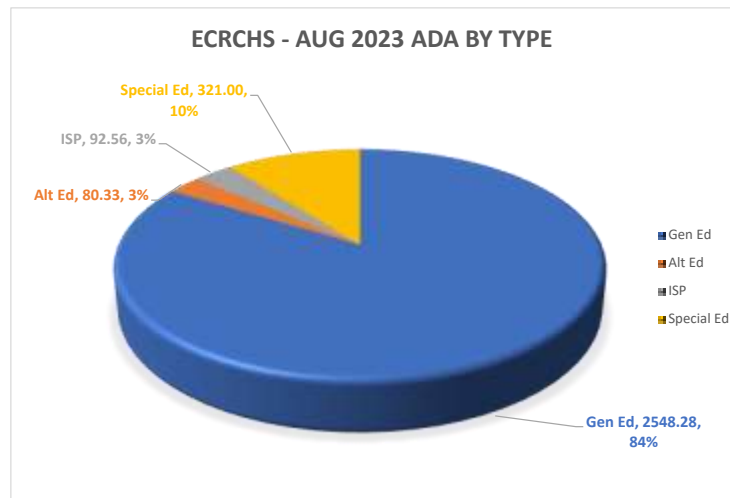
ECRCHS - 22-23 Unaudited Actuals and 23-24 Adopted Budget

	2022-2023 Unaudited Actuals			2023-2024 Adopted Budget (Approved, 6/23/23)			2023-2024 Projection Revisions, 9/15/23			Comments	
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted		Total
<b>Enrollment</b>					3,420			3,145			Projected 23/24 ADA 9/15/23
<b>ADA</b>					3,181			2,956			23/24 ADA (94% Attendance Yield)
<b>Per Student funding</b>					\$ 13,178			\$ 13,200			Rev. LCFF Rate from FCMAT- 10/22
	Obj Code	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	
Depreciation Expense (Financial Reporting Basis)	6900	277,827		277,827	516,648		516,648	516,648		516,648	based on increase in capital projects
Other Outgo											
Indirect Cost (LAUSD)	7299	391,803		391,803	419,133		419,133	390,199		390,199	
Interest	7438			-			-			-	
<b>Total, Other Outgo</b>		<b>391,803</b>	<b>-</b>	<b>391,803</b>	<b>419,133</b>	<b>-</b>	<b>419,133</b>	<b>390,199</b>	<b>-</b>	<b>390,199</b>	
<b>Total Expenditures (Financial Reporting Basis)</b>		<b>36,220,313</b>	<b>11,514,551</b>	<b>47,734,864</b>	<b>41,793,293</b>	<b>10,806,558</b>	<b>52,599,851</b>	<b>43,974,371</b>	<b>8,759,161</b>	<b>52,733,532</b>	
<b>Total Expenditures (Cash Reporting Basis)</b>		<b>35,942,486</b>	<b>11,514,551</b>	<b>47,457,037</b>	<b>41,789,219</b>	<b>12,185,948</b>	<b>53,975,167</b>	<b>43,970,297</b>	<b>10,138,551</b>	<b>54,108,848</b>	
<b>C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis</b>		<b>8,756,538</b>	<b>4,955,679</b>	<b>13,712,217</b>	<b>3,181,160</b>	<b>(1,144,163)</b>	<b>2,036,997</b>	<b>(1,288,920)</b>	<b>1,083,140</b>	<b>(205,780)</b>	
<b>C. Ending Balance: Excess (Deficiency) - Cash Reporting</b>		<b>9,034,365</b>	<b>4,955,679</b>	<b>13,990,044</b>	<b>3,185,234</b>	<b>(2,523,553)</b>	<b>661,681</b>	<b>(1,284,846)</b>	<b>(296,250)</b>	<b>(1,581,096)</b>	
<b>D. Net Increase (Decrease)</b>		<b>8,756,538</b>	<b>4,955,679</b>	<b>13,712,217</b>	<b>3,181,160</b>	<b>(1,144,163)</b>	<b>2,036,997</b>	<b>(1,288,920)</b>	<b>1,083,140</b>	<b>(205,780)</b>	
<b>E. Fund Balance</b>											
Components of Fund Balance											
5310 -Cafeteria				\$ 412,852.02							
5330 -Summer School Cafeteria				\$ 217,171.10							
5446 - Supply Chain Assistance				\$ 86,278.27							
6266 - Educator Effectivness				\$ 259,311.78							
6318 - Anti-Bias Education				\$ 96,020.00							
6762 - Art/Music Block Grant				\$ 1,088,379.00							
7028 - Kitchen Infrastructure & Equipment				\$ 15,030.85							
7032 - Kitchen Infrastructure & Training				\$ 192,116.00							
7412- A-G Completion Grant: A-G Access/Success Grants				\$ 345,050.00							
7413 - A-G Completion Grant: Learning Loss & Mitigation				\$ 129,358.00							
7435 -Learning Recovery Emergency Block Grant				\$ 2,702,302.00							
7810 - Ethnic Studies Block Grant				\$ 92,653.00							
OPEB Contributions				\$ 3,275,373.00							
Interest from OPEB				\$ 246,898.99							
Total Restricted Fund Balance				\$ 9,158,794.01							
<b>Total Unassigned/Unappropriated</b>				<b>4,553,422.53</b>							

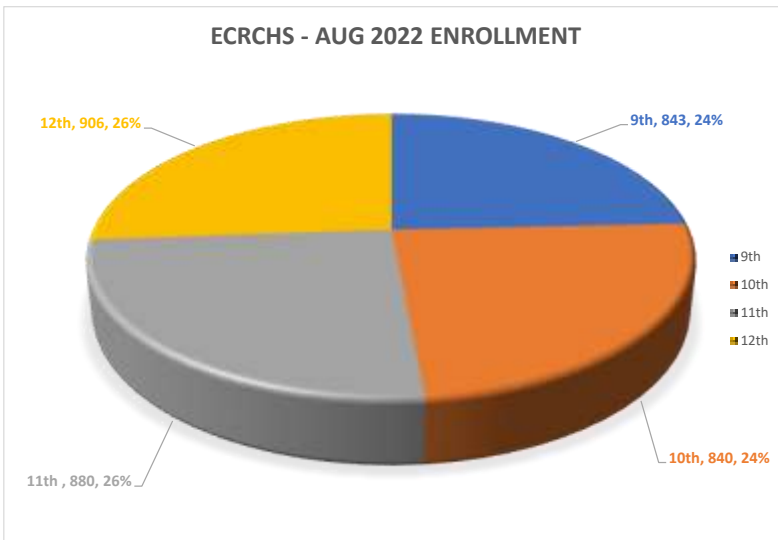
**ECRCHS ADA - Aug 23 vs Aug 22 Enrollment, and ADA by Type**



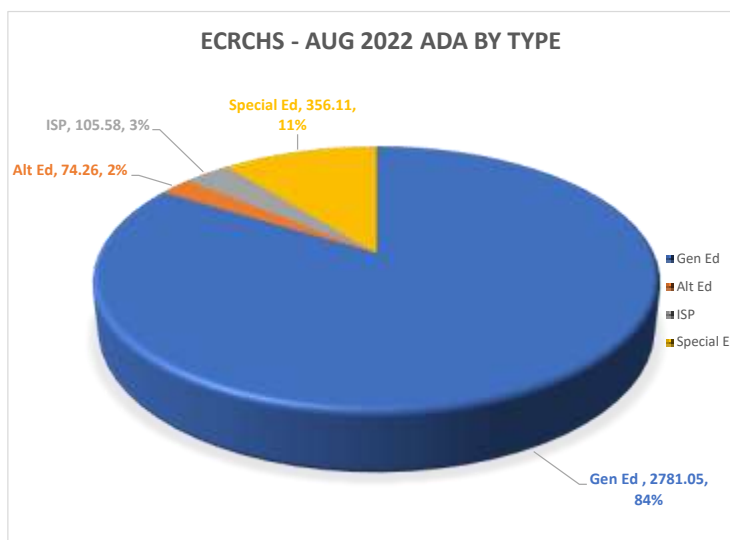
Grade	9th	10th	11th	12th	Total
Aug 2023 Enrollment	678	807	807	873	3165



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Aug ADA	2548.28	80.33	92.56	321.00	3042.17



Grade	9th	10th	11th	12th	Total
Aug 2022 Enrollment	843	840	880	906	3469



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Aug ADA	2781.05	74.26	105.58	356.11	3317

# Coversheet

## Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2023-2024

**Section:** VI. School Business  
**Item:** A. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2023-2024  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 230830 ECRCHS EMPLOYEE HANDBOOK (redline).pdf

# EMPLOYEE HANDBOOK



Revised [July 2023](#)  
Board Approved August 25th, 2022



## FOREWORD

Dear Valued Employee:

Congratulations and welcome to El Camino Real Charter High School (“ECRCHS” or the “School”). Whether you have recently joined our team or have worked with us for some time, we are excited to work with you. Your performance will be an integral part of the School’s future success. In order to help you perform at your full potential and create a safe and enjoyable work environment, we are providing you this Employee Handbook to inform you of the many important aspects of your employment and guide you along the way.

There are a few things to keep in mind when reading this Employee Handbook. This document is not a comprehensive compilation of all ECRCHS policies and procedures and does not cover all possible circumstances and exceptions that may arise. Many of the policies summarized in this Employee Handbook are covered in more detail in other official documentation. Consult such documentation for additional information regarding specific policies. Please address any specific questions regarding the interpretation or applicability of ECRCHS policies and procedures to Human Resources or such designated ECRCHS officer or manager. Note that the terms of the official ECRCHS insurance and benefits policies supersede any terms to the contrary stated herein.

This Employee Handbook is not an employment contract, and nothing in this Employee Handbook gives you any right, expressed or implied, to continued employment. Furthermore, all terms, conditions, policies, and procedures as stated in this document are subject to change, and nothing stated herein is to be construed as a guarantee of employment or creates a fixed term for your employment.

As the School’s employee you have an obligation to be familiar with and adhere to the information provided to you in this Employee Handbook.

Please take time to thoroughly review this Employee Handbook, noting how each section relates to your employment. Pass along any questions or concerns you may have to your immediate supervisor. We look forward to a harmonious and mutually fruitful relationship with you and are confident you will find your experience with us dually rewarding.

Lastly, please note that ECRCHS recognizes all sanctioned labor unions and their role in representing the interests of the School’s unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements held by such unions. When a policy in this Handbook contradicts terms and conditions set out in the collective bargaining agreement, the collective bargaining agreement shall take precedence for applicable employees only.

Again, welcome!

David Hussey  
Executive Director, ECRCHS

## Table of Contents

1.1	Who Are We? .....	1
1.2	This Employee Handbook .....	1
1.3	Policy Changes .....	1
1.4	No Guarantee of Employment .....	1
1.5	At-Will Employment .....	2
2.1	Employee Classification Categories .....	3
2.2	Confidentiality .....	4
2.3	Confidential Information .....	4
2.4	Student Information .....	4
2.5	Conflicts of Interest .....	5
2.6	Employment of Relatives and Personal Relationships .....	5
2.7	Personnel Files.....	5
2.8	Child Abuse and Neglect Reporting / Additional Training.....	6
2.9	Criminal Background Checks.....	7
2.10	Tuberculosis Testing.....	7
2.11	Healthcare Information .....	8
2.12	Immigration Compliance .....	8
2.13	Political Views.....	8
2.14	Termination and Change of Employment Status .....	9
2.15	Return of ECRCHS Property .....	9
2.16	Rehire .....	10
2.17	Labor Unions .....	10
3.1	Payment of Wages .....	11
3.2	Overtime Pay .....	11
3.3	Payroll Withholdings .....	11
3.4	Faithful Performance .....	12
3.5	Outside Work.....	13
3.6	Expense Reimbursements .....	13
3.7	Meal Breaks.....	14
3.8	Rest Breaks.....	14
3.9	Lactation Accommodation.....	15
3.10	Time Reporting.....	15
3.11	Attendance.....	15
3.12	Performance Reviews and Pay Increases .....	16
3.13	Payroll Policies.....	16
4.1	Equal Employment Opportunity .....	17
4.2	Professional Boundaries: Staff/Student Interaction Policy .....	18
4.4	Whistleblower Policy.....	24
4.5	Standards of Conduct and Discipline.....	24
4.6	Giving and Accepting Gifts .....	26
4.7	Internal Promotions and Transfers .....	27
4.8	Dress Code.....	27
4.9	Safety.....	27
4.10	Fire Safety .....	27
4.11	Closed Circuit Television System (CCTV) .....	28
4.12	Identification Badges .....	28
4.13	Workplace Bullying.....	28
4.14	Workplace Violence .....	28
4.15	Drug-Free Workplace .....	28
4.16	Drug Testing.....	29
4.17	Searches.....	30

4.18 Smoke-Free Workplace ..... 30

4.19 Computer and Electronic Communication Policy..... 30

4.20 Social Media..... 32

4.21 Personal Phone Calls and Cell Phone Use ..... 33

4.22 ECRCHS Equipment and Property ..... 33

4.23 Parking ..... 33

4.24 Solicitations in the Workplace ..... 34

5.1 Benefits Generally ..... 35

5.3 Medical and Dental Insurance ..... 35

5.4 COBRA ..... 36

5.5 Worker’s Compensation ..... 37

5.6 State Disability Insurance ..... 38

5.7 Social Security..... 38

5.8 Unemployment Insurance..... 38

5.9 Flexible Spending Account..... 38

5.10 Tuition Reimbursement ..... 39

5.11 Retiree Benefits ..... 39

6.1 Work Calendar..... 40

6.2 Holiday Time Off ..... 40

6.3 Requesting Leave ..... 40

6.4 Vacation Leave..... 41

6.5 Sick Leave ..... 41

6.6 Personal Necessity Leave ..... 42

6.7 Family Care and Medical Leave ..... 44

6.8 California Paid Family Leave ..... 49

6.9 Pregnancy Disability Leave..... 49

6.10 Military and Military Spousal Leave of Absence..... 53

6.11 Bereavement Leave ..... 54

6.12 Jury Duty ..... 54

6.13 Voting Leave..... 55

6.14 School Appearance and Activities Leave ..... 55

6.15 Bone Marrow and Organ Donor Leave..... 55

6.16 Victims of Abuse Leave ..... 56

**APPENDIX A Harassment/Discrimination/Retaliation Complaint Form**

**APPENDIX B Internal Complains Form**

**Employee Acknowledgent**

## SECTION I - Introduction

### 1.1 Who Are We?

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.

### 1.2 This Employee Handbook

This Employee Handbook summarizes some of the School's key expectations and employment policies. As such, it cannot provide guidance for every possible circumstance that may arise during employment and is not intended as an exhaustive resource for all ECRCHS policies. Furthermore, should any provision of this Handbook contradict a provision of an applicable collective bargaining agreement at ECRCHS, the applicable collective bargaining agreement shall be controlling. Employees who desire elaboration on specific policies should refer to official policy documentation or consult a supervisor.

This Employee Handbook replaces all prior employee handbooks, employment policies, and ECRCHS rules and practices, expressed or implied, whether written or oral. In addition, this Employee Handbook is subject to the provisions of official ECRCHS policy documents, including insurance and benefits policies, plan documents, and applicable law. All ECRCHS employees are required to abide by the terms of this Employee Handbook as a condition of employment. The terms of an individual employee's employment contract may supersede this Employee Handbook where applicable.

### 1.3 Policy Changes

As circumstances warrant, ECRCHS may, in its sole discretion, deviate from the terms stated herein as it sees fit. ECRCHS has the express right to amend, modify, revoke, and add to the terms of this Employee Handbook as well as other official ECRCHS policy documentation. The terms of this Employee Handbook may only be altered through official ECRCHS written policy notices. No terms of this Employee Handbook may be altered via oral statements or other representations. The School's interpretation of the terms stated herein is absolute. Employees who need clarification as to the School's policy on a specific matter should consult a human resources manager or such designated ECRCHS officer or manager. Each employee is responsible for remaining informed of policy changes.

### 1.4 No Guarantee of Employment

Nothing in this Employee Handbook creates a binding employment contract between ECRCHS and its employees or provides a guarantee of continued employment for any amount of time. At-will employment status may only be altered through an express, signed, written agreement between ECRCHS and an employee to that specific and intended effect.

## **1.5 At-Will Employment**

While most employment with ECRCHS is contractual and as dictated by an applicable collective bargaining agreement, some employees and all extra positions are employed on an at-will basis. Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. As has always been the case at ECRCHS, either ECRCHS or the at-will employee may conclude the employment relationship either with or without advance notice, at any time and for any reason, and no term in this Employee Handbook will alter or restrict the right of ECRCHS or an at-will employee to end the employment relationship accordingly. Nothing in this Employee Handbook impairs the School's right to make changes in employment status, including without limitation promotions and demotions, reassignments, transfers, and wage and benefit changes. ECRCHS may only enter into an employment relationship that is not on an at-will basis through a written employment agreement signed by the Executive Director, or an ECRCHS officer or manager authorized with such capacity by the Executive Director.

## SECTION II - Employment Policies

### 2.1 Employee Classification Categories

All ECRCHS employees are either classified as exempt or nonexempt.

**Exempt Employees** - Employees exempted from the minimum wage and overtime provisions hold positions that satisfy all applicable legal requirements. These employees are generally executives, managers, professionals, administrators, and technical staff who receive salaries. Moreover, certificated staff (teachers) are all exempt employees.

**Nonexempt Employees** - Employees who are NOT exempt hold positions which do not satisfy the legal requirements for exempt employees. These employees are typically paid on an hourly basis.

In addition, the following mutually exclusive classifications apply to both exempt and nonexempt employees and help determine an employee's employment status and eligibility for employee benefits, but in no way guarantee continued employment for any amount of time:

**Regular Full-Time Employees** - Employees are considered full-time employees if they are normally scheduled to work at least thirty (30) hours per week. These employees are generally eligible to receive ECRCHS benefits, if any, subject to the terms and conditions of each benefit plan. Please note this includes those staff members who may only work one hundred eighty-two (182) days per calendar year.

**Regular Part-Time Employees** - Employees are considered part-time employees if they are NOT normally scheduled to work at least thirty (30) hours per week during the regular School year, or if they only irregularly work thirty (30) or more hours per week. These employees are NOT generally eligible to receive ECRCHS benefits but shall receive any benefits required by law.

**Temporary Employees** - Full-time or part-time employees hired for a limited duration, generally for three (3) months or less, are considered temporary employees. These employees are typically interim replacements or hired for work on a specific project. Temporary employee work duration may be extended upon written permission; however, status as a temporary employee may only be changed by a written agreement signed by authorized ECRCHS personnel. Temporary employees are employed on an at-will basis unless expressly stated otherwise in a written employment agreement with ECRCHS. As at-will employees, temporary employees may be terminated prior to the end of the initially planned work duration for any or no reason, with or without notice. Temporary employees are generally not eligible for ECRCHS benefits unless required by law or expressly stated otherwise in a written employment agreement.

Employees not notified of their particular classification upon hire should ask Human Resources. Note that independent contractors are not ECRCHS employees. As such, they are not entitled to receive ECRCHS benefits unless expressly provided in a

written agreement between such individuals and ECRCHS. Furthermore, these individuals will have control over the manner of completing assigned tasks, while ECRCHS has control over assigning the tasks that independent contractors complete and defining the specific outcomes sought.

## 2.2 Confidentiality

ECRCHS requires that employees keep strictly confidential certain information related to ECRCHS and those with which ECRCHS conducts business. Employees are prohibited from disclosing "**Confidential Information**," as defined below, to any external parties without prior ECRCHS authorization or to other ECRCHS employees or independent contractors who do not have a legitimate business reason to know such information. External parties are any person or entity besides the School's employees, representatives, and authorized agents. Employees must maintain confidentiality in all locations, all modes of communication, and at all times, continuing indefinitely after termination of their employment relationship with ECRCHS. Employees are responsible for knowing what information should be treated as Confidential Information and should consult their supervisor for clarification if in doubt.

## 2.3 Confidential Information

Includes all information relating to students, personal information, Schools attended, addresses, contact numbers and progress information is confidential in nature, and may not be shared with or distributed to unauthorized parties. All records concerning special education pupils shall be kept strictly confidential and maintained in separate files. Confidential information also includes information that relates to ECRCHS, its operations, or technology that is generally not known to the public such as, but not limited to, attorney communications. Personnel information regarding ECRCHS employees is also considered confidential and must be safeguarded from disclosure.

Employees can help ECRCHS safeguard its Confidential Information by adhering to the following guidelines:

- Do not discuss Confidential Information in public places.
- When discussing Confidential Information, or matters that may potentially pertain to Confidential information, employees should be aware of who is around them and consider whether they have a specific need to know such.
- Do not take hard copies of Confidential Information off ECRCHS premises unless absolutely necessary. If an employee does so, they should be sure to keep such information in a safe and secure place.
- Keep electronically stored Confidential Information password protected, and store hard copies out of sight in secure locations.
- Shred or tear up hard copies of Confidential Information before disposing in the trash.

Failure to maintain confidentiality may result in disciplinary action, up to and including release from at-will employment or dismissal for cause.

## 2.4 Student Information

Student information and records are private and confidential under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the California Constitution.

As such, student information is to remain confidential at all times, and may not be disclosed to anyone unless there is a direct educational need or safety issue involved. This includes, but is not limited to, any disciplinary action taken against a student.

## 2.5 Conflicts of Interest

All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

## 2.6 Employment of Relatives and Personal Relationships

Nepotism and favoritism may jeopardize ECRCHS operations and success. Therefore, employees are prohibited from supervising or reporting to their relatives or persons with whom they have close personal relationships outside of their employment with ECRCHS, except where such relationships are disclosed to and approved by a senior member of the Business Office. "**Relatives**" include spouses/domestic partners, children (including adopted children), parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brother-and sister-in-law, mother- and father-in-law, and relatives of domestic partners. "**Close personal relationships**" include relationships with persons with whom the employee shares a household, dates, or has had personal and close friendships for an extended period of time outside of employment with ECRCHS. Typically, informal acquaintances are not considered close personal relationships.

In order to safeguard ECRCHS interests, employees must disclose any relatives or close personal relationships that exist or may exist with other ECRCHS employees, contractors, consultants, students, or suppliers. An employee should also disclose this fact if, during employment, the employee becomes a relative of or develops a close personal relationship with (through marriage or dating, for instance) another employee, contractor, consultant, student, or supplier.

The Business Office may approve working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of ECRCHS operations or activities, for instance, by creating potential supervisory, morale, safety, fairness, or public relations problems. Where possible, ECRCHS will strive to neutralize such conflicts of interests without impairing the benefits employees receive from ECRCHS; however, ECRCHS reserves the right to take any action necessary to remove conflicts of interest that threaten ECRCHS interests.

## 2.7 Personnel Files

ECRCHS maintains confidential employee records and files according to law. Supervisors and managers may only have access to an employee's file with a legitimate business need to know and as permitted by applicable law. Current and former



employees are entitled to access their files upon providing reasonable notice.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative at a mutually convenient time during regular business hours inside of the office or department where they are normally stored. Employees may not tamper with or remove any part of their personnel file; however, they are entitled to copies of any documents contained in their personnel file. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations or as otherwise legally required.

Should an employee wish to dispute any item in their file, they are permitted to make a signed and dated written statement of the dispute that will become part of their file as well.

A personnel file is comprised of documents and information relating to each employee's relationship with ECRCHS, including among other items the employment application, employment history verification documents, resumes, background checks, emergency contact information, contracts of employment, tax forms, payroll and benefits information, and performance reviews, if any of these should exist and according to ECRCHS policy.

Employees are required to notify the fiscal analyst/specialist, as applicable, if any information previously provided to ECRCHS should change, including information provided on an employment application or form, insurance form, or tax form. Misrepresenting information in an employee file or failing to correct a known mistake in the file, is grounds for discipline, possibly including immediate termination.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

## **2.8 Child Abuse and Neglect Reporting / Additional Training**

California Penal Code Section 11166 requires any child care custodian who has knowledge of, or observes, a child in their professional capacity or within the scope of their employment whom the employee 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.

By acknowledging receipt of this Handbook, employees acknowledge that they are child care custodians and certifying that they have knowledge of California Penal Code Section 11166 and will comply with its provisions.

In addition to the mandated reporter training, all individuals working or volunteering at ECRCHS will be required to complete additional online training on those subjects required under California law. This shall include, but not necessarily be limited to, subjects related to Bloodborne Pathogens, Sexual Harassment, and Youth Suicide. All employees and volunteers will be required to complete the training within the timeline specified by the School.

## 2.9 Criminal Background Checks

As required by law, all individuals working or volunteering at ECRCHS will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. **Similarly, convictions involving crimes of moral turpitude (e.g., fraud), child abuse or neglect, violence, or any offense which may make the employee unsuitable/undesirable to work around students may also serve as a bar to employment at the School.** Additionally, should an employee be arrested for, charged with, or convicted of any offense during his/her employment with the School, the employee must immediately report as much to the Executive Director.

## 2.10 Tuberculosis Testing

All employees of the School must submit written proof from a health care provider of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of

the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School.

### **2.11 Healthcare Information**

Information related to an employee's healthcare enrollment or plan will be managed according to the School's policy for conformity with the Health Insurance Portability and Accountability Act (HIPPA), as applicable. ECRCHS does not regularly maintain records of its employees' private healthcare information, and any such information voluntarily shared with ECRCHS by an employee will be kept confidential.

### **2.12 Immigration Compliance**

ECRCHS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States. However, ECRCHS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual for holding or presenting a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant. If a search of employee records is authorized by a valid subpoena or judicial warrant, the School will give employees notice of the inspection both before and after it has occurred as required by law.

If any employee has questions or needs more information on immigration compliance issues, they should contact the Human Resources department.

### **2.13 Political Views**

ECRCHS will not discriminate against employees based on their engaging in legal political activities or their affiliation with a particular political view or group. However, ECRCHS encourages employees to focus this expression exclusively

*outside* of their role at ECRCHS. All employees have a responsibility to ensure that the political views they communicate, and political activities engaged in are seen as separate from ECRCHS and their role as a ECRCHS employee.

## 2.14 Termination and Change of Employment Status

A change in employment status may occur for different reasons, including termination by ECRCHS, resignation, abandonment, reassignment, or retirement. Should a change in employment status occur, wages will only accrue up to the effective date of separation with ECRCHS, unless contrary to a written employment contract or state law.

- **Termination by ECRCHS** – Any employee whose employment is governed by a collective bargaining agreement may only have their employment terminated in accordance with the collective bargaining agreement. Unless expressly prohibited by statute, all other employees without a written employment agreement to the contrary are employed on an "at-will" basis. This means that ECRCHS may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** - If an employee is an at-will employee, they may choose to conclude the employment relationship at any time and for any reason. If an employee is considering resignation, they are encouraged to consult their supervisor in order to discuss whether other options are available to accommodate an employee's needs. If an employee does decide to resign, ECRCHS asks that they provide at least two (2) weeks advance written notice of their departure. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of ECRCHS. At the School's sole discretion and business needs under the circumstances, ECRCHS may choose to require an employee's immediate departure. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.
- **Job Abandonment** – Job abandonment occurs where an employee fails to be present during scheduled work hours for three (3) or more consecutive days without prior approval for the absence. If an employee is considering abandoning their position with ECRCHS, employees are encouraged to consult their supervisor in order to discuss whether options are available to accommodate the employee's needs.
- **Reassignment** - Based on ECRCHS needs, employment status may occasionally change through ECRCHS reassigning an employee to a different shift, department, or location, unless the employee has a written employment contract to the contrary. ECRCHS may choose to take into consideration employee requests concerning reassignment. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.
- **Retirement** - Employees seeking to retire must provide at least four (4) weeks' advance written notice to a human resources manager. This will allow ECRCHS sufficient time to finalize any payroll and benefits issues, determine and prepare for any hiring needs, and wrap up all other outstanding employment matters related to the planned retirement. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.

## 2.15 Return of ECRCHS Property

Employees must return all ECRCHS property in their possession upon ending employment with ECRCHS. Unless otherwise notified, ECRCHS property includes, but is not limited to, identification cards, uniforms, cell phones, laptops, electronics, office supplies, keys, and all other tangible items in the possession of employees that is provided to the employee by ECRCHS. Employees may be provided with a voluntary option of purchasing property which they have used while employed with ECRCHS on an “as is” basis.

Upon formal approval from the Business Office, employees will be provided with the market cost of specific property and required to pay for said property in full prior to exchanging ownership of the property. ECRCHS is not responsible for any previous or future damage or maintenance needs of purchased equipment.

#### **2.16 Rehire**

ECRCHS, in its sole discretion, may choose to rehire former employees. Former employees are still required to submit to the School’s regular hiring process and screening, including, at the School’s discretion, submitting an employment application and completing any required exams. Hiring managers seeking to hire former employees must submit a request for review and approval from a human resources manager prior to hiring. Except when set forth by written employment agreement or applicable law, former employees who are rehired will begin accruing benefits at the same rate and in the same manner as new employees, and tenure for all purposes will be calculated starting from the date of rehire.

#### **2.17 Labor Unions**

ECRCHS recognizes all sanctioned labor unions and their role in representing the interests of the School’s unionized employees. This Employee Handbook does not impair or otherwise alter any terms or conditions of the collective bargaining agreements in place with such unions.

## SECTION III - Payroll Practices

### 3.1 **Payment of Wages**

Salaried employees are paid monthly for their regular wages due. Paydays will fall on the last working day of each month. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday.

Hourly employees are paid semi-monthly for their regular wages due. Paydays will fall on the fifteenth (15<sup>th</sup>) and last day of each month. Employees will be paid on the last business day prior to any payday that happens to fall on a weekend or holiday.

Employees will be paid by either check or direct deposit on their scheduled paydays, in accordance with payroll policy and as permitted by California state law. Checks will be either hand-delivered or mailed to employees. Please refrain from leaving paychecks in unsecured areas. If a paycheck is lost or stolen, employees must notify a payroll manager at once. Employees will receive any direct deposit of wages in a savings or checking account at the financial institution of their choosing. Employees must submit a new Form W-4 to a human resources manager if the marital status or the number of exemptions claimed changes.

### 3.2 **Overtime Pay**

Whether an employee is exempt from, or subject to, overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. ECRCHS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the employee's supervisor. ECRCHS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees who are subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

### 3.3 **Payroll Withholdings**

As required by law, the School shall withhold Federal Income Tax, State Income Tax,

Social Security (FICA) and State Disability Insurance from each employee's pay as follows:

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.
2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.
3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.
4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability.

Employees may also have deductions made to their paychecks when a wage overpayment occurs. The School may require the employee to reimburse an overpayment through a mutually agreeable method, including through cash repayment or a deduction of the employee's payroll check, among other options. An employee who is separated from employment before full repayment of the overpayment amount shall have any remaining amounts withheld from their final check. The School also reserves the right to exercise any and all other legal means to recover any additional amounts owed. The School shall provide employees with advance written notice of the deduction prior to the pay period where it will go into effect.

Every deduction from an employee's paycheck is explained on the check voucher. An employee who does not understand the deductions should ask Human Resources or such designated ECRCHS officer or manager to explain them.

Employees may change the number of withholding allowances claimed for Federal and/or State Income Tax purposes at any time by filling out a new W-4 and/or DE-4 form online through the School's payroll processing system (Paycom) and submitting it to Human Resources. The office maintains a supply of these forms.

All Federal, State, and Social Security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the employee's W-4 form. The W-4 form should be completed upon hire and it is the employee's responsibility to report any changes in filing status to Human Resources and to fill out a new W-4 form.

At the end of the calendar year, a "withholding statement" (W-2) will be prepared and forwarded to each employee for use in connection with preparation of income tax returns. The W-2 shows Social Security information, taxes withheld and total wages.

### 3.4 Faithful Performance

All employees are expected to promote the School's operational interests at all times and to devote their full time and attention during working hours to faithfully and

efficiently performing their assigned duties to the fullest extent possible within their individual means and talents.

### 3.5 **Outside Work**

Employees may hold other jobs or engage in work outside of their role with ECRCHS so long as such outside work does not have a negative impact on fulfilling their responsibilities to ECRCHS. Furthermore, any outside work must not conflict or compete with ECRCHS interests or be conducted during an employee's scheduled work

time. Employees engaging in outside work that require ten (10) hours or more of attendance during the regular Monday-Friday work week must notify their supervisor or manager so that ECRCHS can determine if such work presents a problem or a conflict with ECRCHS interests.

The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment.
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees are prohibited from using Confidential Information or ECRCHS tools, equipment, or other property for outside work.

Employees may not use outside work as an excuse for failing to perform their responsibilities to ECRCHS, for poor job performance, or for failing to be present during scheduled work hours. Therefore, Employees should refrain from taking on any outside work that may demand too much of their time, energy, or attention. ECRCHS may ask an employee to stop or decrease their involvement in any outside work that become a detriment to job performance.

Outside work includes any work outside of employee obligations to ECRCHS for which employees are compensated, monetarily or otherwise, including self-employment. Outside work also includes service on a board or commission for a public entity or governing body, whether or not an employee is paid or otherwise compensated for such work.

### 3.6 **Expense Reimbursements**

ECRCHS reimburses employees' reasonable pre-approved expenses incurred while conducting ECRCHS business. All purchases made by an employee must be accompanied by an original or electronic receipt. When receipts are lost, employees must make every effort to retrieve a copy of the receipt or provide a document with



comparable detail. There are a few exceptions for which credit card receipts or cancelled checks will be considered sufficient, as itemized descriptions of these expenses would likely not show details of personal use (i.e., taxi fares on conference days and parking fees incurred the day an employee attended workshops or other work events). For non-student related meals, detailed receipts are a requirement. Employees are allowed to tip up to eighteen (18%) of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

Employees may only travel on ECRCHS business when authorized and should verify which travel expenses are eligible for reimbursement prior to making travel arrangements. While traveling, employees must keep a detailed report of their business activities and the expenses they incur, including supporting documentation. Employees must submit their expense reports within one hundred eighty (180) days of their return from travel, but no later than June 30 of each calendar year. Employees should use discretion while traveling to keep expenses at a minimum and to avoid inappropriate expenses. Employees may not be reimbursed for expenses that are excessive or improper under the circumstances. Where appropriate, all reimbursement rates will be based on criteria set forth in the U.S. General Services Administration website, which can be found at [www.gsa.gov](http://www.gsa.gov).

Employees will be reimbursed for expenditures within fifteen (15) working days of presentation of appropriate documentation.

Nonexempt employees will be paid for travel while on ECRCHS business. Exempt employees will be paid their normal salary while traveling for ECRCHS.

### 3.7 **Meal Breaks**

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5<sup>th</sup> hour of work. Employees must immediately inform their supervisor if they are prevented from taking their meal period.

### 3.8 **Rest Breaks**

Nonexempt employees are provided with a paid ten (10) minute rest break for every four (4) hours worked or major fraction thereof, which should be scheduled towards the middle of each four (4) hour work period as is practicable. However, employees are not required to receive a rest period where the total work shift is less than three-and-a-half (3 ½) hours. ECRCHS may permit rest breaks in excess of the minimum amount required by law.

Supervisors may choose to stagger rest breaks as needed to manage operations. Rest breaks must be taken at the assigned times. Rest breaks may not be accumulated or combined with other break periods into longer rest or meal breaks, and employees may not use rest breaks to cover their late arrival or early departure from their shifts. Employees must immediately inform their supervisor if they are prevented from taking their rest period.

### 3.9 **Lactation Accommodation**

ECRCHS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

ECRCHS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

### 3.10 **Time Reporting**

By law, ECRCHS is obligated to keep accurate records of the time worked by its employees. Such employees shall be required to utilize the School's electronic timecard system.

Time worked is recorded based on the actual amount of time worked, to the nearest minute. The timecard indicates when the employee arrived and when the employee departed. All employees (exempt and nonexempt) must record their arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees (exempt and nonexempt) are required to keep the office advised of their departures from and returns to the School premises during the workday.

Employees are solely responsible for ensuring accurate information on their timecards and remembering to record time worked. If an employee forgets to mark their timecard or makes an error on the timecard, the employee must request timecard corrections in Paycom to make the correction and such correction must be initialed by both the employee and Human Resources or such designated ECRCHS officer or manager.

Nonexempt employees are prohibited from performing off-the-clock work, including but not limited to, checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out.

No one may enter time on behalf of another employee, nor modify another employee's time records unless expressly authorized to do so. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including termination.

### 3.11 **Attendance**

The School's success relies on employees arriving on time and regularly attending work. Employees must notify their supervisor in advance of the scheduled starting time if the employee will not be able to attend work that day for any reason or will be arriving late. Failure to notify a supervisor in advance will result in an unexcused absence, which

is serious misconduct. ECRCHS may consider an employee's job abandoned and their employment status voluntarily resigned for any unexcused absence lasting three (3) or more consecutive days you are scheduled to work. Employees must also receive prior supervisor approval should they need to leave work early for any reason. Employees who display a pattern of excessive absences or tardiness may be disciplined despite not having used all of their accrued leave.

### **3.12 Performance Reviews and Pay Increases**

Unless otherwise specified by written contract or collective bargaining agreement, a formal performance review will be conducted every twelve (12) months. This will provide an opportunity to review past performance in order to recognize strengths, target weaknesses and areas for improvement, and identify specific goals going forward. Any written performance reviews will become part of the employee file.

Employees receiving a performance review will not necessarily receive an increase in pay. Pay increases are based on several factors, including overall department and ECRCHS annual budgets, and will not always directly reflect an employee's performance. Besides formal performance reviews, employees are encouraged to regularly have informal discussions with their supervisors about their strengths, weaknesses, and goals, in order to monitor their performance. Pay increases may be implemented at other times besides during performance reviews but must always be preapproved by a human resources or payroll manager to ensure that the requested increase aligns with ECRCHS policy and is in ECRCHS' best interest.

Periodic pay bonuses are not guaranteed to employees and are at the discretion of management. If paid by ECRCHS, these will be based on individual performance and ECRCHS budget availability. Bonuses are meant to incentivize employees to exceed expectations and constantly perform to the best of their abilities. This will help ensure that ECRCHS stays competitive in its market.

### **3.13 Payroll Policies**

ECRCHS reserves the right to change payroll policies and practices, including those stated above, after providing prior written notice to employees and in accordance with state law.

## SECTION IV - Standards of Conduct

### 4.1 Equal Employment Opportunity

ECRCHS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including reproductive health decision-making, pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), or the Fair Employment and Housing Act "FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation, and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day

personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation is needed to perform the job. ECRCHS then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform their job. ECRCHS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

#### **4.2 Professional Boundaries: Staff/Student Interaction Policy**

ECRCHS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

##### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

- A. Examples of PERMITTED actions (NOT corporal punishment):
  - 1. Stopping a student from fighting with another student;
  - 2. Preventing a pupil from committing an act of vandalism;
  - 3. Defending yourself from physical injury or assault by a student;
  - 4. Forcing a pupil to give up a weapon or dangerous object;
  - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
  - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
  
- B. Examples of PROHIBITED actions (corporal punishment):
  - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
  - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
  - 3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

##### **Acceptable and Unacceptable Staff/Student Behavior**

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of School employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or School leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

### **Duty to Report Suspected Misconduct**

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, the employee must immediately report the matter to a School administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### **Examples of Specific Behaviors**

#### **The following examples are not an exhaustive list:**

#### *Unacceptable Staff/Student Behaviors (Violations of this Policy)*

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the School.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.

- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

**Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission**  
**(These behaviors should only be exercised when a staff member has parent and supervisor permission.)**

- (a) Giving students a ride to/from School or School activities.
- (b) Being alone in a room with a student at School with the door closed.
- (c) Allowing students in your home.

**Cautionary Staff/Student Behaviors**

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence.)**

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about School activities.

**Acceptable and Recommended Staff/Student Behaviors**

- (a) Getting parents' written consent for any after-School activity.
- (b) Obtaining formal approval to take students off School property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to School activities or classes (Communication should be limited to School technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of

- special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular School hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct, a high priority.
- (s) Asking yourself if your actions are worth your job and career.

#### 4.3 **Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation**

ECRCHS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. ECRCHS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including [reproductive health decision-making](#), pregnancy, childbirth, breastfeeding, and related medical conditions); sex stereotype (including an assumption about a person's appearance or behavior, gender roles, gender expression, or gender identity, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

ECRCHS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to Human Resources or designee.

When ECRCHS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. ECRCHS is committed to



remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

#### Prohibited Unlawful Harassment

Prohibited unlawful harassment may include, but is not necessarily limited to, the following:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

#### Prohibited Unlawful Sexual Harassment

ECRCHS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against the employee or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within six (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct, undertaken with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes, but is not limited to, the following: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with

supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See **Appendix A** for the “Harassment/Discrimination/Retaliation Complaint Form.” See **Appendix B** for the general “Internal Complaint Form.”

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults; and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience;
  - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct; and
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
  - Reading publicly or otherwise publicizing in the work environment materials that are in anyway sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
  - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has

management or supervisory responsibilities. As such, consensual relationships in the workplace may violate ECRCHS policy.

#### **4.4 Whistleblower Policy**

ECRCHS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigation, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

#### **4.5 Standards of Conduct and Discipline**

All discipline will be carried out in accordance with any applicable collective bargaining agreement provisions and/or legal or contractual requirements. For those positions which are at-will in nature, ECRCHS may, in its sole discretion, with or without cause or advance notice utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, release from employment.

All employees are responsible for knowing and abiding by applicable ECRCHS rules and policies. ECRCHS prides itself on its ability to meet high standards of ethical and personal conduct throughout its operations. Therefore, employees are expected to maintain the highest ethical standards and perform their duties in good faith and to the best of their abilities at all times when engaged in ECRCHS business.

Where warranted under the circumstances, ECRCHS will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At the School's discretion, progressive discipline may proceed

along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a discretionary set period in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination.

ECRCHS reserves the right to combine, skip, or reorder any steps in the process depending upon the nature of the offenses and the circumstances. Note that this means that ECRCHS has the right to immediately terminate an employee, without warning or the use of progressive discipline, should the circumstances call for such action. When determining the appropriate discipline for a given instance ECRCHS may consider, at its discretion, any of the following factors, without limitation: the employee's prior history of poor conduct with ECRCHS or prior employers; the employee's work record and level of commitment to ECRCHS goals; the number of repeated instances of the particular offense; the amount of counseling and/or training received in order to prevent such offenses; the impact the offense has on the School's performance or perception in the marketplace; and the level of egregiousness and purposeful intention to violate ECRCHS policy. Note that supervisors and others who fail to report violations or who withhold relevant information concerning a policy violation will be disciplined as is warranted under the circumstances.

At the School's discretion, employees may be disciplined or terminated for violating any ECRCHS policy or rule. Misconduct can take many forms, and it is impossible for ECRCHS to provide employees with a comprehensive list of prohibited behaviors. Therefore, the list below is only illustrative and is intended to give employees notice of some of the School's general expectations concerning standards of conduct; ECRCHS maintains the discretion to discipline or terminate employees for engaging in any conduct ECRCHS deems inappropriate. Employees are expected to use good judgment in all their actions and to consult their supervisors or a human resources manager if there is any doubt as to whether their intended conduct falls below ECRCHS standards.

Examples of misconduct that may result in discipline or termination include, but are not limited to, the following:

- Unsatisfactory job performance, including poor quality or quantity of work.
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor.
- Repeatedly arriving tardy or starting work late.
- Repeated unexcused absences.
- Falsifying time records or failure to accurately record time worked, including time records for another employee.
- Dishonest behavior.
- Illegal discrimination or harassment.
- Disorderly conduct, such as violence or threats of violence or blackmail.
- Violating ECRCHS procedures or instructions.
- Failure to abide by health or safety regulations.

- Intentionally falsifying ECRCHS documents, including ECRCHS records and documents provided by the employee during the hiring process.
- Failure to maintain appropriate boundaries with students, including, but not limited to, the following communicating on a one-to-one basis by cell phone, text, or other social media rather than in a group context; granting or gaining access to students through social media such as Facebook, Twitter, Instagram, or Snapchat; and otherwise failing to maintain a professional relationship with students.
- Excessive use of obscene, profane, or abusive language.
- Misusing ECRCHS property, including using property without authorization; using ECRCHS property improperly; or damaging, destroying, or stealing property.
- Possession or use of weapons or other dangerous items or materials on ECRCHS property.
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on ECRCHS property or while engaged in ECRCHS business.
- Failure to disclose conflicts of interests.
- Unauthorized use or disclosure of ECRCHS' confidential information.
- Conviction of a crime that indicates an employee is unfit to work for ECRCHS or represent a potential threat to ECRCHS personnel or operations.
- Violating applicable laws or regulations in performing duties.
- Violating any other ECRCHS policy or rule.
- Using or possessing firearms, weapons, or explosives of any kind on School premises.
- Gambling on School premises.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Engaging in sabotage or espionage (industrial or otherwise).
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures, or treatment.
- Sleeping during work hours.
- Refusal to speak to supervisors or other employees.
- Failure to possess or maintain the credential/certificate required of the position.

#### **4.6 Giving and Accepting Gifts**

Employees may not give or accept gifts, services, entertainment, or favors from a ECRCHS competitor, client, customer, supplier, government entity, or other organization which has a business relationship with ECRCHS. However, employees may receive gifts that are lawful, customary, and up to maximum value of \$50, when ECRCHS so authorizes in advance. For example, an employee may accept meals and refreshments of nominal value given in connection with business activities. When in doubt, employees should consult a supervisor, and notify a member of management if they do receive a gift of more than nominal value.

Moreover, employees may receive lawful, customary gifts up to a maximum of \$50 from students or parents/guardians, as long as doing so does not affect, influence, or can otherwise be construed to affect or influence, a student's grade or involvement in any School related activity.

#### **4.7 Internal Promotions and Transfers**

ECRCHS may choose to initiate promotions or transfers of employees between different positions and locations in order to meet the School's various business needs. Employees who feel that they are well qualified are also encouraged to apply for job vacancies that become available. However, employees must notify their supervisor if they apply for a position. ECRCHS prefers to promote from within unless it decides that hiring outside the organization is advisable. Employee candidates may be subject to the same hiring interviews, tests, and other processes as outside applicants. At all times ECRCHS retains discretion to hire outside candidates and make exceptions to this promotions and transfers policy.

#### **4.8 Dress Code**

Employees are expected to maintain a clean, orderly, and well-groomed appearance. Specific dress standards will vary depending on the position and responsibilities of each employee. Employees should ask their supervisor if they are unsure as to what is appropriate for an occasion. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline. Management will determine what is considered "appropriate" dress and appearance.

#### **4.9 Safety**

Each employee is tasked with helping maintain a safe work environment and complying with all safety and health laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they experience or observe to the Business Office or another supervisor. Failure to abide by ECRCHS safety policies or to report unsafe conditions may result in discipline.

The Occupational Safety and Health Act (OSHA) is a federal law requiring the School to maintain records of all work-related accidents and illnesses. Employees are required to submit an incident report to Human Resources for all accidents, illnesses, or unsafe working conditions that an employee suffers or witnesses while on the job, no matter how small. Human Resources may prescribe a standardized incident report form for employee use. Failure to complete an incident report may result in discipline or prevent an employee's ability to receive worker's compensation and other benefits.

Employees should contact their manager if they or another co-worker is injured on the job. If necessary, contact emergency medical assistance.

#### **4.10 Fire Safety**

Employees are required to know and observe OSHA regulations, including helping prevent fires and maintain safe practices for avoiding fires in the workplace. Do not block access to any fire exits, doorways, windows, or fire extinguishers. Please keep all flammable materials stored in covered metal containers.

#### **4.11 Closed Circuit Television System (CCTV)**

For the safety of staff and students, ECRCHS maintains a CCTV system throughout its premises. All staff are advised that ECRCHS records activities on and immediately around its premises and has the right to use recorded activities as necessary and warranted. Employees do not have a reasonable expectation of privacy in this regard. Note, however, that a CCTV system shall not be installed in any private areas (such as restrooms or locker rooms), or inside classrooms.

#### **4.12 Identification Badges**

For the safety of staff and students, and to ensure that all staff are immediately recognizable, each employee is provided a photographic identification (“ID”) badge. The ID badge must be worn at all times while on campus and should be worn on a lanyard or clipped onto the outermost layer of clothing.

#### **4.13 Workplace Bullying**

ECRCHS employees are to be treated with courtesy and respect at all times. Bullying through repeated inappropriate abuse of another will not be tolerated in the workplace, whether physical, verbal, or otherwise. Examples of bullying include, but are not limited to, pushing, physical assault, threats, insults, ridiculing, humiliating, and slandering. If an employee is a victim or witness of bullying, they should report it to their manager immediately. Communications regarding bullying and any resulting investigations will be kept as confidential as possible under the circumstances. Retaliation against those who report instances of bullying is prohibited. Violations of this policy will result in discipline and possible termination.

#### **4.14 Workplace Violence**

ECRCHS does not tolerate violence or dangerous behavior of any kind in the workplace, whether through physical abuse, threats, intimidation, coercion, stalking, or otherwise. Employees should report all incidents of direct or indirect violence or dangerous behavior to a manager as soon as possible. Reporting incidents and concerns early can help prevent a situation from escalating and becoming even more dangerous. Those who report workplace violence may not be disciplined or retaliated against. Employees should never attempt to handle a potentially dangerous situation themselves.

Reports of violence or dangerous behavior will be promptly investigated. Identities of those involved will be kept as confidential as is possible under the circumstances. Those suspected of violence or dangerous behavior may be suspended during the investigation, with or without pay, in order to maintain safety in the workplace. If an employee is found guilty of violence or other dangerous behavior, including threats of violence, they may be disciplined and terminated at the School’s discretion.

#### **4.15 Drug-Free Workplace**

The School’s drug and alcohol policy applies to all employees and applicants for hire and is designed to identify and correct instances of substance abuse in the workplace. The Executive Director is responsible for implementing and enforcing this policy.

Drug and alcohol abuse are serious threats to ECRCHS operations and success, not to mention employee health and safety. In order to provide a safe and productive

workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on ECRCHS property or while engaged in ECRCHS business. Likewise, employees may not consume alcohol at any time on ECRCHS property or while engaged in ECRCHS business, except for reasonable and moderate alcohol consumption during ECRCHS business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their bodily systems at work. The prohibitions in this policy apply whether employees are at a work facility, operating an ECRCHS vehicle, or conducting off-site work.

A drug is considered illegal if it is illegal to possess or obtain or is legal to possess but has been obtained illegally, such as possessing prescription drugs without a valid prescription. This policy does not prohibit employees from lawfully possessing and using prescribed drugs. However, employees with valid prescription drugs are prohibited from abusing such drugs by consuming them in excess of the prescribed amounts or from consuming prescribed drugs that impair their ability to safely perform their duties. ECRCHS reserves the right to require employees taking prescribed drugs to produce proof that they possess valid prescriptions. Employees should consult a doctor if they are unsure as to the potential effects of any prescribed drugs they take. Employees are responsible for notifying their supervisor if any prescribed drugs they take may impair your ability to work safely or perform their duties effectively.

Any violation of this policy can result in disciplinary action and possible termination, even for an employee's first offense. We encourage employees to seek help if they have developed an addiction or dependence on drugs or alcohol. ECRCHS will make reasonable efforts to accommodate employees who voluntarily seek help, whether through counseling, rehabilitation, or another type of assistance program. As warranted under the circumstances, such employees may be allowed to use paid time off, referred to treatment programs, placed on leaves of absence, or otherwise accommodated as required by law. Before returning to their prior work status, such employees may be required to provide proof that they have successfully completed their treatment program and submit to testing to ensure they can perform their duties safely.

#### **4.16 Drug Testing**

In order to maintain a safe and productive workplace, ECRCHS may conduct drug or alcohol testing of any employee where circumstances or job responsibilities justify such testing. Regardless of job responsibilities, employees may be required to submit to drug or alcohol testing when circumstances warrant, including, but not limited to, the following:

- When applying for a position and before receiving a job offer.
- When the employee's supervisor reasonably suspects, based on the supervisor's personal observations, that the employee is under the influence of illegal drugs or alcohol during work hours.
- After violating a safety policy or rule or being involved in a serious accident that



causes damage to anything on ECRCHS property, including that employee or another employee.

Employees will receive their normal pay for time spent undergoing testing but may be suspended pending the results of the test, with or without pay. Should the results prove negative, employees suspended without pay are entitled to receive back pay.

Employees testing positive or refusing to submit to testing under any of the circumstances stated in this policy are subject to discipline and possible termination. Information related to drug and alcohol tests, addictions, and dependencies, including medical information, will be kept strictly confidential to the extent required by law and separate from the normal employee file.

Supervisors must consult a human resources manager before requiring an employee to submit to testing when the employee is reasonably suspected of being under the influence of illegal drugs or alcohol or possessing, selling, or distributing illegal drugs during work. Applicants testing positive will be disqualified from consideration for all job vacancies. Supervisors or management may contact law enforcement where appropriate when they reasonably suspect criminal activity.

#### **4.17 Searches**

ECRCHS reserves the right to conduct searches and inspections of ECRCHS property and any items on ECRCHS premises. Employees do not have a reasonable expectation of privacy with respect to their use of School property or personal items brought to the School campus. Personal items owned by employees brought on the premises such as bags, vehicles, and other containers, may be searched if ECRCHS has reasonable suspicion to do so. ECRCHS may search or inspect any part of its premises or property provided to employees for their use such as lockers, desks, cabinets, and drawers, at any time and for any reason, with or without reasonable suspicion or cause. Searches for illegal drugs, alcohol, paraphernalia, and other items possessed illegally may be conducted at any time, either with or without notice. Any illegal items ECRCHS confiscates will be turned over to the appropriate law enforcement agency. Employees who fail to fully cooperate in all searches or inspections are subject to discipline.

#### **4.18 Smoke-Free Workplace**

In conformance with state law, ECRCHS prohibits smoking on all ECRCHS premises, including inside and outside on all areas on ECRCHS premises, during off-site ECRCHS meetings and events, and inside ECRCHS vehicles. This policy applies to all employees, contractors, visitors, and other persons that are present on ECRCHS premises or any other place where smoking is prohibited by this policy. "Smoking" is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." "Smoking" also includes the use of electronic cigarettes ("e-cigarettes").

#### **4.19 Computer and Electronic Communication Policy**

All employees must use computers and other forms of electronic communication in an ethical and professional manner at all times. This policy is designed to guide

employees in their use of computers and other electronic communication devices on behalf of ECRCHS, including all electronic communication devices owned or leased by ECRCHS, used or accessed on ECRCHS premises, used for or on behalf of ECRCHS, or used to create content identifying or associated with the School's business operations. Employees should consult a supervisor or a human resources manager if they have questions or concerns related to this policy.

An "electronic communication" is any digitally- or electronically stored or transferred information using an electronic device, and includes use of computers, email, internet, telephones, fax machines, and any other electronic device. All electronic communications and information an employee may create on ECRCHS premises or otherwise on behalf of ECRCHS are the sole property of ECRCHS, not the employee, and should only be created or used for the School's best interests and never for personal use. This includes all digital files, software, and hardware an employee may create. Employees have no right to privacy in their electronic communications created on behalf of ECRCHS or using ECRCHS property.

ECRCHS has the right to override personal passwords in order to gain access to digitally stored information owned by ECRCHS. ECRCHS may also keep a record of the passwords used to gain access to ECRCHS' electronic communications. Employees should take care to not transmit or store their own sensitive personal information using or on ECRCHS property. ECRCHS routinely monitors employee use of its electronic devices. ECRCHS may access all ECRCHS-owned electronic communications, including emails, internet posts, text messages, voicemails, blogs, and "tweets." Employees will be subject to discipline if found to be using or creating ECRCHS-owned electronic communications or devices in an inappropriate or illegal manner.

Employees may only access the School's electronic communications and devices that they have been granted access to. This means employees may not access electronic communications restricted to management, other employees, or third parties without prior authorization.

Employees must use the School's electronic communications and devices in strict compliance with the confidentiality policy described herein. Take care not to disclose confidential information to inappropriate persons or without authorization via the School's electronic communications or devices, especially when sending emails to outside parties. ECRCHS may use its electronic communications and devices according to the needs of the business and applicable law.

The School's electronic communications and devices may not be used to create or display anything that might disparage or negatively impact the School's public image or reputation or that would otherwise be contrary to the School's best interests. In addition, employees using the School's electronic communications and devices are prohibited from the following:

- Engaging in discriminatory, harassing, obscene, or illegal conduct;

- Engaging in copyright, trademark, or other intellectual property infringement;
- Accessing electronic communications that an employee is restricted or prohibited from accessing; or
- Otherwise violating ECRCHS policy.

Employees may only use the School's electronic communications or devices for business purposes, not personal use. Accessing internet websites not for business purposes or accessing personal email during work is prohibited. Additionally, employees may not install personal software on ECRCHS electronic devices or systems. Employees may only use their personal electronic devices while on break. Note that illegally duplicating ECRCHS software may result in civil liability against employees and ECRCHS.

Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's ECRCHS email account.

Employees must also take care to not use the School's electronic communications or devices in any way that disrupts the ability of others to use them. Employees should be wary of suspicious emails, emails from unknown parties, and pop-ups and downloads from sites that are not trusted. Employees should contact a manager if they become aware of any virus on a ECRCHS device or think they may have downloaded a virus accidentally.

#### **4.20 Social Media**

Utilization of social media is a powerful way to market ECRCHS, influence its reputation, and engage with the community and public at large. While we encourage employee support of ECRCHS through the use of social media, employees should use sound judgment when deciding whether or not a post or social commentary is in the best interest of ECRCHS.

Social media refers to any social interaction via the internet or similar platforms, such as Snapchat, YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media employees should conduct themselves in a professional and courteous manner at all times and respect the views of others, as your statements may reflect on the School's reputation and public image. Employees should take care to distinguish any personal opinions they may have from those of ECRCHS. For instance, by inserting, "The opinions I have included here are my own and do not necessarily represent the opinions of my employer," into an employee's social media account's biography section. Employees are prohibited from creating content on social media that could be considered discriminating, harassing, or obscene, or that may damage the School's reputation or public image. Employees are prohibited from posting photos of students without the approval of the students' parents/guardians. Employees also may not use social media for personal use during work. ECRCHS may monitor employee use of social media and may ask an employee to delete or change any ECRCHS-related content found to be inappropriate or not in the School's best interest.

Employees are also prohibited from representing themselves as official representatives or agents speaking on behalf of the School, including by creating social media sites or content that uses the ECRCHS name or any portion thereof, without the express written approval of administration. By way of example only, employees may not create a Facebook page titled “El Camino Real News” in order to disseminate and publish their own opinions and viewpoint. Violation of this provision may lead to discipline, up to and including termination of employment.

#### **4.21 Personal Phone Calls and Cell Phone Use**

Making personal phone calls or using a cell phone during work can be disruptive to others and interferes with employee productivity. Therefore, employees should not make personal phone calls or use their cell phones during work except during breaks, emergencies, or on rare occasion to handle pressing personal matters. ECRCHS retains the right to outright prohibit all personal calls and cell phone use and supervisors may prohibit personal calls for individual employees who abuse the privilege.

Employees should keep their cell phones silenced or on low volume at all times during work so that you do not disturb others. When making personal calls, employees should keep their voice at a low volume and move away from others if possible.

Any employee who receives an ECRCHS-issued cell phone must not use it to make personal calls. ECRCHS- issued cell phones will remain the School’s exclusive property and must be returned at the end of employment.

#### **4.22 ECRCHS Equipment and Property**

Any equipment that ECRCHS issues to employees will remain the School’s sole property and must be returned promptly at the end of employment. ECRCHS-issued equipment may include cell phones, laptops, vehicles, and other items. Employees are responsible for performing regular maintenance, following all operating instructions and safety guidelines, and not damaging or destroying any ECRCHS equipment or property an employee receives or uses during the course of their employment. Employees should notify their supervisor immediately if they discover any ECRCHS equipment or property that is damaged, defective, hazardous, or in need of repair. Employees should ask their supervisor if they have questions or concerns regarding proper operation or maintenance of ECRCHS equipment or property.

Employees who handle ECRCHS equipment or property improperly, negligently, or in an unsafe manner may be disciplined, and employees may be required to reimburse ECRCHS for damages they cause directly or indirectly to ECRCHS property.

#### **4.23 Parking**

Employees may park in the faculty lot or on the streets around the School where parking is legal. Employees are not to loiter, litter, smoke, play radios, etc., in the parking lot or surrounding streets. Employees are expected to follow safe driving practices at all times. ECRCHS assumes no liability for any damage done to or loss of vehicles parked on or near its campus; employees park at their own risk. Illegally parked cars may be towed at owner’s expense. ECRCHS reserves the right to revoke

parking privileges at any time, at its sole discretion.

#### **4.24 Solicitations in the Workplace**

Soliciting for causes and distributing non-work-related materials in the workplace may cause disruptions and interfere with productivity. Employees and nonemployees are prohibited from solicitation and distributing or posting literature or other materials in the workplace without prior authorization. This includes things such as requesting donations and funds, selling products or services, gathering signatures, promoting organizations, posting on bulletin boards, sending non-work-related emails, and posting solicitations on ECRCHS online spaces. ECRCHS may make limited exceptions to this policy for charitable activities, community organizations, or ECRCHS-sponsored events and organizations.

## SECTION V - Employee Benefits

### 5.1 Benefits Generally

In addition to benefits required by state and federal law, full-time employees (as defined above) may become entitled to a range of benefits offered by ECRCHS. ECRCHS reserves the right to alter, supplement, amend, or end employee benefits at any time. Official benefits plans and documentation contain many terms and conditions. The policy below is only intended to outline general guidelines and procedures ECRCHS follows with regard to its benefits. However, specific benefits are governed by ECRCHS plan documents and other official benefit documentation, which is controlling over this policy, and any statement in the below policy that contradicts or does not align with official benefit documentation shall be considered void. Therefore, employees should be sure to consult official documentation specific to benefits and/or a supervisor if they have any related questions or concerns.

Eligibility for benefits that ECRCHS may offer is contingent on many factors including employee status and performance as well as ECRCHS performance and profitability. Employees should speak to their supervisor or Human Resources if they are unsure as to which benefits they are or may become eligible to receive.

### 5.2 STRS/PERS Certificated Employees: STRS

All eligible certificated employees (as defined by law) will participate in the State Teachers' Retirement System ("STRS"). Employees will contribute the required employee percentage, and ECRCHS will contribute the employer's portion. All withholdings from employees and from ECRCHS will be forwarded to the STRS fund as required. Employees will accumulate service credit years in the same manner as all other members of STRS. STRS contributions will be reported through LACOE.

#### Classified Employees: PERS

All classified employees (as defined by law) will participate in the Public Employees' Retirement System ("PERS"). Employees and ECRCHS will contribute the required rate as designated by PERS. All withholdings will be forwarded to the PERS fund as required. Employees will accumulate service credit years in the same manner as all other members of PERS. Social Security payments will be contributed for all qualifying PERS members.

#### Other Employees

If eligible and economically feasible, ECRCHS will continue to participate in the Public Agency Retirement System ("PARS") for employees who are not eligible to participate in PERS/STRS.

### 5.3 Medical and Dental Insurance

An employee is eligible to receive medical insurance if the employee is a regular employee working for the School at least thirty (30) hours per week. Employees may also become eligible to receive dental insurance.

These benefits are governed by the official benefit documentation plans and are the same as those benefits offered to the teaching staff. Employees should contact Human Resources to review the plans should they have any questions or concerns regarding eligibility or coverage.

Employees who go from part-time to full-time employment become eligible for full benefits on the first day of the month following the effective date of the change.

#### **5.4 COBRA**

When coverage under the School's health plan ends, employees or their dependents may continue coverage in some situations.

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes that person ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

ECRCHS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorces or legally separates, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible for

notifying the School within thirty (30) days of the event. ECRCHS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- ECRCHS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

## 5.5 Worker's Compensation

ECRCHS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, they will need to:

- Immediately report any work-related injury to Human Resources;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to Human Resources; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. ECRCHS, with the help of its insurance carrier, has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of Emergency Medical Services ("EMS") such as an ambulance, the choice by the EMS personnel for the most



appropriate medical center or hospital for treatment will be recognized as an approved center.

- All accidents and injuries must be reported to Human Resources and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries will be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

## **5.6 State Disability Insurance**

Classified employees may become eligible to qualify for disability insurance offered through the State of California. This provides employees with supplementary income in the event that they suffer an illness or accident resulting in a disability that prevents them from performing their job.

The California Employment Development Department ("EDD") is solely responsible for determining eligibility for state-issued disability benefits. Employees should contact the EDD if they have any questions or concerns regarding disability benefits.

## **5.7 Social Security**

Classified employees and ECRCHS contribute to the federal government's Social Security Program. This program is designed to provide employees with benefits when they retire, become disabled, or are unemployed. Employees should contact the Business Office if they have any questions or concerns regarding Social Security contributions.

## **5.8 Unemployment Insurance**

ECRCHS pays taxes toward unemployment insurance in accordance with federal and state law. This provides employees with supplemental income should they become unemployed through no fault of their own and also meet certain other eligibility requirements.

The EDD is solely responsible for determining eligibility for unemployment insurance. Employees should contact the EDD if they have any questions or concerns regarding unemployment insurance.

## **5.9 Flexible Spending Account**

Eligible employees who wish to do so may set up flexible spending accounts ("FSA"). These are accounts regulated under IRS Code Section 125 that allow employees to withhold a portion of their salary on a pre-tax basis to cover the costs of: medical, dental, and vision insurance; qualifying insurance premiums; co-payments; out-of-Pocket insurance expenses; dependent care expenses, such as daycare; and other qualifying expenses.

If enrolled, employees will be able to specify the amount they wish to deduct from their salary to contribute to an FSA. Salary contributions to a health FSA are set by statute; they are indexed for inflation and may change from year to year. Employees should contact Human Resources for the maximum amount allowed. Employees will forfeit any unused funds remaining in their FSA at the end of the plan year. Employees should contact the Business Office to review the official benefit documentation plan or if they have any questions or concerns regarding eligibility.

### **5.10 Tuition Reimbursement**

The tuition reimbursement program aims to encourage non-teaching staff to gain new workplace skills. In order to be eligible for tuition reimbursement, all classes must be pre-approved for reimbursement prior to a reimbursement submission and ideally prior to enrollment if the intention is to receive reimbursement for the cost of an educational program, courses, or classes. Tuition will be subsidized at the following rates for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.

ECRCHS offers the following:

- 100% of the cost of tuition for up to one (1) class per quarter (for a total of four (4) courses per year) at UCLA Extension. As ECRA has a special agreement with UCLA Extension, ECRA pays for these classes directly and there is no employee reimbursement required.
- \$700/class for non-UCLA Extension courses with a \$1,400 cap for anyone (1) academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g., tuition bill).

All classes must be taken for a letter grade or pass/fail. A grade must be provided at the end of the course. A grade other than “C” or better, a “Pass,” or the failure to report a grade, will prevent the employee from taking another subsidized class for twelve (12) months.

### **5.11 Retiree Benefits**

ECRCHS is committed to maintaining a retiree health benefits program (understanding that some possible modifications may need to occur to the requirements regarding the eligibility of future employees depending on the funding model and size of ECRCHS, as well as actuarial projections). To that end, ECRCHS has created an irrevocable trust to ensure future coverage of retiree health benefits similar to or better than contemporaneous benefits offered by LAUSD to its retirees during the same period. For a full description of benefits and eligibility criteria, please contact the Business Office.

## SECTION VI - Time Off, Leaves of Absence, and Work Calendars

### 6.1 Work Calendar

The number of days worked per year varies by employee based on job duties and categorization. Employees who are unsure or unclear of their days worked per year should contact Human Resources to request clarity.

### 6.2 Holiday Time Off

Most employees will receive twelve (12) paid holidays per year. To receive a paid holiday, an employee must be in paid status both before and after the occurrence of a holiday.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Two (2) other holidays to be scheduled at the discretion of ECRCHS.

Eligible employees will receive pay for time off during these holidays calculated at each employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. ECRCHS may require employees to work on observed paid holidays, as needed. Eligible nonexempt employees who are approved to work on the School's observed paid holidays will be paid at their normal base pay rate for hours worked in addition to receiving holiday pay. ECRCHS will provide employees with prior notice of the dates designated for the additional, School-assigned holidays. ECRCHS will observe any holidays that may fall on a weekend on the closest business day either preceding or following such holiday. When possible, ECRCHS will attempt to make reasonable accommodations for employees who request time off to observe other religious holidays, including possibly allowing substitution of vacation leave or unpaid personal leave.

### 6.3 Requesting Leave

ECRCHS' operations rely on having a dependable and consistent workforce. However, the School understands that circumstances will sometimes require employees to take time off work. Eligible employees are entitled to various types of leave that are either mandated by law or offered by ECRCHS on a discretionary basis. Unless a specific type of leave in this policy provides a different notice time or otherwise required by law, employees must provide at least **ten (10) days' advance notice** prior to taking planned leave. If the need for leave is unforeseeable, employees must give notice as soon as possible under the circumstances.

Employees must properly submit all requests for leave within the notice period required and receive authorization prior to taking the time off work. Unless required to authorize the leave by law, ECRCHS will grant leave requests based upon ECRCHS needs and its ability to absorb the missed work. Unless otherwise noted or required by law, regular full and part time employees who receive paid time off will be paid at their normal base pay rate for the hours absent. If an employee is unsure as to which types of leave, they are eligible to receive, they should consult the Business Office.

#### **6.4 Vacation Leave**

The amount of vacation leave an employee receives (based upon work calendar) is based on the employee's years of service at ECRCHS and the employee's employment status. Accrual of vacation leave is set forth in the applicable employment agreement or offer letter.

Vacation leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. Unused vacation leave remaining at the end of the year will be carried over to the following year. Vacation days may be carried over up to one-and-a-half times the annual rate; when the maximum is reached, vacation days will no longer accrue until vacation time is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. Vacation time must be taken by eligible employees in minimum increments of one (1) hour.

In the event that a holiday occurs during an employee's scheduled vacation leave, that day will be treated as holiday time off instead of vacation leave. Upon proper notice and request, ECRCHS may approve employee requests for unpaid vacation leave. ECRCHS will try to accommodate requests for vacation leave when possible, but ECRCHS has the right to deny any requests that may interfere with or negatively impact its operations. Employees will be paid for any accrued unused vacation leave remaining upon termination.

#### **6.5 Sick Leave**

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, ECRCHS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings), or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all salaried and hourly ECRCHS employees. Eligible

employees shall accrue sick leave as follows:

- Full-time employees working twelve (12) months per year may accrue up to thirteen (13) sick days per year. Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Any full-time employee working less than twelve (12) months per year will accrue .05 sick hours per hour worked, including vacations, holidays (overtime). Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Part-time employees are allotted twenty-four (24) sick hours upfront on July 1<sup>st</sup> of each year. Unused, accrued sick leave for part-time employees *does not* carry over.

Any additional sick time taken outside of this annual allotment will be compensated at half pay, up to a maximum of one hundred (100) sick days including the original allotment.

- Example: Sarah is a full-time employee who works twelve (12) months a year. She receives thirteen (13) sick days per year but must be absent from work for one hundred ten (110) days during the year due to an unforeseen illness. Per the School's sick leave policy, Sarah will receive full payment for the first thirteen (13) days, fifty (50%) of total payment for the next eighty-seven (87) days, and no payment for the remaining ten (10) days of her absence.

Employees cannot use paid sick leave until the sixtieth (60) calendar day following the employee's start date. Full-pay sick leave benefits must be used before available half-pay benefits may be used. Sick leave must be taken by eligible employees in minimum increments of one (1) hour. No employee will receive pay in lieu of sick leave under any circumstances, and employees will not be paid for any accrued but unused sick leave upon separation from employment. In the event that a holiday occurs during an employee's sick leave, that day will be paid as holiday time off instead of sick leave.

Reasonable documentation of the employee's illness and/or medical certification of the employee's fitness to return to work satisfactory to ECRCHS may be required before the School honors any sick leave requests. Inability or refusal to provide such documentation is cause for ECRCHS to deny a sick leave request. ECRCHS will not tolerate abuse or misuse of an employee's sick leave privilege.

Employees may request paid sick days either in writing or verbally. Upon proper notice and request, ECRCHS may approve employee requests for unpaid sick leave. Upon return from a paid leave, the employee must submit a completed Absence Form (or its equivalent) within twenty-four (24) hours of return. Failure to submit the completed Absence Form will result in a written and/or electronic reminder. Failure to submit the completed Absence Form within twenty-four (24) hours of the reminder, will result in the leave being designated as "unpaid," and the employee will not be compensated for the date(s) in question.

## 6.6 Personal Necessity Leave

There may be times when it is necessary to be absent from work for reasons other than

those covered by other leave provisions. To this end, ECRCHS provides its full-time employees with up to six (6) days a year for personal necessity leave (“PNL”) time. Note that PNL days taken are charged against sick leave time. However, if an employee has used their allotment of full pay sick leave, requests for PNL may be denied by the employee’s supervisor.

An employee may use PNL when the gravity of the situations described below require the personal attention of the employee during assigned hours of service:

- Death of a close friend or relative not covered under Bereavement Leave;
- Death of a member of the employee’s immediate family, when time in excess of that provided by Bereavement Leave is required;
- Serious illness of a member of the employee’s immediate family;
- Accident involving the employee’s person or property or the person or property of a member of the employee’s immediate family;
- Birth of a child of the employee, or adoption of a child by the employee (includes child of cohabitant who is the equivalent of a spouse);
- Religious holiday of the employee’s faith;
- Imminent danger to the home of the employee occasioned by a disaster such as flood, fire, or earth quake;
- An appearance of the employee in court as a litigant. Each day of necessary attendance as a litigant must be certified by the clerk of the court. The employee must return to work in cases where it is not necessary to be absent the entire day;
- An appearance of the employee in court or governmental agency as a non-litigant witness under subpoena. A copy of the subpoena must be provided. In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the School. The employee must return to work in cases where it is not necessary to be absent the entire day;
- Attendance at the classroom of the employee’s own child or ward and meeting with the School administrator because of suspension as required by Education Code § 48900.1;
- Up to four (4) hours of paid leave and up to thirty-six (36) hours of unpaid leave for attendance at the School of the employee’s own child, ward, or grandchild for purposes of a School activities leave provided by Labor Code § 230.8. This leave shall not exceed a total of eight (8) hours per calendar month, or forty (40) hours per School year. The employee must notify the immediate supervisor at least five (5) working days prior to the absence.

If it is necessary to request PNL, the employee must notify the supervisor at the earliest possible opportunity. PNL, however, will not be granted during a vacation or other leave of absence, nor will it be granted during a strike, demonstration, or other such work stoppage. Employees will be required to sign and file a statement explaining the nature of the necessity before it is approved; in those instances where the need for PNL was unexpected, an employee must submit a written statement as soon as possible after the need arises. ECRCHS reserves the right to approve or deny a request for PNL should it interfere with or negatively impact its operations.

Upon return from a paid leave, the employee must submit a completed Absence Form (or its equivalent) within twenty-four (24) hours of return. Failure to submit the

completed Absence Form will result in a written and/or electronic reminder. Failure to submit the completed Absence Form within twenty-four (24) hours of the reminder, will result in the leave being designated as “unpaid,” and the employee will not be compensated for the date(s) in question.

## 6.7 Family Care and Medical Leave

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below.

- Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles (except for purposes of CFRA where the threshold is five (5) employees).

- Events That May Entitle an Employee to FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

1. To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
2. Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of the employee’s job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
  - a. A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
  - b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care

facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- c. “Incapacity” means the inability to work, attend School, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
  - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. “Designated person” refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship.
  4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member
  5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
    1. FMLA/CFRA leave can be taken in one (1) or more periods but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for anyone, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
    2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
    3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
    4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s



business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA/CFRA leave entitlement. Similarly, if an employee uses FMLA/CFRA leave in increments of less than one (1) week, the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave
  1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
  2. An employee on FMLA/CFRA leave for baby-bonding to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
  3. If an employee has exhausted his/her sick leave, leave taken under FMLA or CFRA shall be unpaid leave.
  4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time the health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

ECRCHS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the

employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and

2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.

2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.

3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

4. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to Human Resources. An employee asking for a Request for Leave form will be given a copy of the School’s

then-current FMLA/CFRA leave policy.

2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.
  3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
  4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family members the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
  5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
  6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which is the employee is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
  7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.

2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
  3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
  4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

## **6.8 California Paid Family Leave**

The California Paid Family Leave ("PFL") insurance program is administered by the California Employment Development Department ("EDD") and provides up to eight (8) weeks of paid leave to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. Employees should contact the EDD if they have any questions regarding your eligibility for PFL and the amount of benefits they may receive.

## **6.9 Pregnancy Disability Leave**

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or

more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or

2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four (4) months total. “Four months” means the number of days the employee would normally work within four (4) months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 <sup>1</sup>/<sub>3</sub> weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.
3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave

began.

- Health Benefits

ECRCHS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. ECRCHS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
  - The employee is taking leave under the California Family Rights Act.
  - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
  - There is a non-pregnancy related medical condition requiring further leave.
  - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to Human Resources. An employee asking for a Request for Leave form will be referred to the School's pregnancy disability leave policy.
2. An employee should provide not less than thirty (30) days' notice or as

soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
  4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
  5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
  6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
    1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
      - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
      - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A “comparable” position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee’s original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with ECRCHS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School’s written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

#### **6.10 Military and Military Spousal Leave of Absence**

ECRCHS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee’s health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, ECRCHS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if the employee left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if the employee left part-time employment, the employee must apply for reemployment



within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling their covered service obligation under the USERRA or California law shall be credited, upon the return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

ECRCHS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

#### **6.11 Bereavement Leave**

Eligible employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave, including up to three (3) days of paid leave, due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). In addition, if travel of more than 200 miles one way is required to attend the funeral or otherwise deal with the death of an immediate family member, an additional two (2) days' paid leave shall be granted. Bereavement leave will be paid at an employee's base pay rate multiplied by the number of hours that the employee would have worked if not absent. Employees should notify their supervisor immediately if they wish to take bereavement leave. An employee may, with the supervisor's approval, use any available vacation for additional time off as necessary. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

#### **6.12 Jury Duty**

Employees are obligated to perform jury service at the request of local courts. Employees must present the questionnaire or summons notice as soon as possible to their supervisor to determine what arrangements can be made to avoid excessive work disruptions. Full pay for up to twenty (20) days is allowed while on jury service if the employee is a regular employee. As a condition for paid absence, employees must seek postponement of the jury service so that it can be performed during the employee's recess or at other times convenient for the School. Based on individual circumstances, the Executive Director may waive the twenty (20) day limit. Employees must repay ECRCHS an amount equal to the compensation they received as a juror, exclusive of mileage, for any dates that they received pay as an employee.

Jury duty time off will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. If an employee receives health insurance benefits, such benefit will normally be maintained during jury duty.

Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. Time off for jury duty should be reported and appropriately logged in each employee's time records. Employees should notify their supervisor that they have been selected for jury duty as soon as possible.

### **6.13 Voting Leave**

ECRCHS encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. When this is not possible due to scheduling conflicts, employees will receive up to two (2) hours of paid leave to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Voting leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent, up to the two (2) hour maximum. Time off to vote should be reported and appropriately logged in each employee's time records. When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days' notice.

### **6.14 School Appearance and Activities Leave**

As required by law, ECRCHS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of School children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per School year (up to eight (8) hours in any calendar month of the School year) to participate in activities of a child's School or child care. If more than one (1) parent or guardian is an employee of ECRCHS, the employee who first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the School requires the employee(s) appearance.

The employee requesting School leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for School activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's School requesting the presence of the employee.

### **6.15 Bone Marrow and Organ Donor Leave**

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up

to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave (“Donor Leave”), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that the employee is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation and up to thirty (30) days of leave for organ donation maybe paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

#### **6.16 Victims of Abuse Leave**

ECRCHS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee’s own health, safety, or welfare, or that of the employee’s child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide ECRCHS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide ECRCHS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, ECRCHS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

## SECTION VII – Internal Complaint Review

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

### **Internal Complaints (Complaints by Employees Against Employees)**

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce the complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Director, the complainant may file the complaint in a signed writing to the Chair of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board Chair or investigator will report the findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

### **Policy for Complaints Against Employees (Complaints by Third Parties Against Employees)**

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board Chair (if the complaint

concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

### **General Requirements**

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

APPENDIX A

**HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM**

*It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.*

*If you are an employee of the School, you may file this form with the Executive Director or Board Chair.*

*Please review the School’s policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.*

*ECRCHS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.*

*In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.*

*Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.*

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

Date:

\_\_\_\_\_  
Print Name

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX B**

**INTERNAL COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

To be completed by School:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYEE ACKNOWLEDGMENT

I, the undersigned employee, understand and acknowledge the following:

**That I have received a copy of this Employee Handbook identified with a revised date of July, 2022, and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on Child Abuse and Neglect Reporting, confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.**

- That this Employee Handbook contains important ECRCHS policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult the Business Office if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.
- That, unless expressly stated to the contrary in a written employment agreement between myself and ECRCHS or unless I am part of a labor union that is subject to a collective bargaining agreement, **this is an at-will employment relationship, and as such, either ECRCHS or I may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify my at-will employment relationship with ECRCHS.
- That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.
- That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.
- That ECRCHS reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, ECRCHS reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time. Any such changes shall be consistent with any applicable collective bargaining agreement provisions and other legal requirements.
- That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not affected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, ECRCHS will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

[4871-9705-8929, v. 5](#)

# Coversheet

## Possible Board Approval Vote on Chief Operations Officer Contract

**Section:** VIII. Reconvene to Open Session  
**Item:** B. Possible Board Approval Vote on Chief Operations Officer Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Employment Agreement (F. Delgado^J COO) 2023-2026 (4870-8157-1967.v3) (2).pdf

**FIXED TERM EMPLOYMENT AGREEMENT**  
**Between**  
**EL CAMINO REAL ALLIANCE & FERNANDO DELGADO**

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

**RECITALS**

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

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

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

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

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

**AGREEMENT**

1. **TERM AND WORK SCHEDULE**

Subject to Section 12, “Termination of Contract” herein, ECRA hereby employs the Employee to serve as the Chief Operations Officer for a term of three (3) years commencing on July 1, 2023 and ending June 30, 2026.

The Chief Operations Officer position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 8:00 a.m. to 4:30 p.m. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the work day.

The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA without approval from the Board in writing.

2. **COMPENSATION.** The Employee will receive a gross base salary of \$179,431.88 per year, to be paid monthly, subject to all regular withholdings. The Employee’s compensation may be prorated depending on whether the Employee remains employed, or in active work status, for all

scheduled work days of the position. Based upon the annual performance of the Employee as documented in the performance evaluation, as well as the financial stability of the School, the Employee may be eligible to receive additional compensation in the form of a salary increase or bonus from the Board. As noted above, the Employee is exempt from overtime law and shall not be entitled to additional compensation for performing duties outside of the scheduled work year/day.

3. **BENEFITS.**

- a. **Health/Retirement Benefits.** At ECRA's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to ECRA's employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
  - b. **Vacation Leave.** The Employee is also entitled to vacation to be accrued at the rate of two (2) days per month (twenty-four [24] days annually) up to a maximum of thirty-six (36) days. Once the Employee accrues thirty-six (36) days of vacation, no further vacation leave shall accrue until some vacation time is utilized. During the first six (6) months of employment, vacation time will accrue but may not be utilized. Thereafter, vacation days may be used by the Employee subject to the prior approval of the Board.
  - c. **Sick Leave.** The Employee shall be entitled to thirteen (13) sick days annually. Sick days accrue or carry over from year to year but are not paid out.
  - d. **Holidays.** The Employee shall take holiday days according to the calendar of holidays observed by the School annually.
  - e. **Technology.** The Employee shall be entitled to a technology stipend (including reimbursement for his personal cell phone) stipend of \$50.00 per month.
4. **DUTIES.** The Employee shall perform the duties as outlined herein, directed by the Board, Board Policy or procedures, prescribed by the charters, and specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for the Employee may be altered from time to time by the Board.
5. **WORK YEAR.** In accordance with the term of this Agreement, the Employee shall be required to work a minimum of 260 days throughout each year.
6. **EVALUATION.** The Executive Director shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Executive Director shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Board's right to terminate this Agreement pursuant to Section 12.
7. **EXPENSE REIMBURSEMENT.** ECRA shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.

8. **FINGERPRINTING/TB CLEARANCE.** Fingerprint clearance for the Employee will be acquired through submitting the Employee’s fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process and will be required to submit evidence from a health care provider that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.
  
9. **CHILD ABUSE AND NEGLECT REPORTING.** 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. By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.
  
10. **CONFLICTS OF INTEREST.** The Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with the Employee’s employment with ECRA.

11. **OUTSIDE PROFESSIONAL ACTIVITIES**

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

12. **TERMINATION OF CONTRACT**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** The Employee may be terminated by the Board at any time for cause. In addition, the Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. “Cause” shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; any ground enumerated in the Employee Handbook; or the Employee’s failure to satisfactorily perform his duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.

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

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

remainder of his salary (based upon any remaining calendared work days) for the term of this Agreement or for a period of three (3) months following the effective date of termination, whichever is less. In addition, if the Board terminates this Agreement without cause, the Employee shall have the right to return to the position of Credentialed Teacher at ECRA consistent with the terms of an employment agreement for that position. The Employee will have sixty (60) days following notification of termination without cause to exercise this right to return. In the event of such return, the term of employment under this Agreement and preceding agreements shall not constitute a break in service, and the Employee shall retain his initial date of seniority with LAUSD.

- c. **Death or Incapacitation of the Employee:** The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in the judgment of the Board, the Employee may no longer perform the essential functions of his job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.
  - d. **Revocation/Nonrenewal:** In the event that the ECRA charter is either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Sections a or b above.
13. **NON-RENEWAL/EXPIRATION OF TERM.** The Board may elect not to offer future employment agreements to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms. In the event the Board elects to not renew this Agreement, the Employee shall have the right to return to the position of Credentialed Teacher at ECRA consistent with the terms of an employment agreement for that position. In the event of such return, the term of employment under this Agreement and preceding agreements will not constitute a break in service, and the Employee will retain his initial date of seniority with LAUSD.
14. **REQUIRED CONTRACT PROVISIONS.** The following provisions are required to be included in this Agreement by the California Government Code:
- a. **Limitations on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the Employee multiplied by twelve (12).
  - b. **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees received from ECRA in relation to the Employee’s placement on paid administrative leave pending criminal charges if the Employee is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement received in relation to the Employee’s termination if the Employee is convicted of a crime involving the abuse of office/position.
15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing,

compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

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

The Governing Board of and on Behalf of ECRA

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

By: \_\_\_\_\_  
David Hussey, Executive Director

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

By: \_\_\_\_\_  
Fernando Delgado, Chief Operations Officer

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



## **Attachment A – Chief Operations Officer Job Description**

- Lead the development and the strategic action plan in the area of operational innovation
- Take charge of ECR's modernization and develop a comprehensive, long-term site Master Plan, placing special emphasis on the design and arrangement of educational spaces and the Collaboration areas to ensure their cohesion and alignment.
- Assigned with the responsibility of devising a seamless set of processes, policies, and systems that consider best practices in Financial, Inventory control, and organizational management.
- Develop and execute the company's IT strategy in alignment with overall business objectives.
- Oversee the implementation, management, and security of all IT systems, networks, and infrastructure.
- Stay abreast of emerging technologies and trends to ensure the organization remains at the forefront of innovation.
- Establish and monitor policies, and procedures, to ensure compliance and data integrity.
- Collaborate with various departments to identify technology needs and provide solutions to improve workflow and productivity.
- Streamline and optimize operational processes across different departments to enhance overall efficiency.
- Implement performance metrics and data-driven strategies to measure and improve operational performance.
- Collaborate with department to develop and execute operational plans that align with the ECR's strategic goals.
- Oversee supply chain management, vendor relationships, and procurement to ensure cost-effectiveness and quality.
- Identify opportunities for business growth, process improvement, and cost reduction initiatives.
- Foster a culture of collaboration, communication, and teamwork among different departments.
- Lead and mentor a team of IT professionals and operational managers to achieve company objectives.
- Coordinate with the executive leadership team to align IT and operational strategies with overall business goals.
- Provide regular updates and reports to the Executive Director on IT and operational performance.
- Assess potential risks related to IT and operational activities and develop risk mitigation plans.

- Ensure compliance with relevant regulations and industry standards concerning IT and operations.
- Implement disaster recovery and business continuity plans to safeguard critical systems and data.
- Develop and manage budgets for IT, operational and capital projects ensuring optimal allocation of resources.
- Monitor financial performance, identify cost-saving opportunities, and drive financial discipline.

4870-8157-1967, v. 3