



El Camino Real Charter High School

Regular Board meeting

October 2023 Board Meeting

Date and Time

Thursday October 26, 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:

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1. Agendas are available to all audience members at the door to the meeting.

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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.

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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, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order		Brad Wright	1 m
B. Record Attendance and Guests		Ryan Guinto	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
D. 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.			
E. Executive Director Update		David Hussey	10 m
F. Chief Business Officer Update		Gregory Wood	10 m
G. Board Chair Update	Discuss	Brad Wright	10 m
II. Consent			6:33 PM

	Purpose	Presenter	Time
A. Approve Minutes of September 28, 2023, Regular Board Meeting	Approve Minutes	Brad Wright	1 m
Approve minutes for Regular Board meeting on September 28, 2023			
B. Approve September 2023 Check Registers	Vote	Brad Wright	1 m
C. Approve September 2023 Credit Card Charges	Vote	Brad Wright	1 m
III. Governance			6:36 PM
A. Material Revision: By-Law Alignment (Board Term-limits)	Vote	David Hussey	10 m
ECRA Board will discuss and vote on aligning its by-laws to the existing charter regarding eliminating board term limits. A material revision is required per LAUSD Policy and Procedures for Charter Schools. The ECRA Board will vote on a resolution to submit to the district.			
B. Discussion and Vote on an Authorizer to sign the Resolution (Board Term-limits)	Vote	David Hussey	10 m
Prior to Vote, the Board will discuss and identify a potential authorizer to sign the resolution for submission to the district.			
IV. Investment			6:56 PM
A. September 2023 Investment Update	Discuss	G. Wood / M. Breller	10 m
Gregory Wood, ECRCHS CBO, and Mike Breller from Beacon Pointe will provide the Investment Update September 2023.			
V. Finance			7:06 PM
A. Discussion and Vote on the approval of ECRCHS' Fiscal Policies and Procedures	Vote	Daniela Lopez-Vargas and Greg Wood	10 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, and Ms. Lopez-Vargas, ECRA Board member and F & I Committee Chair, will discuss ECRCHS's Fiscal Policies and Procedures.			
VI. School Business			7:16 PM

	Purpose	Presenter	Time
A. Discussion and Vote on the Approval of the Arts, Musical, and Instructional Materials Block Grant	Vote	David Hussey	10 m
Prior to the vote, Mr. Hussey will present the Arts, Musical, and Instructional Materials Block Grant.			
B. Discussion and Vote on Replacement of CCTV for North Campus	Vote	R. Guinto / D. Hussey	10 m
Prior to vote, Mr. Guinto and Mr. Hussey will be presenting the replacement of the CCTV cameras in North Campus.			
C. Discussion and Vote on Replacement of Outdated Visitor Management System	Vote	R. Guinto / D. Hussey	10 m
Prior to vote, Mr. Guinto and Mr. Hussey will be presenting the replacement of the Outdated Visitor Management System.			

VII. Closed Session 7:46 PM

A. Conference with Labor Negotiators	Discuss	David Hussey	30 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. Conference with Labor Negotiators	Discuss	Brad Wright	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.			
Unrepresented employees: Administrative Directors			

VIII. Reconvene to Open Session 8:26 PM

A. Report on Actions Taken in Closed Session, If Any	Discuss	Board Chair	5 m
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	Purpose	Presenter	Time
IX. Closing Items			8:31 PM
A. Adjourn Meeting	Vote	Board Chair	1 m

Coversheet

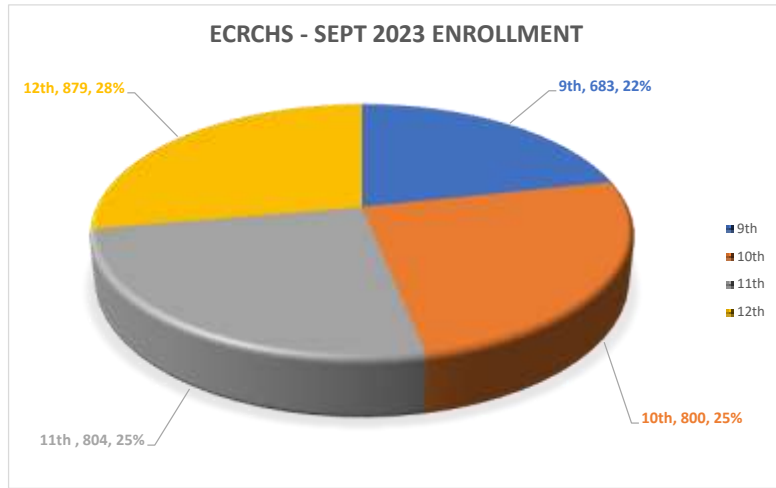
Chief Business Officer Update

Section: I. Opening Items
Item: F. Chief Business Officer Update
Purpose: FYI
Submitted by:
Related Material: I.F - Cafe YTD - Aug 2023.pdf
I.F - Monthly Attendance - Sept 2023.pdf
I.F - CARES ACT UPDATE 09-30-23.pdf
I.F - Budget vs Actuals 9.30.23 rev.pdf

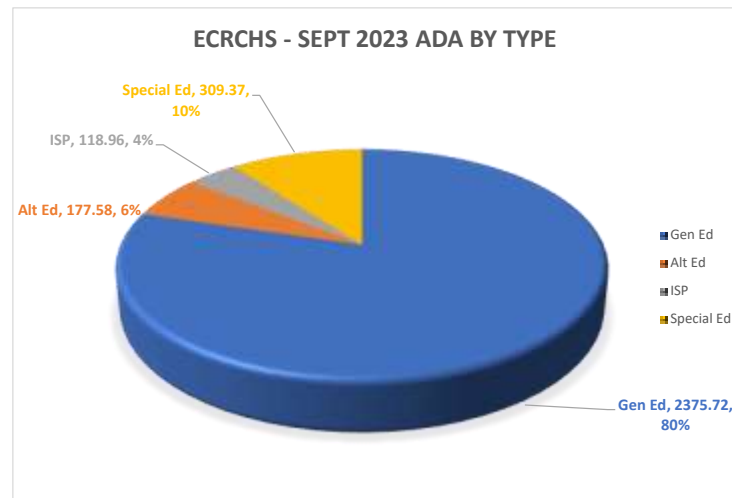
**ECRCHS Cafeteria
Financial Summary
SY 2024**

Beginning Balance	\$ 115,885.38				
# of Serving Days	13	13	13	Projected	180
# of Instructional Days	13	13	179	Projected	BUDGET
Month	July-23	August-23	FY 2024	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	
Total Meals Served	1,996	22,339	22,339	309,309	-
Avg. Meals/Day 23-24	-	1,718	1,718	1,718	-
Avg Meals/Day 22-23	-	1,874	1,701		
			1.01%		
REVENUE:					
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
Total Revenue	\$ 10,560	\$ 106,967	\$ 117,527	\$ 1,627,304	\$ 2,250,455
EXPENSES:					
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
Total Expense (Before Investements)	\$ 11,048	\$ 90,199			
Net Gain/Loss - Before Investments	\$ (488)	\$ 16,769	\$ (4,804)	\$ (36,809)	\$ 1,314,879
Net Per Meal (before investments)	(0.24)	\$ 0.75			
Cafeteria Infrastructure Investments	\$ 21,085	\$ -	\$ 21,085	291,946	\$ 200,000
Total Expense (w/investments)	\$ 32,133	\$ 90,199	\$ 122,332	\$ 1,664,112	\$ 935,576
Net Gain/Loss - After Investments	\$ (21,573)	\$ 16,769			
Net Per Meal (after investments)	(10.81)	0.75			

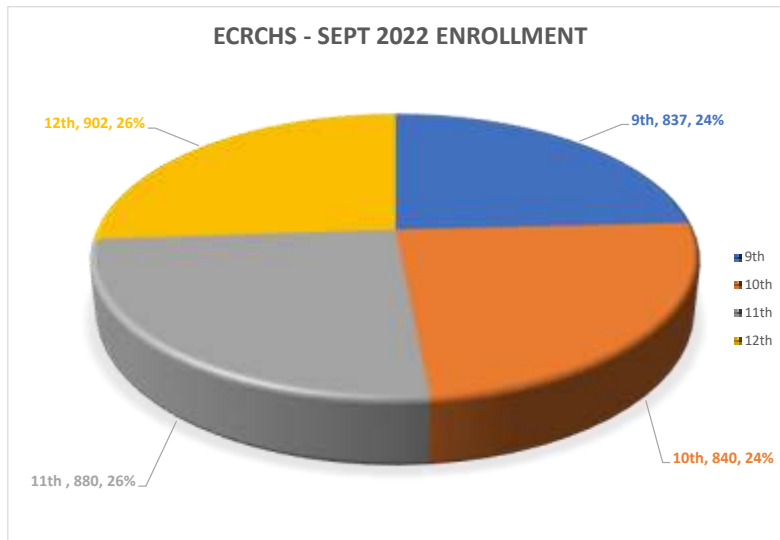
ECRCHS ADA - Sept 23 vs Sept 22 Enrollment, and ADA by Type



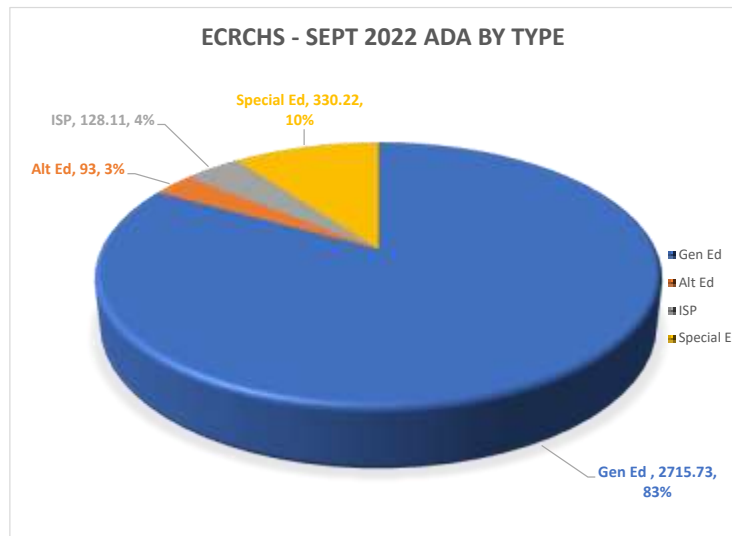
Grade	9th	10th	11th	12th	Total
Sept 2023 Enrollment	683	800	804	879	3166



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Sept ADA	2375.72	177.58	118.96	309.37	2981.63



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



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
SEPT ADA	2715.73	93	128.11	330.22	3267.06

**El Camino Real Charter High School
 CARES Act Reporting
 At 9/30/23 reporting**

Name of Grant	Resource Code	Allocation	YTD Spent	Amount Left	Spending Deadline
ESSER I	3210	\$ 308,063.00	\$ 308,063.00	\$ -	9/30/2022
GEER I	3215	\$ 151,344.00	\$ 151,344.00	\$ -	9/30/2022
ESSER II	3212	\$ 1,219,961.00	\$ 1,219,961.00	\$ -	9/30/2023
ESSER II - State Reserve	3216	\$ 353,713.00	\$ 353,713.00	\$ -	9/30/2023
GEER II	3217	\$ 81,180.00	\$ 81,180.00	\$ -	9/30/2023
ELO Grant (10% for Paraprofessionals)	7426	\$ 239,929.00	\$ 115,917.65	\$ 124,011.35	9/30/2024
ELO Grant	7425	\$ 1,099,410.00	\$ 1,099,410.00	\$ -	9/30/2024
ESSER III - State Reserve	3218	\$ 230,580.00	\$ 60,000.00	\$ 170,580.00	9/30/2024
ESSER III - State reserve for Learning Loss	3219	\$ 397,480.00	\$ 44,446.00	\$ 353,034.00	9/30/2024
ESSER III	3213	\$ 2,193,920.00	\$ 1,094,713.00	\$ 1,099,207.00	9/30/2024
ESSER III - 20% reserve for learning loss	3214	\$ 548,480.00	\$ 54,832.00	\$ 493,648.00	9/30/2024
In- Person Instruction Grant	7422	\$ 921,676.00	\$ 921,676.00	\$ -	9/30/2024
Educator Effectivness Block Grant	6266	\$ 591,871.00	\$ 332,559.00	\$ 259,312.00	6/30/2026
A-G Completion Grant: Access/Success	7412	\$ 345,050.00	\$ -	\$ 345,050.00	6/30/2026
A-G Completion Grant: Learning Loss Mitigation	7413	\$ 129,358.00	\$ -	\$ 129,358.00	6/30/2026
Arts, Music, & Instructional Materials Discretionary					
Block Grant		\$ 2,176,757.00	\$ -	\$ 2,176,757.00	6/30/2026
Learning Recovery Emergency Block Grant		\$ 2,702,302.00	\$ -	\$ 2,702,302.00	6/30/2028
Totals		\$ 13,691,074.00	\$ 5,837,814.65	\$ 7,853,259.35	

**ECRCHS
2023-2024
BUDGET
UPDATES**

2022-2023 Adopted Budget	2022-23 Unaudited Actuals	2023-2024 Adopted Budget			2023-2024 Projected Revisions			2023-24 Actuals to Date		Comments
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Revenues

	Total	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	9/30/2023	% of Total	
LCFF/Revenue Limit Resources	\$ 38,575,151	\$ 40,506,095	\$ 41,913,341	\$ -	\$ 41,913,341	\$ 39,019,923	\$ -	\$ 39,019,923	\$ 9,559,767	24%	
Federal Resources	\$ 3,609,260	\$ 4,617,669	\$ -	\$ 4,105,132	\$ 4,105,132	\$ 111,348	\$ 3,835,422	\$ 3,946,770	\$ 371,313	9%	Defer ESSER revenue to next fiscal year . Normal Delay payment for Fed Funds
State Revenues	\$ 1,443,401	\$ 7,680,692	\$ 1,120,112	\$ 2,206,362	\$ 3,326,474	\$ 1,041,120	\$ 3,031,540	\$ 4,072,660	\$ 384,952	9%	Normal Delay for Nutrition /Lottery Payments from State
Other Local Revenues	\$ 4,697,685	\$ 8,642,623	\$ 1,941,000	\$ 3,350,900	\$ 5,291,900	\$ 2,513,061	\$ 2,975,338	\$ 5,488,399	\$ 18,301	0%	
Total Revenues	\$ 48,325,498	\$ 61,447,080	\$ 44,974,452	\$ 9,662,395	\$ 54,636,847	\$ 42,685,451	\$ 9,842,301	\$ 52,527,752	\$ 10,334,333	20%	

Expenditures

Certificated Salaries	\$ 19,111,812	\$ 17,728,649	\$ 15,653,136	\$ 1,831,826	\$ 17,484,962	\$ 15,593,136	\$ 1,831,826	\$ 17,424,962	\$ 4,241,848	24%
Classified Salaries	\$ 4,816,963	\$ 5,028,550	\$ 3,748,967	\$ 1,320,276	\$ 5,069,243	\$ 3,748,967	\$ 1,320,276	\$ 5,069,243	\$ 1,094,467	22%
Employee Benefits	\$ 12,660,677	\$ 10,281,678	\$ 12,655,988	\$ 2,262,465	\$ 14,918,453	\$ 12,456,084	\$ 2,195,538	\$ 14,651,622	\$ 3,385,777	23%
Supplies	\$ 2,812,422	\$ 4,084,392	\$ 2,388,370	\$ 1,673,674	\$ 4,062,044	\$ 2,388,370	\$ 1,673,674	\$ 4,062,044	\$ 790,478	19%
Total, Services	\$ 7,714,928	\$ 9,941,965	\$ 6,411,051	\$ 3,718,317	\$ 10,129,367	\$ 8,880,967	\$ 1,737,847	\$ 10,618,814	\$ 1,263,433	12%
Depreciation Expense	\$ 359,748	\$ 277,827	\$ 516,648	\$ -	\$ 516,648	\$ 516,648		\$ 516,648	\$ 68,263	13%
Total, Other Outgo	\$ 391,966	\$ 391,803	\$ 419,133	\$ -	\$ 419,133	\$ 390,199	\$ -	\$ 390,199	\$ 101,869	26%
Total Expenditures	\$ 47,868,516	\$ 47,734,864	\$ 41,793,293	\$ 10,806,558	\$ 52,599,851	\$ 43,974,371	\$ 8,759,161	\$ 52,733,532	\$ 10,946,135	21%
Ending Balance: Excess (Deficiency)	\$ 456,982	\$ 13,712,217	\$ 3,181,160	\$ (1,144,163)	\$ 2,036,997	\$ (1,288,920)	\$ 1,083,140	\$ (205,780)	\$ (611,802)	

Note: Starting 10/23 OPEB Payments for Retirees to be paid from Restricted Account not Unrestricted

Coversheet

Approve Minutes of September 28, 2023, Regular Board Meeting

Section: II. Consent
Item: A. Approve Minutes of September 28, 2023, Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board meeting on September 28, 2023



El Camino Real Charter High School

Minutes

Regular Board meeting

September 2023 Board Meeting

Date and Time

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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

B. Record Attendance and Guests

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

Mr. Colson led the pledge of allegiance.

D. Public Comments

Public Comment:

1. Cheryl Dorris - Thank you very much. Hi. Good evening ECR school board. I'm here to discuss or not discuss... Make a comment about section 3(A) on the agenda, under your government. Here's my question. Is there any way ECR parents can receive a copy of how the aligning of your bylaws compares to the existing charter board term limit, and also, will the material revision that is required per LAUSD policy and procedures or charter schools be made available to the public? That's it.

E. Executive Director Update

David Hussey: Thank you. I have a couple quick announcements, so tomorrow, if anybody gets a chance, we have our homecoming games tomorrow at Birmingham, JV at 4 PM and Varsity at 7:15 pm. Also, if you're not doing anything on Saturday night, we'll have our homecoming dance from 6:00 PM to 10 PM, if you want to come volunteer. The PSAT will be Saturday, October 14th, so our students have signed up to take this test. It's very good for our juniors especially, because that is where they can earn scholarships if they test high enough on the PSATs. We have started or we'll begin our school tour, starting in October, and they will run until March. Parents or prospective parents can go on the website and sign up for a tour to see our campus. Just a reminder. We have extended counseling hours every Thursday from 4:15 to 6:15. We will be reopening the library, starting next week before school and after school. I want to say Mr. Camp and the safety officers have done a good job cleaning up the campus after school. We had a lot of safety concerns that we wanted to address and now we feel comfortable that we can open the media center library for those time periods. Then, today we did have a lockdown drill in our second period classes, just to remind students what to do on a lockdown drill, and then, our incoming ninth graders haven't been here, so we showed them some things that we do during a lockdown drill. One last thing is, LAUSD rescinded their covid-19 vaccination requirement on the 26th, so two days ago. Since we followed suit with them, I need to speak with our council to see if we need to do an agenda item, or since they've already rescinded and we followed their policy, then we rescinded our policy as well. I'll double check, and if we have to rescind it officially, then I'll have it on the next board meeting.

F. Chief Business Officer Update

Greg Wood: Just one second. Sorry. In the middle, in the front, yeah. Good evening, board members. A lot of what I could cover on my update is... agenda separately. The only thing I would say, in addition to that, the federal government is potentially scheduled to have a shutdown with their fiscal year, October 1st. That may impact... Some of our federal funding may be delayed until such time as they reopen their federal budget, so let's stay tuned on that.

Steve Kofahl: You cover for it?

Greg Wood: Yeah, I think we'll do a good... At the moment, we're in good shape to backfill anything that gets delayed. Audit report. Again, December 15th is our deadline to finalize the outsiders', the CPA audit report. We're well on schedule with that. You'll be hearing the unaudited information for 2022-2023 also tonight. So, we'll update

what we're doing with our auditors. Other things like our attendance, I'll cover what's going on with our attendance this year... will be covered in our budget updates, as well as the cafeteria... I'll be covering the information with our cafeteria, in addition to the wonderful food our cafeteria manager, who's not here at the moment, has prepared tonight. That's it, sir.

G. Board Chair Update

Brad Wright: Thank you very much. We're going to move on to our board chair update. This is an update where any board member, if you have anything to say, any acknowledgments, it's a time to do that. You can address the crowd. I'll start with you, Ms. Centman. You have anything you'd like to say?

Danielle Centman: I just kind of would like to know what the progress is for the library.

Brad Wright: I mean, this...

Female Speaker: Yeah. I've talked to a couple parents and they're really concerned about us not having it open, so I just kind of want to know what progress and what's going to be the next steps of getting it back open to the students.

David Hussey: Like I said, we're opening it up before school, 7:30 until 5:00 PM at night.

Danielle Centman: Okay.

David Hussey: Then, in November 6th, they're going to restart the construction of that. So, it'll be open for a month, and then, we'll have to close it down until probably after winter break.

Danielle Centman: Okay. Yep. Perfect. That's great--

David Hussey: We will look at other options, depending on the numbers that we have. We won't be able to probably do anything before school, as far as housing students, but we'll look to create another location for after school, if kids who want to study.

Male Speaker: We do have tutoring [0:09:58 inaudible].

Brad Wright: Sorry, sir. You cannot speak [0:10:00 inaudible] meeting. Okay? Sorry, this is a board meeting. [0:10:03 inaudible], please.

David Hussey: Then, we do have tutoring after school.

Brad Wright: Just so everyone knows, it's a violation if everybody speaks out and we are being monitored. We are recording. Okay. I'm going to you, Mr. Kofahl. Do you have anything?

Steve Kofahl: Yes.

Brad Wright: Please.

Steve Kofahl: Mr. Hussey, the PSAT... and I think it's the qualifying test for the National Merit Scholarship. Is it still?

David Hussey: Correct.

Steve Kofahl: Maybe we should publicize that part of it. That's the big-name scholarship.

David Hussey: Yeah. No, we do that, the college councils do.

Steve Kofahl: Okay, but I mean officially in public meeting and let the parents know too. Thank you.

Brad Wright: Okay. Ms. Vargas, do you have anything?

Female Speaker: I just wanted to say that the finance and investment committee met earlier this week, and reviewed and discussed the items in the investment section, as well as the finance section, and we have recommended all items for approval. So, all
[0:11:12 inaudible].

Brad Wright: Great. We'll go to the finance part, but that's okay. That's fine that you mentioned it. Co-chair over here, do you have anything, Ms. Ramirez?

Alexandra Ramirez: I just have... or I'd like to get an update on the IV program. I know that we sent out a survey.

David Hussey: We'll send out another... We haven't sent a survey. We sent out information, so we'll send out another informational email next week, and then follow up with the survey the following week. Make sure everybody has the information again, and then, we'll send out the survey the following week, and then, I'll also resurvey the teachers to see if their interest has changed. So, in two weeks. At the next board meeting, I'll have a full update on the data that we received.

II. Consent

A. Approve Minutes of August 30, 2023 Regular Board Meeting

Alexandra Ramirez made a motion to approve the minutes from Regular Board meeting on 08-30-23.

Gregg Solkovits seconded the motion.

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

B. Approve August 2023 Check Registers

Alexandra Ramirez made a motion to Approve August 2023 Check Registers.

Gregg Solkovits seconded the motion.

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

C. Approve August 2023 Credit Card Charges

Alexandra Ramirez made a motion to Approve August 2023 Credit Card Charges.

Gregg Solkovits seconded the motion.

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

III. Governance

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

David Hussey: Yes. The Charter School Division asked us to align our board bylaws with our charter when we changed... when the board changed the term limits. Can you go through it? I wanted to show... because there was a question about what was changed. Right there. The exist... or the bylaws previous in section five read that each

director shall hold the office for three years, and until a successor director has been designated and qualified, board members may serve two consecutive terms. After one-term absence from the board, an individual is eligible for election appointment to the board. What was deleted was board members may serve two consecutive terms after one term absence from the board, so basically, there would be no term limits, but a term would be three years. That's what the board approved and that's what the material revision is looking to align, that language in section five, to change it in the charter itself. Go back up, Ryan. In their [0:15:25 inaudible] revision, we have to do five things. Item one is a letter to Charter School Division. Scroll down. [0:15:34 inaudible]. Right there. That's a letter to Mr. José Cole Gutierrez, saying what we want to do and why we're doing it, so reducing disruption, long-term planning, expertise and specialization, consistency and leadership, flexibility for exceptional board members. That's the letter. Item two was analysis and discussion, so we put together some rationale of why reducing disruption, what that meant, so forth, and so on. Next was what we are changing, a clear description, so that's been identified. Next is when it was 'agendized,' and then, the next one is the draft version. From June 22nd... Keep going. Then, these are the bylaws in its full on our website. If we go down, we can see that it was signed off after the June 22nd board meeting and you can find this on... Right there. You can find this... It was executed on June 22nd, 2023, by Ms. Marconian, and then the next was that they asked for a cash... a three-year cash flow projections as part of the material revision and that was provided by Mr. Wood and Arleta. That fulfills the material revision requirement. What needs to be voted on is a resolution that gives somebody on the board to sign off on all this paperwork and I will submit it to CSD.

Gregg Solkovits made a motion to approve the material revision: By-Law Alignment (Board Term-Limits).

Alexandra Ramirez seconded the motion.

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

IV. Investment

A. August 2023 Investment Update

Greg Wood: Okay. You said it was just for a discussion, but within the... As in the materials that's on the screen through August, our OPEB account had \$25,898,000. At the end of August... We started this school year with \$25.3 million, so we're up. We made our monthly contributions of the 220 and investment gains and losses through the end of August is \$120,000. That's like half a percent. Market conditions. If anybody has investments in September, they've gone... The market has gone back a little bit, so at the moment, we're at about \$25.3 million as the current balance. The other thing that we'll be going into would be... In our general account, as you see on the screen, we have held two annuities that are now coming due in three years. One with Midland that we had an annuity, giving us a 2.4 return, and Athene, at a 1.95 percent return at the time. For kind of fixed income investments. Those were pretty decent three years ago, but now those are coming due. The next agenda item will address what the

recommendation that we discussed at the finance committee... what I recommend and I'll go into what we hope the board would approve as a whole body. That's it.

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

Greg Wood: Again, in the materials, we have a... kind of supplied in the materials. What's on the screen now is Midland. Midland National, but... at the end of the three years... Again, we have the choice of just rolling it over, or pulling it out and reinvest ourselves. This, as you can see maybe in the light... I don't know how well you can see it in the light blue, they actually basically doubled our investment return from 2.4 in the last three years. They're offering a rate of 4.8 percent. We discussed that in the finance committee, and again, that's a very attractive rate, the fact they doubled it, and so, my recommendation that the finance committee agreed with was to roll over the Midland National investment at 4.8 percent. On the other hand, when you look at the Athene annuity, the Athene annuity again at 1.95 percent, they offer a rollover, basically the same 1.95. To me, that's not what we could get on the open market, so that was not an attractive investment for us to continue for three more years. My recommendation to the finance committee, that they agreed with, is to choose another investment vehicle for that. The two possible... strong possibilities that I had mentioned was we could do one of... Well, we could do a number of things, but my two recommendations... is we could have either... We could roll that into the Beacon Pointe investment account, the general investment account, or adversely, our current bank has some T-bills and they offered us a T-bill rate on that, a two-year T-bill rate at 4.9 percent or a three-year T-bill rate at 4.7 percent. As the committee discussed, and we all came to the conclusion that having a two-year T-bill at 4.9 percent would be the way to go, so I've already... The City National Bank is on notice that says that since we agree on the vote, the Athene would be remitting those annuity funds, and then we would immediately turn them into an investment, a T-bill investment, very safe and secure, that would yield 4.9 percent. On that particular agenda item, we would need the full board to agree with the finance committee to... On those two annuities to roll the Midland annuity over, and to close the Athene annuity over and reinvest it in a two-year T-bill **[0:24:13 inaudible]** asking for. Daniela Lopez-Vargas made a motion to approve the reinvestment vote of two annuity funds from the general account.

Brad Wright seconded the motion.

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

V. Finance

A. 2022-2023 Unaudited Actuals

Greg Wood: Okay. Every year, again part of our reporting process, the state of California unaudited 2000... Before we do the audited financials, that can take place December 15, September 15th is a date with which we send in our unaudited actuals and there are a number of components of the unaudited actuals. I'll speak to the

slide that's on the screen. One of the components that is actually more for LAUSD and our special ed reporting is we need to certify and report that, for our federal and state revenue and funding, that we fully spend that. This report here just highlights the fact that we've received about \$842,000 in federal funding, that must be fully spent in the same year and a report to LAUSD is that we fully spent. The second area, which is the column to the right, would demonstrate that for our state special ed funding, that we have spent in excess of that, but the general fund supports the special ed needs of the school and we have spent more than that amount, but again, generally a negative amount is not good, but relative to specialized funding, it's very important that we take care of the needs of the special ed students, and that's called an encroachment, where we have to encroach or pull monies from our general fund and give it reclassified to the special ed fund. That slide is showing that we, to the tune of about \$2.4 million, we're supporting the special ed fund.

Brad Wright: I'm sorry.

Gregg Solkovits: I just wanted to comment on the slide. If that's not unusual, because my understanding is LAUSD has a huge encroachment due to special ed, and that's pretty much up and down the state, because of the underfunding by the federal government of the Mandate for Special Ed. So, this is not anything unusual. Just is what it is.

Brad Wright: Ms. Centman has a question. You have the floor, ma'am.

Danielle Centman: Yeah. I was just wondering how many kids in this school are there in special ed?

Greg Wood: It's about...

Danielle Centman: Approximate.

Greg Wood: Three...

Audience: Approximately 370.

Brad Wright: I'm sorry. You cannot respond from **[0:27:53 crosstalk]**. You cannot speak out there, please. Thank you very much.

Greg Wood: We have one of the highest numbers of special ed students, but again, I sit on the district's special ed fiscal committee, and yeah, we have one of the highest percentages of special ed students of our schools. I think, to supplement Mr. Solkovits' comment, again, the COP group, the Charter Operated Programs group of special ed, part of their... We **[0:28:27 inaudible]** apply for funding and they do look at... This is summarized for all the charters in Los Angeles, and again, if you aren't spending... Charter schools are looked at. If they can't... If they are not only using the monies they're given from the state, they will (1) report us to the state and we may... We, not us, but a school might be asked to give some of that money back, and (2) some of our funding, we can receive separate supplemental funding, which we've received in the past based upon the size of the encroachment that we have. Again, even with that extra money, we're still... We're fully supporting all those special ed needs.

Gregg Solkovits: Thank you.

Brad Wright: I'm going to say this. If you're an administrative director and you would like to participate, please be recognized by the board. Anyone, before you speak. You're not allowed to speak out in an agenda's board meeting unless we

recognize you, and that way, we stay in line with the Brown Act and the bylaws, the rules of the board. Thank you very much. With that, we'll ask, anyone would like to make a motion to approve--?

Greg Wood: I've got a few more. At least a couple more slides... if I could. This is an actual... This one probably is very dry and it's my... I'll speak more to we create our own Excel spreadsheet, but this form here is the form that goes... It's called The Sax form. It goes to LAUSD. It goes to Lake Go and it goes to the CDE, so this is just a summary of all the revenues and expenses, and so... This one is a summary page of all our revenues and expenses that shows our balance sheet. This is kind of what our unaudited actual form looks like. Once they get... If you can... Once we get to what looks more like an Excel form, I can speak briefly to that. Keep going, Mr. Guinto. Keep going. Or, is it a separate...? Is that a separate file? I think so. There you go. Can it get any bigger, possibly? Can you blow that up for me? What we've prepared here again, this is a full detailed report of all the revenue accounts, all the expense accounts, and we, when we talk about the 2022-2023 unaudited actuals, those are the first three columns. This file basically shows you what unrestricted files, which means there is no... It can be used for anything, type of funding, revenue or expenses. The second column represents restricted either revenue and expenses. Things like special ed and some of our federal monies are restricted, so we try to separate the two different buckets between unrestricted/restricted. The last column is really the combined amount of revenue or expense. If you look at like our LCFF, which is our largest stream of money coming based upon our ADA, about \$48.5 million... Scrolling down. Just to summarize, I'll just hit the highlights for everybody, so keep going. Yeah. Okay. You can see State Rep, so you have subtotals for the federal revenue, the subtotal for the state revenue. At the bottom of the screen is we have local revenue in the categories we recommended. Oops. That's okay. Can you just take total rep up a little bit? Then you get into this section of benefits, so all our health welfare mandatory stirs and prayers, workers comps and all the OPEB contributions. We are at about \$10 million reported of expenses there. Other sections, just other supplies, which include textbooks and the like, \$4 million, and then, just other operating expenses. Continuing down, keep going down. There you go, and so, that section, which includes things like legal, transportation, bank fees, just general utilities and that type of thing. That's \$9. Nine million? Okay. Yeah. Okay. That's a large area of our expenditures, and then, going down, the last few sections are depreciation. If we go down a little more on that. There you go. For all our assets, as we are on a modified accrual basis, we're not a cash reporting basis, we reflect what our depreciation is, and then, what's called other outgoing, our indirect costs, LAUSD, the one percent oversight fee we pay to LAUSD, as being a charter, is reported there. In total, after a... Revenue minus expenses... Again, we had a very healthy 13... one of the highest net fund balance editions, \$13.7 million, but in analyzing and just giving the organization a full recap, \$13 million seems fantastic, which, obviously, it is. The section that's on the screen now, now we've broken down kind of where did some of that \$13 million... It's either restricted or it came from other sources like investments. The summary of all the \$13 million comes up to that we have restricted amounts of over \$9 million dollars, so kind of the unrestricted edition, if you will, the \$4.5 million. You can see all the categories of things that are in the \$13 million dollars, whether

it's cafeteria or federal fundings that they're holding on to for future expenditures, some of the OPEB investment gains and losses, those go in there. Again, it's still a healthy fund balanced edition of the \$4.5 million. That's relative to that agenda item. Mr. Wright, that would be what I would ask the board to... This is what we've reported. I would ask the board to approve the unaudited actuals as presented.

Daniela Lopez-Vargas made a motion to approve the 2022-2023 unaudited actuals.

Gregg Solkovits seconded the motion.

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

B. 2023-2024 Budget Update and Readoption

Greg Wood: Ryan, if you could pull up the single... Like the partners one with the... Yeah. Just a brief... Don't have to spend any time on this at all, other than what's captured. Cafeteria... I will... Just for new board members, I will on a monthly basis, give the updates, financial updates, on the cafeteria. Again, we had kind of record increases last year of like 40 percent on our participation. Again, as we'll talk about in a minute, our attendance is down quite a bit this year from last year. We're like one percent ahead, which obviously, is somewhat realistic to the participation. Just giving that information. That said, if you scroll down a little bit, because of our participation, we are... On a cumulative basis, we're still... We're ahead with that, but we're up like \$17,000 in the cafeteria. Again, remembering that the cafeteria revenue has to stay within... It's a restricted fund, so any gains or losses coming out of the cafeteria have to get reinvested, so one item we're showing on here is an example. \$21,000 was spent on infrastructure. Last year, we carried over a balance of like \$300,000, so if we... Again, those funds do have to be kept in the cafeteria and used for cafeteria.

Steve Kofahl: You're reading that bottom line too?

Greg Wood: I'm reading the -\$4,800, but then adding back the... You see the \$21,000.

Steve Kofahl: I do.

Greg Wood: Yeah. Yeah, so you take out those expenses, you really have a gain of \$17,000.

Steve Kofahl: All in how you look at it.

Greg Wood: Okay. That's that slide. The other one that incorporates indoor projections is... Okay, so this is also a slide we will do monthly for the organization. This captures our... August was... We finished month one. We have 10 months of reporting attendance or enrollment and ADA information to the state after month eight. Month eight locks in our funding for fiscal year, so this is representative of the first month of the school year. You will see that the enrollment for August of 2023 was the \$31.65 and it's broken down into the grade levels, as shown on the screen, 678, 807, 807 and 873. The screen below that shows the same period last year. We had basically three... We had 300 more students last year. The biggest change would be we graduated... Last year, we had 906 12th graders that... Those came off the chart, or the amount and everything else shifted over one grade level, so that 906.

This is Department of Finance and the CDE. They're suggesting, in the next 10 years, Los Angeles will have like a 17 percent... They'll have a 17 percent decrease in enrollment. Again, I think it's important that we continue to attract students and enroll students, and so, that's something I think organizationally, we'll need to keep our eye on the enrollment ball, so to speak, to make sure that we can support future activities, teaching with enrollment. Right. That being said, then Ryan, could you then go to the spreadsheet, the prior spreadsheet, and then you can kind of hide... For the same spreadsheet we talked about with the unaudited actuals... Can you... a little bigger? What we're showing the organization, the middle columns... Same financial information. The middle columns represent what the board approved in June and that particular budget had a surplus of \$2 million, which as we're now looking at the new information, that's a good thing, because now, with the lower enrollment... Can you scroll to the right, Ryan? To the right and set it down, and now up a little bit. You'll see that what I've taken in... The top numbers are really, to me, the most important numbers to have a conversation about, because the enrollment that... which in June, we thought... we hoped would be 3,420... Now, I'm forecasting that enrollment for the full eight months that we'll get funded on, would go down to 3,145, and then, that our funded ADA would go from 3,181... I brought it down to 2,956. We got a slight increase on the per ADA funding underneath that from the time we approved the budget. It was 13,178, the latest State of California LCFL [0:43:42 inaudible] chart, which is what... suggests what our funding is. It's up to \$13,200. With that said, that's going to affect our budget. We're going to have lower... This re-forecasted budget now suggests that our revenue will be down 6.9 percent or over \$2 million dollars off... Just on that line. We've taken some of the lower ADA, some of our other revenue, without going into detail, we've lowered the revenue for things... whether it be our federal title I... our federal funds... Some of our special ed cafeteria revenues or... I've tried to lower it in accordance with some of our ADA drops... since the revenue now is what I'm... would like to say is the most accurate projection I have on what I think our funding will be. Could you scroll down and just maybe go to the revenue?

Greg Wood: Okay. Let me get to that section. Can you pause your question till I get there? I haven't gotten there yet. [0:46:05 inaudible]. Revenue, let me finish out... The revenue is down \$2.2 million. It's from what we adopted to what I'm suggesting... what I would like the board to re-adopt our budget for. Expenses in general, we tried to update our expenses for current expense changes that are known from June through now. Things like I know we're going to have some additional legal expenses. We've had some legal settlements happening over the summer, so I've increased for that. Some of our benefits, we've had favorable updates on our [0:46:43 prayers]. Now that we've finished out, we watched it save money on our [0:46:48 prayers] expense for the year, because we forecast higher than the actual [0:46:54 prayers] expense we had last year, so that'll save \$200,000 for your health savings. Our certificated administrators, we know we have two open positions currently, so we will save \$50,000 as of now, on those positions. Things like our bus transportation, once we adopt... Once we adjusted or approved the bus contract, I tried to take current events and do those as appropriate.

Now, being subject to answer Mr. Kofahl's Question, so our expenditures went from \$53.9 million down or \$254.1. In which, now can you re-ask your question, sir?

Greg Wood: Oh, okay. I want you to be. The budget... As of this report, we go from having a surplus of \$2 million, again with the knowledge that \$2.2 million of our revenue shortfalls. With all other revenue changes and updates with either savings or slightly additional expenses, I'm asking the board to approve a budget that has a slight deficit of \$317,000. Again, CBO-wise, I'm pushing for the approval of that, but **[0:48:31 inaudible]** like one. We had a prior year... We have been building up our fund balance. I'm not concerned that again, as of this moment, that we're having a budget that has a slight deficit in it with the knowledge there is... I think I'm being about as conservative as I can, with the hope there is an upside to our revenue, or if more revenues start coming in, that'll help this number, but I would want to be realistic to the organization, and say, yeah. That's the amount as of September 28th that I would like to board to approve.

Brad Wright: That includes future sponsorships that's help... All right.

Greg Wood: Things like that would not be included yet. Any additional revenue we may get outside of kind of the known, would help offset that.

Greg Wood: Okay. That's my hope, that I can get this budget re-adopted. Gregg Solkovits made a motion to approve the 2023-2024 budget update and re-adoption.

Alexandra Ramirez seconded the motion.

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

C. Discussion and Vote on OPEB Account Paying monthly Retiree Premiums

Greg Wood: Well, this is just about having the OPEB... The investment account takes the ownership of those retirees' premium. Again, we set up the OPEB account. It's up to \$25 million as we're saying, but there has not been a penny... None of these premiums have ever been charged to the retiree agreement, so what I'm asking the board to do is that, starting in October, that we will be getting our monthly medical statement as usual, which shows both retirees and actives. My request of the organization is that, starting in October, that those retiree benefit payments be paid for by our investment **[0:51:45 primary]** ... Talk to them... They have a process that we would... they will pay those bills instead of us. We do reflect... One second. They do reflect... We have been reflecting those payments within our check register. The check register that currently... When we pay our medical premium to our medical provider, we take the total amount... We've been reporting all along what the breakdown is between the actives and retirees, but kind of knowing that we are going to be fully funded, it's... To me, it would be time for the OPEB account, and then, in addition to that, just one last comment, it would be... Once we start doing that, that would be a savings to our... Okay. That's going to come out of the OPEB account. In the past, we've reflected that payment, which is about \$450,000. In the past, we reported that as part of our general fund budget, so in essence, by passing that, we've already... That \$450,000 would now come out... would come out of the OPEB account, not be reflected the budget... Kind of you just adopted... We would...

and at the end, we were showing less, about \$450,000 less OPEB expense that we have, versus what we've historic...

Brad Wright: I get that. Any questions.

Gregg Solkovits: Maybe there is a legalist degree, so it was a reason why we didn't take this motion first, so you could reflect no deficit on the document, when this approves. Was there a reason why we did it in the order we did?

Greg Wood: Not in particular.

Gregg Solkovits: Realistically, there is no deficit out--?

Greg Wood: Yes.

Gregg Solkovits: When we take this vote. **[0:53:20 inaudible]** approve it?

Greg Wood: Yes. That's right.

Gregg Solkovits made a motion to approve the OPEB account paying monthly retiree premiums.

Brad Wright seconded the motion.

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

VI. School Business

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

David Hussey: Yes. I want to start off by thanking Mr. **[0:54:21 Monroy]**, UTLA chair and Mr. Russell, The Ask Me chair, on working with me, going over the changes in the handbook. I'm going to start with page seven. There are very minimal changes. I just want to go over the pages, so page seven, criminal background checks. This is just language that we receive from our legal counsel. On page 12... just more legal language. Page 17, just making the language more inclusive. Page 21, again, just making the language...a language update. Page 41, more legal language. Page 45, just clarifying some language and those were the changes to the handbook. We talked and we all agreed that these were changes that we all liked, and so, I'm putting it to the board that the board approves the updated employee handbook.

Brad Wright: Do we have any questions?

Female Speaker: There is a new section on page 54 for bereavement leave. Is that new or is that just edited?

Brad Wright: Edited...

David Hussey: Oh, no. Yeah, that was... Sorry. That was edited as well. Sorry. I messed up there. All these recommendations were made by legal counseling. Brad Wright made a motion to approve the revisions to the ECRCHS employee handbook for 2023-2024.

Steven Kofahl seconded the motion.

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

B. Approval of LACOE -County Treasury Certificate of Signatures

Greg Wood: Yeah. LACOE stands... LACOE, which is Los Angeles County Office of Education, and since we are part of their financial system, the County

Treasury is one of our largest accounts, we use the County Treasury. The state sends its funds to the County Treasury. We in turn, when needed, transfer monies from the County Treasury into our bank to do things like normal operating expenses and payroll. Every year, part of the LACOE processes is, every year, the board has to approve... It's called "certificate of signatures" and I don't know... You have... I have the original form. You have the materials, which it doesn't matter if you don't. The form I'm holding in my hand has every board member's name on it, with the fact that you would approve what it's... Two people, which currently is Mr. Hussey and Mr. Wood, are the two people that are authorized to transfer funds from the LACOE bank account, if you want to... for lack of a better term. The LACOE bank account to the school's bank account, and so, they require an annual renewal of this "certificate of signatures," so I'd ask if the board approves this. I could pass around the document. Every board member needs to sign it right above their name, and Ms. Lopez Vargas, as our secretary of the board, you would have to sign it both as a board member and the secretary of the organization has to sign it twice. We've done this every year since we've had it, so it's kind of a normal document that LACOE asks us to do every year. That said, the board needs to formally approve the authorization of this certificate of signatures.

Ronald Laws made a motion to approval of LACOE County Treasury certificate of signatures.

Danielle Centman 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

No actions were taken in closed session.

B. Possible Board Approval Vote on Chief Operations Officer Contract

Brad Wright: We'll be going to a board approval on the chief operating officer's contract, the COO, and before a vote, anyone like to present this item? We all spoke about that, the item of Fernando Delgado becoming our chief operating officer. He'll be under Mr. Hussey. Would anyone like to make a motion to vote on this, on the COO, the Chief Operating Officer contract?

Steven Kofahl made a motion to approval of the chief operating officer contract.

Alexandra Ramirez seconded the motion.

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

Roll Call

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

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:59 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Approve September 2023 Check Registers

Section: II. Consent
Item: B. Approve September 2023 Check Registers
Purpose: Vote
Submitted by:
Related Material: II.B - General Register - Sept 2023.pdf
II.B - ASB Trust Balances - Sept 2023.pdf
II.B - Checking Register - Sept 2023.pdf
II.B - ASB Register - Sept 2023.pdf
II.B - Vendor YTD - Sept 2023.pdf

Check Register

Account: 1761 General

El Camino Real HS

Sept 2023

Grand Total \$ 686,963.27

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
9/5/2023	ACH230905-01	PenServ Plan Services	PENSERV SEPT 2023	\$ 27,539.50	Sep 2023	General Fund	403B
9/5/2023	ACH230905-02	Solupay Merchant	Merchant Payment x0888	\$ 2.95	Sep 2023	General Fund	Fees
9/5/2023	ACH230905-03	Solupay Merchant	Solupay merchant x1886	\$ 2.95	Sep 2023	General Fund	Fees
9/5/2023	ACH230905-04	Solupay Merchant	Solupay merchant x0888	\$ 102.90	Sep 2023	General Fund	Fees
9/5/2023	ACH230905-05	Solupay Merchant	Solupay merchant x1886	\$ 741.96	Sep 2023	General Fund	Fees
9/6/2023	ACH230906-01	CharterSafe	CHARTERSAFE - SEPT 2023	\$ 57,979.00	Sep 2023	General Fund	Insurance/W/C
9/11/2023	ACH230911-01	U.S. Bank National Association (OPEB)	OPEB PAYMENT - SEPT 2023	\$ 220,000.00	Sep 2023	General Fund	Benefits
9/11/2023	ACH230911-02	California Department of Tax & Fee Administration	CDTFa - Q2 2023	\$ 412.27	Sep 2023	General Fund	Sales Tax
9/13/2023	ACH230913-01	Pitney Bowes	POSTAGE - SEPT 2023	\$ 520.99	Sep 2023	General Fund	Postage
9/19/2023	ACH230919-01	Self Insured Schools of California	SISC - SEPT 2023	\$ 377,851.54	Sep 2023	General Fund	Benefits
9/19/2023	ACH230919-02	PenServ Plan Services	PENSERV 9/15 PYRL	\$ 1,042.50	Sep 2023	General Fund	403B
9/20/2023	ACH230919-03	Texas Life Insurance Company	TEXAS LIFE - 9/15 PYRL	\$ 766.71	Sep 2023	General Fund	Supplemental Life

**payment amount towards retiree benenfits	certificated	\$ 39,475.67
	classified	\$ 8,517.94

ASB Trust Balances - Sept 2023

Trust Account	Amount
ECR 50th Anniversary	\$ -
TRUST - A Capella (Vocal Royale)	\$ 564.15
TRUST - AVID	\$ 7,293.46
TRUST - AcaDeca	\$ -
TRUST - Active Minds	\$ 34.88
TRUST - American Cancer (Relay)	\$ 281.85
TRUST - Asian Appreciation Club	\$ 72.00
TRUST - Athletic Director	\$ 93.80
TRUST - Band	\$ 12,737.48
TRUST - Baseball	\$ 27,275.80
TRUST - Beyond the Books	\$ 164.00
TRUST - Black Student U	\$ 1,969.98
TRUST - Boys Basketball	\$ 17,503.70
TRUST - Boys Golf	\$ 2,183.21
TRUST - Boys Lacrosse	\$ 11,140.34
TRUST - Boys Soccer	\$ 8,141.55
TRUST - Boys Volleyball	\$ 9,487.92
TRUST - Boys Waterpolo	\$ 5,648.27
TRUST - C2BK Cool 2 B Kind	\$ 397.75
TRUST - CEA	\$ 1,427.61
TRUST - CHIRLA	\$ 65.75
TRUST - CSF	\$ 37,752.33
TRUST - Cheerleaders	\$ 6,656.41
TRUST - Choir	\$ 7,360.98
TRUST - Claws for a Cause	\$ 17.88
TRUST - Club Girl Up	\$ -
TRUST - College Counseling	\$ 758.44
TRUST - Creative Writing	\$ 2,133.38
TRUST - Cross Country	\$ 6,611.17
TRUST - Cultural Club	\$ -
TRUST - DECA	\$ 978.40
TRUST - Dance	\$ 5,553.37
TRUST - Drama	\$ 28,130.65
TRUST - Drill Team	\$ 22,835.24
TRUST - ECR Community Leaders	\$ 1,481.95
TRUST - Endangered Species	\$ 64.00
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 252.36
TRUST - Football	\$ 42,508.53
TRUST - French Club	\$ -
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 2,621.54
TRUST - Ganssle Memorial Schol	\$ 1,500.00
TRUST - Girls Basketball	\$ 4,098.24
TRUST - Girls Golf	\$ 2,249.58
TRUST - Girls Lacrosse	\$ 5,211.11
TRUST - Girls Soccer	\$ 8,411.30
TRUST - Girls Volleyball	\$ 25,883.52

ASB Trust Balances - Sept 2023

Trust Account	Amount
TRUST - Girls Water Polo	\$ 651.89
TRUST - Grad Class 2020	\$ -
TRUST - Grad Class 2021	\$ -
TRUST - Grad Class 2022	\$ -
TRUST - Grad Class 2023	\$ 59,742.59
TRUST - Grad Class 2024	\$ (9,102.80)
TRUST - Grad Class 2025	\$ 2,780.64
TRUST - Grad Class 2026	\$ 969.33
TRUST - Great Films Club	\$ 20.00
TRUST - Helping Hands	\$ 632.00
TRUST - Humanitas	\$ 1.73
TRUST - Jewish Club	\$ 65.50
TRUST - KPOP Club	\$ 256.88
TRUST - Key Club	\$ 270.32
TRUST - Knitting for a Cause	\$ 44.05
TRUST - La Familia	\$ 143.81
TRUST - Local Charity Outreach	\$ 92.00
TRUST - Local Vocals	\$ 1,826.90
TRUST - MACS Club	\$ 40.00
TRUST - MESA Club	\$ 50.40
TRUST - Marching Band	\$ -
TRUST - Medical Club	\$ 7,844.52
TRUST - Milton Goffman Scholarship	\$ 4,805.00
TRUST - Mock Trial	\$ 385.00
TRUST - Model United Natn	\$ 836.00
TRUST - Mountain Bike Club	\$ 836.99
TRUST - NJROTC	\$ 77,617.04
TRUST - National Honors Soc	\$ 4,914.40
TRUST - Newspaper Interns Club	\$ 396.16
TRUST - Operation Smile	\$ 88.68
TRUST - Persian Club	\$ 128.00
TRUST - Philosophy Club	\$ 41.00
TRUST - Physics Club	\$ 590.04
TRUST - Ping Pong Club	\$ 28.60
TRUST - Recycle for Research	\$ 148.24
TRUST - Robotics	\$ 15,974.21
TRUST - Rotary Interact Club	\$ 323.24
TRUST - Sand Volleyball	\$ 2,022.36
TRUST - Save Promise	\$ 79.00
TRUST - Save the Waves	\$ 126.00
TRUST - Schship JHarrison	\$ 9,253.61
TRUST - Science Bowl	\$ 1,850.23
TRUST - Science National Honors Society	\$ 119.90
TRUST - She's The First	\$ 1,595.57
TRUST - Softball	\$ 14,560.33
TRUST - Spanish Honor Soc	\$ 701.00
TRUST - Speech & Debate	\$ 167.68
TRUST - Step	\$ 2,434.82
TRUST - Student Council	\$ 85,101.17

ASB Trust Balances - Sept 2023

Trust Account	Amount
TRUST - Students Demand Action	\$ 149.00
TRUST - Swimming & Diving	\$ 4,741.07
TRUST - The MESS	\$ 109.19
TRUST - Thespians Club	\$ 1,395.84
TRUST - Track & Field	\$ 2,549.79
TRUST - True Crime Club	\$ 11.81
TRUST - UNICEF	\$ 632.05
TRUST - VAPA Scholarship	\$ 3,130.52
TRUST - Vegan Peace Club	\$ 94.18
TRUST - WE Club	\$ 123.77
TRUST - Wrestling	\$ 1,863.42
TRUST - You Can Do This SCHLR	\$ 500.00

Total	\$ 627,186.49
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ASB Income	\$ 41,790.95
ASB Expense	
4350 - Supplies	\$ 6,429.10
5835 - Field Trip	\$ -
5825 - Consultants	\$ -
Inventory	\$ 33,052.83
Total Expense	\$ 39,481.93

Total ASB General Fund	\$ 2,309.02
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Total	\$ 624,877.47
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Check Register

Account: 1796 General
 El Camino Real HS
 Sept 2023

Grand Total \$ 1,057,025.42

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/5/2023	18164	CONFIDENTIAL	Employee Settlement	7,500.00	Sep 2023	General Operations	Legal	
9/5/2023	18165	Jules Seltzer Associates	INV 235232 New furniture for health-social studies science and math	98,429.56	Sep 2023	General Operations	Non Captial Expenses	
9/5/2023	18166	AT&T 8815	23-Aug 818 884-8815 516	1,245.19	Sep 2023	General Technology	Communications	
9/5/2023	18167	AT&T 0810	08/23 818 716-0810 246	1,121.11	Sep 2023	General Technology	Communications	
9/5/2023	18168	Palmer Hamilton LLC	inv 0000130442 Cafeteria Capitalization Project (Furniture)	270,542.08	Sep 2023	Cafeteria	Capital	
9/5/2023	18169	M & S Technology Group, LLC (The Circle)	07/23 Printing Services	496.95	Sep 2023	General Technology	Technology Lease	
9/5/2023	18170	ULINE, INC.	inv 166685177 teacher desk for Mr. Dhillon-6920932	1,264.34	Sep 2023	General Operations	Non Captial Expenses	
9/5/2023	18171	Stephanie Franklin	reimbursement	406.95	Sep 2023	General Academic - Scholastic Groups	Non Instructional Supplies	
9/6/2023	18172	818 Cleaners	INV 147338 Uniform Cleaning 8/25 JV & Varsity	789.25	Sep 2023	General Athletics	Non Instructional Consulting	
9/6/2023	18173	UTLA	07/23 UTLA Union Dues	13,858.01	Sep 2023	General Operations	Benefits	
9/6/2023	18174	Garbanzo	2023-2024 Subscription	1,490.00	Sep 2023	General Academic	Subscriptions	
9/6/2023	18175	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	08/31 403(B) Plan 2563-4428 Charles Schwab	4,925.00	Sep 2023	General Operations	Benefits	
9/6/2023	18176	Environmental Network Corporation (ENCORP)	INV T23149.TRG BRRP/Lead Training for ECR Staff	1,800.00	Sep 2023	General Operations	Professional Development	
9/6/2023	18177	Self Insured Schools of California	08/31/2023 SISC Flex FSA Fees	4,741.80	Sep 2023	General Operations	Benefits	
9/6/2023	18178	Department of Justice (State of CA)	07/23 INV 674751 Fingerprint Apps	243.00	Sep 2023	General Operations	Fingerprinting	
9/6/2023	18179	Interquest Detection Canines	05/23 Canine Inspection INV ECRCHS-0723	175.00	Sep 2023	General Operations	Non Instructional Consulting	
9/19/2023	18180	Corner Bakery	IS/ Flex Retreat Lunch Order 9/20	175.37	Sep 2023	General Operations	Non Instructional Supplies	
9/7/2023	18181	SoCalGas	08/23 Gas Charges for Shoup Acct 163 513 3769 2	42.72	Sep 2023	General Operations	Utilities	
9/7/2023	18182	LADWP	23-Aug 6968788886 Shoup Utilities	4,843.79	Sep 2023	General Operations	Utilities	
9/7/2023	18183	Telemidia Trainco Holdings LLC (eFoodHandlers)	inv T-33033 Food Handlers and Managers Cards	2,940.00	Sep 2023	Cafeteria	Fees	
9/7/2023	18184	FedEx	7/14/23 inv 8-191-83271 FedEx Express Services	27.28	Sep 2023	General Operations	Communications	
9/7/2023	18185	United Rentals (North America), INC	inv 222505035-001 Training for Scissor lift - 8 people	1,592.00	Sep 2023	General Operations	Professional Development	
9/7/2023	18186	McCalla Company	inv 083022 Custodies supplies	1,699.44	Sep 2023	General Operations	Operations Supplies	
9/7/2023	18187	TPW, Inc. (Super Worksheets(DBA), I know It(DBA)	2023-2024 Site License Renewel	375.00	Sep 2023	General Academic	Subscriptions	
9/7/2023	18188	Wespac Plan Services, LLC	INV 11627 Quarterly Recordkeeping Fees-457(B) Plan	250.00	Sep 2023	General Operations	Benefits	
9/7/2023	18189	Splashtop Inc.	INV stb230706-2 Splashtop remote desktop tool annual license renewal 2023-2024	1,596.00	Sep 2023	General Technology	Subscriptions	
9/8/2023	18190	Brad Constant Construction Inc.	INV 2023-35 Installation of wall décor gymnasium	22,500.00	Sep 2023	General Athletics	Capital	
9/8/2023	18191	Brad Constant Construction Inc.	INV 2023-34 Décor and furniture installation for Cafeteria	38,350.00	Sep 2023	Cafeteria	Capital	
9/8/2023	18192	Interscholastic Equestrian League	23-24 annual membership fee and insurance	0.00	Sep 2023	General Athletics	Insurance	Voided
9/8/2023	18193	American Scholastic Evaluation/ American Scholastic Mathematics Assn	Entry Fees for 2023-2024 Student Tournament	100.00	Sep 2023	General Academic - Scholastic Groups	Fees	
9/8/2023	18194	California Mathematics League	2023-24 Entry Fees for Student Tournament	100.00	Sep 2023	General Academic - Scholastic Groups	Fees	
9/8/2023	18195	Corner Bakery	Retreat	350.74	Sep 2023	General Operations	Non Instructional Supplies	
9/8/2023	18196	Epic Sports, Inc.	INV 7111465 Girls Soccer Supplies	2,273.04	Sep 2023	General Athletics	Non Instructional Supplies	
9/8/2023	18197	Figdesign Inc	INV 3526 Business Cards	67.27	Sep 2023	General Operations	Non Instructional Supplies	
9/8/2023	18198	Child and Family Guidance Center	07/23 Special Ed Services Northpoint	95.94	Sep 2023	Special Education	Instructional Consulting	
9/12/2023	18199	T-Mobile US, Inc.	23-Aug 969604280 - WiFi Student Hot Spots	3,199.17	Sep 2023	ESSER III	Communications	
9/11/2023	18200	Crescenta Valley High School	2023 Crescenta Valley Girls Volleyball Tournament	1,275.00	Sep 2023	General Athletics	Fees	
9/11/2023	18201	Dan's Super Subs Inc.	09/12/23 VAPA Retreat Lunch	121.35	Sep 2023	General Operations	Non Instructional Supplies	
9/12/2023	18202	Verizon Wireless	08/23 INV# 9941467839 Communication Services	418.11	Sep 2023	General Operations	Communications	
9/12/2023	18203	AT&T 6340	23-Aug 818 888-6340 249	308.75	Sep 2023	General Technology	Communications	
9/12/2023	18204	AT&T 9221	23-Aug 818 887-9221 130	615.73	Sep 2023	General Technology	Communications	
9/12/2023	18205	ULINE, INC.	inv 167051775 additional desks for resource office	2,424.44	Sep 2023	General Operations	Non Captial Expenses	
9/12/2023	18206	Dan's Super Subs Inc.	9/13/23 Math Algebra 2 Retreat Lunch Order	65.90	Sep 2023	General Operations	Non Instructional Supplies	
9/12/2023	18207	818 Cleaners	INV 147672 Uniform Cleaning - 8/30-8/31 JV & Varsity	836.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/12/2023	18208	MAA American Mathematics Competitions	INV H169279 Annual Math Competition	367.00	Sep 2023	General Academic - Scholastic Groups	Fees	
9/12/2023	18209	CE Educational Tours (CE Tours)	9/19-9/23 DMV HBCU College Tour	0.00	Sep 2023	General Academic	Field Trips	Voided
9/12/2023	18210	CharterSafe	INV 43671 WC AUDIT - 22/23	2,208.31	Sep 2023	General Operations	Insurance	
9/12/2023	18211	Careers through Culinary Arts Program, Inc.	INV 04-2324-028 CCAP Program Fee	4,000.00	Sep 2023	CTE	Fees	
9/12/2023	18212	Barbara Stanoff	Step Team Competition	121.61	Sep 2023	General Academics - Scholastic Groups	STEP	

Check Register

Account: 1796 General
 El Camino Real HS
 Sept 2023

Grand Total \$ 1,057,025.42

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/13/2023	18213	Dan's Super Subs Inc.	9/14/2023 Math Algebra I Retreat Lunch Order	58.25	Sep 2023	General Operations	Non Instructional Supplies	
9/13/2023	18214	Epic Sports, Inc.	INV 7115223 Girls Volleyball	1,361.70	Sep 2023	General Athletics	Non Instructional Supplies	
9/13/2023	18215	BSN Sports, LLC	INV 922406921 Women's Tennis	2,006.23	Sep 2023	General Athletics	Non Instructional Supplies	
9/13/2023	18216	BSN Sports, LLC	INV 922406982 Women's Basketball	2,700.47	Sep 2023	General Athletics	Non Instructional Supplies	
9/13/2023	18217	BSN Sports, LLC	INV 922406956 Men's Basketball	2,700.47	Sep 2023	General Athletics	Non Instructional Supplies	
9/14/2023	18218	Walsworth Yearbooks	INV for Elite Weekend 09/15-17/2023	600.00	Sep 2023	General Academic - Scholastic Groups	Fees	
9/14/2023	18219	Soccer.com (Sports Endeavors, Inc.)	INV 9403265129 Boys Soccer Items for 2023	1,607.94	Sep 2023	General Athletics	Non Instructional Supplies	
9/14/2023	18220	Soccer.com (Sports Endeavors, Inc.)	INV 9403191594 Boys Soccer Items for 2023	355.62	Sep 2023	General Athletics	Non Instructional Supplies	
9/14/2023	18221	Phase II Systems (Public Agency Retirement Services - PARS)	INV 53626 PARS ARS Fees Plan A5 - ARS11A 06/23	357.55	Sep 2023	General Operations	Benefits	
9/14/2023	18222	The Help Group-North Hills Prep School	INV ELCO723NHP Special Ed Services 07/23	8,604.94	Sep 2023	Special Education	Instructional Consulting	
9/14/2023	18223	ICON School Management	INV 1431 09/2023 Charter School Consulting	3,500.00	Sep 2023	General Operations	Business Services	
9/14/2023	18224	American Fidelity Assurance Company	INV D628490 Supplemental Employee Benefits 09/23	3,577.01	Sep 2023	General Operations	Benefits	
9/14/2023	18225	Music Theatre International	12/2023 Licensing Rightss and materials	2,920.00	Sep 2023	General Academic	Instructional Supplies	
9/15/2023	18226	818 Cleaners	INV 147931 Uniform Cleaning - 9/8/23 JV & Varsity	831.75	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18227	Cyd Zeigler	9/15/2023 ECR Football Official JV & Varsity	210.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18228	Anthony Corona	9/15/2023 ECR Football Official Varsity Only	122.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18229	Oscar Cabrera	9/15/2023 ECR Football Official	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18230	Woodbridge High School	INV 2120773 Woodbridge Cross Country Classic	550.00	Sep 2023	General Athletics	Fees	
9/15/2023	18231	Amos Wellington	9/15/2023 ECR Football Official JV & Varsity	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18232	Enrique Velarde	9/15/2023 ECR Football Official JV & Varsity	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/15/2023	18233	Pyramid Pipe & Supply Co.	inv 609081 Custodial Supplies	1,678.31	Sep 2023	General Operations	Operations Supplies	
9/18/2023	18234	Ronald Cole	ECR v. North Hollywood Football 8/31/2023	122.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/18/2023	18235	Xavier Deckard	ECR v. North Hollywood Football 8/31/2023	123.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/18/2023	18236	Ted Lamoureux	ECR v. North Hollywood Football 8/31/2023	122.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/18/2023	18237	Tony Crittendon	ECR v. North Hollywood Football 8/31/2023	122.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/18/2023	18238	Cascade Athletic Supply Co Inc	Baseballs Order# ECR 9/5/23	3,753.51	Sep 2023	General Athletics	Non Instructional Supplies	
9/15/2023	18239	Sylvia Yi	UC Conference	45.00	Sep 2023	General Operations	Professional Development	
9/15/2023	18240	John Orlando Vazquez	Mileage for athletics	37.34	Sep 2023	General Athletics	Mileage	
9/18/2023	18241	Covantia, Inc.	INV 22-8250 Discipline: Tardy/Detention Management	10,725.00	Sep 2023	LCAP	Subscriptions	
9/18/2023	18242	Barbara Stanoff	reimbursement	149.98	Sep 2023	General Academics - Scholastic Groups	Robotics	
9/18/2023	18243	Minita Clark	Purchase for Teacher/Staff Breakfast	100.21	Sep 2023	General Operations	Non Instructional Supplies	
9/19/2023	18244	Kirk A West	Girls Volleyball Official 9/19/2023	0.00	Sep 2023	General Athletics	Non Instructional Consulting	Voided
9/19/2023	18245	Jerry Burns	Girls Volleyball Official 9/19/2023	148.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/20/2023	18246	Lee Jordan	9/20/2023 Boys Water Polo	73.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/20/2023	18247	James Gillis	9/20/2023 Boys Water Polo	73.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/20/2023	18248	Discovery Cube LA	9/21/23 Field Trip	132.00	Sep 2023	Special Education	Field Trips	
9/20/2023	18249	Paragon MSP LLC	INV-003015 August 2023 Network Consulting Services	3,125.00	Sep 2023	General Technology	Subscriptions	
9/20/2023	18250	Rockler Companies, Inc.	INV 10915648 Equipment Replenishment	2,036.64	Sep 2023			
9/20/2023	18251	Liliana Murcia	2023 UC Counselor Conference-Virtual	0.00	Sep 2023	General Operations	Professional Development	Voided
9/20/2023	18252	Antonia B Serrano	112440 Refund for college class	798.00	Sep 2023	A-G Success	Non Instructional Consulting	
9/20/2023	18253	Jostens, Inc	INV 2280 Beach Volleyball Championship Rings	602.25	Sep 2023	General Athletics	Non Instructional Supplies	
9/20/2023	18254	Brooks Transportation Inc.	INV 20638 Buses Week of 8/17/2023	3,125.00	Sep 2023	General Athletics	Transportation	
9/21/2023	18255	The Master's University and Seminary	INV 2150558 The Masters University XC Invitational	600.00	Sep 2023	General Athletics	Fees	
9/21/2023	18256	Brooks Transportation Inc.	INV 20579 Buses Week of 8/11/2023	2,450.00	Sep 2023	General Athletics	Transportation	
9/21/2023	18257	BSN Sports LLC	INV 922507706 Girls Lacrosse	2,055.16	Sep 2023	General Athletics	Non Instructional Supplies	
9/21/2023	18258	John Wiley & Sons, Inc	INV 7345601 Book Principles of Human Anatomy, 15th Edition	26,176.33	Sep 2023	General Academic	Textbooks	
9/26/2023	18259	David Musso	9/26/2023 Girls Volleyball Official JV & Var	148.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/26/2023	18260	Jim Russell	9/26/2023 Girls Volleyball Official JV & Var	155.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/27/2023	18261	Mark Arthur	Girls Volleyball Official Shortage	11.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/21/2023	18262	Liliana Murcia	2023 UC Counselor Conference-Virtual	45.00	Sep 2023	General Academic	Professional Development	
9/27/2023	18263	Becker, Craig	Girls Volleyball Official Shortage	6.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/27/2023	18264	Corner Bakery	INV 2571311 PBIS Retreat Lunch Order 9/28 - Vazquez	222.74	Sep 2023	General Operations	Non Instructional Supplies	
9/27/2023	18265	Total Education Solutions (TES Therapy)	INV 6542096 TES Therapy 08/23	187.50	Sep 2023	Special Education	Instructional Consulting	

Check Register

Account: 1796 General
 El Camino Real HS
 Sept 2023

Grand Total \$ 1,057,025.42

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/27/2023	18266	Administrative Services CO-OP Dba Yellow Cab	INV17020 07/23	180.00	Sep 2023	Special Education	Transportation	
9/27/2023	18267	Self Insured Schools of California	09/15/23 SISC Flex FSA Fees	542.66	Sep 2023	General Operations	Benefits	
9/27/2023	18268	BSN Sports LLC	INV 922520011 Women's Lacrosse Supplies	2,150.62	Sep 2023	General Athletics	Non Instructional Supplies	
9/27/2023	18269	N2Y LLC	INV-1069700 Unique Learning System	9,099.87	Sep 2023	Special Education	Subscriptions	
9/27/2023	18270	Robotics Education and Competition Foundation, Inc	INV 62138877 Registration of Robotics Teams	350.00	Sep 2023	General Academic - Scholastic Groups	Fees	
9/27/2023	18271	LogMein USA, Inc.	INV -811-3023307513 Lastpass Annual Subscription	864.00	Sep 2023	General Technology	Subscriptions	
9/27/2023	18272	Sportboardz LLC	INV 8212023EC Championship year plaques	535.00	Sep 2023	General Athletics	Non Instructional Supplies	
9/27/2023	18273	California IT in Education	INV 0002-0643-0143 CITE Annual Conference 2023-2024	1,590.00	Sep 2023	General Technology	Professional Development	
9/27/2023	18274	LACOE, Los Angeles County Office of Education	INV 24*0107 Trainings for 2024-2023	4,500.00	Sep 2023	Educator Effectivness	Professional Development	
9/28/2023	18275	Noah Barnett	5/30/23 Mealtime Refund	15.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18276	Ani Kirakosian	5/30/23 Mealtime Refund	7.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18277	Jeanne Scola	5/30/23 Mealtime Refund	46.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18278	Samira Sharifi	5/30/23 Mealtime Refund	25.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18279	Paul Scola	5/30/23 Mealtime Refund	20.50	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18280	Stephanie Bedran	5/30/23 Mealtime Refund	7.50	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18281	Cesar Rosales	5/30/23 Mealtime Refund	17.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18283	Melissa Montejano	5/30/23 Mealtime Refund	62.00	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18284	Jonah Cruanas	5/30/23 Mealtime Refund	154.50	Sep 2023	Cafeteria	Food Service Sales	
9/28/2023	18285	Sacred Heart High School (Cross Country)	INV 2006169 Sacred Heart High School	480.00	Sep 2023	General Athletics	Fees	
9/28/2023	18286	Alejandro Sanchez	9/26/2023 Girls Volleyball Official JV & Var	148.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/28/2023	18287	Marko Jankovic	9/28/2023 Girls Volleyball Official JV & Varsity	155.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/28/2023	18288	AP fbo EdLogical Group Corp	06/23 Non-Special Edlogical Services INV 900398	450.00	Sep 2023	Special Education	Instructional Consulting	
9/29/2023	18289	Medieval Times USA, Inc.	10/19/23 Trip to Medieval Times	2,623.80	Sep 2023	General Academic	Field Trips	
9/29/2023	18290	Terrence Littlefield	Football Official 9/29/2023	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/29/2023	18291	Scott Harrold	Football Official 9/29/2023	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/29/2023	18292	Gilbert Acedo	Football Official 9/29/2023	208.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/29/2023	18293	Michael Goode	Football Official 9/29/2023	210.00	Sep 2023	General Athletics	Non Instructional Consulting	
9/28/2023	18294	Hal Leonard LLC (Noteflight LLC)	INV 805523 Learn Subscription	849.00	Sep 2023	General Technology	Subscriptions	
9/29/2023	18295	Tony Campos	Football Official 9/29/2023	0.00	Sep 2023	General Athletics	Non Instructional Consulting	Voided
9/29/2023	18297	818 Cleaners	INV 148228 Uniform Cleaning - 9/15/23 - JV & Varsity	755.25	Sep 2023	General Athletics	Non Instructional Consulting	
9/29/2023	18298	Law Offices of Young, Minney & Corr, LLP	09/23 Legal Services INV 6130	23.50	Sep 2023	General Operations	Legal	
9/29/2023	18299	Birmingham Community Charter High School	Birmingham Pool Rental JAN-MAY INV# 24-00023	5,590.00	Sep 2023	General Athletics	Rentals	
9/1/2023	SPACH1689	Respondus, Inc.	INV SO-35458 Annual license renewal for Respondus lockdown browser2023-2024	4,045.00	Sep 2023	General Technology	Subscriptions	
9/1/2023	SPACH1690	Infinity Communications & Consulting, Inc	INV 16092 E-Rate Consulting Services Fee for FY2024 Category One	0.00	Sep 2023	General Technology	Non Instructional Consulting	Voided
9/7/2023	SPACH1691	Infinity Communications & Consulting, Inc	INV 16102 ECF 4% fee for processing	0.00	Sep 2023	General Technology	Non Instructional Consulting	Voided
9/7/2023	SPACH1692	Amazon	inv 1FWT-W4WC-DL13 Wall/Ceiling Projection Screen	83.21	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1693	Amazon	inv 1J3P-4YYP-9VHG yoga mats	236.50	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1694	Amazon	inv 1JTY-YQFN-MCC3 supplies	550.71	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1695	Amazon	inv 1XGK-JCMR-CPWR Senior Awards	119.20	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1696	Amazon	inv 176K-LHTP-F31L Office Supplies	276.29	Sep 2023	General Operations	Non Instructional Supplies	
9/7/2023	SPACH1697	Project Lead The Way, Inc.	INV 388402 Participation fee for 2023-24	5,400.00	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1698	Gordon Rees Scully Mansukhani, LLP (Gordon & Rees LLP)	INV 21389778, 21389783, 21389796 Legal Services	4,117.10	Sep 2023	General Operations	Legal	
9/7/2023	SPACH1699	Amazon	inv 1JQ1-L79P-7YXL AP Testing Supplies	153.24	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1700	Amazon	INV 1YQ4-MDXX-MFD4 classroom supplies For Summer Bridge Program	1,359.15	Sep 2023	General Academic	Instructional Materials	
9/7/2023	SPACH1701	Amazon	inv 16XM-G7NK-3MY4 Tech office supplies for spring 2023	1,407.62	Sep 2023	General Technology	Subscriptions	
9/8/2023	SPACH1702	Cross Country Staffing, Inc.	INV D91733 Psych Services - Special Ed Services 06/23	4,500.00	Sep 2023	Special Education	Instructional Consulting	
9/8/2023	SPACH1703	Amazon	AP and Main Office supplies	33.00	Sep 2023	General Operations	Non Instructional Materials	
9/8/2023	SPACH1704	Amazon	Office Supplies	125.90	Sep 2023	General Operations	Non Instructional Materials	
9/8/2023	SPACH1705	Amazon	inv 1NWH-DV6Y-4463 Supplies for the Alternative Education Program	239.69	Sep 2023	General Academic	Instructional Materials	
9/8/2023	SPACH1706	Amazon	Supplies for Science Department	471.96	Sep 2023	General Academic	Instructional Materials	
9/8/2023	SPACH1707	Amazon	INV 17PH-LR4H-43K6	68.94	Sep 2023	General Technology	Non Instructional Materials	
9/8/2023	SPACH1708	Amazon	Office Supplies	189.92	Sep 2023	General Operations	Non Instructional Materials	

Check Register

Account: 1796 General
 El Camino Real HS
 Sept 2023

Grand Total \$ 1,057,025.42

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/8/2023	SPACH1709	Amazon	inv 1RFW-VRPL-3HRD order placed delivery date-02/01/2023	443.12	Sep 2023	General Technology	Non Instructional Materials	
9/8/2023	SPACH1710	Smart & Final	2023-2024 Monthly Classroom Lab Supplies 9/1/2023	0.00	Sep 2023	CTE	Instructional Supplies	Voided
9/8/2023	SPACH1711	Amazon	inv 1D7G-J6WW-73W6 Privacy Screen	101.70	Sep 2023	General Operations	Operations Supplies	
9/8/2023	SPACH1712	PowerSchool Holdings LLC (PowerSchool Group LLC)	INV356713 Naviance program	31,903.03	Sep 2023	General Technology	Subscriptions	
9/9/2023	SPACH1713	Wooly Learning, Inc. (Senor Wooly)	INV E5007919519 Annual License 2023-2024	810.00	Sep 2023	General Academic	Subscriptions	
9/13/2023	SPACH1714	Amazon	inv 1JTV-P749-J9NR 112-6212745-7048265	331.50	Sep 2023	General Academic	Instructional Materials	
9/13/2023	SPACH1715	Amazon	inv 11PX-DHMY-HLY9 Books	1,018.40	Sep 2023	General Academic	Instructional Materials	
9/13/2023	SPACH1716	Amazon	inv 1DRN-MFNF-GRCG foreign Language	2,749.92	Sep 2023	General Academic	Instructional Materials	
9/15/2023	SPACH1717	Mary M Bush	08/2023 Counseling	4,335.00	Sep 2023	Special Education	Instructional Consulting	
9/15/2023	SPACH1718	Amazon Web Services	INV 1434349501 AWS Service Charges	1,421.92	Sep 2023	General Technology	Subscriptions	
9/15/2023	SPACH1719	Amazon Web Services	INV 1399706525 AWS Service Charges	1,529.04	Sep 2023	General Technology	Subscriptions	
9/16/2023	SPACH1720	Imagists Inc	INV EC0720233 Apparel For Elco	3,000.00	Sep 2023	General Operations	Non Instructional Materials	
9/16/2023	SPACH1721	Amazon	inv 1HNL-JW7L-6W3W Office Supplies	223.93	Sep 2023	General Operations	Non Instructional Materials	
9/16/2023	SPACH1722	Amazon	inv 11RK-T3CR-4TRL Classroom Supplies	261.82	Sep 2023	General Academic	Instructional Materials	
9/16/2023	SPACH1723	Amazon	inv 1FR7-CRF4-6GRT Thinkers academy	902.30	Sep 2023	General Academic	Instructional Materials	
9/16/2023	SPACH1724	Piece of Mind Care Services	INV 00000149 Continuation School Services	4,282.60	Sep 2023	General Academic	Non Instructional Consulting	
9/16/2023	SPACH1725	Amazon	inv 1K34-K3TJ-6P9V Smencils 10 pack x 2 for Mr. Presburger demonstration	35.02	Sep 2023	General Academic	Instructional Materials	
9/16/2023	SPACH1726	Imagists Inc	INV EC0524233 Apparel For Elco	3,000.00	Sep 2023	General Operations	Non Instructional Materials	
9/16/2023	SPACH1727	Amazon	inv 1PNK-GGXM-3W1G ECR Flex Program Supplies	1,629.32	Sep 2023	General Academic	Instructional Materials	
9/19/2023	SPACH1728	Amazon	inv 1X3T-TV74-6TYF computer monitors	327.50	Sep 2023	General Operations	Non Instructional Materials	
9/19/2023	SPACH1729	MG Express Inc.	09/2023 Field trip, athletic trip, and other activity transportation service	35,000.00	Sep 2023	General Athletics	Transportation	
9/19/2023	SPACH1730	Amazon	INV 1HKY-V414-4WYQ 22 copies of A Different Mirror for Young People: A History of Multicultural - Denny	432.96	Sep 2023	General Academic	Instructional Materials	
9/19/2023	SPACH1731	Scout Education Inc	inv 45408 6/7/23 Substitutes	13,328.00	Sep 2023	General Academic	Substitutes	
9/19/2023	SPACH1732	Judy McLean	08/23 Payroll Services INV 3192	1,875.00	Sep 2023	General Operations	Business Services	
9/19/2023	SPACH1733	Amazon	INV 1YLN-3FY9-7J6J Athletics Office Cabinet	211.36	Sep 2023	General Athletics	Non Capital Expenses	
9/21/2023	SPACH1734	McGraw-Hill Education, Inc.	INV 129910796001 Algebra II ETeacher Edition 1 year subscription	274.32	Sep 2023	General Academic	Subscriptions	
9/22/2023	SPACH1735	Amazon	INV 1DRN-MFNF-J49Y Equipment Replenishment	8,593.50	Sep 2023	General Athletics	Non Instructional Consulting	
9/22/2023	SPACH1736	ORACLE Enterprises	INV 1666888 Netsuite Services 08/23	18,021.30	Sep 2023	General Operations	Business Services	
9/22/2023	SPACH1737	Golden Star Technology, Inc	INV90103 Rev Incoming Freshmen Devices 2023-2024	102,777.80	Sep 2023	General Technology	Non Capital Expenses	
9/22/2023	SPACH1738	Inspire Philcommunication, Inc	INV EC2023831 Speech-Language Services 07/23	14,960.00	Sep 2023	Special Education	Non Instructional Consulting	
9/22/2023	SPACH1739	U.S. Bank National Association	CC payment 6539 08/25/2023	13,709.24	Sep 2023	General Operations	Various	
9/22/2023	SPACH1740	Computer-Using Educator, Inc.(CUE, Inc)	inv 032023-1203 2023 Spring CUE Conference Registration	389.00	Sep 2023	General Technology	Professional Development	
9/22/2023	SPACH1741	U.S. Bank National Association	CC payment 6539 07/25/2023	12,896.06	Sep 2023	General Operations	Various	
9/27/2023	SPACH1742	The Print Spot	INV 6851 Large sign for welcome week	98.55	Sep 2023	General Operations	Non Instructional Supplies	
9/27/2023	SPACH1743	JW Pepper & Son, Inc	INV 365519273 Music for Fall	11.77	Sep 2023	General Academic	Instructional Materials	
9/27/2023	SPACH1744	Active Internet Technologies LLC.	INV 058161 Subscription for messages	5,700.00	Sep 2023	General Technology	Subscriptions	
9/27/2023	SPACH1745	JW Pepper & Son, Inc	INV 3655177501 Music for Fall	251.99	Sep 2023	General Academic	Instructional Materials	
9/27/2023	SPACH1746	JW Pepper & Son, Inc	INV 365519970 Music for Fall	64.61	Sep 2023	General Academic	Instructional Materials	
9/28/2023	SPACH1747	Impact Philanthropy Group (Sage SoCal)	09/23 Mental Health Services	38,000.00	Sep 2023	General Academic	Non Instructional Consulting	
9/29/2023	SPACH1748	The Print Spot	INV 6722 Incoming Freshmen Devices Laptop Stickers 2023-2024	2,606.10	Sep 2023	General Operations	Non Instructional Supplies	
9/29/2023	SPACH1749	Figdesign Inc	INV 3535 Sports Trophy Case E2023-1720	1,995.72	Sep 2023	General Athletics	Non Capital Expenses	
9/29/2023	SPACH1750	Figdesign Inc	INV 3513 Athletics office sign	201.43	Sep 2023	General Athletics	Non Instructional Supplies	
9/29/2023	SPACH1751	Piece of Mind Care Services	INV 00000148 Students Support Services	71,583.05	Sep 2023	Special Education	Instructional Consulting	
9/29/2023	SPACH1752	Figdesign Inc	INV 3536 Baseball Scoreboard Custom Letters	1,608.51	Sep 2023	General Athletics	Non Instructional Supplies	
9/30/2023	SPACH1753	Figdesign Inc	INV 3537 Moving Labor	500.00	Sep 2023	General Athletics	Non Instructional Supplies	
9/30/2023	SPACH1754	Amazon	inv 1HNL-JW7L-C6YK Roxanna Reyes CO1	21.89	Sep 2023	General Academic	Non Instructional Supplies	
9/30/2023	SPACH1755	The Print Spot	INV 6987 Completion slips for the ECR Flex and Independent Study Programs.	1,231.88	Sep 2023	General Operations	Non Instructional Supplies	
9/30/2023	SPACH1756	Wallwisher, Inc. (Padlet)	INV WW2686882 Sitewide Annual License Renewal 2023-2024	1,250.00	Sep 2023	General Technology	Subscriptions	
9/30/2023	SPACH1757	Amazon	inv 1QPV-77CW-9C96 Order 20 copies of book	650.60	Sep 2023	Title II	Non Instructional Supplies	
9/30/2023	SPACH1758	The Print Spot	INV 6993 Counselor signs for graduation	817.93	Sep 2023	General Operations	Non Instructional Supplies	

Check Register

Account: 1826 ASB
 El Camino Real HS
 Sept 2023

Grand Total: \$ 127,853.73

Date	Check Number	Check Name	Memo	Trust Account	Amount	Period	VOID
9/5/2023	2419	Mia Narvades	Refund for Dance Tshirts	Dance	\$ 19.12	Sep 2023	
9/6/2023	2420	Team Play Events	09/22/2023 Senior Picnic Class 2024	Grad Class of 2024	\$ 500.00	Sep 2023	
9/6/2023	2421	Impact Cheer & Tumbling	08/23 Cheer coaching	Cheer	\$ 600.00	Sep 2023	
9/6/2023	2422	Impact Cheer & Tumbling	08/23 Athletes for Cheer camp	Cheer	\$ 480.00	Sep 2023	
9/6/2023	2423	Vidigami Inc. (Picaboo Yearbooks)	INV 5040 Marching band year book -Softcover	Band	\$ 129.61	Sep 2023	
9/6/2023	2424	Hi-Pod, Inc	INV 26841 Parts for our Hi-pod	Football	\$ 108.70	Sep 2023	
9/6/2023	2425	Brian Wilson	Senior Sunrise Reimbursment	Grad Class of 2024	\$ 191.05	Sep 2023	
9/7/2023	2426	HD Print Design	Girls Volleyball: Gear 2023	Girls Volleyball	\$ 5,331.80	Sep 2023	
9/7/2023	2427	Deny Sportswear	INV 2121 ECR Boys Lacrosse Awards	Boys Lacrosse	\$ 796.12	Sep 2023	
9/7/2023	2428	Deny Sportswear	INV 2122 ECR Girls Lacrosse Awards	Girls Volleyball	\$ 524.84	Sep 2023	
9/7/2023	2429	Lynsey Shano	Watermelon Spirit Day	Student Council	\$ 39.60	Sep 2023	
9/8/2023	2430	Central College	GOFFMAN SCHOLARSHIP - JACOB RIOS 1688539	Milton Goffman Scholarship	\$ 3,000.00	Sep 2023	
9/8/2023	2431	Concord Theatrical Corp	2023 Musical License Fees	Drama	\$ 3,125.85	Sep 2023	
9/8/2023	2432	Santa Monica Mountains Youth Cycling, Inc.	INV-000031 Coaching and Team management	Mountain Bike Club	\$ 800.00	Sep 2023	
9/11/2023	2433	Newbury Park High School	NPHS 2024 Baseball Easton Tournament Check Payable to NPHS				
9/12/2023	2434	Erin Jundef	Baseball Boosters	Baseball	\$ 1,075.00	Sep 2023	
9/12/2023	2435	Lynsey Shano	Senior Sunrise Reimbursment	Grad Class of 2024	\$ 360.71	Sep 2023	
9/12/2023	2436	Soccer.com (Sports Endeavors, Inc.)	Spirit day supplies	Student Council	\$ 89.78	Sep 2023	
9/14/2023	2437	UC Regents (UCLA)	INV 9402995925 Boys Soccer Shorts	Boys Soccer	\$ 749.16	Sep 2023	
9/14/2023	2438	Grand G&G Inc.	Graphic Arts Scholarship - R Castellanos 706175603	Graphic Design	\$ 500.00	Sep 2023	
9/18/2023	2439	inv 88000 Water for Student Store Sale	inv 88000 Water for Student Store Sale	ASB General	\$ 600.60	Sep 2023	
9/18/2023	2440	Countdown Printables	INV 31726 Extra Appeal - Credit applied	Baseball	\$ 6,214.78	Sep 2023	
9/18/2023	2441	Team Play Events	09/22/2023 Senior Picnic Class 2024	Grad Class of 2024	\$ 18,607.17	Sep 2023	
9/18/2023	2442	Hype Socks, LLC	INV 8607 Game Socks Varsity/JV	Football	\$ 538.81	Sep 2023	
9/21/2023	2443	Crescenta Valley High School	09/23 Girls Volleyball Tournament Varsity ATT	Girls Volleyball	\$ 525.00	Sep 2023	
9/21/2023	2444	Dave & Buster's Entertainment, Inc.	10/2023 Senior Halloween Event	Grad Class of 2024	\$ 5,373.13	Sep 2023	
9/21/2023	2445	Grant A. Horn	INV 1014 Drumline Coaching	Band	\$ 700.00	Sep 2023	
9/27/2023	2446	Kevin Thurow	2023 Costumes	Band	\$ 2,310.00	Sep 2023	
9/28/2023	2447	Bailey Hooper	2023 Band Camp	Band	\$ 1,000.00	Sep 2023	
9/28/2023	2448	Caitlyn Mongeli	2023 Winter Guard Session	Band	864.00	Sep 2023	
9/28/2023	2449	Daniel De Luna	2023 Band Camp	Band	\$ 1,000.00	Sep 2023	
9/28/2023	2450	Manhattan Stitching	INV 96809 Fall 2023 Jackets	Band	\$ 1,687.89	Sep 2023	
9/28/2023	2451	Manhattan Stitching	INV 96810 Fall 2023 Dance Guard Jackets	Dance Guard	\$ 1,295.68	Sep 2023	
9/29/2023	2452	Sly Graphics Corp	INV 1103 Balloon Arch and Tower for Homecoming Pep Rally	Student Council	\$ 383.25	Sep 2023	
9/29/2023	2453	Love to Snack, LLC	INV 38125 Student Store ASB Snacks	ASB General	\$ 382.08	Sep 2023	
9/29/2023	2454	First Class Events	005499 Homecoming	Student Council	\$ 63,450.00	Sep 2023	
9/29/2023	2454	Brooks Transportation Inc.	INV 20930 Busses for senior picnic	Grad Class of 2024	\$ 4,500.00	Sep 2023	

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

Vendor Name	Sep 2023	YTD Total
818 Cleaners	\$ 3,212.25	\$ 3,980.25
Abdon Rosales		\$ 4,650.00
Active Internet Technologies LLC.	\$ 5,700.00	\$ 39,700.00
Adam C Luna		\$ 250.00
Adam Markenson		\$ 250.00
Administrative Services CO-OP DbA Yellow Cab	\$ 180.00	\$ 5,899.20
AFSCME District Council 36		\$ 2,854.30
AKD Ink/AKidzdream Inc		\$ 133.55
Alejandro Sanchez	\$ 148.00	\$ 148.00
Alison Yedor		\$ 195.67
All American Sports Corp. (Riddell/All American)		\$ 31,021.77
All Things Algebra		\$ 400.00
Allied Private Investigations & Security Services, LLC		\$ 67,598.08
Amazon	\$ 23,250.17	\$ 47,103.65
Amazon Web Services	\$ 2,950.96	\$ 4,192.53
American Fidelity Assurance Company	\$ 3,577.01	\$ 3,577.01
American Scholastic Evaluation/ American Scholastic Mathematics Assn	\$ 100.00	\$ 100.00
Amos Wellington	\$ 208.00	\$ 208.00
Angel Lerma		\$ 24.00
Ani Kirakosian	\$ 7.00	\$ 7.00
Anthony Britt		\$ 122.00
Anthony Corona	\$ 122.00	\$ 122.00
Antonia B Serrano	\$ 798.00	\$ 798.00
AP fbo EdLogical Group Corp	\$ 450.00	\$ 50,072.58
Apperson		\$ 695.66
AT&T (CALNET)		\$ 304.44
AT&T 0810	\$ 1,121.11	\$ 1,121.11
AT&T 6340	\$ 308.75	\$ 308.75
AT&T 8815	\$ 1,245.19	\$ 1,245.19
AT&T 9132		\$ 14,017.27
AT&T 9221	\$ 615.73	\$ 615.73
B&H Foto & Electronics Corp		\$ 1,859.31
Bailey Hooper	\$ 1,000.00	\$ 1,000.00
Barbara Stanoff	\$ 271.59	\$ 393.20
Barry Kay Enterprises		\$ 994.08
Becker, Craig	\$ 6.00	\$ 149.00
Bill Ferrell Co.		\$ 390.00
Birmingham Community Charter High School	\$ 5,590.00	\$ 5,590.00
Brad Constant Construction Inc.	\$ 60,850.00	\$ 60,850.00
Brian Wilson	\$ 191.05	\$ 191.05
Brooks Transportation Inc.	\$ 10,075.00	\$ 18,360.00
BSN Sports, LLC	\$ 11,612.95	\$ 23,195.01
Caitlyn Mongeli	\$ 864.00	\$ 1,676.00
California Department of Education		\$ 417.30
California Department of Tax & Fee Administration	\$ 412.27	\$ 412.27

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

Vendor Name	Sep 2023	YTD Total
California IT in Education	\$ 1,590.00	\$ 1,590.00
California Mathematics League	\$ 100.00	\$ 100.00
Careers through Culinary Arts Program, Inc.	\$ 4,000.00	\$ 4,000.00
Carolyn Stone		\$ 1,500.00
Cascade Athletic Supply Co Inc	\$ 3,753.51	\$ 3,753.51
CDW LLC		\$ 509.18
CE Educational Tours (CE Tours)	\$ 89,895.60	\$ 89,895.60
Cengage Learning Inc		\$ 9,443.30
Central College	\$ 3,000.00	\$ 3,000.00
Cesar Rosales	\$ 17.00	\$ 17.00
Chaminade College Prep High School		\$ 560.00
CharterSafe	\$ 60,187.31	\$ 292,102.31
Chartwells Division Services		\$ 17,163.00
Child and Family Guidance Center	\$ 95.94	\$ 6,276.81
ChildCare Careers, LLC (The Education Team)		\$ 13,485.77
Christy White Accountancy Corporation (Christy White, Inc.)		\$ 11,069.75
City National Bank		\$ 852.95
Colson Phillip		\$ 415.96
Comprehensive Environmental Resource Training (CERT)		\$ 1,575.00
Computer-Using Educator, Inc.(CUE, Inc)	\$ 389.00	\$ 389.00
Concord Theatrical Corp	\$ 3,125.85	\$ 3,125.85
CONFIDENTIAL	\$ 7,500.00	\$ 7,500.00
Corner Bakery	\$ 748.85	\$ 3,693.75
Countdown Printables	\$ 6,214.78	\$ 7,301.33
Covantia, Inc.	\$ 10,725.00	\$ 10,725.00
Crescenta Valley High School	\$ 1,800.00	\$ 1,800.00
Cross Country Staffing, Inc.	\$ 4,500.00	\$ 29,450.25
CTBOOK HOLDINGS LLC (Bulk Bookstore)		\$ 683.28
Cyd Zeigler	\$ 210.00	\$ 210.00
Daniel Chang		\$ 1,040.00
Daniel De Luna	\$ 1,000.00	\$ 1,000.00
Dan's Super Subs Inc.	\$ 245.50	\$ 245.50
Dave & Buster's Entertainment, Inc.	\$ 5,373.13	\$ 5,373.13
David Musso	\$ 148.00	\$ 148.00
Dean Bennett		\$ 50.70
Decker Inc.		\$ 2,493.25
Deny Sportswear	\$ 1,320.96	\$ 1,320.96
Department of Justice (State of CA)	\$ 243.00	\$ 531.00
Discovery Cube LA	\$ 132.00	\$ 132.00
DS Honda Construction Management, Inc		\$ 1,928.00
EDD (Employment Development Dept.)		\$ 29,738.44
Edpuzzle, Inc.		\$ 3,140.00
Educational Networks		\$ 2,706.59
Effectual Educational Consulting Services		\$ 220.00
Elaine Yang		\$ 125.00

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

Vendor Name	Sep 2023	YTD Total
Emmanuel Lomeli		\$ 480.64
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde	\$ 208.00	\$ 208.00
Environmental Network Corporation (ENCORP)	\$ 1,800.00	\$ 1,800.00
Epic Sports, Inc.	\$ 3,634.74	\$ 3,634.74
Erin Jundef	\$ 360.71	\$ 360.71
Fannin Musical Productions LLC		\$ 2,000.00
FedEx	\$ 27.28	\$ 27.28
Figdesign Inc	\$ 4,372.93	\$ 22,238.74
First Class Events	\$ 63,450.00	\$ 63,450.00
Fresno County Superintendent of Schools		\$ 13.80
Front Porch. Inc dba Get More Math		\$ 18,306.00
Garbanzo	\$ 1,490.00	\$ 1,490.00
Gilbert Acedo	\$ 208.00	\$ 208.00
Golden Star Technology, Inc	\$ 102,777.80	\$ 102,777.80
Golf Team Products		\$ 458.51
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 4,117.10	\$ 9,309.70
GraceNotes LLC		\$ 513.00
Grand G&G Inc.	\$ 600.60	\$ 600.60
Grant A. Horn	\$ 700.00	\$ 700.00
Greenfield Forever, Inc.		\$ 14,792.00
Hal Leonard LLC (Noteflight LLC)	\$ 849.00	\$ 849.00
Hardwoods Specialty Products US LP		\$ 8,878.20
Harris School Solutions, a division of N. Harris Computer Corporation		\$ 2,661.20
Harris Systems USA Inc. (MealTime/Harris School Solutions)		\$ 450.00
HD Print Design	\$ 5,331.80	\$ 5,331.80
Hi-Pod, Inc	\$ 108.70	\$ 108.70
Human Rights Campaign Foundation		\$ 7,500.00
Hye J Kim		\$ 547.40
Hype Socks, LLC	\$ 538.81	\$ 538.81
ICON School Management	\$ 3,500.00	\$ 10,500.00
Imagists Inc	\$ 6,000.00	\$ 6,000.00
Impact Cheer & Tumbling	\$ 1,080.00	\$ 1,280.00
Impact Philanthropy Group (Sage SoCal)	\$ 38,000.00	\$ 38,000.00
Infinity Communications & Consulting, Inc	\$ 21,075.77	\$ 21,075.77
Ingraham Trophies and Gifts		\$ 201.49
Inspire Communication, Inc	\$ 14,960.00	\$ 41,395.00
Instructure, Inc		\$ 2,436.00
Interquest Detection Canines	\$ 175.00	\$ 175.00
Interscholastic Equestrian League	\$ 350.00	\$ 350.00
J Schnelldorfer PSAD		\$ 1,025.00
James Gillis	\$ 73.00	\$ 73.00
JAMS, INC.		\$ 4,975.00
Jason Sabolic		\$ 1,354.08
Jeanne Scola	\$ 46.00	\$ 46.00

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

Vendor Name	Sep 2023	YTD Total
Jerry Burns	\$ 148.00	\$ 148.00
Jersey Mike's (MAC SUBS, Inc)		\$ 3,237.50
Jim Russell	\$ 155.00	\$ 155.00
Jodi Borenstein		\$ 1,836.08
John Orlando Vazquez	\$ 37.34	\$ 203.88
John Wiley & Sons, Inc	\$ 26,176.33	\$ 26,176.33
Jonah Cruanas	\$ 154.50	\$ 154.50
Jostens, Inc	\$ 602.25	\$ 602.25
Judy McLean	\$ 1,875.00	\$ 5,725.00
Jules Seltzer Associates	\$ 98,429.56	\$ 188,319.56
Justin Adams		\$ 32.83
JW Pepper & Son, Inc	\$ 328.37	\$ 1,553.88
Kami		\$ 10,850.00
Ken Ashford		\$ 92.00
Kena Worthen		\$ 200.00
Kevin Melbourne		\$ 122.00
Kevin Thurow	\$ 2,310.00	\$ 2,310.00
Kirk A West	\$ 155.00	\$ 298.00
L.A. Floors Removal, Inc.		\$ 56,670.00
LACOE, Los Angeles County Office of Education	\$ 4,500.00	\$ 4,500.00
LADWP	\$ 4,843.79	\$ 12,939.65
LAUSD - Maintenance & Operations		\$ 194,504.80
Law Offices of Young, Minney & Corr, LLP	\$ 23.50	\$ 25,042.50
Lee Barnathan		\$ 163.00
Lee Jordan	\$ 73.00	\$ 73.00
Liliana Murcia	\$ 90.00	\$ 90.00
Linda Robbins		\$ 107.19
Lindsey C. Surendranath Granted, Inc		\$ 2,500.00
Live Athletics Wellness		\$ 3,500.00
LogMein USA, Inc.	\$ 864.00	\$ 6,431.32
Love to Snack, LLC	\$ 382.08	\$ 382.08
Lynsey Shano	\$ 129.38	\$ 129.38
M & S Technology Group, LLC (The Circle)	\$ 496.95	\$ 44,961.35
MAA American Mathematics Competitions	\$ 367.00	\$ 367.00
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS		\$ 214,358.01
Manhattan Stitching	\$ 2,983.57	\$ 2,983.57
Marissa Dominguez		\$ 119.00
Mark Arthur	\$ 11.00	\$ 155.00
Marko Jankovic	\$ 155.00	\$ 298.00
Marta Franco		\$ 30.00
Mary M Bush	\$ 4,335.00	\$ 4,335.00
Matthew Wright		\$ 500.47
McCalla Company	\$ 1,699.44	\$ 1,699.44
McGraw-Hill Education, Inc.	\$ 274.32	\$ 538.98
Medieval Times USA, Inc.	\$ 2,623.80	\$ 2,623.80

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

Vendor Name	Sep 2023	YTD Total
Melissa Ann Charters		\$ 1,747.93
Melissa Harr		\$ 152.30
Melissa Montejano	\$ 62.00	\$ 62.00
MG Express Inc.	\$ 35,000.00	\$ 70,000.00
Mia Narvades	\$ 19.12	\$ 19.12
Michael Consoletti		\$ 12,543.35
Michael Goode	\$ 210.00	\$ 210.00
Michael Robinson		\$ 5,000.00
Michelle A Buchanan		\$ 250.00
MILE26 Sports Inc		\$ 374.97
Minita Clark	\$ 100.21	\$ 100.21
Moxie Road, Inc (Five Star Painting of Woodland Hills)		\$ 88,320.02
Music Theatre International	\$ 2,920.00	\$ 2,920.00
Mutual of Omaha		\$ 3,193.68
N2Y LLC	\$ 9,099.87	\$ 9,099.87
Nelson Bae		\$ 122.00
Nettime Solutions LLC		\$ 650.00
Newbury Park High School	\$ 1,075.00	\$ 1,925.00
Noah Barnett	\$ 15.00	\$ 15.00
Northwest Evaluation Association		\$ 103,050.00
ORACLE Enterprises	\$ 18,021.30	\$ 37,806.78
Oscar Cabrera	\$ 208.00	\$ 208.00
Palmer Hamilton LLC	\$ 270,542.08	\$ 270,542.08
Paragon MSP LLC	\$ 3,125.00	\$ 12,500.00
Paul Scola	\$ 20.50	\$ 20.50
PenServ Plan Services	\$ 28,582.00	\$ 60,311.50
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 357.55	\$ 1,430.20
Piece of Mind Care Services	\$ 75,865.65	\$ 96,252.10
Pitney Bowes	\$ 520.99	\$ 520.99
PowerSchool Holdings LLC (PowerSchool Group LLC)	\$ 31,903.03	\$ 31,903.03
Project Lead The Way, Inc.	\$ 5,400.00	\$ 5,400.00
PTM Document Systems, Inc.		\$ 1,085.12
Purchase Power (Pitney Bowes)		\$ 209.36
Pyramid Pipe & Supply Co.	\$ 1,678.31	\$ 1,678.31
Rachel M Markenson		\$ 1,000.00
Raudel Ramirez		\$ 86.46
Respondus, Inc.	\$ 4,045.00	\$ 4,045.00
Robotics Education and Competition Foundation, Inc	\$ 350.00	\$ 350.00
Rockler Companies, Inc.	\$ 2,036.64	\$ 2,036.64
Ronald Cole	\$ 122.00	\$ 122.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 4,925.00	\$ 15,225.00
Rudolph Nicolas Brown		\$ 443.56
Ryan Guinto		\$ 308.68
Sacred Heart High School (Cross Country)	\$ 480.00	\$ 480.00
Samira Sharifi	\$ 25.00	\$ 25.00

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

Vendor Name	Sep 2023	YTD Total
Santa Monica Mountains Youth Cycling, Inc.	\$ 800.00	\$ 800.00
Savvas Learning Company LLC		\$ 146,667.94
School Nurse Supply		\$ 447.03
Scoot Education Inc	\$ 13,328.00	\$ 171,524.45
Scott Harrold	\$ 208.00	\$ 208.00
SCSBOA		\$ 1,750.00
Self Insured Schools of California	\$ 383,136.00	\$ 1,128,940.24
Sierra Ferrante		\$ 500.00
Simone M Mueller		\$ 8,849.75
Simun Psychological Assessment Group PC		\$ 6,000.00
Sly Graphics Corp	\$ 383.25	\$ 4,126.06
Smart & Final	\$ 711.43	\$ 711.43
SoCal Yearbooks Workshop		\$ 2,115.00
SoCalGas	\$ 42.72	\$ 63.44
Soccer.com (Sports Endeavors, Inc.)	\$ 2,712.72	\$ 2,712.72
Softchoice Corporation		\$ 20,379.68
Solupay Merchant	\$ 850.76	\$ 1,623.18
Solutions TechNType Inc.		\$ 1,300.00
Spectrum Enterprise 7801		\$ 2,420.00
Splashtop Inc.	\$ 1,596.00	\$ 1,596.00
Sportboardz LLC	\$ 535.00	\$ 535.00
Sreeja Dorepally		\$ 500.00
Staples Business Advantage		\$ 42.60
Stefanie Bero		\$ 801.10
Stephanie Bedran	\$ 7.50	\$ 7.50
Stephanie Franklin	\$ 406.95	\$ 977.00
SUSAN MOCHIRFATEMI		\$ 313.30
Suzanne Lee Schuster		\$ 318.90
Sylvia Yi	\$ 45.00	\$ 45.00
Team Play Events	\$ 19,107.17	\$ 19,107.17
Ted Lamoureaux	\$ 122.00	\$ 122.00
Telemedia Trainco Holdings LLC (eFoodHandlers)	\$ 2,940.00	\$ 2,940.00
Terrence Littlefield	\$ 208.00	\$ 208.00
Texas Life Insurance Company	\$ 766.71	\$ 2,199.27
The Cruz Center		\$ 1,250.00
The Help Group-North Hills Prep School	\$ 8,604.94	\$ 18,674.60
The Home Depot Commercial Account		\$ 1,680.98
The Master's University and Seminary	\$ 600.00	\$ 600.00
The Print Spot	\$ 4,754.46	\$ 5,949.06
The Shredders		\$ 1,063.00
Thomas W. O'Mara Plumbing Inc		\$ 1,500.00
T-Mobile US, Inc.	\$ 3,199.17	\$ 6,599.17
TNI Architects Inc.		\$ 6,000.00
Tony Campos	\$ 122.00	\$ 122.00
Tony Crittendon	\$ 122.00	\$ 245.00

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

Vendor Name	Sep 2023	YTD Total
Total Education Solutions (TES Therapy)	\$ 187.50	\$ 796.25
TPW, Inc. (Super Worksheets(DBA), I know It(DBA))	\$ 375.00	\$ 375.00
Tyler Trapani		\$ 246.38
Tyrone Clark		\$ 122.00
U.S Bank PARS Account #6746022400		\$ 4,200.66
U.S. Bank National Association	\$ 26,605.30	\$ 64,666.64
U.S. Bank National Association (OPEB)	\$ 220,000.00	\$ 660,000.00
UC Regents (UCLA)	\$ 500.00	\$ 500.00
ULINE, INC.	\$ 3,688.78	\$ 6,058.56
United Rentals (North America), INC	\$ 1,592.00	\$ 1,592.00
UTLA	\$ 13,858.01	\$ 43,994.71
Verizon Wireless	\$ 418.11	\$ 418.11
Vidigami Inc. (Picaboo Yearbooks)	\$ 129.61	\$ 129.61
Village Christian		\$ 275.00
Vincent Ramirez		\$ 144.00
Vista Paint Corporation		\$ 2,111.96
Wallwisher, Inc. (Padlet)	\$ 1,250.00	\$ 1,250.00
Walsworth Yearbooks	\$ 600.00	\$ 600.00
Wespac Plan Services, LLC	\$ 250.00	\$ 250.00
WM Corporate services, INC		\$ 3,525.75
Woodbridge High School	\$ 550.00	\$ 550.00
Wooly Learning, Inc. (Senor Wooly)	\$ 810.00	\$ 810.00
Xavier Deckard	\$ 123.00	\$ 123.00
Yantzer brothers heating and air inc		\$ 11,512.89
Ziat Zahur		\$ 100.00
Grand Total	\$ 1,984,197.22	\$ 5,425,033.30

Coversheet

Approve September 2023 Credit Card Charges

Section: II. Consent
Item: C. Approve September 2023 Credit Card Charges
Purpose: Vote
Submitted by:
Related Material: II.C - Credit Card - Sept 2023.pdf

Credit Card Reconciliation Form
For the Period of: 8/28/23 - 9/25/23

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2023/08/28		YOUCANBOOK.ME	Admissions appointment calendar	DAVID HUSSEY	A RIOS	\$ 126.00	General Operations	Subscriptions
2023/09/04	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 217.72	General Operations	Supplies
2023/09/08	po9554	SP VOCES DIGITAL	Spanish Independent Studies Materials	DAVID HUSSEY	I LUNA	\$ 200.00	General Academic	Instructional Mateairals
2023/09/14	po9386	ALL THINGS ALGEBRA	Algebra 2 Curriculum	DAVID HUSSEY	s.schuster	\$ (400.00)	mathematics	Instructional Mateairals
2023/09/18	PO9626	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 270.49	General Operations	Supplies
2023/09/22		YOUCANBOOK.ME	Admissions appointment calendar	DAVID HUSSEY	A RIOS	\$ 2.51	General Operations	Subscriptions
					HUSSEY TOTAL	\$416.72		
2023/09/01	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$410.30	CTE	Instructional Materials
2023/09/01	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$457.62	CTE	Instructional Materials
2023/09/05	PO9396	NYLAS	Communications Data	GREGORY WOOD	R GUIINTO	\$495.78	General Technology	Subscriptions
2023/09/06	po9898	AMERICAN RED CROSS	First aid/CPR Supplies	GREGORY WOOD	R RUSSELL	\$360.00	General Athletics	Supplies
2023/09/06	po9898	AMERICAN RED CROSS	First aid/CPR Supplies	GREGORY WOOD	R RUSSELL	\$432.00	General Athletics	Supplies
2023/09/08		PDFEBOOK	Reading Materials for PD	GREGORY WOOD	M CLARK	\$19.99	Educator Effectivness	Supplies
2023/09/11	po9503	VECTOR SOLUTIONS	Wood Shop certifications	GREGORY WOOD	J FRIEDBERG	\$4,539.00	CTE	Supplies
2023/09/12	PO9394	MAILCHIMP	E-mail communications blast	GREGORY WOOD	R GUIINTO	\$265.00	General Technology	Subscriptions
2023/09/14	po9649	SAVVAS LEARNING	Elementary Statistics	GREGORY WOOD	M CLARK	\$1,311.75	General Academic	Textbook
2023/09/13	po9897	U-HAULBOX IT PLUS	Refrigerator pick up	GREGORY WOOD	G WOOD	\$88.07	Café	Rentals
2023/09/17	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$444.28	CTE	Instructional Materials
2023/09/15	PO9661	SOUTHWES 5262202220193	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220192	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220191	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220190	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220189	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220188	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220187	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220186	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220185	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220184	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220183	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220182	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220181	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220180	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220179	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220178	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220177	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220176	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220175	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220174	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/15	PO9661	SOUTHWES 5262202220173	NJROTC Competition	GREGORY WOOD	R FLAHERTY	\$474.85	NJROTC	Field Trip
2023/09/24	PO9332	SMARTANDFINALECOMMERCE	Food class supplies	GREGORY WOOD	N GAMEZ	\$396.13	CTE	Instructional Materials
					WOOD TOTAL	\$ 19,191.77		
					Previous Balance	\$ 26,605.30		
					Monthly Total	\$ 19,608.49		

Credit Card Reconciliation Form
 For the Period of: 8/28/23 - 9/25/23

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
					Payments	\$ (26,605.30)		
					Statement Total	\$ 19,608.49		



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 09-25-2023
AMOUNT DUE \$19,608.49
NEW BALANCE \$19,608.49
PAYMENT DUE ON RECEIPT

000001557 01 SP 106481844809114 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

001960849 001960849

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	\$26,605.30	\$20,008.49	\$0.00	\$0.00	\$0.00	\$400.00	\$26,605.30	\$19,608.49

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS				TOTAL CORPORATE ACTIVITY	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
				\$26,605.30CR	
09-25	09-25	74798263268000000000010	ELECTRONIC PYMT THANK YOU00000 A	12,896.06 PY	
09-25	09-25	74798263268000000000010	ELECTRONIC PYMT THANK YOU00000 A	13,709.24 PY	

NEW ACTIVITY

DAVID HUSSEY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$400.00	\$816.72	\$0.00	\$416.72
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-29	08-28	74208473240000015729381	YOU CAN BOOK.ME BEDFORD	126.00	
09-04	09-04	24692163247102632676181	AGUAVIDA PREMIUM WATER 747-444-9637 CA	217.72	
09-11	09-08	24492163251000038406630	SP VOCES DIGITAL VOCESDIGITALC MI	200.00	
09-15	09-14	24492163258000014624167	ALL THINGS ALGEBRA HTTPSALLTHING VA	400.00 CR	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696		PREVIOUS BALANCE	26,605.30
		PURCHASES & OTHER CHARGES	20,008.49	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	09/25/23	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE		CREDITS	400.00
			PAYMENTS	26,605.30
			ACCOUNT BALANCE	19,608.49



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 09-25-2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-18	09-18	24692163261100818607229	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
09-25	09-22	74208473265000016392965	YOUCANBOOK.ME BEDFORD	2.51

GREGORY WOOD

CREDITS
\$0.00

PURCHASES
\$19,191.77

CASH ADV
\$0.00

TOTAL ACTIVITY
\$19,191.77

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-04	09-01	24231683244083347461747	SMARTANDFINALECOMMERCE 510-851-8548 CA	410.30
09-04	09-01	24231683244083708494758	SMARTANDFINALECOMMERCE 510-851-8548 CA	457.62
09-06	09-05	24011343248000047189116	NYLAS NYLAS.COM CA	495.78
09-07	09-06	24692163249101886272075	AMERICAN RED CROSS 800-733-2767 DC	360.00
09-07	09-06	24692163249101886274378	AMERICAN RED CROSS 800-733-2767 DC	432.00
09-11	09-08	24492153252852611810343	PDFEBOOK 402-935-7733 CA	19.99
09-12	09-11	24055233255207091118723	VECTOR SOLUTIONS 866-546-1212 FL	4,539.00
09-13	09-12	24793383255000604214075	MAILCHIMP 678-9990141 GA	265.00
09-14	09-14	24692163257107617442225	SAVVAS LEARNING 844-330-1119 NJ	1,311.75
09-15	09-13	24137463257500810938790	U-HAULBOX IT PLUS WOODLAND HI CA	88.07
			14131055	
09-18	09-17	24231683260083338721413	SMARTANDFINALECOMMERCE 510-851-8548 CA	444.28
09-18	09-15	24692163259109837208913	SOUTHWES 5262202220193 800-435-9792 TX SWAGRP/U 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208921	SOUTHWES 5262202220192 800-435-9792 TX SWAGRP/T 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208939	SOUTHWES 5262202220191 800-435-9792 TX SWAGRP/S 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208947	SOUTHWES 5262202220190 800-435-9792 TX SWAGRP/R 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208954	SOUTHWES 5262202220189 800-435-9792 TX SWAGRP/Q 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208962	SOUTHWES 5262202220188 800-435-9792 TX SWAGRP/P 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208970	SOUTHWES 5262202220187 800-435-9792 TX SWAGRP/O 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208988	SOUTHWES 5262202220186 800-435-9792 TX SWAGRP/N 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837208996	SOUTHWES 5262202220185 800-435-9792 TX SWAGRP/M 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209002	SOUTHWES 5262202220184 800-435-9792 TX SWAGRP/L 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209010	SOUTHWES 5262202220183 800-435-9792 TX SWAGRP/K 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209028	SOUTHWES 5262202220182 800-435-9792 TX SWAGRP/J 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209036	SOUTHWES 5262202220181 800-435-9792 TX SWAGRP/I 09-29-23 BUR WN V PHX WN V BUR	474.85



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 09-25-2023

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-18	09-15	24692163259109837209044	SOUTHWES 5262202220180 800-435-9792 TX SWAGRP/H 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209051	SOUTHWES 5262202220179 800-435-9792 TX SWAGRP/G 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209069	SOUTHWES 5262202220178 800-435-9792 TX SWAGRP/F 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209077	SOUTHWES 5262202220177 800-435-9792 TX SWAGRP/E 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209085	SOUTHWES 5262202220176 800-435-9792 TX SWAGRP/D 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209093	SOUTHWES 5262202220175 800-435-9792 TX SWAGRP/C 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209101	SOUTHWES 5262202220174 800-435-9792 TX SWAGRP/B 09-29-23 BUR WN V PHX WN V BUR	474.85
09-18	09-15	24692163259109837209119	SOUTHWES 5262202220173 800-435-9792 TX SWAGRP/A 09-29-23 BUR WN V PHX WN V BUR	474.85
09-25	09-24	24231683267083726066580	SMARTANDFINALECOMMERCE 510-851-8548 CA	396.13

Department: 00000 Total: \$19,608.49
 Division: 00000 Total: \$19,608.49

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 Bylaws Resolution.pdf



5440 Valley Circle Blvd.
Woodland Hills CA 91367

October 26, 2023

Via Email
jose.cole-gutierrez@lausd.net

José Cole-Gutiérrez, Director
Charter Schools Division
Los Angeles Unified School District
333 S. Beaudry Ave., 20th Floor
Los Angeles, CA 90017

RE: Request for Material Revision of El Camino Real Charter High School Charter Petition

Dear Director Cole-Gutiérrez,

On behalf of El Camino Real Charter High School (the “Charter School”), I am writing to respectfully submit a request to materially revise the El Camino Real Charter High School charter petition, to remove limitations on the number of terms that the Charter School’s Board members may serve. A Board Resolution authorizing submission of the material revision is included as Attachment “*Resolution of the El Camion Real Alliance Board of Director*”.

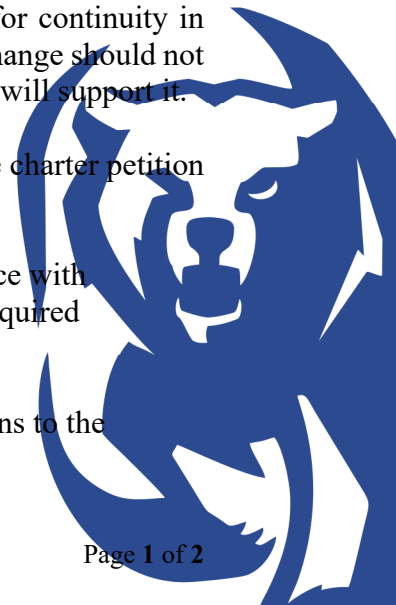
The nature and scope of the change associated with this material revision is eliminate limitations on the number of terms that Board Members may serve, due to: strong Board Member interest; alleviating the burden of frequently finding eligible volunteers from each of the required constituencies; to provide additional stability in the governing body; and the Charter School’s preference to mirror the Board term requirements of comparable charter schools.

The requested change is educationally sound. On the 2022 California State Dashboard, the Charter School merited “high” rankings in graduation rate and English language arts, and “medium” in mathematics, all of which exceed State-level performance. The removal of limitations on the number of terms that Board members may serve will allow for continuity in leadership, which will drive continued student performance. Implementing this change should not cause a disruption to the Charter School’s educational programming, and indeed, will support it.

The clear identification and description of each addition and change to the charter petition consists of revisions on page 161, as follows:

Each director shall hold office unless otherwise removed from office in accordance with the bylaws for three (3) years and until a successor director has been elected as required by the position as described below.

Enclosed as “*Bylaws of El Camino Real Alliance*” is the proposed revisions to the Bylaws.



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Enclosed as “*Budget and Cash Flow*” is the budget for 23’, 24’, 25’ operating years showing the change will not have an impact on the budget.

The Charter School looks forward to working with your office to efficiently and timely process this request. Should you have any questions, please do not hesitate to contact me at D.Hussey@ecrchs.net or (818) 595-7500.

Sincerely,

David Hussey, Executive Director

Enclosures



**RESOLUTION OF THE
EL CAMINO REAL ALLIANCE
BOARD OF DIRECTORS
A California Public Benefit Corporation
Board Resolution ###**

RESOLUTION APPROVING CHARTER MATERIAL REVISION

WHEREAS, the Board of Directors (“Board”) of El Camino Real Alliance finds it in the best interest of El Camino Real Charter High School (the “Charter School”) and in furtherance of its educational and public purposes to submit a material revision of the El Camino Real Charter High School charter as authorized by the Los Angeles Unified School District (the “District”) and provided for in Education Code Section 47607; and

WHEREAS, the aim of the material revision request is to eliminate limitations on the number of terms that Board Members may serve, due to: strong Board Member interest; alleviating the burden of frequently finding eligible volunteers from each of the required constituencies; to provide additional stability in the governing body; and the Charter School’s preference to mirror the Board term requirements of comparable charter schools; and

WHEREAS, there is no cost associated with this change and no need to revise the Charter School’s budget or financial projections.

NOW THEREFORE, BE IT RESOLVED, that the Board authorizes submission of a request for a material revision of the El Camino Real Charter High School charter, to remove limitations on the number of terms Board members may serve; and

BE IT RESOLVED FURTHER, that the Board authorizes its Executive Director, David Hussey, to submit the request for a material revision, execute (sign) the amendment document, and otherwise act on behalf of the Charter School with respect to the material revision application process; and

BE IT RESOLVED FURTHER, that the Board directs the Executive Director to work with the District on the details of the material revision submission, and authorizes the Executive Director to amend the material revision application based on the best interests of the Charter School; and

BE IT RESOLVED FURTHER that the nature and scope of the major changes associated with the material revision of the Charter School charter are:

1. To update the El Camino Real Charter High School charter, including but not limited to, removing the term limits from the Board of Directors;
2. To update the El Camino Real Alliance corporate Bylaws;
3. To update the Charter School’s charter for any new requirements of charter schools enacted since the El Camino Real Charter High School charter was last approved, pursuant to Education Code Section 47607(b).

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 26th of October, 2023.

AYES:

NOS:

ABSTENTIONS:

By:

_____ [fill in name], Secretary

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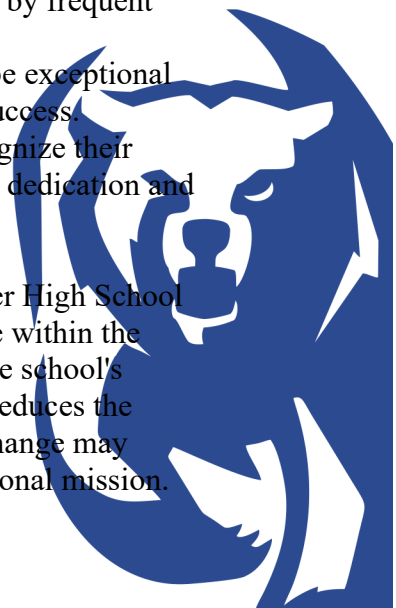
ITEM 2: Analysis and Discussion

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*

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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.~~



**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;¹
- 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.²

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:

¹ 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.

² 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 1st and end on June 30th 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

5440 Valley Circle Blvd.
Woodland Hills CA 91367

ITEM 4: Resolution, approved by the school's Governing Board

Included items: see attached files

- 2023_06_22_board_meeting_agenda
- 2023_06_22_board_meeting_minutes

A) 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.~~

B) Rational:

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**
- **Reducing Disruption**
- **Long-Term Planning**
- **Expertise and Specialization**
- **Consistency in Leadership Direction**
- **Flexibility for Exceptional Board Members**

C) **Approved to submit per:** Alexandra Ramirez (Board Secretary)

D) Authorized Signers:

- Brad Wright (Board Chair)
- Alexandra Ramirez (Board Secretary)





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

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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:

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

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

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order		Brad Wright	1 m
B. Record Attendance and Guests		TBD	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
D. Public Comments		Public	30 m
 NOTE: These presentations, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.			
 PLEASE SEE ADDITIONAL IMPORTANT INFORMATION ABOVE IN AGENDA NOTICE REGARDING PUBLIC COMMENTS.			
 THANK YOU.			
E. Executive Director Update		D. Hussey	10 m
F. Chief Business Officer Update		Gregory Wood	10 m

	Purpose	Presenter	Time
G. Board Committee Updates	Discuss	Brad Wright	10 m
H. Board Chair Update	Discuss	Brad Wright	10 m
II. Consent			6:43 PM
A. 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. 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
C. 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
III. Investment			6:46 PM
A. 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
IV. Finance			6:51 PM
A. 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. 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
C.	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>		
D.	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>		
V.	Governance		7:26 PM
A.	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.	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>		
VI.	School Business		7:46 PM
A.	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	
	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.			
B.	Capitalization Budget Proposal	Vote	Fernando Delgado	5 m
	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.			
C.	Marketing Budget Proposal	Vote	Ricardo Covarrubias	5 m
	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.			
D.	Discussion and Vote on Proposed 23-24 ECRCHS Budget	Vote	G.Wood/A.Ilyas	10 m
	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.			
E.	Discuss and Vote for the Approval of the 2023-2024 LCFF Prop 39 Budget	Vote	Gregory Wood	5 m
	Discuss and Vote on the State Required 2023-2024 Prop 39 budget as required by the State of California.			
F.	Discuss and Vote on 2023-2024 Consolidated Application and Reporting System (CARS)	Vote	Gregory Wood/ Arleta Ilyas	5 m
	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.			
G.	Fund Balance Designation	Vote	Gregory Wood/ Danielle Malconian	10 m
	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.			

	Purpose	Presenter	Time
VII. Closed Session			8:46 PM
A. Public Employee Discipline/Dismissal/Release	Discuss	David Hussey	10 m
Public employee discipline / dismissal / release pursuant to paragraph (1) of subdivision (b) of Government Code Section 54957			
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			
C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Executive Director Evaluation	Discuss	Linda Ibach	10 m
VIII. Reconvene to Open Session			9:16 PM
A. Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	1 m
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.			
C. 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.			
D. 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			
IX. Closing Items			9:32 PM
A. Adjourn Meeting	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

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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

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				
A. REVENUES																	
1. LCFF Sources																	
State Aid - Current Year	8011	887,744	887,744	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	1,597,938	17,754,870	17,754,870	-	
Education Protection Account (EPA) - Current Year	8012	-	-	-	2,723,862	-	-	2,723,862	-	-	2,723,862	-	2,723,862	-	10,895,447	10,895,446	
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	825,653	1,238,480	722,447	722,447	722,447	1,081,007	10,369,607	10,369,607	-	
Total, LCFF Sources		887,744	1,506,984	2,836,418	5,147,453	2,423,591	2,423,591	5,147,453	2,836,418	2,320,385	5,044,247	2,320,385	5,044,247	1,081,007	39,019,923	39,019,923	-
2. Federal Revenues																	
Special Education - Federal	8181, 8182	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	55,699	724,087	724,087	-
Child Nutrition - Federal	8220	-	-	75,623	75,623	75,623	75,623	75,623	75,623	75,623	75,623	75,623	75,623	75,623	831,854	831,854	-
Other Federal Revenues																	
Title I		-	-	-	-	-	-	87,920	-	-	87,920	-	87,920	87,920	351,680	351,680	-
Title II		-	-	-	-	-	-	16,784	-	-	16,784	-	16,784	16,784	67,136	67,136	-
Title III - EL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title III - Immigrant		-	-	-	-	-	-	7,416	-	-	7,416	-	7,416	7,416	29,665	29,665	-
Title IV		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERKINS		-	-	-	-	-	-	-	-	-	-	-	-	56,173	56,173	56,173	-
ESSER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III	8110, 8260-8299	-	-	-	-	-	-	549,603	-	-	-	-	-	549,603	1,099,207	1,099,207	-
ESSER III Learning Loss		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GEER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER II State Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO GEER II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELO ESSER III State Reserve Emergency Needs		-	-	-	-	-	-	85,290	-	-	-	-	-	85,290	170,580	170,580	-
ELO ESSER III State Reserve Learning Loss		-	-	-	-	-	-	184,159	-	-	-	-	-	184,159	368,318	368,318	-
CR (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interagency Services between LEAs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Revenues		-	-	-	-	-	-	-	-	248,071	-	-	-	248,071	248,071	248,071	-
Total, Federal Revenues		55,699	55,699	131,322	131,322	131,322	131,322	1,062,495	131,322	131,322	491,513	131,322	243,442	1,118,668	3,946,770	3,946,770	-
3. Other State Revenues																	
Child Nutrition - State	8520	-	-	124,643	124,643	124,643	124,643	124,643	124,643	124,643	124,643	124,643	-	1,246,429	1,246,429	-	
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	-	-	-	-	-	-	-	-	-	-	-	345,050	345,050	345,050	-	
A-G Completion Grant: Learning Loss & Mitigation (7413)	8590	-	-	-	-	-	-	-	-	-	-	-	129,358	129,358	129,358	-	
CTE																	
All Other State Revenue	8590	31,288	31,288	31,288	31,288	31,288	31,288	31,288	31,288	31,288	31,288	31,288	-	375,450	375,450	-	
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	-	-	-	-	-	-	-	-	-	-	-	-	1,011,080	1,011,080	1,011,080	
School Foods Best Practices (7033)														88,516	88,516	-	
State Mental Health Related Services (6546)			13,035											-	13,035	13,035	
Total, Other State Revenues		31,288	44,323	155,930	155,930	155,930	319,029	350,004	155,930	155,930	350,004	155,930	350,004	1,692,425	4,072,660	4,072,660	-
4. Other Local Revenues																	
Food Service Sales	8634	-	-	10,589	10,589	10,589	10,589	10,589	10,589	10,589	10,589	10,589	-	105,894	105,894	-	
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	-	251,620	251,620	251,620	251,620	251,620	251,620	251,620	251,620	251,620	251,620	251,620	3,019,444	3,019,444	-	
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	-	

EL CAMINO REAL CHARTER HIGH
Budget Cash Flow

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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				
Total, Local Revenues		135,917	387,537	450,132	450,132	450,132	450,132	450,132	450,132	450,132	450,132	450,132	303,626	5,488,399	5,488,399	-	
5. TOTAL REVENUES		1,110,647	1,994,542	3,573,803	5,884,837	3,160,976	3,324,075	7,010,084	3,573,803	3,057,770	6,335,896	3,057,770	6,087,826	4,195,725	52,527,752	52,527,752	-
B. EXPENDITURES																	
1. Certificated Salaries																	
Certificated Teachers' Salaries	1100	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722	1,216,722					
Certificated Pupil Support Salaries	1200	137,345	137,345	137,345	137,345	137,345	137,345	137,345	137,345	137,345	137,345	137,345					
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					
Total, Certificated Salaries	1000-1999	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080	1,452,080					
2. Non-certificated Salaries																	
Non-certificated Instructional Aides' Salaries	2100	93,581	93,581	93,581	93,581	93,581	93,581	93,581	93,581	93,581	93,581	93,581					
Non-certificated Support Salaries	2200	146,940	146,940	146,940	146,940	146,940	146,940	146,940	146,940	146,940	146,940	146,940					
Non-certificated Supervisors' and Administrators' Sal.	2300	69,417	69,417	69,417	69,417	69,417	69,417	69,417	69,417	69,417	69,417	69,417					
Clerical and Office Salaries	2400	90,262	90,262	90,262	90,262	90,262	90,262	90,262	90,262	90,262	90,262	90,262					
Other Non-certificated Salaries	2900	22,236	22,236	22,236	22,236	22,236	22,236	22,236	22,236	22,236	22,236	22,236					
Total, Non-certificated Salaries	2000-2999	422,437	422,437	422,437	422,437	422,437	422,437	422,437	422,437	422,437	422,437	422,437					
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					
Public Employees' Retirement System, classified	3202	95,901	95,901	95,901	95,901	95,901	95,901	95,901	95,901	95,901	95,901	95,901					
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					
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					
Health & Welfare Benefits, certificated	3401	241,298	241,298	241,298	241,298	241,298	241,298	241,298	241,298	241,298	241,298	241,298					
Health & Welfare Benefits, classified	3402	106,489	106,489	106,489	106,489	106,489	106,489	106,489	106,489	106,489	106,489	106,489					
State Unemployment Insurance, certificated	3501	726	726	726	726	726	726	726	726	726	726	726					
State Unemployment Insurance, classified	3502	211	211	211	211	211	211	211	211	211	211	211					
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					
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					
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					
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					
Other Benefits, classified	3902	667	667	667	667	667	667	667	667	667	667	667					
Total, Employee Benefits	3000-3999	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968	1,220,968					
4. Books and Supplies																	
Approved Textbooks & Core Curricula Materials	4100	61,031	61,031	61,031	61,031	61,031	61,031	61,031	61,031	61,031	61,031	61,031					
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					
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					
Instructional Materials & Supplies	4325	35,893	35,893	35,893	35,893	35,893	35,893	35,893	35,893	35,893	35,893	35,893					
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					
Non Instructional Student Materials & Supplies	4345	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333	68,333					
Noncapitalized Equipment	4400	88,699	88,699	88,699	88,699	88,699	88,699	88,699	88,699	88,699	88,699	88,699					
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					
Total, Books and Supplies	4000-4999	338,504	338,504	338,504	338,504	338,504	338,504	338,504	338,504	338,504	338,504	338,504					
5. Services and Other Operating Expenditures																	
Services & Other Operating Expenses	5000	58	58	58	58	58	58	58	58	58	58	58					
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					
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					
Dues & Memberships	5300	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000					
Insurance	5400	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047	42,047					
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					
Security	5520	55,789	55,789	55,789	55,789	55,789	55,789	55,789	55,789	55,789	55,789	55,789					
Equipment Leases	5605	833	833	833	833	833	833	833	833	833	833	833					
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					
Utilities	5620	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842	77,842					
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					
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					
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					
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					
Transportation	5811	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250	31,250					
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					
Consultants - Instructional	5815	137,590	137,590	137,590	137,590	137,590	137,590	137,590	137,590	137,590	137,590	137,590					
Consultants - Non Instructional - Custom 1	5820	118,680	118,680	118,680	118,680	118,680	118,680	118,680	118,680	118,680	118,680	118,680					
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					
Fines and Penalties	5833	25	25	25	25	25	25	25	25	25	25	25					

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	
8. TOTAL EXPENDITURES		4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458	4,394,458		52,733,501	52,733,532	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,283,812)	(2,399,916)	(820,656)	1,490,379	(1,233,483)	(1,070,384)	2,615,625	(820,656)	(1,336,689)	1,941,438	(1,336,689)	1,693,367	4,195,725	(205,749)	(205,780)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,283,812)	(2,399,916)	(820,656)	1,490,379	(1,233,483)	(1,070,384)	2,615,625	(820,656)	(1,336,689)	1,941,438	(1,336,689)	1,693,367	4,195,725	(205,749)	(205,780)
F. BALANCE SHEET TRANSACTIONS																
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		
NET BALANCE SHEET TRANSACTIONS		4,717,696	1,000,917	898,149	(282,460)	(282,512)	(282,564)	(282,616)	(282,668)	(282,720)	(282,773)	(282,825)		(282,877)		
G. ENDING CASH BALANCE		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	20,985,735			

**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			
A. REVENUES																
1. LCFF Sources																
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	40,567,308	40,567,308	-
2. Federal Revenues																
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	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	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
3. Other State Revenues																
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
4. Other Local Revenues																
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**

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance	
2024-25																		
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				
5. TOTAL REVENUES			1,149,051	1,687,959	3,697,563	6,114,908	3,283,727	3,446,826	6,424,859	3,697,563	3,283,727	6,559,859	3,283,727	6,424,859	1,633,386	50,848,013	50,848,013	-
B. EXPENDITURES																		
1. Certificated Salaries																		
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	-
2. Non-certificated Salaries																		
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	-
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	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, classified		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	-
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	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	-
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	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																		

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	-
8. TOTAL EXPENDITURES		4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	4,237,332	-	50,847,982	50,847,982	-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,088,281)	(2,549,372)	(539,769)	1,877,577	(953,605)	(790,506)	2,187,527	(539,769)	(953,605)	2,322,527	(953,605)	2,187,527	1,633,386	31	31	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,088,281)	(2,549,372)	(539,769)	1,877,577	(953,605)	(790,506)	2,187,527	(539,769)	(953,605)	2,322,527	(953,605)	2,187,527	1,633,386	31	31	-
F. BALANCE SHEET TRANSACTIONS																	
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				
NET BALANCE SHEET TRANSACTIONS		2,217,696	1,000,917	1,000,865	163,790	(282,512)	(282,564)	(282,616)	(282,668)	(282,720)	(282,773)	(282,825)	(282,877)	-	-	-	-
G. ENDING CASH BALANCE		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	21,314,094				

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			
A. REVENUES																
1. LCFF Sources																
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	40,303,678	-
2. Federal Revenues																
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	90,813	363,250	363,250	-
Title II		-	-	-	-	-	17,336	-	-	17,336	-	17,336	17,336	69,345	69,345	-
Title III - EL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title III - Immigrant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title IV		-	-	-	-	-	7,709	-	-	7,709	-	7,709	7,709	30,834	30,834	-
PERKINS		-	-	-	-	-	-	-	-	-	-	-	58,021	58,021	58,021	-
ESSER (CARES)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER II	8110, 8260-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ESSER III	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		57,531	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	-
3. Other State Revenues																
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	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	32,317	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	-
4. Other Local Revenues																
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	-
5. TOTAL REVENUES		1,142,715	2,014,068	3,634,349	6,034,998	3,221,522	3,384,621	6,344,930	3,634,349	3,118,316	6,376,724	3,118,316	6,241,724	2,268,880	50,578,472	50,578,472

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 <i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>																	
Depreciation Expense <i>(for full accrual only)</i>	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	-
8. TOTAL EXPENDITURES		4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	4,214,870	-	50,578,441	50,578,472	-
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND.		(3,072,155)	(2,200,802)	(580,521)	1,820,128	(993,348)	(830,249)	2,130,060	(580,521)	(1,096,554)	2,161,854	(1,096,554)	2,026,854	2,268,880	31	0	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,072,155)	(2,200,802)	(580,521)	1,820,128	(993,348)	(830,249)	2,130,060	(580,521)	(1,096,554)	2,161,854	(1,096,554)	2,026,854	2,268,880	31	0	-
F. BALANCE SHEET TRANSACTIONS																	
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				
NET BALANCE SHEET TRANSACTIONS		2,217,696	1,000,917	1,000,865	163,790	(282,512)	(282,564)	(282,616)	(282,668)	(282,720)	(282,773)	(282,825)	(282,877)	-	-	-	-
G. ENDING CASH BALANCE		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	21,123,997				



El Camino Real Charter High School

Regular Board meeting

October 2023 Board Meeting

Date and Time

Thursday October 26, 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, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order		Brad Wright	1 m
B. Record Attendance and Guests		Ryan Guinto	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
D. 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.			
E. Executive Director Update		David Hussey	10 m
F. Chief Business Officer Update		Gregory Wood	10 m
G. Board Chair Update	Discuss	Brad Wright	10 m
II. Consent			6:33 PM

	Purpose	Presenter	Time
A. Approve Minutes of September 28, 2023, Regular Board Meeting	Approve Minutes	Brad Wright	1 m
Approve minutes for Regular Board meeting on September 28, 2023			
B. Approve September 2023 Check Registers	Vote	Brad Wright	1 m
C. Approve September 2023 Credit Card Charges	Vote	Brad Wright	1 m
III. Governance			6:36 PM
A. Material Revision: By-Law Alignment (Board Term-limits)	Vote	David Hussey	10 m
ECRA Board will discuss and vote on aligning its by-laws to the existing charter regarding eliminating board term limits. A material revision is required per LAUSD Policy and Procedures for Charter Schools. The ECRA Board will vote on a resolution to submit to the district.			
B. Discussion and Vote on an Authorizer to sign the Resolution (Board Term-limits)	Vote	David Hussey	10 m
Prior to Vote, the Board will discuss and identify a potential authorizer to sign the resolution for submission to the district.			
IV. Investment			6:56 PM
A. September 2023 Investment Update	Discuss	G. Wood / M. Breller	10 m
Gregory Wood, ECRCHS CBO, and Mike Breller from Beacon Pointe will provide the Investment Update September 2023.			
V. Finance			7:06 PM
A. Discussion and Vote on the approval of ECRCHS' Fiscal Policies and Procedures	Vote	Daniela Lopez-Vargas and Greg Wood	10 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, and Ms. Lopez-Vargas, ECRA Board member and F & I Committee Chair, will discuss ECRCHS's Fiscal Policies and Procedures.			
VI. School Business			7:16 PM

	Purpose	Presenter	Time
A. Discussion and Vote on the Approval of the Arts, Musical, and Instructional Materials Block Grant	Vote	David Hussey	10 m
Prior to the vote, Mr. Hussey will present the Arts, Musical, and Instructional Materials Block Grant.			
B. Discussion and Vote on Replacement of CCTV for North Campus	Vote	R. Guinto / D. Hussey	10 m
Prior to vote, Mr. Guinto and Mr. Hussey will be presenting the replacement of the CCTV cameras in North Campus.			
C. Discussion and Vote on Replacement of Outdated Visitor Management System	Vote	R. Guinto / D. Hussey	10 m
Prior to vote, Mr. Guinto and Mr. Hussey will be presenting the replacement of the Outdated Visitor Management System.			

VII. Closed Session

7:46 PM

A. Conference with Labor Negotiators	Discuss	David Hussey	30 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. Conference with Labor Negotiators	Discuss	Brad Wright	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.			
Unrepresented employees: Administrative Directors			

VIII. Reconvene to Open Session

8:26 PM

A. Report on Actions Taken in Closed Session, If Any	Discuss	Board Chair	5 m
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	Purpose	Presenter	Time
IX. Closing Items			8:31 PM
A. Adjourn Meeting	Vote	Board Chair	1 m

Coversheet

September 2023 Investment Update

Section: IV. Investment
Item: A. September 2023 Investment Update
Purpose: Discuss
Submitted by:
Related Material: IV.A. September 2023 Investment Summary.pdf
IV.A - 3Q23 Investment Report El Camino Real.pdf

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

2023-2024

	Year End	Contributions							
		Jul-23	Aug-23	Sep-23		Executive Summary-OPEB			
	Jun-23					\$ 25,338,317	Beginning Balance at 07/01/23		
						\$ 660,000	YTD Contributions		
						\$ (846,182)	Gains/Losses		
							-3.3%	Invest. Change	
						\$ 25,152,135	Current Ending		
							-0.7%	Total Change	
	Contributions	\$ 220,000	\$ 220,000	\$ 220,000	At 10/23/23				
ECRA	OPEB Trust	\$ 25,338,317	\$ 26,140,771	\$ 25,898,513	\$ 25,152,135	\$ 24,792,473	\$ 25,152,135		
	Investment Managers:	3.2%				Month	YTD		
	Polen Capital Mgt	\$ 1,228,208	\$ 1,282,809	\$ 1,268,478	\$ 1,186,134	-6.9%	-3.5%		
	Fiduciary Mgt	\$ 2,111,760	\$ 2,210,139	\$ 2,158,270	\$ 2,061,303	-4.7%	-2.4%		
	Beacon Pointe	\$ 21,998,349	\$ 22,647,823	\$ 22,479,169	\$ 21,904,576	-2.6%	-0.4%		
El Camino Real CHS	General							Month	YTD
	Investment Managers:							Month	YTD
	Polen Capital Mgt	\$ 153,339	\$ 160,075	\$ 158,299	\$ 148,043	-6.9%	-3.6%		
	Fiduciary Mgt	\$ 381,173	\$ 398,829	\$ 389,413	\$ 371,924	-4.7%	-2.5%		
	Beacon Pointe	\$ 5,709,255	\$ 5,763,124	\$ 5,718,002	\$ 5,587,397	-0.8%	-2.2%		
	US Bank Holdings	\$ 6,243,767	\$ 6,322,028	\$ 6,265,714	\$ 6,107,364	-0.9%	-2.2%		
	Annuity 3 Yr. (8/26)Fixed @ 4.80%	\$ 401,217	\$ 401,947	\$ 402,656	\$ 393,983	0.2%	-1.8%		
	3 Yr. (9/23)Fixed @ 1.95%	\$ 395,962	\$ 396,654	\$ 397,263	\$ 390,284	0.2%	-1.5%		
		\$ 7,040,946	\$ 7,120,629	\$ 7,065,633	\$ 6,891,631	-0.8%	-2.2%		
	Month End -Combined	\$ 32,379,263	\$ 33,261,400	\$ 32,964,146	\$ 32,043,766				

*- Being replaced with 2 Yr 4.89% T-Bill in 10/23



El Camino Real Charter High School

As of September 30, 2023

Beacon Pointe Advisors
24 Corporate Plaza Drive, Suite 150
Newport Beach, CA 92660
Phone: (949) 718-1600

El Camino Real

El Camino Real
As of September 30, 2023

Name	Q3-23	YTD	1 Yr	3 Yrs	5 Yrs	10 Yrs
US Equity						
Russell 3000	-3.3	12.4	20.5	9.4	9.1	11.3
S&P 500	-3.3	13.1	21.6	10.1	9.9	11.9
Russell 1000	-3.1	13.0	21.2	9.5	9.6	11.6
Russell 1000 Growth	-3.1	25.0	27.7	8.0	12.4	14.5
Russell 1000 Value	-3.2	1.8	14.4	11.0	6.2	8.4
Russell MidCap	-4.7	3.9	13.4	8.1	6.4	9.0
Russell 2000	-5.1	2.5	8.9	7.2	2.4	6.6
Russell 2000 Growth	-7.3	5.2	9.6	1.1	1.6	6.7
Russell 2000 Value	-3.0	-0.5	7.8	13.3	2.6	6.2
International Equity						
MSCI ACWI	-3.4	10.1	20.8	6.9	6.5	7.6
MSCI World ex USA	-4.1	6.7	24.0	6.1	3.4	3.8
MSCI EAFE	-4.1	7.1	25.6	5.8	3.2	3.8
MSCI Emerging Markets	-2.9	1.8	11.7	-1.7	0.6	2.1
Fixed Income						
91 Day T-Bills	1.3	3.6	4.5	1.7	1.6	1.1
Bloomberg US Aggregate TR	-3.2	-1.2	0.6	-5.2	0.1	1.1
Bloomberg US Govt/Credit TR	-3.0	-0.9	0.9	-5.3	0.4	1.3
Bloomberg US Municipal TR	-3.9	-1.4	2.7	-2.3	1.0	2.3
Bloomberg US High Yield TR	0.5	5.9	10.3	1.8	3.0	4.2
FTSE WGBI TR	-4.3	-2.7	1.0	-8.7	-2.6	-1.2
FTSE WGBI ex US TR	-5.2	-3.7	2.5	-10.8	-4.3	-2.3
Real Estate						
FTSE NAREIT All REIT	-8.0	-5.2	-0.9	2.7	2.4	6.0
NCREIF Property Index	--	--	--	--	--	--
Inflation						
Consumer Price Index	0.9	3.7	3.7	5.7	4.0	2.8

El Camino Real OPEB

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	25,124,024	100.0	-3.2	6.3	13.1	--	--	--	--	--	-5.5	Sep-21
<i>Policy Index</i>			-3.3	5.5	12.5	--	--	--	--	--	-5.2	Sep-21
Total Equity	13,891,771	55.3	-3.7	10.5	21.8	--	--	--	--	--	-5.7	Sep-21
<i>MSCI ACWI</i>			-3.4	10.1	20.8	6.9	6.5	8.6	7.6	7.4	-4.0	Sep-21
Total Domestic Equity	8,844,398	35.2	-3.3	12.1	20.8	--	--	--	--	--	-4.8	Sep-21
<i>Russell 3000</i>			-3.3	12.4	20.5	9.4	9.1	11.6	11.3	11.5	-2.5	Sep-21
Total International Equity	5,047,373	20.1	-4.4	7.8	24.4	--	--	--	--	--	-6.9	Sep-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-6.4	Sep-21
Total Fixed	8,198,022	32.6	-2.5	0.1	2.2	--	--	--	--	--	-6.0	Sep-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.4	Sep-21
Total Alternatives	2,994,350	11.9	-3.0	4.1	7.6	--	--	--	--	--	-4.5	Sep-21
<i>Custom Alts Index</i>			-4.4	2.4	9.1	--	--	--	--	--	-6.0	Sep-21
Total Cash	39,881	0.2	1.1	3.3	4.4	--	--	--	--	--	2.3	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	3.6	4.5	1.7	1.7	1.5	1.1	0.9	2.4	Sep-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$8,844,398	35.2%	35.0%	20.0% - 50.0%	0.2%	Yes
International Equity	\$5,047,373	20.1%	20.0%	10.0% - 30.0%	0.1%	Yes
Fixed Income	\$8,198,022	32.6%	30.0%	20.0% - 50.0%	2.6%	Yes
Alternatives	\$2,994,350	11.9%	15.0%	0.0% - 25.0%	-3.1%	Yes
Cash	\$39,881	0.2%	0.0%	0.0% - 10.0%	0.2%	Yes
Total	\$25,124,024	100.0%	100.0%			

El Camino Real OPEB

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	25,124,024	100.0	-3.2	6.3	13.1	--	--	--	--	--	-5.5	Sep-21
<i>Policy Index</i>			-3.3	5.5	12.5	--	--	--	--	--	-5.2	Sep-21
Total Equity	13,891,771	55.3	-3.7	10.5	21.8	--	--	--	--	--	-5.7	Sep-21
<i>MSCI ACWI</i>			-3.4	10.1	20.8	6.9	6.5	8.6	7.6	7.4	-4.0	Sep-21
Total Domestic Equity	8,844,398	35.2	-3.3	12.1	20.8	--	--	--	--	--	-4.8	Sep-21
<i>Russell 3000</i>			-3.3	12.4	20.5	9.4	9.1	11.6	11.3	11.5	-2.5	Sep-21
Fiduciary Management: Large Cap Instl	2,061,303	8.2	-2.4	7.7	20.8	--	--	--	--	--	-0.6	Sep-21
<i>Russell 1000 Value</i>			-3.2	1.8	14.4	11.0	6.2	7.9	8.4	9.2	-1.0	Sep-21
Schwab US Large Cap Value Index	694,382	2.8	-3.2	1.8	14.4	11.0	6.1	--	--	--	3.8	Nov-22
<i>Russell 1000 Value</i>			-3.2	1.8	14.4	11.0	6.2	7.9	8.4	9.2	3.8	Nov-22
Vanguard S&P 500 ETF	2,392,328	9.5	-3.2	13.1	21.6	10.2	9.9	12.2	11.9	12.0	-1.0	Sep-21
<i>S&P 500</i>			-3.3	13.1	21.6	10.1	9.9	12.2	11.9	12.0	-1.0	Sep-21
Polen Capital Focus Growth	1,186,134	4.7	-3.4	22.1	23.4	--	--	--	--	--	-11.7	Sep-21
<i>Russell 1000 Growth</i>			-3.1	25.0	27.7	8.0	12.4	15.6	14.5	14.1	-3.3	Sep-21
Schwab US Large Cap Growth Index	1,334,387	5.3	-3.1	24.9	27.7	7.9	12.4	--	--	--	20.6	Nov-22
<i>Russell 1000 Growth</i>			-3.1	25.0	27.7	8.0	12.4	15.6	14.5	14.1	20.7	Nov-22
Vanguard Mid-Cap ETF	857,741	3.4	-5.1	3.3	12.7	7.3	6.5	8.7	9.0	9.5	-6.5	Sep-21
<i>CRSP US Mid Cap TR USD</i>			-5.1	3.3	12.6	7.3	6.5	8.7	9.1	9.6	-6.5	Sep-21
Vanguard Russell 2000 ETF	318,122	1.3	-5.1	2.6	9.0	7.2	2.4	6.7	6.7	7.7	-9.6	Sep-21
<i>CRSP US Small Cap TR USD</i>			-4.6	4.1	12.4	8.7	4.6	8.0	8.0	8.9	-6.8	Sep-21
Total International Equity	5,047,373	20.1	-4.4	7.8	24.4	--	--	--	--	--	-6.9	Sep-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-6.4	Sep-21
Artisan International Value Instl	2,209,487	8.8	-3.0	11.1	32.3	13.9	7.7	8.0	6.7	7.9	2.3	Sep-21
<i>MSCI EAFE</i>			-4.1	7.1	25.6	5.8	3.2	5.3	3.8	4.3	-4.3	Sep-21

El Camino Real OPEB

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
American Europacific F3	2,172,963	8.6	-6.3	5.1	19.6	0.1	3.1	5.2	4.5	4.5	-11.8	Sep-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-6.4	Sep-21
Lazard Emerging Markets Eq Advantage	664,922	2.6	-2.2	5.6	15.5	-0.2	1.5	4.3	--	--	15.5	Oct-22
<i>MSCI Emerging Markets</i>			-2.9	1.8	11.7	-1.7	0.6	3.2	2.1	0.8	11.7	Oct-22
Total Fixed	8,198,022	32.6	-2.5	0.1	2.2	--	--	--	--	--	-6.0	Sep-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.4	Sep-21
Metropolitan West Total Return	3,534,533	14.1	-3.6	-1.4	0.3	-5.6	0.1	0.0	1.2	2.1	-8.4	Sep-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.4	Sep-21
Dodge & Cox Income	3,563,934	14.2	-2.8	0.3	3.1	-3.2	1.3	1.3	2.2	2.6	-5.7	Sep-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.4	Sep-21
PIMCO Short Asset Investment	1,099,554	4.4	1.6	4.2	5.3	1.6	1.7	1.9	1.6	--	3.6	Apr-22
<i>FTSE T-Bill 3 Months TR</i>			1.4	3.8	4.7	1.8	1.7	1.6	1.1	0.9	3.5	Apr-22
Total Alternatives	2,994,350	11.9	-3.0	4.1	7.6	--	--	--	--	--	-4.5	Sep-21
<i>Custom Alts Index</i>			-4.4	2.4	9.1	--	--	--	--	--	-6.0	Sep-21
Swan Hedged Equity US ETF	2,233,580	8.9	-2.1	6.5	8.6	--	--	--	--	--	-1.3	Sep-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			-3.2	7.2	13.0	4.0	6.3	7.4	7.7	8.0	-3.3	Sep-21
PGIM Global Real Estate Fund	760,771	3.0	-5.6	-2.4	4.6	0.0	0.6	1.3	2.9	4.0	-13.0	Sep-21
<i>FTSE EPRA/NAREIT Developed TR USD</i>			-5.6	-4.1	2.7	1.5	-0.3	0.6	3.0	4.1	-12.6	Sep-21
Total Cash	39,881	0.2	1.1	3.3	4.4	--	--	--	--	--	2.3	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	3.6	4.5	1.7	1.7	1.5	1.1	0.9	2.4	Sep-21

El Camino Real OPEB

Total Composite
As of September 30, 2023

Policy Benchmark History As of September 30, 2023

Total Composite		
9/1/2021	Present	60% MSCI ACWI / 40% Bloomberg US Aggregate TR
Total Equity		

Allocation Benchmark History As of September 30, 2023

Total Equity		
9/1/2021	Present	MSCI ACWI
Total Domestic Equity		
9/1/2021	Present	Russell 3000
Total International Equity		
9/1/2021	Present	MSCI ACWI ex USA

Custom Alts Benchmark History As of September 30, 2023

Total Alternatives		
9/1/2021	Present	32% FTSE EPRA/NAREIT Developed TR USD / 57% 60% S&P 500 / 40% Bloomberg US Aggregate / 11% S&P Global Infrastructure

El Camino Real GA

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	6,094,484	100.0	-2.1	3.6	7.4	--	--	--	--	--	-4.5	Aug-21
<i>Policy Index</i>			-3.3	2.1	6.5	--	--	--	--	--	-5.7	Aug-21
Total Equity	1,630,865	26.8	-3.4	12.0	22.7	--	--	--	--	--	-3.1	Aug-21
<i>MSCI ACWI</i>			-3.4	10.1	20.8	6.9	6.5	8.6	7.6	7.4	-2.7	Aug-21
Total Domestic Equity	1,185,993	19.5	-3.0	13.4	21.7	--	--	--	--	--	-3.1	Aug-21
<i>Russell 3000</i>			-3.3	12.4	20.5	9.4	9.1	11.6	11.3	11.5	-1.2	Aug-21
Total International Equity	444,872	7.3	-4.5	8.5	26.6	--	--	--	--	--	-3.2	Aug-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-5.3	Aug-21
Total Fixed	4,058,015	66.6	-1.6	0.4	2.0	--	--	--	--	--	-5.2	Aug-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.2	Aug-21
Total Alternatives	301,100	4.9	-3.3	3.2	7.2	--	--	--	--	--	-4.7	Aug-21
Total Cash	104,504	1.7	1.3	3.5	4.6	--	--	--	--	--	2.3	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	3.6	4.5	1.7	1.7	1.5	1.1	0.9	2.3	Aug-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$1,185,993	19.5%	20.0%	10.0% - 30.0%	-0.5%	Yes
International Equity	\$444,872	7.3%	5.0%	0.0% - 15.0%	2.3%	Yes
Fixed Income	\$4,058,015	66.6%	70.0%	50.0% - 90.0%	-3.4%	Yes
Alternatives	\$301,100	4.9%	5.0%	0.0% - 15.0%	-0.1%	Yes
Cash	\$104,504	1.7%	0.0%	0.0% - 20.0%	1.7%	Yes
Total	\$6,094,484	100.0%	100.0%			

El Camino Real GA

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	6,094,484	100.0	-2.1	3.6	7.4	--	--	--	--	--	-4.5	Aug-21
<i>Policy Index</i>			-3.3	2.1	6.5	--	--	--	--	--	-5.7	Aug-21
Total Equity	1,630,865	26.8	-3.4	12.0	22.7	--	--	--	--	--	-3.1	Aug-21
<i>MSCI ACWI</i>			-3.4	10.1	20.8	6.9	6.5	8.6	7.6	7.4	-2.7	Aug-21
Total Domestic Equity	1,185,993	19.5	-3.0	13.4	21.7	--	--	--	--	--	-3.1	Aug-21
<i>Russell 3000</i>			-3.3	12.4	20.5	9.4	9.1	11.6	11.3	11.5	-1.2	Aug-21
Fiduciary Management: Large Cap	371,924	6.1	-2.4	7.8	20.7	--	--	--	--	--	0.2	Aug-21
<i>Russell 1000 Value</i>			-3.2	1.8	14.4	11.0	6.2	7.9	8.4	9.2	-0.1	Aug-21
Schwab Large Cap Value	123,142	2.0	-3.2	1.8	14.4	11.0	6.1	--	--	--	0.8	Apr-23
<i>Russell 3000 Value</i>			-3.2	1.7	14.0	11.2	6.0	7.8	8.3	9.0	0.7	Apr-23
Vanguard S&P 500 ETF	391,129	6.4	-3.2	13.1	21.6	10.2	9.9	12.2	11.9	12.0	0.4	Aug-21
<i>S&P 500</i>			-3.3	13.1	21.6	10.1	9.9	12.2	11.9	12.0	0.5	Aug-21
Polen Capital Focus Growth	148,043	2.4	-3.4	24.1	24.9	--	--	--	--	--	-9.4	Aug-21
<i>Russell 1000 Growth</i>			-3.1	25.0	27.7	8.0	12.4	15.6	14.5	14.1	-1.5	Aug-21
Schwab US Large Cap Growth Index	151,755	2.5	-3.1	24.9	27.7	7.9	12.4	--	--	--	20.6	Nov-22
<i>Russell 1000 Growth</i>			-3.1	25.0	27.7	8.0	12.4	15.6	14.5	14.1	20.7	Nov-22
Total International Equity	444,872	7.3	-4.5	8.5	26.6	--	--	--	--	--	-3.2	Aug-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-5.3	Aug-21
Artisan International Value Instl	255,966	4.2	-3.0	11.1	32.3	13.9	7.7	8.0	6.7	7.9	2.3	Aug-21
<i>MSCI EAFE</i>			-4.1	7.1	25.6	5.8	3.2	5.3	3.8	4.3	-3.3	Aug-21
American Funds Europacific Growth	188,905	3.1	-6.3	5.1	19.6	0.1	3.1	5.2	4.5	4.5	-10.0	Aug-21
<i>MSCI ACWI ex USA</i>			-3.8	5.3	20.4	3.7	2.6	4.7	3.3	3.2	-5.3	Aug-21
Total Fixed	4,058,015	66.6	-1.6	0.4	2.0	--	--	--	--	--	-5.2	Aug-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.2	Aug-21
Dodge & Cox Income	1,152,775	18.9	-2.8	0.3	3.1	-3.2	1.3	1.3	2.2	2.6	-5.5	Aug-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.2	Aug-21
Metropolitan West Total Return Bond	1,425,186	23.4	-3.6	-1.4	0.3	-5.6	0.1	0.0	1.2	2.1	-8.2	Aug-21
<i>Bloomberg US Aggregate TR</i>			-3.2	-1.2	0.6	-5.2	0.1	-0.1	1.1	1.7	-7.2	Aug-21

El Camino Real GA

Total Composite As of September 30, 2023

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
PIMCO Low Duration	1,480,054	24.3	1.2	2.3	3.0	-1.1	0.9	0.9	1.0	1.3	-1.8	Aug-21
<i>Bloomberg US Govt 1-3 Yr TR</i>			0.7	1.7	2.5	-0.9	1.0	0.8	0.8	0.8	-1.3	Aug-21
Total Alternatives	301,100	4.9	-3.3	3.2	7.2	--	--	--	--	--	-4.7	Aug-21
Swan Hedged Equity US ETF	197,435	3.2	-2.1	6.5	8.6	--	--	--	--	--	-0.3	Aug-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			-3.2	7.2	13.0	4.0	6.3	7.4	7.7	8.0	-2.4	Aug-21
PGIM Global Real Estate Fund	103,665	1.7	-5.6	-2.4	4.6	0.0	0.6	1.3	2.9	4.0	-11.8	Aug-21
<i>FTSE EPRA/NAREIT Developed TR USD</i>			-5.6	-4.1	2.7	1.5	-0.3	0.6	3.0	4.1	-11.6	Aug-21
Total Cash	104,504	1.7	1.3	3.5	4.6	--	--	--	--	--	2.3	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	3.6	4.5	1.7	1.7	1.5	1.1	0.9	2.3	Aug-21

Policy Benchmark History
As of September 30, 2023

Total Composite		
8/1/2021	Present	30% MSCI ACWI / 70% Bloomberg US Aggregate TR
Total Equity		
8/1/2021	Present	MSCI ACWI

Allocation Benchmark History
As of September 30, 2023

Total International Equity		
8/1/2021	Present	MSCI ACWI ex USA

Performance Disclosures

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Performance Disclosures

Definitions

Alpha: A measure of risk (beta) adjusted return. Alpha measures the difference between a portfolio's actual returns and what it might be expected to deliver based on its level of risk. Theoretically, higher risk should equate to a higher return. A positive alpha means the fund has beaten expectations. A negative alpha indicates that the fund has failed to match expected performance, given its level of risk. If two managers have the same return, but one has a lower beta, that manager would have a higher alpha.

Annualized Return: The average amount of money earned by an investment each year over a given time period. An annualized total return provides only a snapshot of an investment's performance and does not give investors any indication of its volatility. Annualized total return merely provides a geometric average, rather than an arithmetic average.

Beta: Beta represents the systematic risk of a portfolio and measures its sensitivity to a benchmark. A portfolio with a beta of one is as risky as the benchmark and would, therefore, provide expected returns equal to those of the market benchmark during both up and down periods. A portfolio with a beta of two would move approximately twice as much as the benchmark.

Cumulative Return: The aggregate amount that an investment has gained or lost over time, independent of the period involved. Presented as a percentage, the cumulative return is the raw mathematical return of the following calculation: $(\text{Current Price of Security}) - (\text{Original Price of Security}) / (\text{Original Price of Security})$.

Excess Returns: Excess return represents the difference between the returns of two portfolios. In a typical application, excess return provides a measure of the difference between a manager's return and the return of a benchmark for that manager. In the context of a beta benchmark, excess return refers to the difference between a manager or market benchmark and T bills. A positive excess return implies that the manager outperformed the benchmark.

Maximum Drawdown: A risk metric indicating capital preservation, the maximum drawdown measures the peak to trough loss of investment.

Sharpe Ratio: represents the added value over the risk free rate per unit of volatility risk.

Standard Deviation: Shows how much variation or dispersion exists from the average (mean) or expected value. The more spread apart the data, the higher the deviation. In Finance, standard deviation is applied to the annual rate of return of an investment to measure the investment's volatility.

Up/down Capture: The up and down capture is a measure of how well a manager could replicate or improve on phases of positive benchmark returns and how badly the manager was affected by phases of negative benchmark returns.

Glossary of Indices

Bloomberg US Aggregate: The index measures the performance of the U.S. investment grade bond market. The index invests in a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States – including government, corporate, mortgage-backed, and asset-backed securities.

Bloomberg Intermediate US Government/Credit Bond Index: The index is a broad-based flagship benchmark that measures the non-securitized component of the US Aggregate Index with less than 10 years to maturity. The index includes investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

ICE BofA 1-10Y US Muni Index: The index tracks the performance of U.S. dollar denominated investment grade tax-exempt debt with less than 10 years to maturity that are publicly issued by U.S. states and territories, and their political subdivisions, in the U.S. domestic market.

Bloomberg 1-10 Year Managed Money (MM) Index: A subset of the Bloomberg Municipal Managed Money Index, representing bonds with one to ten years to maturity. The Bloomberg Municipal Managed Money Index is a rules-based, market-value weighted engineered for the tax-exempt bond market. All bonds in the National Municipal Bond Index must be rated Aa3/AA- or higher by at least two of the following statistical ratings agencies: Moody's, S&P and Fitch.

ICE BofAML 3-Month T-Bill Index: The index is an unmanaged index that measures returns of three-month Treasury Bills.

Bloomberg US Corporate High Yield Bond Index: Measures the USD-denominated, high yield, fixed-rate corporate bond market. Securities are classified as high yield if the middle rating of Moody's, Fitch and S&P is Ba1/BB+/BB+ or below. Bonds from issuers with an emerging markets country of risk, based on Barclays EM country definition, are excluded.

Bloomberg Global High Yield Index: The Index is a multi-currency flagship measure of the global high yield debt market. The index represents the union of the US High Yield, the Pan-European High Yield, and Emerging Markets (EM) Hard Currency High Yield Indices. The high yield and emerging markets sub-components are mutually exclusive.

Bloomberg Municipal Bond Index: a broad-based benchmark that measures the investment grade, US dollar-denominated, fixed tax-exempt bond market. The index includes state and local general obligation, revenue, insured, and pre-refunded bonds. The Municipal Index was inceptioned in January 1980.

FTSE World Government Bond Index (WGBI): Measures the performance of fixed-rate, local currency, investment-grade sovereign bonds. The WGBI is a widely used benchmark that currently includes sovereign debt from over 20 countries, denominated in a variety of currencies, and has more than 30 years of history available. The WGBI provides a broad benchmark for the global sovereign fixed income market. Sub-indexes are available in any combination of currency, maturity, or rating.

Bloomberg Emerging Markets Hard Currency Aggregate Index: The index is a flagship hard currency Emerging Markets debt benchmark that includes USD-denominated debt from sovereign, quasi-sovereign, and corporate EM issuers.

FTSE NAREIT Composite: The Index series is designed to present investors with a comprehensive family of REIT performance indexes that spans the commercial real estate space across the US economy. The index series provides investors with exposure to all investment and property sectors. In addition, the more narrowly focused property sector and sub-sector indexes provide the facility to concentrate commercial real estate exposure in more selected markets.

S&P Global Natural Resources Index: The index includes 90 of the largest publicly-traded companies in natural resources and commodities businesses that meet specific investability requirements, offering investors diversified and investable equity exposure across 3 primary commodity-related sectors: agribusiness, energy, and metals & mining.

Bloomberg Commodity Index: The index is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification. Roll period typically occurs from 6th-10th business day based on the roll schedule.

MSCI ACWI: Captures large and mid cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. With approximately 2,900 constituents, the index covers approximately 85% of the global investable equity opportunity set.

MSCI ACWI ex USA Index: Captures large and mid cap representation across 22 of 23 Developed Markets (DM) countries (excluding the US) and 24 Emerging Markets (EM) countries. With approximately 2,300 constituents, the index covers approximately 85% of the global equity opportunity set outside the US.

Glossary of Indices

MSCI EAFE Index: A broadly recognized benchmark for U.S. investors to measure international equity performance. The index captures large and mid cap representation across 21 Developed Markets countries around the world, excluding the US and Canada.

MSCI Emerging Markets Index: A free float-adjusted market capitalization index that is designed to measure large and mid cap equity market performance of emerging markets. The index consists of the following 24 emerging market countries: Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Russell 1000 Index: Measures the performance of the large-cap segment of the U.S. equity universe. It is a subset of the Russell 3000® Index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership. The Russell 1000 represents approximately 93% of the U.S. market. The Russell 1000 Index is constructed to provide a comprehensive and unbiased barometer for the large-cap segment and is completely reconstituted annually to ensure new and growing equities are reflected.

Russell 1000 Growth Index: Measures the performance of the large-cap growth segment the U.S. equity universe. It includes those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values. The Russell 1000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the large-cap growth segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect growth characteristics.

Russell 1000 Value Index: Measures the performance of the large-cap value segment of the U.S. equity universe. It includes those Russell 1000 companies with lower price-to-book ratios and lower expected growth values. The Russell 1000 Value Index is constructed to provide a comprehensive and unbiased barometer for the large-cap value segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics.

Russell 2000 Index: Measures the performance of the small-cap segment of the US equity universe. The Russell 2000 Index is a subset of the Russell 3000® Index representing approximately 7% of the total market capitalization of that index. It includes approximately 2,000 of the smallest securities based on a combination of their market cap and current index membership. The Russell 2000 is constructed to provide a comprehensive and unbiased small-cap barometer and is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set.

Russell 2000 Growth Index: Measures the performance of the small-cap growth segment of the US equity universe. It includes those Russell 2000 companies with higher price-to-value ratios and higher forecasted growth values. The Russell 2000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the small-cap growth segment. The index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set and that the represented companies continue to reflect growth characteristics.

Russell 2000 Value Index: Measures the performance of small-cap value segment of the U.S. equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. The Russell 2000 Value Index is constructed to provide a comprehensive and unbiased barometer for the small-cap value segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set and that the represented companies continue to reflect value characteristics.

Russell 3000 Index: Measures the performance of the largest 3,000 U.S. companies representing approximately 96% of the investable U.S. equity market. The Russell 3000 Index is constructed to provide a comprehensive, unbiased and stable barometer of the broad market and is completely reconstituted annually to ensure new and growing equities are reflected.

Russell Midcap Index: Measures the performance of the mid-cap segment of the U.S. equity universe. The Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The Russell Midcap Index represents approximately 31% of the total market capitalization of the Russell 1000 companies. The Russell Midcap Index is constructed to provide a comprehensive and unbiased barometer for the mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap opportunity set.

S&P 500: A free-float market capitalization weighted index of 500 of the largest U.S. companies. The index is calculated on a total return basis with dividends reinvested and is not available for direct investment.

Thank you for your continued confidence in Beacon Pointe. We appreciate your business.

Coversheet

Discussion and Vote on the approval of ECRCHS' Fiscal Policies and Procedures

Section: V. Finance
Item: A. Discussion and Vote on the approval of ECRCHS' Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material:
V.A - 2023-2024 ECR Fiscal Policies & Procedures - revised 10.16.23_with revision marks.pdf

EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

DRAFT

Revision Board Approved & Effective: October 27, 2022

TABLE OF CONTENTS

Overview..... 4

 Safeguarding of Financial Assets 5

 Annual Financial Audit 5

 Key Personnel Financial Responsibilities 6

 Role of Key Financial Staff (Segregation of Duties) 6

 Financial Instruments 8

Payment / Reimbursement Policies 10

 Purchasing Flow Charts 11

 Employee Receipts/Substantiation 14

 Employee Lost Receipts..... 14

 Gratuity 14

 Employee Reimbursements and Expense Reports 14

 Personal Use of School Items 17

 Supplies..... 17

 Meals 17

 Mileage 17

 Travel..... 18

 Governing Board Expenses 21

 Tuition Costs for Non-Teaching Staff 21

 Classes/Conferences/Workshops/Seminars (“Course”) for All Staff..... 21

 Tuition Costs for BTSA..... 22

Accounting..... 25

 Key Accounting Thresholds 25

 Purchasing in the Enterprise Resource Planning System (ERP) 25

 Petty Cash 26

 Contracts 29

Accounts Payable..... 33

 Bank Check Authorization 33

 Bank Checks 33

 Bank Reconciliation 34

Accounts Receivable..... 36

 Cash Receipts (Cash and Checks) 36

 Returned Checks and Improper Checks 37

Payroll..... 38

 Personnel Information 38

 Stipend Volunteers 38

 Electronic Timesheets..... 38

 Overtime 39

 Payroll Processing 39

 Payroll Taxes and Filings 40

 Record Keeping 40

Finance/Reserves /Insurance/Liabilities/Assets..... 41

TABLE OF CONTENTS

Financial Reporting 41
Financial Institutions 41
Loans 41
Retention of Records 41
Cash Balance Reserve 41-44
Insurance..... 42
Asset Inventory 42
Parking Lot Liability 43
Appendix I – Student Gift Acknowledgment 44
Appendix II – Credit Card Responsible Use Form 48-49
Appendix III – Expense Request Form 50
Appendix IV – Purchase Request Form 51

DRAFT

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

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

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

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

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

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

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

In addition, ECRA/ECRCHS does the following:

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

Annual Financial Audit

1. ECRA will select an independent auditor to conduct an independent audit of ECRA’s finances. The independent auditor will be selected by the Board on or before the March Board meeting in those years when a new auditor is to be selected. The Board will assign the Finance & Investment Committee no later than the January board meeting for those years when an auditor is to be selected.
2. The CBO and other necessary staff will assist Audit Committee members.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Administrative Director

Record Transactions

- Accounting staff (non-senior)

Reconcile Transactions

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

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- **Director-Human Resources (DHR) –**
- Back-office Services Provider - Recording, Reconciling and Reporting
- Administrative Director – Purchase Approver, Reviewing Budgets
- Director of Finance & Accounting - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Accountants - Recording, Purchasing, and Custody

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

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

Bank Check Signing Authority

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

Check Stock

- Held in student store.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Prohibition on Purchase of Alcohol and Marijuana

- Use of Charter School, state, and federal funds for the purchase of alcohol, or any items related to the consumption of alcohol or purchase of marijuana, or marijuana-related products or paraphernalia is prohibited.

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

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

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

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

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

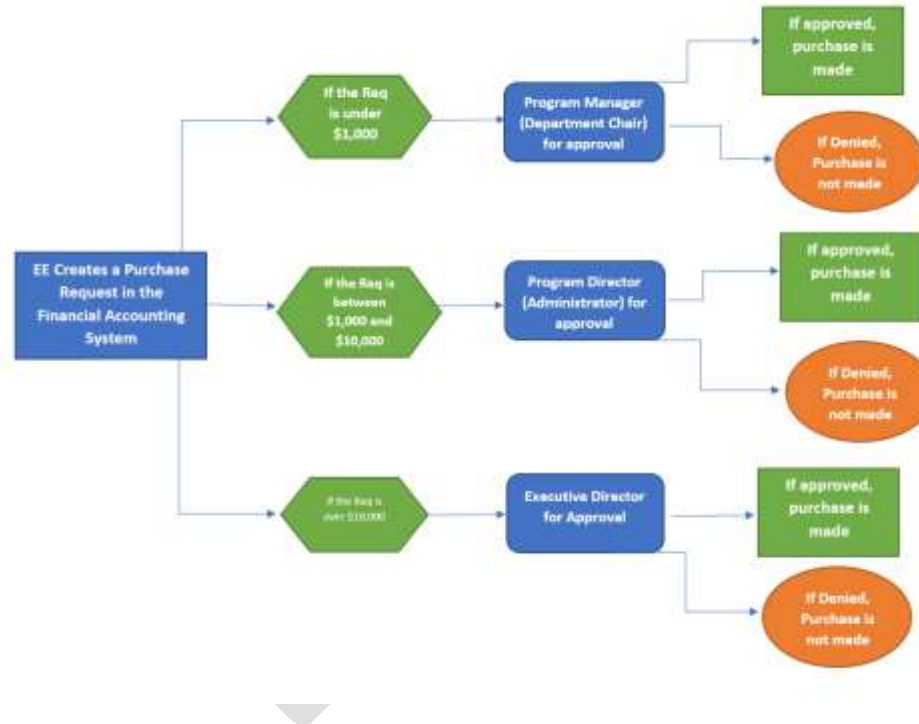
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

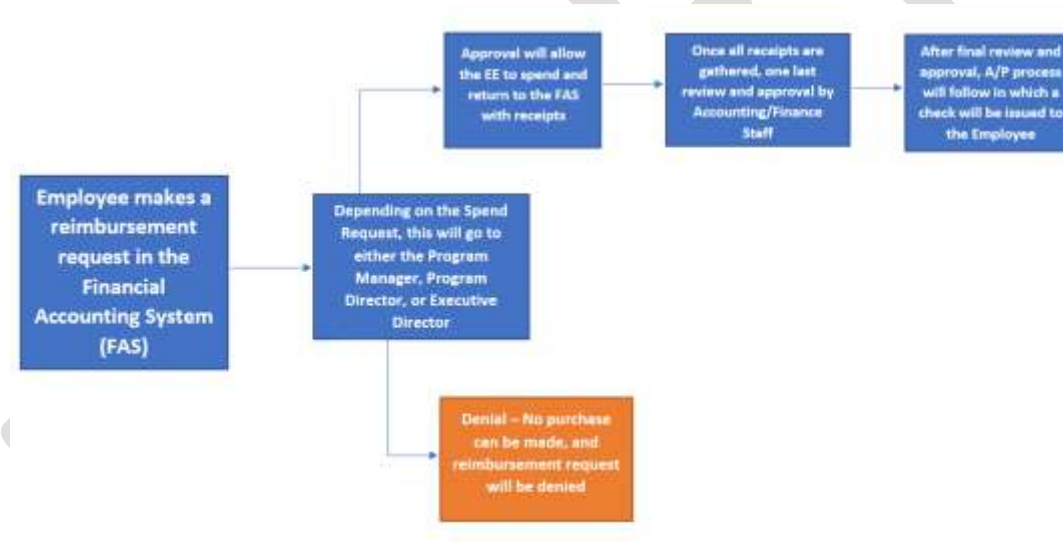
- Purchases done through the Financial Accounting System involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager (Dept. Chairs) for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors (Administrators).
 - Anything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



ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

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



ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

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

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Employee Receipts/Substantiation

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. Additionally, reimbursements to employees for items charged on personal cards should be supported by a copy of the Employee's Credit Card. A copy of the credit card must be kept on file by the Accounting Department (redacted copy showing name and last four digits of card number used). The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).
2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:
 - a. Taxi fares incurred while traveling for ECRCHS;
 - b. Parking fees incurred the day employee attended workshops or other work events.

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

3. For all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).
4. The Director of Finance & Accounting /CBO or designee shall be responsible for enforcing this policy.

Gratuity

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

Employee Reimbursements and Expense Reports

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

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

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

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

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

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

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

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

6. **Non-reimbursable Expenses**

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

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

Reimbursements – Digital Payments

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

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

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

1. Employee shall submit, prior to the purchase being made, for each digital payment transaction, a signed copy of the appropriate purchasing form substantiating:
 - a. Who the expenditure is for;
 - b. What the expenditure is for;
 - c. Where the expenditure is made;
 - d. Why the expenditure is made; and
 - e. When the expenditure is made.

Personal Use of School Items

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

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

Meals

1. School-related meals (ie. for Professional Development) occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:
 - a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
 - e. Meal order 48 hours in advance for payment to be processed by ECRA directly to the vendor
2. On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.
3. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or Assistant Principal through the Financial Accounting System.

Mileage

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

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

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.

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

Travel

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

1. Travel must receive the following approvals:
 - a. Employees requesting in-state travel must receive approval from the **designated authorizing personnel (Administrative Director)** with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. All expenses must be pre-approved prior to travel for an event or meeting through the Financial accounting system software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
4. ECRA uses published GSA (General Services Administration rates as a guideline for per diem rates
5. Chargeable and Reimbursable Expenditures:
 - a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA for documented school-related travel. It is incumbent on all ECRA employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.

- b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
- c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
- d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
- e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.
- f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.
- g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.
- h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA administration prior to booking the hotel. Specific rules include:
 - i. Reservations will be made by ECRA business office staff, where the hotel room selected must be the least expensive available room offered within the hotel.
 - ii. Hotels should be chosen for the following reasons:
 - 1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

- 2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.
- iii. Hotel rates exceeding an average of \$250/night (when not ordered by the Business Office), not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$250/night plus applicable taxes and fees.
- iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.
- v. The ECRA Board of Directors shall review this policy annually to ensure consistency.
- vi. Meals are reimbursed up to the published GSA rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee's own car, gasoline are reimbursable.
- j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
 - a. The day before the event if it starts before 11am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
7. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
8. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval

9. Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

Governing Board Expenses

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

Tuition Costs for Non-Teaching Staff

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

1. Classes must be pre-approved.
2. Employee must be employed a minimum of 1 year to be eligible for this benefit.
3. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
 - a. \$700/class all courses must be Pre-approved by the HR Department with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
4. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
 - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 36 months and requires pre-approval from the Executive Director for any future tuition subsidized requests.

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

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

1. Course must be pre-approved by an administrator.
2. Employee must complete an Expense Report and provide all receipts.

3. Employee will not be compensated for his/her time if employee made the request to attend the class/conference/workshop/seminar.

Tuition Costs for BTSA

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

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

Professional Dues and Costs

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

Student Awards

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

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.

ECRA issues Scholarships for various types of academic achievement. Scholarship winners will complete a scholarship award form indicating which College/University the scholarship check gets issued and mailed to. See example in Appendix I

Policy for Use of Credit Cards

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

2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.
3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments:
 - a. Home Depot for Woodshop and Drama
 - b. Smart and Final for Family and Consumer Studies
 - c. **CalCard (VISA)**
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$250,000 within a monthly statement period, \$1,000 for Home Depot, and \$2,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses CalCard VISA as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter

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

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

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

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

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

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

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

ACCOUNTING

Key Accounting Thresholds

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

Purchasing in the Financial Accounting System (FAS)

1. School will use an FAS system to store all financial transactional data.
2. Employees will make purchase requisitions in the FAS. Purchase Requisitions can be created using the following information provided by the vendor:
 - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
 - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the FAS system.
3. The Business Office will review the purchase requisition to determine whether the Charter School has adequate resources (i.e. cash) and is within budget.
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Business Office will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
 - Determine if the expenditure is allowable under the appropriate revenue source.
 - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
 - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost¹ for comparable goods or services.

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

If the purchase does not represent the lowest cost option, a business purpose must be provided.

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

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

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

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

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

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

a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.

b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders

c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.

d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

Petty Cash

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

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

Cash Boxes

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

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

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

No funds will be left in the cash box.

Alternative Payment Methods – Third-Party Processors

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

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

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

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

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

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

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

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

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

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

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

Contracts

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

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
 - Public Contracts (i.e. public bonds):
 - **Must obtain at minimum 3 quotes/bids from vendors**
 - **Annual Bid limit under Public Contract Code § 20111(a) for 2023 is \$109,300 or more for equipment, materials, supplies, services and repairs.**
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.
2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:
 - a. Whether the services needed is for a limited time period.
 - b. Whether the contract service provider has expertise not otherwise available to the Charter School.
 - c. Whether the current staff has capacity to do the work.
 - d. Whether the contract service provider's core competency would lead to long-term savings.
 - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
 3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.

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

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

A SOW must be submitted by the consultant, independent contractor, or subcontractor and reviewed by the Executive Director, Chief Operating Officer (COO), DHR, and the CBO prior to the commencement of services.

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

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

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

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

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

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

4. If the contract service provider is a sole proprietor or a partnership (including limited partnerships or limited liability partnerships), the Business Office must obtain or receive a W-9 (or foreign equivalent) from the contract service provider prior to submitting any requests for payment.
5. The Executive Director or CBO will approve proposed contracts and modifications in writing.
6. Contract service providers will be paid in accordance with approved contracts as work is performed.
7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.
8. Potential conflicts of interest will be disclosed upfront, and the Executive Director, DHR, CBO, Assistant Principal(s) and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.
9. ECRA may not recognize “After the Fact” contracts which occur when a contractor is authorized to commence services or ship products prior to a valid, fully executed contract or Purchase Order having been submitted and approved prior to commencement of the work or products being purchased.
10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid.
11. Splitting contracts to avoid a stated accounting threshold is strictly prohibited. According to the California Public Contract Code, “It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.”
12. An employee cannot issue multiple contract requests (or low-dollar Purchase Orders) for smaller sections of the total requirement to avoid going thru the competitive process, or to avoid obtaining the required approvals.

Donations and Fundraising

ECRCHS may receive donations of cash, supplies or equipment. Donations will be deposited in a separate Bank Account and amounts > \$1,000 will be reported to the Board. Donations are for the

exclusive use of the school, and may not be used to influence any person or decision made at the school.

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

Donations or fundraising secured by the Parent Groups (ECR Royal Families) will be tracked separately and reported on monthly. These funds will be deposited in a separate Trust account within the ASB Bank Account and observe the same receipt/disbursement procedures as the ECRCHS process.

Supplies

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

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

Professional Development

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

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee's contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

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

ACCOUNTS PAYABLE

Bank Check Authorization

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

Bank Checks

1. The Board will approve, in advance, the list of authorized signers on the Charter School's account. The Executive Director, and any other employee/board member authorized by the Board, may sign bank checks within established limitations.
2. The Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Business Office.
5. Once approved by the Authorizing Personnel, the Business Office processes the check for signatures.
 - a. Two authorized check signers will co-sign checks in excess of \$10,000 for all items.
 - b. All checks less than \$10,000 require the signature of only one authorized check signer.
 - c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.

6. The Business Office will record the check transaction(s) into the approved FAS software () system.
7. Business Office personnel will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee;
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by the Business Office;
 - c. Cancelled Checks – Report is submitted to the staff/back-office Services Provider performing the bank reconciliation
 - d. Voided checks will have VOID Stamped on the Check.

Bank Reconciliation

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

Timely Payment of Credit and Store Charge Card Statements

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

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

DRAFT

ACCOUNTS RECEIVABLE

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

Accounts receivable will be recorded by the Personnel assigned in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The coordinator will complete a cash deposit form to account for the amount of cash and checks turned into the business office and indicate what trust (if applicable) account to deposit the funds to.
 - b. The Business Office will record the transaction in the approved FAS software at the time the transaction is made, with a copy of the receipt provided to the donor.
 - a. The cash, checks, receipt book, and deposit summary must be given to the ECRA Business Office, who will immediately put the funds in a secure, locked location.
 - b. The Business Office and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.
 - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be a member of the Business Office, and sign off on the amounts received.
 - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document

- a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.
4. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."
5. A deposit slip will be completed by the Business Office for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
6. The deposit receipt will be attached to the deposit documentation.

Returned Checks and Improper Checks

ECRCHS will notify its /assigned personnel so that the general ledger account to which it was applied adjusted. The school will not cash personal checks.

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

PAYROLL

Personnel Information

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

Stipends

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

Electronic Timesheets

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

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

Overtime

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

Payroll Processing

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

Payroll Taxes and Filings

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

Record Keeping

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

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

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

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

Financial Institutions

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

Loans

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

Retention of Records

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

Cash Balance Reserve

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

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

Insurance

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

Asset Inventory

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

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

Parking Lot Liability

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

APPENDIX I – STUDENT SCHOLARSHIP PAYMENT REQUEST

DRAFT

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

DRAFT

ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

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

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

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

Employee Signature Employee Name

Executive Director's Signature Executive Director's Name

APPENDIX III – EXPENSE REIMBURSEMENT FORM

DRAFT

APPENDIX IV – PURCHASE REQUEST FORM

DRAFT

Coversheet

Discussion and Vote on the Approval of the Arts, Musical, and Instructional Materials Block Grant

Section: VI. School Business

Item: A. Discussion and Vote on the Approval of the Arts, Musical, and Instructional Materials Block Grant

Purpose: Vote

Submitted by:

Related Material:

ECRA- 2023-24 Arts, Music and Instructional Materials Discretionary Block Grant Spending Plan (1).pdf

Grant Spending Plan Breakdown - VAPA.pdf

EL CAMINO REAL CHARTER HIGH SCHOOL

Spending Plan of Arts, Music, & Instructional Materials Block C 2023-2024

Per Section 134(a) of Chapter 52 of the Statutes of 2022, the governing board of a district shall discuss and approve a plan for the expenditure of funds before spending. The fund shall be spent in the following 5 areas: (1) obtaining standards-aligned professional development and instructional materials for specified subject areas; (2) professional development and instructional materials for improving school climate; (3) developing diverse, culturally relevant and multilingual school library book collections; (4) operational costs, including retirement and health care cost increases; and (5) other related costs necessary to keep pupils and staff safe and schools open for instruction.

1. Enter description of your plan for spending the fund in obtaining standards-aligned professional development and instructional materials:

Description: Our VPA department needs new materials to enhance our goals in providing equity to our students. Our music classes need to be able to provide working instructional materials, as well as apparel for choral performances; our new scene shop/studio class needs instructional materials for everyone to be able to build their skills; our theater classes need various new materials to successfully operate. We have attached a breakdown of costs for these needs, totalling \$111,230

2. Enter description of your plan for spending the fund in obtaining instructional materials and professional development aligned to best practices for improving school climate, including training on de-escalation and restorative justice strategies, asset-based pedagogies, transformative social-emotional learning, media literacy, digital literacy, physical education, and learning through play:

Description: In order to improve school climate, our students need to feel like their needs and equipment are on par or better than other schools in the area. To that end, we have come up with many ways we could enhance our offerings: new audio infrastructure for Anderson Hall and portable system for the quad; performance equipment for Anderson Hall with storage to protect it from damage; updated sound equipment for our instrumental program; updated lighting and sound for Grieb Theatre; quality materials for our Visual Arts to support an animation studio, photography dark room, and ceramics program for our visual arts program so we can improve our visual arts instruction. Breakdown of costs attached

3. Enter description of your plan for spending the fund in developing diverse book collections and obtaining culturally relevant texts, including leveled texts, in both English and pupils' home languages, to support pupils' independent reading:

Description:

4. Enter description of your plan for spending the fund in operational costs, including limited to, retirement and health care cost increases:

Description: In order to provide quality instruction and present quality performance VAPA programs plan to hire support in various areas of need. Total : \$187,000 plus for salaried rolls.

5. Enter description of your plan for spending the fund in the area related to the COVID pandemic, acquire personal protective equipment, masks, cleaning supplies, COVID-ventilation upgrades, and other similar expenditures, if they are necessary to keep staff safe from COVID-19 and schools open for in-person instruction:

Description:

LEA Board Approval Date (must be before the fund spending date): _____

Notes:

No application is needed for the block grant fund. No reporting is required.

Funds will be apportioned to school districts at about \$666.08 per 21-22 reported P-2 ADA.

Funds shall be available for encumbrance through the 2025–26 fiscal year.

LEAs are encouraged, but not required, to proportionally use resources received in the above 5 areas.

Resource Code 6762 should be used for this fund.

Grant

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Arts, Music, and Instructional Materials Block Grant Spending Plan Breakdown – VAPA Requests

1. BREAKDOWN:

Music Instructional Materials: \$66,898

- 30 New Epiphone Guitars priced at \$169 each
- New percussion equipment, list includes new frames for mallet instruments, new mallets, new cymbals, new chimes, new cases, new speaker carts. Total price is \$23,393
- New drumline drums, stands, and harnesses. TOTAL price: \$25,750
- New music stands and their carts 50 new Wegner music stands priced at \$98 each
- 2-3 carts for new stands priced at \$595 each
- New apparel for 60 choral students (formal and informal) at about \$100 per student

Scene Shop/Stage Crew materials: \$26,082

- Home Depot List (tools and supplies): Total Price: \$7,682
- Wireless Comms System (Qty: 2) Total Price: \$14,000
- Storage Cabinets/shelving: \$2000
- Dressing room seating: (Qty:20) Total Price: \$400
- Pipe and drape (masking for stage and orchestra) \$2000

Theatre Instructional: \$18,250

- Student Make-up Kits (Qty:50) **Total Price: \$1,250**
- Textbooks (Intro to Theatre, Directing, Backstage, Scripts: **\$6,000**)
- Art Supplies: **\$1000**
- Wenger chairs (Qty: 50) **Total Price: \$5,500**
- Chair Move and Store Cart (Qty:2) **Total Price: \$1000**
- Comedy Sportz program fee- **\$2000/year**
- Miscellaneous: \$1500
 - Casters
 - Chalk line/Chalk
 - Eye wash station
 - First Aid Kits
 - Flashlights
 - Wood Glue
 - Hardware (eg. handles, hinges, nuts & bolts, etc.)
 - Gaffers tape
 - Spike tape
 - Glow tape
 - Painters tape
 - Carpenter pencils
 - Paint brushes, rollers, scrapers, rags, mixing wands, assorted paints, etc.
 - Brooms/Dustpans
 - Wide Dry Mop
 - Cleaning supplies (all-purpose, goo gone, WD-40, etc.)
 - Wet Mop/Mop Bucket
 - Rigging weights (pig iron)
 - Sandbags (this is a must)

Arts, Music, and Instructional Materials Block Grant Spending Plan Breakdown – VAPA Requests

2. BREAKDOWN:

Audio Infrastructure for Multi-Purpose Room: \$ 107,079.44 plus tax, shipping, and installation

(Quote attached)

Performance Equipment: \$50,555

- Music Shells for our multi-purpose room - \$32,000
- Risers for performances in our multi-purpose room - \$13,555
- Shipping Container Storage for Shells, Risers, and Marching Band Pieces - \$5,000

Other Music Equipment: \$70,900

- 2 Yamaha DZR315 2000W 3-way powered speakers at \$1800 each
- Gretsch G5420 Hollowbody Jazz Guitar priced at \$800
- 1 Yamaha DXS18 800w 18 inch powered subwoofer for marching band
- \$15004 Musser 4.5 Oct Ultimate Kelon Marimba priced at \$10,500 each
- 4 Musser 3 Oct Ultimate Vibe w/o motor, Silver priced at \$5,750 each

Lighting for the Grieb Theatre: \$47,882

- Chauvet Maverick (Qty: 3) Total Price: \$29,062.50
- Chauvet Professional Rogue Outcast 2 Hybrid (Qty: 3) Total Price \$12,750
- Chauvet Pro RGBAL Cyclorama Wash / Footlight (Qty:2) Total Price \$2,400
- Par LED stage lights (Qty: 8) Total Price: \$630
- Gel Frames (Qty: 20) Total Price: \$144
- Gobo Frames (Qty: 30) Total Price: \$288.60
- File Cabinet for Gels (Qty: 1) Total Price: \$80
- Manilla Folders for Gels (Qty: 200) Total Price: \$21.38
- Spotlight (Qty: 1) Total Price: \$830
- Haze Machine: (Qty: 1) Total Price: \$1,465
- Haze Fluid: (Qty: 4) Total Price: \$210.52

Sound for Grieb: \$36,950

- Yamaha CL3 Digital Mixer (Qty: 1) **Total Price: \$24,200**
- Sennheiser EW-D Wls Bodypack Sys, R4-R9 (Qty:15) **Total Price: \$9000**
- Acacia Audio LIZ Roadster Platinum Headworn Microphone (Qty:15) **Total Price: \$3,750**

Projection for Grieb: \$14,690

- Epson ELPLX01S Ultra Short-throw Lens (Black 0.35) \$5990.00
- Epson EB-PU1007B 7000 Lumen Laser Projector \$6,400
- Macbook Pro 14 inch 12-Core CPU \$2,300

Visual Art Instructional Materials: \$16,144

Arts, Music, and Instructional Materials Block Grant Spending Plan Breakdown – VAPA Requests

- (\$7,000.00) Photoshop capable machines (2 per VA class) for 6 laptops
- (\$4,800) Color printers for everybody (8 VAPA Teachers \$600 EA
- (\$3,000) 3 Display cases
- \$1,344.00 Display boards – Gatorfoam Board – 48” x 96” Black, ½" thick –12 (\$112/EA)

Animation Studio with 3D Printer (not including instructor): \$156,500

- 3D Printer is around \$500 for a beginner level printer
- Autodesk Maya - \$1,545/year for a single license - 40 computers - \$61,000
- Toon Boom Harmony - \$383/year for a single license - 40 licenses - \$15,000
- Computer - 1K to 3K (ea.) - (average - 1K x 40) - \$40,000
- Drawing Tablet - \$100 to \$2000 depending on size and complexity (average - 1K x 40) - \$40,000

Photography Dark Room: \$8,223

• 35mm film cameras	\$250x	20	\$5000
• Enlarger	\$615x	2	\$1230
• Tongs	\$9x	2	\$18
• Thermometer	\$5x	2	\$10
• Funnel	\$7x	2	\$14
• Chemical Storage Bottle	\$8x	3	\$21
• Plastic Developing Trays (small)	\$16x	1	\$16
• Plastic Beaker	\$12x	2	\$24
• Large Developing Trays	\$60x	4	\$240
• Printing Paper (100 sheets)	\$147x	5	\$735
• Developer (5 liters)	\$79x	1	\$79
• Fixer	\$64x	2	\$128
• Stop Bath (5 liters)	\$126x	1	\$126
• Film - Kodak 400 (100 rolls)	\$160x	2	\$320
• Film - Ilford Delta 100 (100 rolls)	\$131x	2	\$262

Ceramics Class (not including clay or instructor): \$6,500

- A pottery wheel can cost around **\$400 to \$1,000 (x10) = max \$4,000**
- Kiln can range from **\$750 to \$2,000**
- Tables, shelves, and other tools can fit into a **\$500** budget.

4. BREAKDOWN

Assistant Personnel - \$187,000

• Full time Accompanist/Music Assistant	\$60,000/year + benefits
• Technical Director/Theatre Manager-	\$60,000/year + benefits
• Visual Arts teaching assistant	\$50,000/year + benefits
• Assistant Director stipend	\$6,000/year

Arts, Music, and Instructional Materials Block Grant Spending Plan Breakdown – VAPA Requests

- Choreographer stipend- \$2000/year
- Costumer stipend- \$3000/year
- ComedySportz Improvisation director stipend- \$6000/year

Coversheet

Discussion and Vote on Replacement of CCTV for North Campus

Section: VI. School Business
Item: B. Discussion and Vote on Replacement of CCTV for North Campus
Purpose: Vote
Submitted by:
Related Material: VI. B - CCTV for North Campus.pdf



Date: 10/24/2023

Page #: 1 of 2

Documents #: OP-000771285
SO-000865752

Solution Name: Verkada 5-Year Workspace License

Customer: El Camino Real Charter High School

Solution Summary

Verkada 5-Year Workspace License

Customer: El Camino Real Charter High School	Primary Contact: Ryan Guinto
Ship To Address: ,	Email: rguinto@ecrchs.net
Bill To Address: 5440 Valley Circle Blvd Woodland Hills, California 91367	Phone: 818-595-7500
Customer ID: C1SELCAHS0001	National Account Manager: Ahmad Ammar
Customer PO:	Email: aammar@convergeone.com
	Phone:

Solution Summary	Billing Frequency	Due	Total Project
Software	One-Time	\$8,309.68	\$8,309.68
Hardware	One-Time	\$1,467.74	\$1,467.74
Project Subtotal			\$9,777.42
Estimated Tax			\$139.44
Estimated Freight			\$0.00
Project Total			\$9,916.86

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements> . If Customer's Agreement is a master agreement entered into with one of C1 predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements> . In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____



Solution Quote

#	Item Number	Description	Term In Months	Qty	Unit Price	Extended Price
Guest Main Campus						
1	ACCX-TBL-1	10.2 inch iPad, 64GB		1	\$353.76	\$353.76
2	ACCX-TBL-STD-1	iPad Stand		1	\$41.94	\$41.94
3	ACCX-PRT-1	Brother QL-820NWB/QL-820NWBc Label Printer		1	\$267.74	\$267.74
4	ACCX-PRT-LBL-1	Labels for Brother QL-820NWB, Qty 200, Color White		1	\$20.43	\$20.43
5	LIC-WP-5Y	Verkada 5-Year Workplace License		1	\$4,154.84	\$4,154.84
6	Freight	Freight - Freight Only		1	\$50.00	\$50.00
Guest Main Campus Subtotal:						\$4,888.71
Guest North Campus						
7	ACCX-TBL-1	10.2 inch iPad, 64GB		1	\$353.76	\$353.76
8	ACCX-TBL-STD-1	iPad Stand		1	\$41.94	\$41.94
9	ACCX-PRT-1	Brother QL-820NWB/QL-820NWBc Label Printer		1	\$267.74	\$267.74
10	ACCX-PRT-LBL-1	Labels for Brother QL-820NWB, Qty 200, Color White		1	\$20.43	\$20.43
11	LIC-WP-5Y	Verkada 5-Year Workplace License		1	\$4,154.84	\$4,154.84
12	Freight	Freight - Freight Only		1	\$50.00	\$50.00
Guest North Campus Subtotal:						\$4,888.71
Total:						\$9,777.42

Coversheet

Discussion and Vote on Replacement of Outdated Visitor Management System

Section: VI. School Business
Item: C. Discussion and Vote on Replacement of Outdated Visitor Management System
Purpose: Vote
Submitted by:
Related Material: VI. C - Visitor Management System.pdf



Solution Summary Shoup Campus Cameras

Customer: El Camino Real Charter High School	Primary Contact: Ryan Guinto
Ship To Address: 5440 Valley Circle Blvd., Woodland Hills, California 91367	Email: rguinto@ecrchs.net
Bill To Address: 5440 Valley Circle Blvd., Woodland Hills, California 91367	Phone: 818-595-7500
Customer ID: C1SELCAHS0001	National Account Manager: Ahmad Ammar
Customer PO:	Email: aammar@convergeone.com

Solution Summary	Billing Frequency	Due	Total Project
Software	One-Time	\$13,865.78	\$13,865.78
Hardware	One-Time	\$10,499.71	\$10,499.71
Project Subtotal			\$24,365.49
Estimated Tax			\$960.34
Estimated Freight			\$0.00
Project Total			\$25,325.83

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements> . If Customer's Agreement is a master agreement entered into with one of C1 predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements> . In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____



Solution Quote

#	Item Number	Manufacturer	Description	Qty	Unit Price	Extended Price
1	CM41-30-HW	Verkada	CM41 Indoor Mini Dome Camera, 128 GB, 30 Days Max	9	\$282.00	\$2,538.00
2	CB51-30E-HW	Verkada	CB51-E Outdoor Bullet Camera, 128GB, 30 Days Max	11	\$576.06	\$6,336.66
3	LIC-5Y	Verkada	5-Year Camera License	23	\$602.86	\$13,865.78
4	CD42-256-HW	Verkada	CD42 Indoor Dome Camera, 256GB, 30 Days Max	3	\$411.35	\$1,234.05
5	FREIGHT ONLY	C1	FREIGHT	1	\$391.00	\$391.00