



El Camino Real Charter High School

Regular Board meeting

October 24, 2024 Regular Board Meeting

Date and Time

Thursday October 24, 2024 at 5:30 PM PDT

Location

El Camino Real Charter High School - North Campus

7401 Shoup Ave. West Hills CA 91307

Meeting can also be seen and heard at:

Media Center - 5440 Valley Circle Woodland Hills CA 91367

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](tel:8185957500).

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

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	Purpose	Presenter	Time
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			
E.	Executive Director Update	David Hussey	10 m
F.	Chief Business Officer Update	Arleta Ilyas	10 m
G.	Board Chair Update	Discuss Brad Wright	10 m
II.	Governance		6:33 PM
A.	Discuss and Vote on the Establishment of an Ad-Hoc Committee	Vote Brad Wright	10 m
Prior to the vote, Mr. Wright, Board Chair, will present the Establishment of an Ad-Hoc Committee to advise ECR negotiations team.			
III.	Consent		6:43 PM
A.	Approve Minutes of September 26, 2024 Regular Board Meeting	Approve Minutes Brad Wright	1 m
B.	Approve Minutes of October 10, 2024 Special Board Meeting	Approve Minutes Brad Wright	1 m
C.	Review and Vote on September 2024 Check Registers	Vote Arleta Ilyas	1 m
Prior to the Vote to approve, Arleta Ilyas, Director of Accounting and Finance, will review the September 2024 check registers from ECRA's City National Bank accounts.			
D.	Review and Vote on September 2024 Credit Card Statements	Vote Arleta Ilyas	1 m
Prior to the vote, Arleta Ilyas, Director of Accounting and Finance, will review the September 2024 credit card charges.			
IV.	Investment		6:47 PM

	Purpose	Presenter	Time
A. Investment Update September 2024	Discuss	Arleta Ilyas	10 m
Arleta Ilyas, Director of Accounting and Finance, will provide the Investment Update September 2024.			
V. Finance			6:57 PM
A. Financial Update September 2024	Discuss	Arleta Ilyas	10 m
Arleta Ilyas, Director, Accounting and Finance, will present the Financial Update for September 2024 and answer any questions.			
B. Discuss on the status of the ECRCHS CARES and ESSER Funds	Discuss	Arleta Ilyas	10 m
Arleta Ilyas, Director of Finance & Accounting, will lead a discussion on the ECRCHS CARES and ESSER Funds.			
C. Discussion of ECRCHS' Fiscal Policies and Procedures	Discuss	Arleta Ilyas	10 m
Arleta Ilyas, Director of Accounting and Finance, will discuss ECRCHS' Fiscal Policies and Procedures			
VI. School Business			7:27 PM
A. Discussion and Vote on 2024-2025 Comprehensive School Safety Plan	Vote	Dean Bennett	30 m
Prior to the Vote, Dean Bennett, Administrative Director, will lead a discussion on 2024-2025 Comprehensive School Safety Plan			
B. Discuss 2024-2025 Fall Measure of Academic Progress (MAP) Data	Discuss	Minita Clark	20 m
Dr. Clark, Administrative Director, will lead the discussion on 2024-2025 Fall MAP Data			
C. Committee Updates: School Site Council (SSC) and Parent Advisory Committee (PAC)	Discuss	Minita Clark	20 m
Dr. Clark, Administrative Director, will lead the discussion on Committee Updates for the following:			
<ul style="list-style-type: none"> • School Site Council (SSC) 			

	Purpose	Presenter	Time
• Parent Advisory Committee (PAC)			
D. Update on Every Student Succeed Act (ESSA) Grid	Discuss	Vania Rodriguez	10 m
Vania Rodriguez, Director of Human Resources, will give an update on Every Student Succeed Act (ESSA) Grid			
E. Update on Enrollment Numbers	Discuss	David Hussey	10 m
David Hussey, Executive Director, will provide an update on Enrollment Numbers			
F. Discuss and Vote on VAPA Assistant Theatre Director Position	Vote	David Hussey / Heidi Hutson	15 m
Prior to the vote, David Hussey, Executive Director, and Heidi Hutson, Theatre teacher, will lead the discussion on VAPA Assistant Theatre Director Position and answer any questions.			
G. 2024-2025 Capitalization Project: Classroom/Hallway Modernization	Vote	Fernando Delgado and Ryan Guinto	10 m
Prior to the vote, Fernando Delgado, COO, and Ryan Guinto, Director of Technology, will present the updates on the Classroom/Hallway Modernization			

VII. Closed Session

9:22 PM

A. Public Employee Discipline/Dismissal/Release (§54957)	Discuss	David Hussey	30 m
Public Employee Discipline/Dismissal/Release Pursuant to Paragraph (1) of subdivision (B) of Government Code Section 54957			
B. Conference with Labor Negotiators	Discuss	David Hussey	10 m
Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.			
Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Roger Scott, Legal Counsel.			
Employee Organization: United Teachers Los Angeles.			
C. Public Employee Performance Evaluation	Discuss	Gregg Solkovits	20 m

	Purpose	Presenter	Time
Title: Executive Director			
VIII. Reconvene to Open Session			10:22 PM
A. Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	5 m
IX. Closing Items			10:27 PM
A. Adjourn Meeting	Vote	Brad Wright	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 - CBO Report - Declining Enrollment and School Closures _ SSC.pdf

FISCAL REPORT

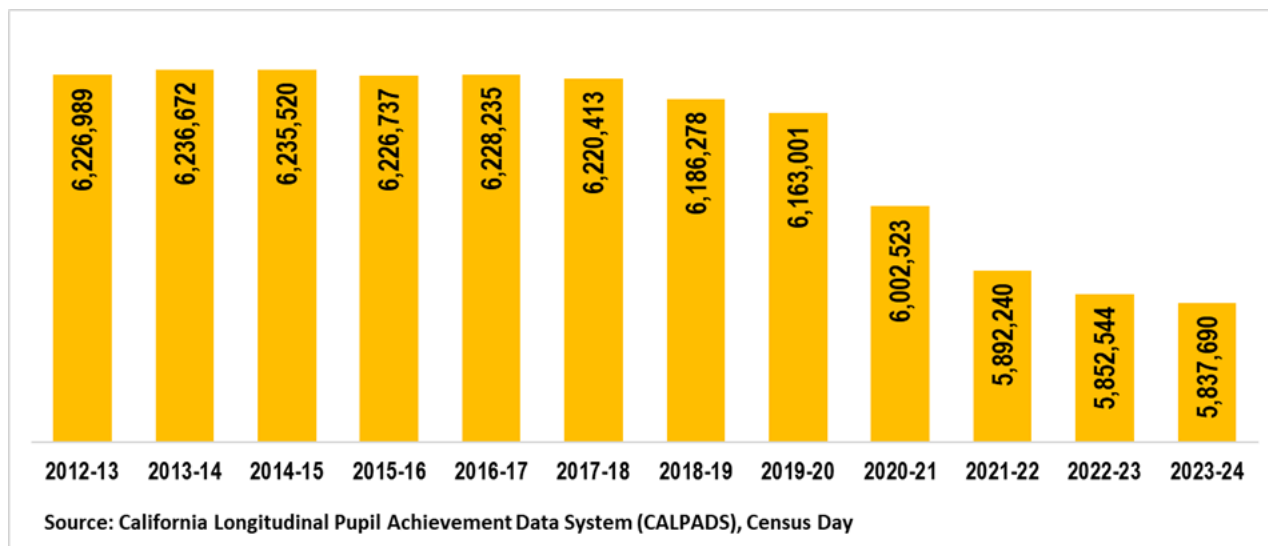
PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Declining Enrollment and School Closures

BY BRIANNA GARCÍA
BY LINETTE HODSON

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Statewide enrollment trends continue to experience decreases in enrollment. Since 2012-13, the state has experienced a loss of almost 400,000 (roughly 6.3%) students. If current trends hold over the next ten years, a further decline of almost 620,000, or 10.7%, in total enrollment is projected. As such, many local educational agencies (LEAs) throughout the state have explored, and will likely continue to explore as student enrollment and associated funding decline, how to rightsize their LEAs to keep pace with the declines in students. The fiscal implications of not doing so could be dire.



The continued loss of students for many LEAs and accompanying future uncertainty requires consideration of long-term enrollment trends, as well as a collaborative strategic planning process to rightsize operations and avoid overstaffing. Declining enrollment impacts LEA operations, including facilities, educational programs, special student populations, and support services. Further, and maybe most immediate, LEAs that are experiencing declining enrollment and a lower average daily attendance rate are likely receiving less money than they received in prior years, even with annual cost-of-living adjustments from the state.

There are numerous strategies for addressing these challenges, along with resources for making management decisions. Addressing declining enrollment requires a multiphase approach inclusive of examination of enrollment and population trends, implementing a multiyear plan to address change, staffing management, designing school calendars to maximize attendance, and, the least popular, the consolidation and/or closure of schools.

There is no magic number of students needed to operate a school site efficiently, though the smaller the school, the higher the cost per student and the less fiscally efficiently it runs. Though staffing management will allow an LEA to keep pace with declines in enrollment, the cost of maintaining facilities is not proportionately reduced as student enrollment decreases. The cost of maintaining the grounds, for example, is not necessarily reduced when the student population is reduced. The consolidation and/or closure of schools allows savings to be utilized to maintain educational programs for students and other districtwide operations.

LEAs considering school closures and/or consolidations should review the California Department of Education (CDE) [Best Practices Guide for Potential School Closure](#). The CDE updated the guide in August 2024 to further address facilities-related issues in light of the changes to [Education Code Section \(EC §\) 41329](#), which lays out requirements that must be followed by school districts in financial distress that are considering school closures and/or consolidations. While a requirement only for financially distressed districts, the metrics included in EC § 41329, as well as the other considerations discussed in the CDE guide, are a best practice and recommended for all LEAs. The closure and/or consolidation of school sites is a process that should not be undertaken lightly, should be open and transparent, and should ultimately result in a better educational environment for all students.

Coversheet

Approve Minutes of September 26, 2024 Regular Board Meeting

Section: III. Consent
Item: A. Approve Minutes of September 26, 2024 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board meeting on September 26, 2024

DRAFT



El Camino Real Charter High School

Minutes

Regular Board meeting

September 26, 2024 Regular Board Meeting

Date and Time

Thursday September 26, 2024 at 5:30 PM

Location

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5440 Valley Circle Woodland Hills CA 91367

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Directors Present

Alexandra Ramirez, Brad Wright, Ronald Laws, Steven Kofahl

Directors Absent

Danielle Centman, Gregg Solkovits, Sebastian Winter

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Sep 26, 2024 at 5:30 PM.

B. Record Attendance and Guests

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

Vania Rodriguez led the Pledge of Allegiance.

D. Public Comments

There were no public comments

E. Executive Director Update

There was nothing to report.

F. Chief Business Officer Update

Mr. Wood provided the update highlighting the following:

Enrollment: It was reported that enrollment at the end of the first month was 2,945 students across all grades, a decline of 220 from the previous year. The lower enrollment would be considered during discussions on budget forecasts and updates for the year.

Funding: The current funding level would result in a \$2.8 million reduction. However, the CBO reassured the Board that the budget had been prepared with the expectation of lower enrollment.

G. Board Chair Update

The Board Chair expressed gratitude to Charne' Tunson, recognizing her diligence and dedication in supporting the parent group. With upcoming elections approaching, the Chair asked Ms. Tunson if she would still like to be involved, to which she responded affirmatively.

II. Governance

A. Discuss and Vote on the Independent Study Board Policy

Prior to the vote, Dean Bennett, Administrative Director for the Independent Study Program, presented the revisions on the Independent Study Board Policy

It was noted that there are policies adopted by the Board for implementation, with a few updates highlighted. One of the key updates clarifies the definitions of short-term and long-term independent study, specifying that 15 days or fewer is considered short-term, while anything beyond 15 days is long-term.

The Board was urged to approve the update as soon as possible, given that it is still early in the school year and the revision needs to be implemented promptly.

Ronald Laws made a motion to approve the Independent Study Board Policy.

Steven Kofahl seconded the motion.

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

III. Consent

A. Approve Minutes of September 10, 2024 Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from Regular Board Meeting on 09-10-24.

Ronald Laws seconded the motion.

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

B. Review and Vote on August 2024 Check Registers

Steven Kofahl made a motion to Approve August 2024 Check Registers.

Ronald Laws seconded the motion.

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

C. Review and Vote on August 2024 Credit Card Statements

Steven Kofahl made a motion to Approve the August 2024 Credit Card Statements.

Ronald Laws seconded the motion.

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

IV. Investment

A. Investment Update August 2024

Gregory Wood, ECRCHS CBO provided the Investment Update August 2024.

OPEB: The CBO reported that two months into the year, the OPEB account balance stands at \$31,992,397. Since the end of June, when the account closed with a balance of \$30,844,295, gains of \$1,302,895 have been recorded.

Monthly retiree benefits are being paid from this account, totaling \$154,794 since June. No payment contributions are being made this year, as the OPEB account is now fully funded. The account is up approximately 1%, and the most recent interim balance observed was \$32,267,940.

General Investments: On the general investment side, the Board was informed that there are \$7,030,834 in US Bank Holdings, \$408,834 in T-bills, and an annuity worth \$422,306. The market has performed well and continues to show positive results.

V. Finance

A. Discuss and Vote on 2023-2024 Unaudited Actuals

Prior Mr. Gregory Wood, and Ms. Arleta Ilyas, presented the 2023-2024 Unaudited Actuals

The **purpose** of the unaudited actuals is to provide a clear overview of how the school year concluded in terms of revenue received and expenditures. It also sets a foundation for budget planning for the next year. The report highlighted that the school ended with a P2 ADA of 2,941 students, with a total enrollment of 3,162. This attendance rate is approximately 93%.

Revenue Expenditure Comparison:

In May, the school estimated ending the year with \$54,224,338 in revenue, but the actual revenue at the end of the year amounted to \$57,395,399. As for expenses, the estimate was \$50,679,339, but actual expenditures came in lower at \$49,160,411, indicating that the school remained within its projected range. The budget adopted was \$44,001,677, but as revisions were made, it's predicted to be \$44,376,089.

The budget adopted in June was also revised to reflect the latest updates, including enrollment projections and expenses. Additionally, a deferred maintenance budget of \$2.5 million affected cash flow, reducing cash by \$474,900. However, this reduction in cash won't affect the financial statement, where the net balance is projected to be (\$1,375,089).

2023-2024 Unaudited Actuals Revenue Summary:

The total revenue for the year amounted to \$57,395,399, broken down into four categories: LCFF Sources (State Aid) at \$38,706,771, Federal Revenues at \$3,911,343, State Revenues at \$4,827,954, and Local Revenues at \$9,949,331.

Revenue: The largest variance in revenue was found in Other Local Revenues, which led to the difference between the initial estimate of \$54,224,338 and the final unaudited actual amount of \$57,395,399.

Estimated vs Unaudited Actuals:

Variances in revenue were explained as follows:

- LCFF revenue increased by \$530,439 due to prior-year ADA adjustments.
- Federal revenue decreased by (\$246,314), as some CARES Act funding was deferred for school salaries in the current year.
- State revenue saw an increase in Lottery Revenue by \$331,000, Cafeteria State Revenue by \$41,086, and Prop 28 funds by \$209,642.
- Other Local Revenue experienced the most significant increase, primarily due to OPEB-related investments, which saw an increase of \$2,359,444. Additionally, there was a decrease in Special Education AB602 funding by (\$51,819) and an increase in local revenue by \$79,058.

2023-2024 Unaudited Actuals Expenditure Summary:

Salaries and benefits accounted for 60% of total expenses, which is lower compared to most districts where this figure is typically around 80%.

Expenditures: Total expenditures amounted to approximately \$1.5 million, and the differences were explained through an object line breakdown.

Estimated vs Unaudited Actuals:

- **Certificated Salaries:** A decrease of (\$795,349) was observed due to staff absences, with costs being offset by increases in the substitute teacher category.
- **Classified Salaries:** There was an increase of \$305,737 in support staff salaries. Consequently, as salaries decreased in other areas, statutory benefits also saw a reduction.
- **Employee Benefits:** A decrease in health benefit payments of (\$1,921,712) occurred, due to the OPEB trust covering retiree health premiums. Additionally,

there was a decrease of (\$248,216) in statutory certificated benefits due to lower salary expenses.

- **Supplies:** There was an increase in instructional materials purchases, amounting to \$185,513, most of which was tied to grant funding. Non-capital equipment purchases also increased by \$148,192, as items were reclassified out of capital assets.
- **Services:** Substitute teacher costs increased by \$655,641 to cover the absences seen in certificated staff salaries.

Components of Ending Fund Balance:

As of 6/30/24, the ending net position was \$47,441,653. Of that balance, \$8,125,567 were capital assets, \$15 million was the Board approved Designated Deferred Maintenance reserves, and \$1,512,840 was the Excess OPEB/investments. Additionally, various restricted grant money totaling \$7,310,434 received recently by the school was included in the Ending Fund Balance due to state reporting requirements. The unrestricted Net position amounted of \$15,492,812. The unaudited report will be reviewed by independent auditors, who will verify cash amounts, funding sources, and other details. Historically, auditors have made minimal adjustments, affirming the accuracy of the school's reporting.

Alexandra Ramirez made a motion to approve the 2023-2024 Unaudited Actuals. Steven Kofahl seconded the motion. The board **VOTED** unanimously to approve the motion.

B. Discuss 2024-2025 Budget Updates

Prior to the vote, Mr. Wood and Arleta Ilyas, provided updates on the 2024-2025 Budget.

Enrollment: Due to a continued downward trend in student population, the ADA (Average Daily Attendance) has been revised to 2,717 students.

Revenue: With the lower ADA, there will be a corresponding decrease in revenue. Based on the latest attendance projections, the LCFF revenue has been adjusted from the projected \$36,389,803 to \$36,230,754.

Federal Revenue: Updates from the state regarding Title I & II revenues have been incorporated, reflecting changes in the federal revenue estimates.

State Revenue: State revenue, which is closely tied to attendance, will see a decrease due to the lowered ADA. This includes reductions in areas such as lottery funding and Mandated Cost Reimbursements, classified under Other State Revenues.

Other Local Revenue: Local revenues, particularly in the area of Special Education, have been adjusted downward as they are also tied to ADA, resulting in a slight decrease.

Expense: On the expenditure side, adjustments were made to salaries, including new allocations for Prop 28 arts and music grants. Salary projections are based on prior year figures, and these will be updated once current negotiations are concluded. Any negotiated salary changes will also reflect in updated benefit projections.

All in all, the bottom line shifted from \$1,571,085 to \$1,375,100

C. Approve new Bank Account for Arbiter Pay

Prior to the vote, Gregory Wood, presented the new bank account for Arbiter Pay.

This item was initially presented during the September 10th meeting and is being presented to clarify questions that were raised back then.

The contract with ArbiterPay, outlines a one-year agreement for a total of \$2,859, with an additional one-time implementation and training fee of \$495. If approved by the Board, the start date will be changed to October 1st.

At the previous board meeting, discussions included ArbiterPay's partnership with Cache Valley Bank, which ArbiterPay uses to process payments. Cache Valley Bank, located in Utah, has a reputation for good customer service and is highly rated. The contract would necessitate opening a bank account with Cache Valley Bank, and, as per financial policies, any new bank account requires Board approval, which is why this is a voting item.

Funds for referee payments will be deposited into the Cache Valley Bank account, and both the business office and the athletic director will manage the account. ArbiterPay will streamline payments to referees, allowing detailed tracking of expenses related to officials.

A cost analysis conducted two years ago indicated potential savings per payment made to officials. Currently, the manual process involves printing pay sheets, obtaining signatures, visiting multiple offices, and delivering checks to officials, resulting in significant additional costs. This cumbersome process causes a \$100 check to ultimately cost around \$200 due to inefficiencies. ArbiterPay would automate payments and handle the processing of W-9 as well, saving time and reducing expenses.

The system also offers security, allowing payments to be approved by multiple approvers, with only the athletic director and business office having access. It was recommended that this committee recommends the full Board approve the ArbiterPay contract.

Brad Wright made a motion to Approve the Arbiter Pay.

Steven Kofahl seconded the motion.

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

D. Discuss and Vote on the Approval of Prop 28 Arts & Music Budget

Prior to the vote, Greg Wood, and Arleta Ilyas, presented the approval of Prop 28 Arts & Music Budget.

Prop 28 funds are specifically allocated for arts and music programs, with the stipulation that **80%** of the budget must be dedicated to staffing-related expenses, while the remaining **20%** can be used for other program-related expenditures.

Total Prop 28 Entitlement: \$482,623 (accounted for as a restricted grant).

The Visual and Performing Arts (VAPA) department has provided a breakdown of staffing needs, with the total cost for the proposed positions reaching **\$377,810**. Of these positions:

- Three positions (highlighted in yellow) have already been filled.
- Two of the positions are full-time, with their salaries and benefits calculated based on hourly rates and work calendars.
- Most salaries are locked in according to existing rates, but the assistant theater director's rate is still tentative.

These staffing positions were recommended by the chair of the VAPA department, and both Mr. Hussey and Mr. Bennet reviewed and endorsed the proposed amounts. The Human Resources department was also involved in the hiring process.

The board is asked to approve **\$377,810** for staffing as part of the formal budget required by the Prop 28 grant. It was noted that if the grant ends, the positions funded by it will be discontinued.

Steven Kofahl made a motion to Approve the Prop 28 Arts & Music Budget.

Ronald Laws seconded the motion.

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

VI. School Business

A. Discussion and Vote on Revisions to ECRCHS Parent and Student Employee Handbook 2024-2025

Prior to the Vote, Vania Rodriguez, Director of Human Resources, led the discussion on revisions to the Parent and Student Employee Handbook.

Ms. Rodriguez reported that the revisions include all the changes made this year by the administrative team, which have been reviewed and updated by the legal team. They have examined all relevant changes and legally required updates. Once the Board approves the revisions, the table of contents will be updated, and the format of the handbook will be revisited and finalized.

Ronald Laws made a motion to approve the Revisions to ECRCHS Parent and Student Employee Handbook 2024-2025.

Brad Wright seconded the motion.

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

Went to close session at 6:11PM.

VII. Reconvene to Open Session

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

There was nothing to report

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to Adjourn 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 6:36 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Approve Minutes of October 10, 2024 Special Board Meeting

Section: III. Consent
Item: B. Approve Minutes of October 10, 2024 Special Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on October 10, 2024

DRAFT



El Camino Real Charter High School

Minutes

Special Board Meeting

October 10, 2024 Special Board Meeting

Date and Time

Thursday October 10, 2024 at 1:00 PM

Location

El Camino Real Charter High School - Principal's Conference Room (PCR)

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

SPECIAL BOARD MEETING

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

ATTENTION:

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

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

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

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

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items of the Special Board Meeting.

“Public Comments” is set aside for members of the audience to raise issues that are on the agenda.

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

These presentations are limited to **two (2) minutes** and total time allotted is only for the topics in the agenda items and will not exceed fifteen (15) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak.

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

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

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

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

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

IMPORTANT NOTE REGARDING PUBLIC COMMENTS:

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

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

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

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

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

Directors Present

Brad Wright, Ronald Laws, Sebastian Winter, Steven Kofahl

Directors Absent

Alexandra Ramirez, Danielle Centman, Gregg Solkovits

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Oct 10, 2024 at 1:05 PM.

B. Record Attendance and Guests

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

Mr. Hussey led the Pledge of Allegiance.

D. Public Comments

There were no public comments.

Went to close session at 1:09PM.

II. Reconvene to Open Session

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

Reconvene at 1:11PM and the board reports out that they voted unanimously to approve a settlement agreement between CRA and a former employee to resolve the employee dispute.

III. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to Adjourn Meeting.

Sebastian Winter 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 1:12 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Review and Vote on September 2024 Check Registers

Section: III. Consent
Item: C. Review and Vote on September 2024 Check Registers
Purpose: Vote
Submitted by:
Related Material: III.C - ASB Register - Sept 2024.pdf
III.C - ASB Trust Balances - Sept 2024.pdf
III.C - Checking Register - Sept 2024.pdf
III.C - General Register - Sept 2024.pdf
III.C - Vendor YTD - Sept 2024.pdf

Check Register

Account: 1826 ASB

El Camino Real HS

Sept 2024

Grand Total: \$ 96,478.37

Check							
Date	Number	Name	Memo	Trust Account	Amount	Period	VOID
9/4/2024	3004	GNS Development Corporation (Golf N' Stuff)	09/17/24 Deposit for senior event	Grad Class of 2025	1,000.00	Sep 2024	
9/5/2024	3008	Picture Perfect Graphics	INV 4345 Uniforms for 2024 Season	Girls Golf	1,739.23	Sep 2024	
9/5/2024	3009	William Wong	Summer Band camp Instruction	Band	1,000.00	Sep 2024	
9/5/2024	3010	Michael Jeff	INVOICE-14-206	Band	1,000.00	Sep 2024	
9/5/2024	3011	Grant A. Horn	INVOICE-202401	Band	1,000.00	Sep 2024	
9/6/2024	3018	John C (Vinyl Effex)	INV 22105 ECR Softball	Softball	802.07	Sep 2024	
9/6/2024	3019	BSN Sports, LLC	INV 924864119 Softball	Softball	2,063.09	Sep 2024	
9/6/2024	3020	Countdown Printables	INV 32117-1 Senior alumni sweatshirts for graduating seniors	Grad Class of 2024	13,858.59	Sep 2024	
9/6/2024	3021	Corina Bowens	Reimbursement - Popsicles & Potato Sack Bags	Student Council	44.20	Sep 2024	
9/9/2024	3022	Veronica Ocana	inv 2477 PE Clothes	ASB General	0.00	Sep 2024	Voided
9/11/2024	3023	Corbin Bowling Center Inc.	10/20/24 Event	Baseball	1,500.00	Sep 2024	
9/11/2024	3024	Corbin Bowling Center Inc.	10/29/24 Event Deposit for Senior Halloween event	Grad Class of 2025	7,481.20	Sep 2024	
9/11/2024	3025	Healy Awards	Helmet decals	Football	2,083.20	Sep 2024	
9/12/2024	3026	Veronica Ocana	inv 2477 PE Clothes	Student Council	7,072.00	Sep 2024	
9/12/2024	3027	Sterling Venue Ventures LLC (Canyon Club)	Deposit for Team Banquet - Check will be picked up, will not have to mail	Football	1,000.00	Sep 2024	
9/13/2024	3028	Grand G&G Inc.	inv 95762 Student Store Inventory	ASB General	1,625.27	Sep 2024	
9/16/2024	3029	Amazon	INVOICE-19R7-7VX4-LGWP	Student Council	269.56	Sep 2024	
9/17/2024	3030	GNS Development Corporation (Golf N' Stuff)	INV 9/17/24 for remaining balance	Grad Class of 2025	9,802.50	Sep 2024	
9/17/2024	3031	Brooks Transportation Inc.	INV 23867 Senior Getaway 2024 Golf N' Stuff	Grad Class of 2025	7,600.00	Sep 2024	
9/16/2024	3032	Comfort Inn Green Valley	hotel rooms	NJROTC	3,092.64	Sep 2024	
9/17/2024	3033	German Hernandez	invoice-91406	Softball	675.20	Sep 2024	
9/19/2024	3034	Grand G&G Inc.	inv 96061 Student Store Inventory	ASB General	1,916.39	Sep 2024	
9/24/2024	3035	Figdesign Inc	Pop-up canopies for sideline and off-season usage; 50% deposit	Football	0.00	Sep 2024	Voided
9/19/2024	3036	Jerrold L Zuckerman	VIDEOGRAPHER SERVICES	Drama	852.00	Sep 2024	
9/20/2024	3037	Hart High School	Girls Softball Varsity Tournament 2025	Softball	650.00	Sep 2024	
9/20/2024	3038	Oak Park Unified School District	Girls Varsity & JV Basketball Tournament 2025 Check to OPHS ASB	Girls Basketball	350.00	Sep 2024	
9/20/2024	3039	Newbury Park High School	Baseball Newbury Park Easton Tournament 2025	Baseball	1,075.00	Sep 2024	
9/20/2024	3040	Corona High School	Boys Wrestling 2nd Annual King of the Hill 2025	Wrestling	350.00	Sep 2024	
9/20/2024	3041	Morro Bay High School	Morro Bay HS California Inv. Wrestling Tournament 2025	Wrestling	600.00	Sep 2024	
9/20/2024	3042	Rosemead High School	Louie Madrigal West Coast Classic 2024 Wrestling Tournament	Wrestling	400.00	Sep 2024	
9/20/2024	3043	Newbury Park HS Wrestling Booster Club	Newbury Park Invitational Wrestling Tournament 2024	Wrestling	400.00	Sep 2024	
9/20/2024	3044	Picture Perfect Graphics	INV 4353 Girls Golf Uniform	Girls Golf	181.59	Sep 2024	
9/20/2024	3045	Alyssa Lee	Girls Volleyball Gear	Girls Volleyball	1,802.67	Sep 2024	
9/23/2024	3046	Colson Phillip	Girls XC Victory Relay Event.	Cross Country	117.48	Sep 2024	
9/23/2024	3047	Aiden Lopez	Reimbursement - UNICEF Bowling Event	UNICEF	253.39	Sep 2024	
9/23/2024	3048	Dylan Barajas	Reimbursement - Stellar Brunch Supplies	Student Council	51.64	Sep 2024	
9/23/2024	3049	Lia Khoshkish	Reimbursement - Butcher Paper	Student Council	29.56	Sep 2024	
9/24/2024	3050	FTTF Holdings, LLC dba First to the Finish	SI-769939 Cross Country Team Tent/Canopy 2024/2025	Cross Country	1,872.44	Sep 2024	
9/24/2024	3051	Courtney Coffey	08/24 Coaching	Drill Team	600.00	Sep 2024	
9/24/2024	3052	Daniel De Luna	08/24 Colorguard Coaching	Drill Team	800.00	Sep 2024	
9/25/2024	3053	Countdown Printables	INV#32367-1 GIRLS TENNIS GEAR	Girls Tennis	3,693.88	Sep 2024	
9/25/2024	3054	Sports Warehouse (Tennis Warehouse)	INV#17371352 - GIRLS TENNIS TOPS	Girls Tennis	414.93	Sep 2024	
9/25/2024	3055	Deny Sportswear	Plaque INV#2526	Boys Tennis	170.49	Sep 2024	
9/27/2024	3056	HD Print Design	inv 22472 Girls Volleyball: Gear 2024	Girls Volleyball	1,157.49	Sep 2024	

Check Register

Account: 1826 **ASB**

El Camino Real HS

Sept 2024

Grand Total: \$ 96,478.37

Check									
Date	Number	Name	Memo	Trust Account	Amount	Period	VOID		
9/27/2024	3057	HD Print Design	inv 22339 Girls Volleyball: Gear 2024	Girls Volleyball	2,503.89	Sep 2024			
9/30/2024	3058	Grand G&G Inc.	inv 96328 Student Store Inventory	ASB General	1,656.52	Sep 2024			
9/30/2024	3059	Hype Socks, LLC	inv 10203 Game socks	Football	2,829.81	Sep 2024			
9/30/2024	3060	Sports Warehouse (Tennis Warehouse)	INV 18149842 - NIKE WOMENS TEAM CLUB SKIRTS	Girls Tennis	441.50	Sep 2024			
9/30/2024	3061	BSN Sports, LLC	Travel bags - spirit pack	Football	3,359.30	Sep 2024			
9/30/2024	3062	BSN Sports, LLC	Coaches gear	Football	3,239.15	Sep 2024			
9/6/2024	ACH240906-01	City National Bank	Dep Adj \$5 or Less	ASB General	0.25	Sep 2024			
9/24/2024	ACH240924-01	City National Bank	Dep Adj \$5 or Less	ASB General	0.25	Sep 2024			

ECRCHS - ASB Trust Balances

September 2024

Trust Name	Balance	Comments
ECR 50th Anniversary	\$ -	
TRUST - A Capella (Vocal Royale)	\$ 872.28	
TRUST - AVID	\$ 6,734.22	
TRUST - AcaDeca	\$ -	
TRUST - Active Minds	\$ 34.88	
TRUST - American Cancer (Relay)	\$ 679.82	
TRUST - Asian Appreciation Club	\$ 72.00	
TRUST - Athletic Director	\$ 93.80	
TRUST - Band	\$ 10,269.42	
TRUST - Baseball	\$ 37,411.30	
TRUST - Beyond the Books	\$ 164.00	
TRUST - Black Student U	\$ 2,138.37	
TRUST - Boys Basketball	\$ 27,517.22	
TRUST - Boys Golf	\$ 2,158.21	
TRUST - Boys Lacrosse	\$ 9,555.61	
TRUST - Boys Soccer	\$ 1,375.94	
TRUST - Boys Tennis	\$ (478.83)	in the middle of a fundraiser
TRUST - Boys Volleyball	\$ 3,947.33	
TRUST - Boys Waterpolo	\$ 5,648.27	
TRUST - Brett Schmit Memorial Fund	\$ 2,159.27	
TRUST - C2BK Cool 2 B Kind	\$ 397.75	
TRUST - CEA	\$ 1,427.61	
TRUST - CHIRLA	\$ 59.75	
TRUST - CSF	\$ 36,992.05	
TRUST - Cheerleaders	\$ 9,392.23	
TRUST - Choir	\$ 7,040.98	
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	\$ 7,767.64	
TRUST - Cultural Club	\$ -	
TRUST - DECA	\$ 978.40	
TRUST - Dance	\$ 7,871.90	
TRUST - Drama	\$ 27,161.27	
TRUST - Drill Team	\$ 10,276.95	
TRUST - ECR Community Leaders	\$ 1,481.95	
TRUST - Endangered Species	\$ 64.00	
TRUST - Environmental	\$ 71.16	
TRUST - Falling Whistles	\$ 376.00	
TRUST - Fashion Club	\$ 278.36	
TRUST - Football	\$ 49,794.26	
TRUST - French Club	\$ 1,178.24	
TRUST - Friendship Circle	\$ 430.78	
TRUST - Future Homemakers	\$ 2,964.54	
TRUST - Ganssle Memorial Schol	\$ 1,000.00	
TRUST - Girls Basketball	\$ 1,545.55	
TRUST - Girls Flag Football	\$ 6,608.60	
TRUST - Girls Golf	\$ 2,028.96	
TRUST - Girls Lacrosse	\$ 6,803.38	
TRUST - Girls Soccer	\$ 13,642.88	
TRUST - Girls Tennis	\$ (1,936.26)	in the middle of a fundraiser

ECRCHS - ASB Trust Balances

September 2024

Trust Name	Balance	Comments
TRUST - Girls Volleyball	\$ 11,280.35	
TRUST - Girls Water Polo	\$ 1,210.71	
TRUST - Grad Class 2024	\$ -	
TRUST - Grad Class 2025	\$ 32,576.32	
TRUST - Grad Class 2026	\$ 10,492.54	
TRUST - Grad Class 2027	\$ 44.00	
TRUST - Great Films Club	\$ 69.00	
TRUST - Helping Hands	\$ 632.00	
TRUST - Humanitas	\$ 1.73	
TRUST - Jewish Club	\$ 65.50	
TRUST - KPOP Club	\$ 292.33	
TRUST - Key Club	\$ 304.32	
TRUST - Knitting for a Cause	\$ 44.05	
TRUST - La Familia	\$ 143.81	
TRUST - Local Charity Outreach	\$ 92.00	
TRUST - Local Vocals	\$ 2,743.90	
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	\$ 873.00	
TRUST - Mountain Bike Club	\$ 836.99	
TRUST - NJROTC	\$ 37,599.40	
TRUST - National Honors Soc	\$ 5,084.54	
TRUST - Newspaper Interns Club	\$ 396.16	
TRUST - Operation Smile	\$ 38.17	
TRUST - Persian Club	\$ 128.00	
TRUST - Philosophy Club	\$ 41.00	
TRUST - Physics Club	\$ 477.10	
TRUST - Ping Pong Club	\$ 28.60	
TRUST - Recycle for Research	\$ 378.82	
TRUST - Robotics	\$ 16,788.34	
TRUST - Rotary Interact Club	\$ -	
TRUST - SURF CLUB	\$ 75.00	
TRUST - Sand Volleyball	\$ 1,274.27	
TRUST - Save Promise	\$ 79.00	
TRUST - Save the Waves	\$ 126.00	
TRUST - Schship JHarrison	\$ 9,253.61	
TRUST - Science Bowl	\$ 1,441.23	
TRUST - Science National Honors Society	\$ 119.90	
TRUST - She's The First	\$ 1,595.57	
TRUST - Softball	\$ 15,843.69	
TRUST - Spanish Honor Soc	\$ 390.70	
TRUST - Speech & Debate	\$ 167.68	
TRUST - Step	\$ 3,607.43	
TRUST - Student Council	\$ 45,403.01	
TRUST - Students Demand Action	\$ 149.00	
TRUST - Swimming & Diving	\$ 5,574.69	
TRUST - The MESS	\$ 109.19	
TRUST - Thespians Club	\$ 1,395.84	
TRUST - Track & Field	\$ 1,909.37	
TRUST - True Crime Club	\$ 11.81	

ECRCHS - ASB Trust Balances

September 2024

Trust Name	Balance	Comments
TRUST - UNICEF	\$ 381.61	
TRUST - VAPA Scholarship	\$ 2,572.52	
TRUST - Vegan Peace Club	\$ 94.18	
TRUST - WE Club	\$ 123.77	
TRUST - Wrestling	\$ (1,636.58)	in the middle of a fundraiser
TRUST - You Can Do This SCHLR	\$ 500.00	
Trust - Journalism	\$ 656.33	
Trust - Kiva Club	\$ 109.76	
Trust - Koi Fish Remedy	\$ 54.00	
Trust - MECHA	\$ 162.00	
Trust - PCC	\$ 69.00	
Trust - Project Paper Bag	\$ 14.07	

Total	\$ 536,376.99
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ASB Income	\$ 108,782.37
ASB Expense	
4350 - Supplies	\$ 14,939.72
5835 - Field Trip	\$ 750.00
5825 - Consultants	\$ -
Inventory	\$ 11,135.44
Total Expense	\$ 26,825.16
Total General Fund	\$ 81,957.21

Total, ASB Balance	\$ 618,334.20
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ASB CD Account - Brett Schmitt	\$ 56,280.48
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Check Register

Account: 1796 Checking

El Camino Real HS

Sept 2024

Grand Total \$ 1,427,012.58

Date	Check Number	Check Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/12/2024	19654	Brett A Schwab	8/2024 Actuarial Services	0.00	Sep 2024	General Operations	Legal	Voided
9/4/2024	19776	California Mathematics League	CML Math Contests	100.00	Sep 2024	General Academic	Instructional Supplies	
9/3/2024	19778	The Shredders	06/24 INV C/INV-054403	374.00	Sep 2024	General Operations	Non Instructional Consulting	
9/3/2024	19779	Stefanie Bero	Fund - learning loss (spending from July, Royal Entrance Program)	400.92	Sep 2024	Anti-Bias	Instructional Supplies	
9/3/2024	19780	Franchise Tax Board	Garnishment Payment	159.32	Sep 2024	General Operations	Benefits	
9/3/2024	19781	Cintas Corporation No. 2 (Cintas Fire Protection)	INV 0F19684412 Inspection, semi annual alarm system 6-4-24	335.60	Sep 2024	General Operations	Repairs	
9/3/2024	19782	Numerically Automated Cutting Systems, LLC dba ShopSabre	INV 43458 Equipment Replenishment	69,756.28	Sep 2024	Perkins	Non Captial Equipment	
9/4/2024	19783	Amy Carter	cellphone pockets	1,050.50	Sep 2024	General Academic	Instrucionat Supplies	
9/4/2024	19784	Dan's Super Subs Inc.	09/04/2024 VAPA Department Retreat	135.75	Sep 2024	General Operations	Non Instructional Supplies	
9/4/2024	19785	American Scholastic Evaluation/ American Scholastic Mathematics Assn	AMERICAN SCHOLASTIC MATHEMATICS ASSOCIATION / PO BOX 582010 / FL 34758	100.00	Sep 2024	General Academic	Fees	
9/4/2024	19786	Magic School, Inc	INV 1997 Instructional Application Renewal	1,000.00	Sep 2024	General Academic	Subscription	
9/5/2024	19787	Joe Rice	9/5/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/5/2024	19788	Dwayne Johnson	9/5/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/5/2024	19789	Ray Allen Holt	9/5/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/5/2024	19790	Bob Paredes	9/5/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/5/2024	19791	Law Offices of Young, Minney & Corr, LLP	INV 11693 Legal Services 08/02/24	14,257.50	Sep 2024	General Operations	Legal	
9/5/2024	19792	818 Cleaners	INV 161680 Uniform Cleaning - 8/23/24 JV & Varsity	870.50	Sep 2024	General Athletics	Non Instructional Consulting	
9/5/2024	19793	Henry Rosales	07/24 Gardening Invoice for Shoup	1,000.00	Sep 2024	General Operations	Non Instructional Consulting	
9/5/2024	19794	Careers through Culinary Arts Program, Inc.	24-25 Participation Fee	4,200.00	Sep 2024	CTE	Instructional Supplies	
9/5/2024	19795	Avid Technology Inc	INV 40707725	1,714.04	Sep 2024	CTE	Instructional Supplies	
9/5/2024	19796	SCSBOA	INV 12258-12718-54089	1,750.00	Sep 2024	General Academic -	Scholastic Groups	Fees
9/5/2024	19797	LOC Enterprises LLC	INVOICE-110	551.25	Sep 2024	General Athletics	Non Instructional Supplies	
9/5/2024	19798	Ingraham Trophies and Gifts	INVOICE-91077	79.62	Sep 2024	General Athletics	Non Instructional Supplies	
9/5/2024	19799	Home Depot U.S.A., Inc. (The Home Depot Pro)	INVOICE-807733852	10,621.32	Sep 2024	General Operations	Operations Supplies	
9/5/2024	19800	Home Depot U.S.A., Inc. (The Home Depot Pro)	Bulding and grounds	899.19	Sep 2024	General Operations	Operations Supplies	
9/6/2024	19801	Deven Rasey	Girls Volleyball Official 8/22/2024	153.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19802	Vincent Ramirez	Girls Volleyball Official 8/22/2024	159.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19803	WM Corporate services, INC	09/24 inv 0685807-4801-7 Waste Management Services on Shoup	440.75	Sep 2024	General Operations	Utilities	
9/6/2024	19804	Verizon Wireless	08/24 INV# 9970931050 Communication Services	418.11	Sep 2024	General Technology	Communications	
9/6/2024	19805	Chihua Shen	inv 7850839 UC Scout Reimbursement	1,197.00	Sep 2024	A-G Grant	Non Instructional Supplies	
9/6/2024	19806	Joe Rice	Varsity Football Official 9/6/2024	140.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19807	Dwayne Johnson	Varsity Football Official 9/6/2024	140.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19808	Ray Allen Holt	Varsity Football Official 9/6/2024	140.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19809	Christian Williams	Varsity Football Official 9/6/2024	140.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/6/2024	19810	Brooks Transportation Inc.	INV 23760 Girls Volleyball 9/6/2024	920.00	Sep 2024	General Athletics	Transportation	
9/6/2024	19811	AP fbo EdLogical Group Corp	06/24 INV 901722 Special Ed Services	582.38	Sep 2024	Special Education	Instructional Consulting	
9/6/2024	19812	Jesus Contreras	Golf Range Fees	385.09	Sep 2024	General Athletics	Fees	
9/6/2024	19813	American Fidelity Assurance Company	INV D726161 Supplemental Employee Benefits 6/24	2,211.45	Sep 2024	General Operations	Benefits	
9/6/2024	19814	American Fidelity Assurance Company	INV D736572 Supplemental Employee Benefits 7/24	2,211.45	Sep 2024	General Operations	Benefits	
9/6/2024	19815	American Fidelity Assurance Company	INV D746920 Supplemental Employee Benefits 8/24	2,955.05	Sep 2024	General Operations	Benefits	
9/6/2024	19816	School Datebooks	INV 524-0295198B	1,052.40	Sep 2024	Special Education	Instructional Supplies	
9/6/2024	19817	Cintas Corporation No. 2 (Cintas Fire Protection)	INV OF19171635 quarterly monitoring of fire system quarterly monitoring of fire system	220.00	Sep 2024	General Operations	Repairs	
9/6/2024	19818	Cameron Maury	Mileage/Parking	327.70	Sep 2024	Title II	Conference	
9/6/2024	19819	Mutual of Omaha	INV 001749704089 Voluntary Disability Insurance 08/24	1,095.75	Sep 2024	General Operations	Benefits	
9/6/2024	19820	Henry Rosales	08/24 Gardening Invoice for Shoup	1,000.00	Sep 2024	General Operations	Non Instructional Consulting	
9/6/2024	19821	Chris Valencia	Ice for Cafeteria	28.82	Sep 2024	Cafeteria	Operations Supplies	
9/9/2024	19822	Liliana Murcia	UC Counselor Conference	45.00	Sep 2024	A-G Grant	Conference	
9/9/2024	19823	BSN Sports LLC	INV 920447279 Boys Lacrosse Uniforms	3,091.50	Sep 2024	General Athletics	Non Instructional Supplies	
9/9/2024	19824	SoCalGas	08/24 Gas Charges for Shoup Acct 163 513 3769 2	20.64	Sep 2024	General Operations	Utilities	
9/9/2024	19825	AT&T 9132	Inv# 5418752904 Acct# 831-000-9132 154 5G Line	3,563.00	Sep 2024	General Technology	Communications	
9/9/2024	19826	AT&T 6340	24-Aug 818 888-6340 249	385.07	Sep 2024	General Technology	Communications	
9/9/2024	19827	T-Mobile US, Inc.	24-Sept 969604280 - WiFi Student Hot Spots	133.40	Sep 2024	General Technology	Communications	

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Date	Check Number	Check Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/10/2024	19828	AT&T (CALNET)	08/24 INV#000022183296 BAN#9391080024 Phone Line	31.25	Sep 2024	General Technology	Communications	
9/9/2024	19829	Nettime Solutions LLC	07/24 INV 137384 stratustime Monthly Subscription	50.00	Sep 2024	General Operations	Subscription	
9/9/2024	19830	Sylvia Yi	UC Conference	45.00	Sep 2024	A-G Grant	Conference	
9/9/2024	19831	Flinn Scientific Inc.	INV 2977834	18.77	Sep 2024	General Academic	Instructional Supplies	
9/9/2024	19832	Barbara Stanoff	Class Needed	75.00	Sep 2024	Special Ed COP	Conference	
9/9/2024	19833	Administrative Services CO-OP DBA Yellow Cab	INV 19237 06/22	2,380.00	Sep 2024	Special Education	Transportation	
9/10/2024	19834	Brooks Transportation Inc.	INV 23783 Girls Tennis Bus 9/10/2024	750.00	Sep 2024	General Athletics	Transportation	
9/10/2024	19835	818 Cleaners	INV 161949 Uniform Cleaning -JV & Varsity	902.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/10/2024	19836	Gimkit, Inc	2024-2025 Instructional Application Renewal: Gimkit	1,000.00	Sep 2024	General Academic	Instructional Supplies	
9/11/2024	19837	Mike Venarde	9/11/2024 Girls Volleyball Official	153.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/11/2024	19838	Mark Arthur	9/11/2024 Girls Volleyball Official	159.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/11/2024	19839	Phase II Systems (Public Agency Retirement Services - PARS)	INV 55898,56097 & 55712 PARS ARS Fees Plan A5 - ARS11A	1,164.03	Sep 2024	General Operations	Benefits	
9/11/2024	19840	Vista Paint Corporation	INV 2024-545019-00 B&G	223.54	Sep 2024	General Operations	Operations Supplies	
9/11/2024	19841	SLShowTech LLC	INV 0001467 Drama -Theater	29,459.05	Sep 2024	Prop 28 Arts/Music	Non Capital Equipment	
9/12/2024	19842	Brooks Transportation Inc.	INV 23784 Girls Volleyball Bus 9/13/2024	920.00	Sep 2024	General Athletics	Transportation	
9/12/2024	19843	Arieta Ilyas	Board Meeting Food	65.37	Sep 2024	General Operations	Non Instructional Supplies	
9/12/2024	19844	Brooks Transportation Inc.	INV 23820 Cross Country Bus 9/12/2024	750.00	Sep 2024	General Athletics	Transportation	
9/12/2024	19845	Dees Tees and Travel Enterprises	INV 000310634 HBCU Tour Gear 2024	1,848.00	Sep 2024	General Operations	Non Instructional Supplies	
9/12/2024	19846	Department of Justice (State of CA)	INV 754931 Fingerprint Apps 07/24	256.00	Sep 2024	General Operations	Fingerprinting	
9/12/2024	19847	St. Moritz Security Services, Inc.	INV 14144601 07/19-08/01/2024	1,200.00	Sep 2024	General Operations	Security	
9/12/2024	19848	John Wiley & Sons, Inc	invoice-574675	2,160.00	Sep 2024	General Academic	Subscription	
9/12/2024	19849	Veronica Ocana	INV 2459 Shirts for racing	390.69	Sep 2024	General Athletics	Non Instructional Supplies	
9/13/2024	19850	AT&T 9221	24-Aug 818 887-9221 130	758.57	Sep 2024	General Technology	Communications	
9/13/2024	19851	Walsworth Yearbooks	2024 Walsworth Elite Weekend	1,000.00	Sep 2024	General Academic - Scholastic Groups	Field Trip	
9/13/2024	19852	AT&T (CALNET)	08/24 INV#000022183297 BAN#9391080026 Phone Line	35.18	Sep 2024	General Technology	Communications	
9/13/2024	19853	LADWP	24-Aug 6968788886 Shoup Utilities	5,018.32	Sep 2024	General Operations	Utilities	
9/13/2024	19854	Jabril Pearson	9/13/2024 JV & Varsity Football Official	140.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/13/2024	19855	Jackson Keith	9/13/2024 JV & Varsity Football Official	230.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/13/2024	19856	Dominic Dabney	9/13/2024 JV & Varsity Football Official	230.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/13/2024	19857	Darrell Cardenas	9/13/2024 JV & Varsity Football Official	230.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/13/2024	19858	Donovan Tillman	9/13/2024 JV & Varsity Football Official	230.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/16/2024	19859	Carissa Mendez	9/16/2024 Girls Volleyball Official JV & Varsity	0.00	Sep 2024	General Athletics	Non Instructional Consulting	Voided
9/16/2024	19860	Carissa Mendez	9/16/2024 Girls Volleyball Official JV & Varsity	153.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/16/2024	19861	Centobene, Maryann	9/16/2024 Girls Volleyball Official JV & Varsity	159.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/16/2024	19862	UTLA	08/24 UTLA Union Dues	17,274.03	Sep 2024	General Operations	Benefits	
9/16/2024	19863	AFSCME District Council 36	08/24 Union Dues	1,545.56	Sep 2024	General Operations	Benefits	
9/16/2024	19864	LA Party Rents, Inc.	INV 0000123425 Additional Chairs for June 7th 2024 Graduation.	2,844.88	Sep 2024	General Operations	Rentals	
9/16/2024	19865	AT&T (CALNET)	08/24 INV# 000022183298 BAN#9391080027 Phone Line	31.27	Sep 2024	General Technology	Communications	
9/16/2024	19866	Spectrum Enterprise 7801	09/24 Inv# 129697801090124 Acct#086084201 Enterprise Fiber line	1,497.50	Sep 2024	General Technology	Communications	
9/16/2024	19867	AT&T (CALNET)	08/24 INV# 000022183300 BAN#9391080076 Phone Line	31.25	Sep 2024	General Technology	Communications	
9/16/2024	19868	AT&T 0810	24-Sept 818 716-0810 246	382.64	Sep 2024	General Technology	Communications	
9/16/2024	19869	AT&T 8815	24-Sept 818 884-8815 516	432.74	Sep 2024	General Technology	Communications	
9/16/2024	19870	Colin Edward A Ermita	INV 1 Scoreboard Operator	375.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/16/2024	19871	Best Cafe Enterprises, LLC	INV 2886659 PBIS Meeting at Shoup Campus 9/17/24	253.80	Sep 2024	Anti-Bias	Non Instructional Supplies	
9/16/2024	19872	818 Cleaners	INV 162175 Uniform Cleaning JV & Varsity 9/5-9/6/24	924.50	Sep 2024	General Athletics	Non Instructional Consulting	
9/17/2024	19873	Brooks Transportation Inc.	INV 23867 Senior Getaway 2024 Golf N' Stuff	0.00	Sep 2024	General Athletics	Transportation	Voided
9/17/2024	19874	Dan's Super Subs Inc.	9/18/24 ISP Retreat Lunch Wednesday	197.55	Sep 2024	General Operations	Non Instructional Supplies	
9/17/2024	19875	Lindsey C. Surendranath Granted, Inc	INV 323 CTE Services August 2024	2,400.00	Sep 2024	CTE	Non Instructional Consulting	
9/17/2024	19876	California Scholarship Federation Inc	Annual Dues 2024-2025	150.00	Sep 2024	CSF	Fees	
9/17/2024	19877	Apperson	INV200003	613.42	Sep 2024	General Academic - Scholastic Groups	Non Instructional Supplies	
9/17/2024	19878	White's Studios, Inc.	Evolis Tattoo Ribbon Replenishment for ID cards	952.65	Sep 2024	General Academic	Non Instructional Supplies	
9/17/2024	19879	AAE Services Inc	INV 2932 Deferred Maintenance: Install/Labor to replace the LED lights in the football field	45,250.00	Sep 2024	Deferred Maint.	Capital	
9/17/2024	19880	Security Alarm Specialists, Inc.	INV 2628 Capitalization Project: Field Audio System	33,412.93	Sep 2024	Deferred Maint.	Capital	

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9/17/2024	19881	Security Alarm Specialists, Inc.	INV 2760 Deferred Maintenance: Phase 2 of the audio installation for the football field	36,670.31	Sep 2024	Deferred Maint.	Capital	
9/17/2024	19882	U.S Bank PARS Account #6746022400	08/24 #6746022400 PARS Contributions	529.02	Sep 2024	General Operations	Benefits	
9/18/2024	19883	Brooks Transportation Inc.	INV 23868 Round trip from El Camino High School to Birmingham High. Girls Volleyball	1,500.00	Sep 2024	General Athletics	Transportation	
9/18/2024	19884	M&M Paper Co.	INV 19639 Paper	4,718.79	Sep 2024	General Operations	Non Instructional Supplies	
9/17/2024	19885	M & S Technology Group, LLC (The Circle)	06/24 inv 189720 MPS	655.76	Sep 2024	General Technology	Repairs	
9/17/2024	19886	M & S Technology Group, LLC (The Circle)	inv 189608 Printer Supplies	574.88	Sep 2024	General Technology	Non Instructional Supplies	
9/18/2024	19887	Jersey Mike's (MAC SUBS, Inc)	INV 1164 Biology Retreat Lunch	122.15	Sep 2024	General Operations	Non Instructional Supplies	
9/18/2024	19888	Melissa Harr	Bridge Authorization Class	75.00	Sep 2024	Special Ed COP	Conference	
9/19/2024	19889	Cinque Gales	9/19/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/19/2024	19890	Sammy Batres	9/19/2024 JV Football Official	0.00	Sep 2024	General Athletics	Non Instructional Consulting	Voided
9/19/2024	19891	Telvin Griffin	9/19/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/19/2024	19892	Joseph Conte	9/19/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/19/2024	19893	J Schnelldorfer PSAD	2024-2025 Registration Regional Competition	2,150.00	Sep 2024	General Academic - Scholastic Groups	Fees	
9/19/2024	19894	Picture Perfect Graphics	INV 4353 Girls Golf Uniform	0.00	Sep 2024	General Athletics	Non Instructional Supplies	Voided
9/19/2024	19895	ICON School Management	08/24 INV 1759 Month 2019 Charter School Consulting	3,500.00	Sep 2024	General Operations	Non Instructional Consulting	
9/20/2024	19896	Brooks Transportation Inc.	INV 23888 Buses for Varsity Football	1,500.00	Sep 2024	General Athletics	Transportation	
9/20/2024	19897	818 Cleaners	INV 162416 Uniform Cleaning - 9/13/24 - JV & Varsity	947.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/20/2024	19898	Law Offices of Young, Minney & Corr, LLP	INV 11991 Legal Services 09/06/2024	5,217.00	Sep 2024	General Operations	Legal	
9/19/2024	19899	Richard Russell	Reimbursement For Door Locks and Ice Chests	219.89	Sep 2024	General Athletics		
9/20/2024	19900	Law Offices of Young, Minney & Corr, LLP	INV 11992 Legal Services 09/06/2024	11,413.21	Sep 2024	General Operations	Legal	
9/20/2024	19901	Valley High School and Learning Center, Inc.(Dubnoff School)	DUBNOFF 07/24	4,512.80	Sep 2024	Special Education	Instructional Consulting	
9/20/2024	19902	Moxie Road, Inc (Five Star Painting of Woodland Hills)	CTE funds: Woodshop ceiling painting	4,740.00	Sep 2024	CTE	Repairs	
9/23/2024	19903	Jim Russell	9/23/2024 Girls Volleyball JV & Varsity	159.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/23/2024	19904	Rosanna De Guia	9/23/2024 Girls Volleyball Official JV & Varsity	153.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/23/2024	19905	Jesus Contreras	Golf Range Fees	357.00	Sep 2024	General Athletics	Fees	
9/23/2024	19906	California Teachers Association	24SPED-092024-8440	0.00	Sep 2024	General Operations	Benefits	Voided
9/23/2024	19907	California Teachers Association	24SPED-092024-8440	129.00	Sep 2024	General Operations	Benefits	
9/23/2024	19908	Bob Paredes	9/19/2024 JV Football Official	90.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/24/2024	19909	JW Pepper & Son, Inc	INV 366719810 Band Equipment	1,807.56	Sep 2024	General Academic	Instructional Supplies	
9/24/2024	19910	Courtney Coffey	08/24 Coaching	0.00	Sep 2024	General Academic - Scholastic Groups	Non Instructional Consulting	Voided
9/24/2024	19911	Verizon Wireless	09/24 INV# 9973330732 Communication Services	418.11	Sep 2024	General Technology	Communications	
9/24/2024	19912	AT&T 9221	24-Sept 818 887-9221 130	757.00	Sep 2024	General Technology	Communications	
9/24/2024	19913	AT&T 6340	24-Sept 818 888-6340 249	384.44	Sep 2024	General Technology	Communications	
9/24/2024	19914	Security Alarm Specialists, Inc.	inv 2630 Capitalization Project: Gym Audio System	14,325.41	Sep 2024	Deferred Maint.	Capital	
9/23/2024	19915	DTASC	Entry Fee	1,010.00	Sep 2024	General Academic - Scholastic Groups	Fees	
9/24/2024	19916	Sweetwater Sound Inc.	invoice-4231304	1,115.98	Sep 2024	Arts/Music Block Grant	Instructional Supplies	
9/24/2024	19917	Sweetwater Sound Inc.	INV 12313249	8,257.18	Sep 2024	Arts/Music Block Grant	Instructional Supplies	
9/24/2024	19918	Gregory W Smith	INVOICE-91506	580.00	Sep 2024	General Academic	Piano Repairs	
9/24/2024	19919	The Home Depot Commercial Account	Home Depot INV 1622941, 8624340, 9524316,7092714	336.90	Sep 2024	CTE	Instructional Supplies	
9/24/2024	19920	Vista Higher Learning	INV SI293756 World Language Books	17,493.89	Sep 2024	Lottery	Instructional Supplies	
9/24/2024	19921	Administrative Services CO-OP Dba Yellow Cab	INV 19433 07/24	1,120.00	Sep 2024	Special Education	Transportation	
9/24/2024	19922	Festivals of Music, Inc.	INV 89631 Festival Tickets	4,104.00	Sep 2024	General Academic - Scholastic Groups	Fees	
9/25/2024	19923	Brooks Transportation Inc.	Inv#23961 Buses for 9/25/2024	1,500.00	Sep 2024	General Athletics	Transportation	
9/25/2024	19924	AdTaxi-Los Angeles Daily News	5157383 Advertisement	3,250.00	Sep 2024	General Operations	Advertising	
9/25/2024	19925	Hollywood MI INC	INV# D-2543 Allen & Heath dLive C3500 24 Fader Control Surface for MixRack	19,547.77	Sep 2024	Arts/Music Block Grant	Instructional Consulting	
9/26/2024	19926	Topanga Lumber & Hardware	invoice-19486	2,606.70	Sep 2024	Arts/Music Block Grant	Instructional Supplies	
9/26/2024	19927	Luis J Rodriguez	Speaker Invoice	2,000.00	Sep 2024	Anti-Bias	Non Instructional Consulting	
9/26/2024	19928	Old New York & Deli Bakery Co., Inc	9/26/24 World Languages Retreat	197.00	Sep 2024	General Operations	Non Instructional Materials	
9/30/2024	19929	Musical Theatre Competitions of America, LLC	MTCA 2025 competition and workshops	15,729.49	Sep 2024	Prop 28 Arts/Music	Fees	

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9/30/2024	19930	Samuel Crutcher	9/30/2024 Girls Volleyball Official JV & Varsity	159.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/30/2024	19931	Mike Wagner	9/30/2024 Girls Volleyball Official JV & Varsity	153.00	Sep 2024	General Athletics	Non Instructional Consulting	
9/30/2024	19932	Sports Warehouse (Tennis Warehouse)	INV 18149496 - Tourna court Tray/Basket	332.88	Sep 2024	General Athletics	Non Instructional Supplies	
9/30/2024	19933	Mutual of Omaha	INV 001764063132 Voluntary Disability Insurance	742.50	Sep 2024	General Operations	Benefits	
9/27/2024	19934	Department of Justice (State of CA)	08/24 inv 761789 Fingerprint Apps	352.00	Sep 2024	General Operations	Fingerprinting	
9/27/2024	19935	AT&T	24-Sept 818 887-7018 449	802.49	Sep 2024	General Technology	Communications	
9/27/2024	19936	Child and Family Guidance Center	08/24 Special Ed Services Northpoint	1,943.50	Sep 2024	Special Education	Instructional Consulting	
9/27/2024	19937	Denny Bobby	Payroll 09/30/24	4,050.86	Sep 2024	General Operations	Payroll	
9/30/2024	19938	Jason Grider	Tennis Balls for Playoffs	147.79	Sep 2024	General Athletics	Non Instructional Supplies	
9/30/2024	19939	Hal Leonard LLC (Noteflight LLC)	INV 900624 08/24-08/25	849.00	Sep 2024	General Academic	Instructional Supplies	
9/30/2024	19941	BSN Sports LLC	INV 926842633 Home/Away Uniforms GBB	4,970.62	Sep 2024	General Athletics	Non Instructional Supplies	
9/30/2024	19942	M & S Technology Group, LLC (The Circle)	07/24 inv 191286 MPS	954.00	Sep 2024	General Technology	Repairs	
9/30/2024	19943	Merit Oil Company	INV 837689 Gasoline, Delivery Fee, Fuel Surcharge	648.86	Sep 2024	General Operations	Operations Supplies	
9/30/2024	19946	Accrediting Commission for Schools	INV 1325175 Annual Accreditation Membership Fee	1,740.00	Sep 2024	General Operations	Fees	
9/30/2024	19947	CCIDM Inc.	09/24 Color Guard Uniforms	1,066.03	Sep 2024	General Academic - Scholastic Groups	Non Instructional Supplies	
9/5/2024	SPACH2651	Golden Star Technology, Inc	INV101463 (30 Student Devices + Warranty) pmt#2	134,116.68	Sep 2024	General Technology	Non Captial Equipment	
9/5/2024	SPACH2652	Golden Star Technology, Inc	INV102136 Network Consulting Services	21,000.00	Sep 2024	General Technology	Non Instructional Consulting	
9/5/2024	SPACH2653	GoTo Communications, Inc.	IN7103125523	2,703.19	Sep 2024	General Technology	Communications	
9/5/2024	SPACH2654	AWS	INV 1786933629	2,976.43	Sep 2024	General Technology	Subscription	
9/10/2024	SPACH2655	Golden Star Technology, Inc	INV 103115	7,000.00	Sep 2024	General Technology	Non Instructional Consulting	
9/10/2024	SPACH2656	CE Educational Tours (CE Tours)	Southwest HBCU College Tour 9/23/2024	23,000.00	Sep 2024	Title I	Field Trip	
9/10/2024	SPACH2657	Jackson Lewis P.C.	INV 8582650 dtd 08/20/24	3,258.50	Sep 2024	General Operations	Legal	
9/10/2024	SPACH2658	Golden Star Technology, Inc	2024-2025 Incoming Freshmen Devices (Pmt #1- 800 Devices)	353,056.88	Sep 2024	General Technology	Non Captial Equipment	
9/10/2024	SPACH2659	Self Insured Schools of California	08/30 SISC Flex FSA Fees	4,049.11	Sep 2024	General Operations	Benefits	
9/12/2024	SPACH2660	Judy McLean	08/24 Payroll Services INV 3223	1,925.00	Sep 2024	General Operations	Non Instructional Consulting	
9/12/2024	SPACH2661	Brett A Schwab	8/2024 Actuarial Services	4,250.00	Sep 2024	General Operations	Legal	
9/12/2024	SPACH2662	RPS El Camino Real Charter HS Charles Schwab & Co, Inc.	2563-4428					
9/12/2024	SPACH2663	Scout Education Inc	08/24 403(B) Plan 2563-4428 Charles Schwab	5,225.00	Sep 2024	General Operations	Benefits	
9/12/2024	SPACH2664	Amazon	inv 83825 Interest charge for overdue invoices	207.16	Sep 2024	General Academic	Subsitutes	
9/13/2024	SPACH2664	Amazon	INVOICE-1H3V-Q3XL-KCVR	1,721.52	Sep 2024	General Academic	Instructional Supplies	
9/13/2024	SPACH2665	Amazon	Special ed supplies	905.21	Sep 2024	Special Education	Instructional Supplies	
9/13/2024	SPACH2666	Varsity Tutors for Schools LLC	INV 11030 Varsity Tutors for Schools	19,920.20	Sep 2024	Learning Recovery Block Grant	Instructional Consulting	
9/13/2024	SPACH2667	Amazon	Storage boxes for 2022-2023 Paystubs	88.10	Sep 2024	General Operations	Non Instructional Supplies	
9/13/2024	SPACH2668	Amazon	Tech Supplies	469.12	Sep 2024	General Technology	Non Instructional Supplies	
9/13/2024	SPACH2669	Amazon	Items for snack shack	324.13	Sep 2024	General Athletics	Non Instructional Supplies	
9/13/2024	SPACH2670	Amazon	INVOICE-1D9V-NYCJ-J7CP	1,912.39	Sep 2024	General Academic	Instructional Supplies	
9/13/2024	SPACH2671	Amazon	Equipment Replenishment	2,431.83	Sep 2024	CTE	Instructional Supplies	
9/13/2024	SPACH2672	Amazon	INVOICE-1VTT-V1CM-KHDX	1,483.84	Sep 2024	General Academic	Instructional Supplies	
9/16/2024	SPACH2673	Smart & Final	2023-2024 May Monthly Classroom 09-2024	113.63	Sep 2024	CTE	Instructional Supplies	
9/19/2024	SPACH2674	Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	INV 21656913 dtd 08.27.24	1,477.50	Sep 2024	General Operations	Legal	
9/19/2024	SPACH2675	Self Insured Schools of California	09/15 SISC Flex FSA Fees	572.23	Sep 2024	General Operations	Benefits	
9/20/2024	SPACH2676	ORACLE Enterprises	09/24-11/24 INV 1969047 Netsuite Services	14,912.70	Sep 2024	General Operations	Subscription	
9/20/2024	SPACH2677	Chartwells Division Services	INV K40349090 - AUG 2024	99,160.54	Sep 2024	Cafeteria	Food/Non Instructional Consulting	
9/20/2024	SPACH2678	Chartwells Division Services	INV K40349089 - JULY 2024	15,327.95	Sep 2024	Cafeteria	Food/Non Instructional Consulting	
9/20/2024	SPACH2679	Piece of Mind Care Services	INV 00310 ELD Dept. Students Support Services 07/24-08/24	4,228.75	Sep 2024	Title I	Instructional Consulting	
9/20/2024	SPACH2680	Inspire Communication, Inc	INV EC2024831 Speech-Language Services	13,515.00	Sep 2024	Special Education	Instructional Consulting	
9/24/2024	SPACH2681	Nettime Solutions LLC	137760 stratustime 11 Months Subscription (remaining 24/25)	550.00	Sep 2024	General Operations	Subscription	
9/25/2024	SPACH2682	Piece of Mind Care Services	INV 00000172 Students Support Services	68,632.30	Sep 2024	Special Education	Instructional Consulting	
9/25/2024	SPACH2683	CE Educational Tours (CE Tours)	Southwest HBCU College Tour 9/23/2024	69,761.40	Sep 2024	Anti-Bias	Field Trip	
9/25/2024	SPACH2684	Impact Philanthropy Group (Sage SoCal)	September 1, 2024 Mental Health Services	28,500.00	Sep 2024	State Mental Health	Instructional Consulting	
9/25/2024	SPACH2685	Project Lead The Way, Inc.	INV 461816	1,653.18	Sep 2024	General Academic	Instructional Supplies	
9/25/2024	SPACH2686	Convergeone, Inc.	Additional IP Display Speaker and Horns for the PA System Project	17,794.49	Sep 2024	Deferred Maint.	Capital	
9/26/2024	SPACH2687	College Board	INV EA239384 College Board Membership Fee: 2024-2025	400.00	Sep 2024	General Academic	Fees	
9/27/2024	SPACH2688	Amazon	INVOICE-1PQV-H7NR-L4KR	1,461.26	Sep 2024	General Academic	Instructional Supplies	
9/27/2024	SPACH2689	Amazon	Special ed supplies	172.01	Sep 2024	Special Education	Instructional Supplies	

Check Register

Account: 1796 Checking

El Camino Real HS

Sept 2024

Grand Total \$ 1,427,012.58

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
9/27/2024	SPACH2690	Amazon	Firewall upgrade accessories	742.56	Sep 2024	General Technology	Non Instructional Supplies	
9/27/2024	SPACH2691	Amazon	Independent studies supplies	1,119.05	Sep 2024	General Academic	Instructional Supplies	
9/27/2024	SPACH2692	Project Lead The Way, Inc.	INV 315183 Supplies for Science Class	14.78	Sep 2024	General Academic	Instructional Supplies	
9/27/2024	SPACH2693	Amazon	Drama supplies	4,311.79	Sep 2024	General Academic	Instructional Supplies	
9/27/2024	SPACH2694	Amazon	health office supplies	386.88	Sep 2024	General Operations	Non Instructional Supplies	
9/27/2024	SPACH2695	Amazon	Teacher Professional Development	551.10	Sep 2024	Title II	Non Instructional Supplies	
9/27/2024	SPACH2696	Amazon	Extra practice pants - spirit pack	118.17	Sep 2024	General Athletics	Non Instructional Supplies	
9/30/2024	SPACH2697	Amazon	Special ed supplies	226.41	Sep 2024	Special Education	Instructional Supplies	

Check Register

Account: 1761 General

El Camino Real HS

Sept 2024

Grand Total \$ 435,581.13

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
9/3/2024	ACH240903-01	CharterSafe	CHARTERSAFE - SEPT 2024 INV#46629	58,100.00	Sep 2024	General Operations	General Insurance
9/4/2024	ACH240904-01	PenServ Plan Services	403(B) Funding 08/16/24 - 08/31/24	34,036.38	Sep 2024	General Operations	403(b)
9/16/2024	ACH240916-01	Self Insured Schools of California	SISC HEALTH - SEPT 2024	341,374.90	Sep 2024	General Operations	Benefits
9/19/2024	ACH240919-01	PenServ Plan Services	403(B) Funding 09/01/24 - 09/15/24	1,270.79	Sep 2024	General Operations	403(b)
9/20/2024	ACH240920-01	Texas Life Insurance Company	SM0F6Z20220714001 Supplemental Life insurance 9/15/24	658.41	Sep 2024	General Operations	Benefits
9/26/2024	ACH240926-01	PPLSI	LEGALSHIELD - SEPT 15 PAYROLL	140.65	Sep 2024	General Operations	Benefits

**Excludes payment amount towards retiree		
benenfits paid by Investment Account	certificated	\$ 41,763.42
	classified	\$ 10,699.47

**El Camino Real Charter High School
Vendor YTD
September 2024**

Vendor Name	Sep 2024	YTD Total
4imprint, Inc.		\$ 687.43
818 Cleaners	\$ 3,644.00	\$ 4,487.50
AAE Services Inc	\$ 45,250.00	\$ 45,250.00
Accelerate Education Incorporated		\$ 625.00
Accrediting Commission for Schools	\$ 1,740.00	\$ 1,740.00
Active Internet Technologies LLC.		\$ 15,850.00
Adam C Luna		\$ 250.00
Adam Markenson		\$ 250.00
Administrative Services CO-OP DbA Yellow Cab	\$ 3,500.00	\$ 6,188.00
Adobe Systems Incorporated		\$ 2,400.00
AdTaxi-Los Angeles Daily News	\$ 3,250.00	\$ 3,250.00
Aeries Software	\$ 26,822.82	\$ 53,745.64
AFSCME District Council 36	\$ 1,545.56	\$ 6,405.94
Aidan Ellis		\$ 250.00
Aiden Lopez	\$ 253.39	\$ 253.39
Alison Yedor		\$ 1,063.81
Allied Private Investigations & Security Services, LLC		\$ 80,759.10
Alyssa Lee	\$ 1,802.67	\$ 11,136.77
Amazon	\$ 18,694.93	\$ 32,398.67
American Fidelity Assurance Company	\$ 7,377.95	\$ 7,377.95
American Scholastic Evaluation/ American Scholastic Mathematics Assn	\$ 100.00	\$ 100.00
Amos Wellington		\$ 140.00
Amy Carter	\$ 1,050.50	\$ 1,050.50
Amy Nashon		\$ 50.00
Andrew Goldstein		\$ 90.00
Andrew Schreiberman		\$ 90.00
Anthony Engeron		\$ 140.00
AP fbo EdLogical Group Corp	\$ 582.38	\$ 78,169.89
Apperson	\$ 613.42	\$ 613.42
Ariella Gomez		\$ 50.00
Arleta Ilyas	\$ 65.37	\$ 65.37
Arrae Promotions		\$ 6,438.60
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 9,089.00
AssistX Education, LLC		\$ 6,000.00
AT&T	\$ 802.49	\$ 802.49
AT&T (CALNET)	\$ 128.95	\$ 430.27
AT&T 0810	\$ 382.64	\$ 1,127.88
AT&T 6340	\$ 769.51	\$ 1,141.54
AT&T 8815	\$ 432.74	\$ 1,288.22
AT&T 9132	\$ 3,563.00	\$ 7,126.00
AT&T 9221	\$ 1,515.57	\$ 2,267.86
AV Masters, Inc		\$ 37,039.05
Avid Technology Inc	\$ 1,714.04	\$ 3,351.07
AWS	\$ 2,976.43	\$ 8,864.28
Barbara Stanoff	\$ 75.00	\$ 192.16
Bargreen Ellingson Inc		\$ 24,041.48
Bella Sanfir		\$ 50.00
Best Cafe Enterprises, LLC	\$ 253.80	\$ 253.80
Beven Grossman		\$ 90.00
Bhavnamati Mistry		\$ 70.00

El Camino Real Charter High School
Vendor YTD
September 2024

Vendor Name	Sep 2024	YTD Total
Biztech		\$ 24,540.00
Bob Paredes	\$ 180.00	\$ 180.00
Bobbi East		\$ 50.00
Brad Wright		\$ 405.48
Brady Industries of California LLC		\$ 3,181.52
Brandon Estrada		\$ 50.00
Brett A Schwab	\$ 4,250.00	\$ 4,250.00
Broadway Works (Broadway Teaching Group)		\$ 1,174.00
Brooks Transportation Inc.	\$ 15,440.00	\$ 20,480.00
Brown University		\$ 1,000.00
BSN Sports LLC	\$ 8,062.12	\$ 8,062.12
BSN Sports, LLC	\$ 8,661.54	\$ 19,791.66
Burroughs Girls Basketball		\$ 350.00
Caihua Shen	\$ 1,197.00	\$ 1,197.00
Caitlyn Mongeli		\$ 500.00
California Department of Tax & Fees		\$ 824.00
California Mathematics League	\$ 100.00	\$ 100.00
California Scholarship Federation Inc	\$ 150.00	\$ 150.00
California State University, Northridge		\$ 10,250.00
California Teachers Association	\$ 129.00	\$ 129.00
Cambrass Corp. DBA Stomvi USA		\$ 7,070.00
Cameron Maury	\$ 327.70	\$ 404.48
CAMILLE KING		\$ 284.21
Careers through Culinary Arts Program, Inc.	\$ 4,200.00	\$ 4,200.00
Carissa Mendez	\$ 153.00	\$ 153.00
Cart Mart Inc.		\$ 3,992.16
Cascade Athletic Supply Co Inc		\$ 478.79
CCIDM Inc.	\$ 1,066.03	\$ 1,066.03
CE Educational Tours (CE Tours)	\$ 92,761.40	\$ 92,761.40
Centobene, Maryann	\$ 159.00	\$ 159.00
CharterSafe	\$ 58,100.00	\$ 290,500.00
Chartwells Division Services	\$ 115,325.87	\$ 466,711.44
Child and Family Guidance Center	\$ 1,943.50	\$ 16,076.06
ChildCare Careers, LLC (The Education Team)		\$ 6,431.18
Chris Valencia	\$ 28.82	\$ 136.98
Christian Williams	\$ 140.00	\$ 140.00
Christy White Accountancy Corporation (Christy White, Inc.)		\$ 11,991.50
CIF LA City Section		\$ 14,022.00
Cinque Gales	\$ 90.00	\$ 90.00
Cintas Corporation No. 2 (Cintas Fire Protection)	\$ 555.60	\$ 555.60
City National Bank	\$ 0.50	\$ 0.50
Clayton Durbin		\$ 50.00
Colin Edward A Ermita	\$ 375.00	\$ 375.00
College Board	\$ 400.00	\$ 8,045.36
Colson Phillip	\$ 117.48	\$ 117.48
Comfort Inn Green Valley	\$ 3,092.64	\$ 3,092.64
CONFIDENTIAL		\$ 6,163.50
Convergeone, Inc.	\$ 17,794.49	\$ 17,794.49
Corbin Bowling Center Inc.	\$ 8,981.20	\$ 8,981.20
Corina Bowens	\$ 44.20	\$ 44.20

**El Camino Real Charter High School
Vendor YTD
September 2024**

Vendor Name	Sep 2024	YTD Total
Corona High School	\$ 350.00	\$ 350.00
Countdown Printables	\$ 17,552.47	\$ 26,369.65
Courtney Coffey	\$ 600.00	\$ 1,400.00
CRM Maestro Integrated CRM Solutions		\$ 26,400.00
Cross Country Staffing, Inc.		\$ 1,536.50
Daniel De Luna	\$ 800.00	\$ 1,800.00
Daniel Ratzlaff		\$ 153.00
Dan's Super Subs Inc.	\$ 333.30	\$ 333.30
Darrell Cardenas	\$ 230.00	\$ 230.00
Dees Tees and Travel Enterprises	\$ 1,848.00	\$ 1,848.00
Denny Bobby	\$ 4,050.86	\$ 4,050.86
Deny Sportswear	\$ 170.49	\$ 170.49
Department of Justice (State of CA)	\$ 608.00	\$ 1,009.00
Deven Rasey	\$ 153.00	\$ 153.00
Dominic Dabney	\$ 230.00	\$ 230.00
Donovan Tillman	\$ 230.00	\$ 230.00
Dri-Stick Decal Corporation (Rydin)		\$ 498.80
DTASC	\$ 1,010.00	\$ 1,010.00
Dwayne Johnson	\$ 230.00	\$ 230.00
Dylan Barajas	\$ 51.64	\$ 51.64
E3 Diagnostics Inc.		\$ 190.00
Edpuzzle, Inc.		\$ 3,360.00
Eduardo Pulido		\$ 275.00
Education R Us LLC		\$ 15,000.00
Effectual Educational Consulting Services		\$ 165.00
Elvis R Merida		\$ 6,450.00
Embry-Riddle Aeronautical University (Prescott, AZ)		\$ 1,250.00
Emilie Larew		\$ 226.06
Employment Development Department		\$ 2,762.58
Enome, Inc. (Goalbook)		\$ 11,685.00
Esther Yanez		\$ 250.00
FedEx		\$ 101.41
Festivals of Music, Inc.	\$ 4,104.00	\$ 4,104.00
Figdesign Inc	\$ -	\$ 9,323.31
Flinn Scientific Inc.	\$ 18.77	\$ 18.77
Fluke Fluker		\$ 1,500.00
Franchise Tax Board	\$ 159.32	\$ 159.32
Franklin Covey Client Sales Inc		\$ 5,762.70
Front Porch. Inc dba Get More Math		\$ 61,560.00
FTTF Holdings, LLC dba First to the Finish	\$ 1,872.44	\$ 1,872.44
Garbanzo		\$ 1,341.00
Gardena Valley News		\$ 925.63
Gayane Hunanyan		\$ 50.00
German Hernandez	\$ 675.20	\$ 675.20
Gimkit, Inc	\$ 1,000.00	\$ 1,000.00
GNS Development Corporation (Golf N' Stuff)	\$ 10,802.50	\$ 10,802.50
Golden Star Technology, Inc	\$ 515,173.56	\$ 607,932.09
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 1,477.50	\$ 2,607.85
GoTo Communications, Inc.	\$ 2,703.19	\$ 5,406.38
GraceNotes LLC		\$ 513.00

El Camino Real Charter High School
Vendor YTD
September 2024

Vendor Name	Sep 2024	YTD Total
Grand G&G Inc.	\$ 5,198.18	\$ 7,388.83
Grant A. Horn	\$ 1,000.00	\$ 1,000.00
Gregory W Smith	\$ 580.00	\$ 580.00
Guadalupe Paez		\$ 41.36
Guardian International Solutions Inc		\$ 12,789.00
Hal Leonard LLC (Noteflight LLC)	\$ 849.00	\$ 849.00
Harris School Solutions, a division of N. Harris Computer Corporation		\$ 1,582.50
Hart High School	\$ 650.00	\$ 650.00
HD Print Design	\$ 3,661.38	\$ 3,661.38
Healy Awards	\$ 2,083.20	\$ 2,083.20
Heidi Hutson		\$ 532.55
Henry Rosales	\$ 2,000.00	\$ 3,000.00
Henry Schein		\$ 6,389.25
Hollywood MI INC	\$ 19,547.77	\$ 19,547.77
Home Depot U.S.A., Inc. (The Home Depot Pro)	\$ 11,520.51	\$ 11,520.51
Honors Graduation		\$ 144.26
Houghton Mifflin Harcourt		\$ 43,925.00
Hye J Kim		\$ 1,057.50
Hype Socks, LLC	\$ 2,829.81	\$ 2,829.81
ICON School Management	\$ 3,500.00	\$ 7,000.00
Impact Cheer & Tumbling		\$ 2,230.00
Impact Philanthropy Group (Sage SoCal)	\$ 28,500.00	\$ 28,500.00
Infinity Communications & Consulting, Inc		\$ 12,750.00
Ingraham Trophies and Gifts	\$ 79.62	\$ 79.62
Inspire Communication, Inc	\$ 13,515.00	\$ 22,185.00
Instructure, Inc		\$ 43,060.00
ITHAKA Harbors Inc.		\$ 1,560.00
J Schnelldorfer PSAD	\$ 2,150.00	\$ 2,150.00
Jabril Pearson	\$ 140.00	\$ 140.00
Jackson Henry		\$ 700.00
Jackson Keith	\$ 230.00	\$ 230.00
Jackson Lewis P.C.	\$ 3,258.50	\$ 8,334.00
Jacob Faye		\$ 500.00
Jason Grider	\$ 147.79	\$ 147.79
JENNIFER MARTIN		\$ 98.79
Jerrold L Zuckerman	\$ 852.00	\$ 852.00
Jersey Mike's (MAC SUBS, Inc)	\$ 122.15	\$ 1,227.15
Jesus Contreras	\$ 742.09	\$ 742.09
Jim Mulligan		\$ 90.00
Jim Russell	\$ 159.00	\$ 159.00
Joe Rice	\$ 230.00	\$ 230.00
John A. Pinelo Sr.		\$ 12,068.27
John C (Vinyl Effex)	\$ 802.07	\$ 802.07
John Wiley & Sons, Inc	\$ 2,160.00	\$ 2,160.00
Joseph Conte	\$ 90.00	\$ 90.00
Jostens, Inc		\$ 2,311.96
Judy McLean	\$ 1,925.00	\$ 6,862.50
Jules Seltzer Associates		\$ 29,637.88
Justin Adams		\$ 76.66
Justin Graham		\$ 85.00

El Camino Real Charter High School
Vendor YTD
September 2024

Vendor Name	Sep 2024	YTD Total
JW Pepper & Son, Inc	\$ 1,807.56	\$ 1,807.56
Kami		\$ 10,172.50
Kasey A Jackson		\$ 248.14
Katherine Abdel Malek		\$ 50.00
Kevin Melbourne		\$ 140.00
Kirk A West		\$ 159.00
LA Party Rents, Inc.	\$ 2,844.88	\$ 2,844.88
LACOE, Los Angeles County Office of Education		\$ 200.00
LADWP	\$ 5,018.32	\$ 17,373.78
Lauren Basson		\$ 50.00
LAUSD - Maintenance & Operations		\$ 42,056.71
Law Offices of Young, Minney & Corr, LLP	\$ 30,887.71	\$ 56,669.96
Legacy Awards		\$ 843.15
Lia Khoshkish	\$ 29.56	\$ 29.56
Liliana Murcia	\$ 45.00	\$ 45.00
Liminex, Inc. (GoGuardian)		\$ 13,260.00
Lincoln Webster		\$ 250.00
Lindsey C. Surendranath Granted, Inc	\$ 2,400.00	\$ 4,650.00
Lisa Huffaker		\$ 75.00
LOC Enterprises LLC	\$ 551.25	\$ 551.25
Los Angeles Pierce College		\$ 500.00
LUCAS MARTINEZ		\$ 641.59
Luis J Rodriguez	\$ 2,000.00	\$ 2,000.00
M & S Technology Group, LLC (The Circle)	\$ 2,184.64	\$ 7,573.69
M&M Paper Co.	\$ 4,718.79	\$ 4,718.79
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS		\$ 41,538.15
Magic School, Inc	\$ 1,000.00	\$ 1,000.00
Marissa Dominguez		\$ 83.19
Mark Arthur	\$ 159.00	\$ 159.00
Mark S Nilan Sr.		\$ 400.00
Marta Franco		\$ 15.00
McCalla Company		\$ 8,048.23
Melissa Harr	\$ 75.00	\$ 75.00
Merit Oil Company	\$ 648.86	\$ 648.86
MHS Inc. (Multi-Health Systems)		\$ 1,425.00
Michael Jeff	\$ 1,000.00	\$ 1,000.00
Michelle A Buchanan		\$ 250.00
Mike Venarde	\$ 153.00	\$ 153.00
Mike Wagner	\$ 153.00	\$ 153.00
Mingyuan Gao		\$ 50.00
Morro Bay High School	\$ 600.00	\$ 600.00
Moxie Road, Inc (Five Star Painting of Woodland Hills)	\$ 4,740.00	\$ 118,025.00
Musical Theatre Competitions of America, LLC	\$ 15,729.49	\$ 15,729.49
Mutual of Omaha	\$ 1,838.25	\$ 4,029.75
N2Y LLC		\$ 9,814.87
Nathan Pena		\$ 50.00
Nettime Solutions LLC	\$ 600.00	\$ 600.00
Newbury Park High School	\$ 1,075.00	\$ 1,075.00
Newbury Park HS Wrestling Booster Club	\$ 400.00	\$ 400.00
Niche.com, Inc.		\$ 3,747.50

**El Camino Real Charter High School
Vendor YTD
September 2024**

Vendor Name	Sep 2024	YTD Total
Nicole Gamez		\$ 274.14
Niki Safaie		\$ 500.00
Numerically Automated Cutting Systems, LLC dba ShopSabre	\$ 69,756.28	\$ 69,756.28
Oak Park Unified School District	\$ 350.00	\$ 350.00
Old New York & Deli Bakery Co., Inc	\$ 197.00	\$ 3,747.83
ORACLE Enterprises	\$ 14,912.70	\$ 32,730.60
Patrick Carew		\$ 1,250.00
PenServ Plan Services	\$ 35,307.17	\$ 101,532.58
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 1,164.03	\$ 1,164.03
Picture Perfect Graphics	\$ 1,920.82	\$ 1,920.82
Piece of Mind Care Services	\$ 72,861.05	\$ 104,858.00
Pitney Bowes		\$ 16.51
PowerSchool Holdings LLC (PowerSchool Group LLC)		\$ 34,141.14
PPLSI	\$ 140.65	\$ 446.90
Prisila Canales		\$ 36.04
Project Lead The Way, Inc.	\$ 1,667.96	\$ 14,267.96
Purchase Power (Pitney Bowes)		\$ 2,138.31
Pyramid Pipe & Supply Co.		\$ 2,858.50
Quizizz Inc.		\$ 9,000.00
Ray Allen Holt	\$ 230.00	\$ 230.00
Respondus, Inc.		\$ 4,045.00
Richard Russell	\$ 219.89	\$ 410.59
Ridge Sports		\$ 8,430.00
Robert Neal Brannon		\$ 5,250.00
Robyn L Lyon		\$ 869.59
Rockler Companies, Inc.		\$ 3,198.03
Rosanna De Guia	\$ 153.00	\$ 153.00
Rosemead High School	\$ 400.00	\$ 400.00
Roth Staffing Companies, LP		\$ 1,430.58
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 5,225.00	\$ 15,675.00
Ryan Guinto		\$ 202.68
Sally Duffy		\$ 126.74
Sammy Batres	\$ -	\$ -
Samuel Crutcher	\$ 159.00	\$ 159.00
SCHEIB Pest Solutions inc		\$ 2,000.00
School Datebooks	\$ 1,052.40	\$ 4,668.68
School Pathways, LLC		\$ 4,783.33
School Services of California, Inc.		\$ 4,680.00
Scout Education Inc	\$ 207.16	\$ 99,834.20
Scott Billbruck		\$ 2,000.00
SCSBOA	\$ 1,750.00	\$ 1,750.00
Security Alarm Specialists, Inc.	\$ 84,408.65	\$ 184,647.45
Self Insured Schools of California	\$ 345,996.24	\$ 1,020,620.07
Sharet Garcia		\$ 1,100.00
Sharon Markenson		\$ 3,000.00
Shelley Mark		\$ 40.15
Sherwin Williams		\$ 3,033.28
Sideline Power, LLC		\$ 2,330.00
SkillsUSA, Inc.		\$ 3,375.00
SLSHOWTECH LLC	\$ 29,459.05	\$ 29,459.05

**El Camino Real Charter High School
Vendor YTD
September 2024**

Vendor Name	Sep 2024	YTD Total
Smart & Final	\$ 113.63	\$ 767.67
So Cal Resurfacing Inc		\$ 46,000.00
SoCalGas	\$ 20.64	\$ 64.54
Softchoice Corporation		\$ 22,094.76
Solutions TechNType Inc.		\$ 1,300.00
Spectrum Enterprise 7801	\$ 1,497.50	\$ 2,995.00
Splashtop Inc.		\$ 1,691.76
Sports Warehouse (Tennis Warehouse)	\$ 1,189.31	\$ 1,189.31
St. Moritz Security Services, Inc.	\$ 1,200.00	\$ 25,185.45
Stefanie Bero	\$ 400.92	\$ 400.92
Stephanie Franklin		\$ 2,212.77
Sterling Venue Ventures LLC (Canyon Club)	\$ 1,000.00	\$ 1,000.00
Steve Dances		\$ 50.00
Sweetwater Sound Inc.	\$ 9,373.16	\$ 87,690.24
Sylvia Yi	\$ 45.00	\$ 45.00
Telvin Griffin	\$ 90.00	\$ 90.00
Tennis Balls For Chairs		\$ 5,535.00
Texas Life Insurance Company	\$ 658.41	\$ 1,975.23
The Help Group-North Hills Prep School		\$ 14,318.78
The Home Depot Commercial Account	\$ 336.90	\$ 336.90
The Honor Cord Company		\$ 171.10
The Print Spot		\$ 2,538.75
The Shredders	\$ 374.00	\$ 626.00
T-Mobile US, Inc.	\$ 133.40	\$ 666.80
Tony Crittendon		\$ 140.00
Topanga Lumber & Hardware	\$ 2,606.70	\$ 2,606.70
Total Education Solutions (TES Therapy)		\$ 656.25
Touch Graphix, Inc.		\$ 3,942.00
Turnitin, LLC		\$ 39,861.57
Tyrone Clark		\$ 140.00
U.S Bank PARS Account #6746022400	\$ 529.02	\$ 6,161.80
UC Regents (UC Berkeley)		\$ 1,000.00
UC Regents (UCSB)		\$ 3,000.00
ULINE, INC.		\$ 1,929.16
UTLA	\$ 17,274.03	\$ 51,416.62
Valerie Kincaid		\$ 17.99
Valley High School and Learning Center, Inc.(Dubnoff School)	\$ 4,512.80	\$ 20,002.78
Varsity Tutors for Schools LLC	\$ 19,920.20	\$ 19,920.20
Verizon Wireless	\$ 836.22	\$ 836.22
Veronica Ocana	\$ 7,462.69	\$ 20,421.61
Vex Robotics, Inc		\$ 1,336.88
Victor Garay		\$ 49.99
Vincent Ramirez	\$ 159.00	\$ 159.00
Vista Higher Learning	\$ 17,493.89	\$ 17,493.89
Vista Paint Corporation	\$ 223.54	\$ 223.54
Wall Brothers Construction, Inc.		\$ 14,600.00
Walsworth Yearbooks	\$ 1,000.00	\$ 1,000.00
Wendi Green		\$ 106.00
Wes Charek (Wespower Electrical, Inc.)		\$ 38,258.48
Westlake High School		\$ 885.00

**El Camino Real Charter High School
Vendor YTD
September 2024**

Vendor Name	Sep 2024	YTD Total
WGY Solutions LLC		\$ 190,198.30
White's Studios, Inc.	\$ 952.65	\$ 952.65
William Wong	\$ 1,000.00	\$ 1,000.00
Winking Fox Production, LLC		\$ 2,175.36
WM Corporate services, INC	\$ 440.75	\$ 1,327.58
Zabrina Zahariades		\$ 699.60
Grand Total	\$ 1,986,732.28	\$ 5,481,437.05

Coversheet

Review and Vote on September 2024 Credit Card Statements

Section: III. Consent
Item: D. Review and Vote on September 2024 Credit Card Statements
Purpose: Vote
Submitted by:
Related Material: III.D - Credit Card - Sept 2024.pdf

Credit Card Charges - 8/25/24- 9/24/24

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2024/08/27	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$181.15	CTE	Instructional Supplies
2024/08/27	PO11529	ALLPAID*LOS ANGELES COUNT	SPED-Teacher Program	DAVID HUSSEY	G.Galadjian	\$800.00	Special Ed COP	Conference
2024/08/28	PO11636	YOUCANBOOK.ME	Calendar	DAVID HUSSEY	R GUINTO	\$134.40	General Technology	Subscriptions
2024/08/29	PO 00005	365 DISPOSAL AND RECYCLIN	Bin Rental	DAVID HUSSEY	R GUINTO	(\$500.00)	General Operations	Rentals
2024/09/02	PO 11563	WF *WAYFAIR4265030847	Furniture	DAVID HUSSEY	S BERO	\$160.95	Trust	Brett Schmitt Memorial
2024/09/02	PO11946	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$276.48	General Operations	Operations Supplies
2024/09/04	PO11942	PITNEY BOWES LEASING-S	Postage Machine	DAVID HUSSEY	D HUSSEY	\$215.64	General Operations	Operations Supplies
2024/09/04	PO11942	PITNEY BOWES LEASING-S	Postage Machine	DAVID HUSSEY	D HUSSEY	\$215.64	General Operations	Operations Supplies
2024/09/04	PO11942	PITNEY BOWES LEASING-S	Postage Machine	DAVID HUSSEY	D HUSSEY	\$36.05	General Operations	Operations Supplies
2024/09/04	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$438.62	CTE	Instructional Supplies
2024/09/05	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$57.40	CTE	Instructional Supplies
2024/09/07	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$320.83	CTE	Instructional Supplies
2024/09/06	PO 11731	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Training	DAVID HUSSEY	E LAREW	\$700.00	Special Ed COP	Conference
2024/09/06	PO11849	DISCOVERY SCIENCE CTR	Special Ed field trip	DAVID HUSSEY	M HARR	\$180.00	Special Education	Field Trip
2024/09/10	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$515.52	CTE	Instructional Supplies
2024/09/12	PO11149	SENNCO SOLUTIONS INC.	Tech Supplies	DAVID HUSSEY	J ADAMS	\$153.30	ESSER III	Tech Supplies
2024/09/12	PO 11697	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Training	DAVID HUSSEY	E LAREW	\$700.00	Special Ed COP	Conference
2024/09/13	PO 11739	2024 CA PBIS CONFERENC	PBIS Training	DAVID HUSSEY	S BERO	\$1,350.00	Anti-Bias	Conference
2024/09/14	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$419.12	CTE	Instructional Supplies
2024/09/13	PO 00009	FIVERR *	board meeting transcription	DAVID HUSSEY	R GUINTO	\$61.03	General Operations	Non Instructional Consulting
2024/09/16	PO11946	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$276.48	General Operations	Operations Supplies
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$206.95)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$164.22)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$24.96)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$141.25)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$23.81)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$26.79)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$130.31)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$392.02)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$24.03)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$20.78)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$1,311.82)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$90.20)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$65.60)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$54.58)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$41.57)	Prop 28- Arts Music	Instructional Materials
2024/09/16	PO11058	THE HOME DEPOT #1070	Drama-Stage Equipment	DAVID HUSSEY	H HUSTON	(\$45.95)	Prop 28- Arts Music	Instructional Materials
2024/09/17	PO11945	YOUNG, MINNEY & CORR	Confilct of Interest Training	DAVID HUSSEY	D HUSSEY	\$75.00	General Operations	Conference
2024/09/19	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$468.94	CTE	Instructional Supplies
2024/09/19	PO11799	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Training	DAVID HUSSEY	E LAREW	\$700.00	Special Ed COP	Conference
2024/09/23	PO11786	KINDERMATS	Sensory equipment	DAVID HUSSEY	M HARR	\$69.99	Special Education	Instructional Supplies

Credit Card Charges - 8/25/24- 9/24/24

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2024/09/23	PO11718	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Training	DAVID HUSSEY	E LAREW	\$700.00	Special Ed COP	Conference
2024/09/23	PO11739	SOUTHWES 5262563269466	PBIS Training	DAVID HUSSEY	A.CARTER	\$1,019.85	Anti-Bias	Conference
					HUSSEY TOTAL	\$ 6,961.55		
2024/09/05	PO 11446	NYLAS	Communications platform	GREGORY WOOD	R GUIINTO	\$495.78	Lottery Unrestricted	Subscriptions
2024/09/11	PO11731	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Training	GREGORY WOOD	E LAREW	\$700.00	Special Ed COP	Conference
2024/09/12	PO 11447	MAILCHIMP	Email blast	GREGORY WOOD	R GUIINTO	\$410.00	Lottery Unrestricted	Subscriptions
2024/09/16	PO 00008	DIGICERT	TLS/SSL Certificate	GREGORY WOOD	R GUIINTO	\$916.00	General Technology	Subscriptions
2024/09/19	PO11784	SWA*GP_DEPST5264253945915	ACADECA DEPOSIT	GREGORY WOOD	S.FRANKLIN	\$600.00	General Academic - Scholastic Group	Conference
2024/09/20	po11795	SCHOOL SERVICES OF CALIFO	Governor's workshop conference	GREGORY WOOD	G WOOD	\$1,020.00	General Operations	Conference
2024/09/22	po11944	DELTA BY MARRIOTT	Yearbook Camp	GREGORY WOOD	K.Conte	\$325.82	General Academic - Scholastic Group	Conference
2024/09/22	po11944	DELTA BY MARRIOTT	Yearbook Camp	GREGORY WOOD	K.Conte	\$325.82	General Academic - Scholastic Group	Conference
2024/09/22	po11944	DELTA BY MARRIOTT	Yearbook Camp	GREGORY WOOD	K.Conte	\$325.82	General Academic - Scholastic Group	Conference
					WOOD TOTAL	\$ 5,119.24		
					Previous Balance	\$ 93,928.64		
					Monthly Total	\$ 5,119.24		
					Payments	\$ (57,830.89)		
					Statement Total	\$ 41,216.99		



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 09-25-2024
AMOUNT DUE \$47,471.72
NEW BALANCE \$47,471.72
PAYMENT DUE ON RECEIPT

000002407 01 SP 106481139953970 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
\$

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

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

4866914555526539 004747172 004747172

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	\$68,206.38	\$15,345.63	\$0.00	\$0.00	\$0.00	\$3,264.84	\$32,815.45	\$47,471.72

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-23	09-23	74798264267426700017278	PAYMENT-THANK YOU Q	32,815.45 PY
				\$32,815.45CR

NEW ACTIVITY

DAVID HUSSEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$3,264.84	\$10,226.39	\$0.00	\$6,961.55

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-28	08-27	24231684240070799049221	SMARTANDFINAL 324 510-851-8548 CA	181.15
08-28	08-27	24906414240207744540138	ALLPAID*LOS ANGELES COUNT 888-6047888 CA	800.00
08-29	08-28	74208474241500007182066	YOU CAN BOOK ME BEDFORD	134.40
09-02	08-29	74013394242006569005418	365 DISPOSAL AND RECYCLIN SUN VALLEY CA	500.00 CR
09-02	09-02	24036294246744209680168	WF *WAYFAIR4265030847 866-263-8325 MA	160.95

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE 09/25/24
DISPUTED AMOUNT .00

PREVIOUS BALANCE	68,206.38
PURCHASES & OTHER CHARGES	15,345.63
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	3,264.84
PAYMENTS	32,815.45
ACCOUNT BALANCE	47,471.72

AMOUNT DUE

47,471.72

SEND BILLING INQUIRIES TO:

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



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 09-25-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-02	09-02	24692164246100970236500	AGUAVIDA PREMIUM WATER 747-444-9637 CA	276.48
09-05	09-04	24088664248208337656903	PITNEY BOWES LEASING-S 844-2566444 CT	215.64
09-05	09-04	24088664248208337955156	PITNEY BOWES LEASING-S 844-2566444 CT	215.64
09-05	09-04	24088664248208337991540	PITNEY BOWES LEASING-S 844-2566444 CT	36.05
09-05	09-04	24231684248078670090109	SMARTANDFINAL 324 510-851-8548 CA	438.62
09-06	09-05	24231684249079660280253	SMARTANDFINAL 324 510-851-8548 CA	57.40
09-09	09-07	24231684251081748046297	SMARTANDFINAL 324 510-851-8548 CA	320.83
09-09	09-06	24493984251024500790022	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	700.00
09-09	09-06	24692164250104667952885	DISCOVERY SCIENCE CTR 714-542-2823 CA	180.00
09-11	09-10	24231684254084588236165	SMARTANDFINAL 324 510-851-8548 CA	515.52
09-12	09-12	24692164256109312298299	SENNCO SOLUTIONS INC. 815-577-3400 IL	153.30
09-13	09-12	24493984257026331715973	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	700.00
09-16	09-13	24011344258000061078612	2024 CA PBIS CONFERENC TNEILSEN@PLAC CA	1,350.00
09-16	09-14	24231684258088686080843	SMARTANDFINAL 324 510-851-8548 CA	419.12
09-16	09-13	24492154257713064297300	FIVERR * 954-368-2267 NY	61.03
09-16	09-16	24692164260102769220001	AGUAVIDA PREMIUM WATER 747-444-9637 CA	276.48
09-18	09-16	74943014261010200757762	THE HOME DEPOT #1070 WEST HILLS CA	206.95 CR
09-18	09-16	74943014261010200757770	THE HOME DEPOT #1070 WEST HILLS CA	164.22 CR
09-18	09-16	74943014261010200757788	THE HOME DEPOT #1070 WEST HILLS CA	24.96 CR
09-18	09-16	74943014261010200757796	THE HOME DEPOT #1070 WEST HILLS CA	141.25 CR
09-18	09-16	74943014261010200757804	THE HOME DEPOT #1070 WEST HILLS CA	23.81 CR
09-18	09-16	74943014261010200757812	THE HOME DEPOT #1070 WEST HILLS CA	26.79 CR
09-18	09-16	74943014261010200757838	THE HOME DEPOT #1070 WEST HILLS CA	130.31 CR
09-18	09-16	74943014261010200757846	THE HOME DEPOT #1070 WEST HILLS CA	392.02 CR
09-18	09-16	74943014261010200757853	THE HOME DEPOT #1070 WEST HILLS CA	24.03 CR
09-18	09-16	74943014261010200757861	THE HOME DEPOT #1070 WEST HILLS CA	20.78 CR
09-18	09-16	74943014261010200757879	THE HOME DEPOT #1070 WEST HILLS CA	1,311.82 CR
09-18	09-16	74943014261010200757911	THE HOME DEPOT #1070 WEST HILLS CA	90.20 CR
09-18	09-16	74943014261010200757929	THE HOME DEPOT #1070 WEST HILLS CA	65.60 CR
09-18	09-16	74943014261010200757945	THE HOME DEPOT #1070 WEST HILLS CA	54.58 CR
09-18	09-16	74943014261010200757952	THE HOME DEPOT #1070 WEST HILLS CA	41.57 CR
09-18	09-16	74943014261010200757960	THE HOME DEPOT #1070 WEST HILLS CA	45.95 CR
09-18	09-17	24064664262000006631807	YOUNG, MINNEY & CORR WWW.YMCLEGAL. CA	75.00
09-20	09-19	24231684263093566024047	SMARTANDFINAL 324 510-851-8548 CA	468.94
09-20	09-19	24493984264028521699604	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	700.00
09-24	09-23	24011344268000021312620	KINDERMATS HTTPSKINDERMA MN	69.99
09-24	09-23	24493984268029740650689	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	700.00
09-25	09-23	24692164268100155087168	SOUTHWES 5262563269466 800-435-9792 TX YEDOR/ALYSON 10-09-24 BUR WN P SMF WN P BUR	1,019.85

GREGORY WOOD

CREDITS
\$0.00

PURCHASES
\$5,119.24

CASH ADV
\$0.00

TOTAL ACTIVITY
\$5,119.24

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	24011344250000020733347	NYLAS NYLAS.COM CA	495.78
09-12	09-11	24493984256026004650847	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	700.00
09-13	09-12	24793384256000705203073	MAILCHIMP 678-9990141 GA	410.00
09-18	09-16	24121574261510093604635	DIGICERT 801-7019681 UT	916.00
09-23	09-19	24692164264106703393325	SWA*GP_DEPST5264253945915 800-435-9792 TX SAMUELS/RILEY 0-0-0	600.00
09-23	09-20	24717054264292645961082	SCHOOL SERVICES OF CALIFO 916-4467517 CA	1,020.00
09-24	09-22	24692164267109230755179	DELTA BY MARRIOTT GARDEN GROVE CA 747249 ARRIVAL: 09-20-24	325.82
09-24	09-22	24692164267109230755187	DELTA BY MARRIOTT GARDEN GROVE CA 747250 ARRIVAL: 09-20-24	325.82
09-24	09-22	24692164267109230755195	DELTA BY MARRIOTT GARDEN GROVE CA 747253 ARRIVAL: 09-20-24	325.82



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 09-25-2024

Department: 00000 Total:	\$12,080.79
Division: 00000 Total:	\$12,080.79

Coversheet

Investment Update September 2024

Section: IV. Investment
Item: A. Investment Update September 2024
Purpose: Discuss
Submitted by:
Related Material: IV.A- Month 2 ADA Updates.pdf
IV.A - Investment Update September 2024.pdf

ECRCHS 2024-2025 MONTHLY ENROLLMENT AND ADA

Enrollment

2024-2025

	# of Days		
2024-2025	18	19	37
2023-2024	17	19	
	Month 1	Month 2	

Current Year	2,945	2,950	5,895
Prior Year	3,166	3,167	
Difference	(221)	(217)	

-

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ADA

Current Year	50,125	51,160	101,285	
Independent Study	1,708	2,097		YTD ADA %
				92.9%
ADA (per month)	2,784.72	2,692.63	2,737.43	
ADA (per month-P/Year)	3,036.00	2,978.00	3,005.39	
ADA %	94.6%	91.3%	2,731.00	2024-25 Budget

By Grade Level			
2024-2025	9th	656	660
	10th	693	695
	11th	776	776
	12th	820	819
	Enrollment	2,945	2,950

Coversheet

Financial Update September 2024

Section: V. Finance
Item: A. Financial Update September 2024
Purpose: Discuss
Submitted by:
Related Material: V.A - Cafe Update Sept 2024_revised.pdf

**ECRCHS Cafeteria
Financial Summary
SY 2025**

Beginning Balance	\$	198,728.80						
# of Serving Days		13	14	20	34			
# of Instructional Days		13	14	20	180			
Month	July-24	August-24	September-24	FY 2025				
Students Approved for FRPM	1,575	1,385	1,450	1,450				
Breakfast Count	357	11,914	19,605	31,519				
Lunch Count	3,160	16,334	23,888	40,222				
Total Meals Served	3,517	28,248	43,493	71,741				
Avg. Meals/Day 24-25	-	2,018	2,175	2,110				
Avg Meals/Day 23-24	-	1,874	2,226	2,050				
				2.91%				
REVENUE:								
Federal Reimbursement	\$	7,042	\$	47,123	\$	73,538	\$	127,702
State Reimbursement	\$	11,531	\$	82,598	\$	123,480	\$	217,608
Total CNIPS Claim	\$	18,572	\$	129,721	\$	197,017	\$	345,310
Snacks/Seconds	\$	368.50	\$	3,230.00	\$	2,911	\$	6,510
Adult Meals			\$	847.50	\$	445	\$	1,293
Total A La Carte	\$	368.50	\$	4,077.50	\$	3,356.25	\$	7,802
Total Revenue	\$	18,941	\$	133,798	\$	200,374	\$	353,113
EXPENSES:								
Chartwells - Food Cost (54%)	\$	8,277.09	\$	58,111.53	\$	87,274.04	\$	153,663
Chartwells - Labor Cost (46%)	\$	7,050.86	\$	49,502.41	\$	74,344.55	\$	130,898
Chartwells Invoice -Gross	\$	15,327.95	\$	107,614	\$	161,619	\$	284,560
Commodities Credit			\$	(8,453)			\$	(8,453)
Chartwells Invoice-NET	\$	15,327.95	\$	99,160.54	\$	161,619	\$	276,107
FDP/USDA - Food Shipping Invoice							\$	-
Salary Expense			\$	2,951	\$	3,510	\$	6,460
Other Expense (repairs/operations)							\$	-
Total Expense (Before Investements)	\$	15,328	\$	102,111	\$	165,128	\$	282,567
Net Gain/Loss - Before Investments	\$	3,613	\$	11,123	\$	35,245	\$	70,545
Net Per Meal (before investments)		1.03	\$	0.39	\$	0.81		
Cafeteria Infrastructure Investments			\$	20,564			\$	20,564
Total Expense (w/investments)	\$	15,328	\$	122,675	\$	165,128	\$	303,131
Net Gain/Loss - After Investments	\$	3,613	\$	11,123	\$	35,245	\$	49,982
Net Per Meal (after investments)		1.03		0.39		0.81		

Coversheet

Discuss on the status of the ECRCHS CARES and ESSER Funds

Section: V. Finance
Item: B. Discuss on the status of the ECRCHS CARES and ESSER Funds
Purpose: Discuss
Submitted by:
Related Material: V.B - CARES Act Updates 9-30-24_1.pdf

El Camino Real Charter High School
CARES Act Reporting
At 9/30/24

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
ESSER III	3213	\$ 2,193,920.00	\$ 2,193,920.00	\$ -	9/30/2024
ESSER III - 20% reserve for learning loss	3214	\$ 548,480.00	\$ 548,480.00	\$ -	9/30/2024
ESSER III - State Reserve	3218	\$ 230,580.00	\$ 230,580.00	\$ -	9/30/2024
ESSER III - State reserve for Learning Loss	3219	\$ 397,480.00	\$ 397,480.00	\$ -	9/30/2024
In- Person Instruction Grant	7422	\$ 1,047,801.00	\$ 1,047,801.00	\$ -	9/30/2024
ELO Grant	7425	\$ 1,099,410.00	\$ 1,099,410.00	\$ -	9/30/2024
ELO Grant (10% for Paraprofessionals)	7426	\$ 239,929.00	\$ 239,929.00	\$ -	9/30/2024
Educator Effectivness Block Grant	6266	\$ 591,871.00	\$ 359,944.49	\$ 231,926.51	6/30/2026
Arts, Music, & Instructional Materials Discretionary					
Block Grant	6762	\$ 2,176,757.00	\$ 168,812.84	\$ 2,007,944.16	6/30/2026
A-G Completion Grant: Access/Success	7412	\$ 345,050.00	\$ 95,329.64	\$ 249,720.36	6/30/2026
A-G Completion Grant: Learning Loss Mitigation	7413	\$ 129,358.00	\$ -	\$ 129,358.00	6/30/2026
Learning Recovery Emergency Block Grant	7435	\$ 2,702,302.00	\$ 91,834.96	\$ 2,610,467.04	6/30/2028
Totals		\$ 13,817,199.00	\$ 8,587,782.93	\$ 5,229,416.07	

Coversheet

Discussion of ECRCHS' Fiscal Policies and Procedures

Section: V. Finance
Item: C. Discussion of ECRCHS' Fiscal Policies and Procedures
Purpose: Discuss
Submitted by:
Related Material: V.C - 2023 -2024ECR Fiscal Policies & Procedures - revised 10.19.23.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved & Effective: October 19, 2023

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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 & Compliance (“DHRC”) 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 appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent from ECRA.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Administrative Director

Record Transactions

- Accounting staff (non-senior)

Reconcile Transactions

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

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Director-Human Resources & Compliance (DHRC) –
- Back-office Services Provider - Recording, Reconciling and Reporting
- Administrative Director – Purchase Approver, Reviewing Budgets

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Director of Finance & Accounting - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Accountants - Recording, Purchasing, and Custody

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 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.

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.

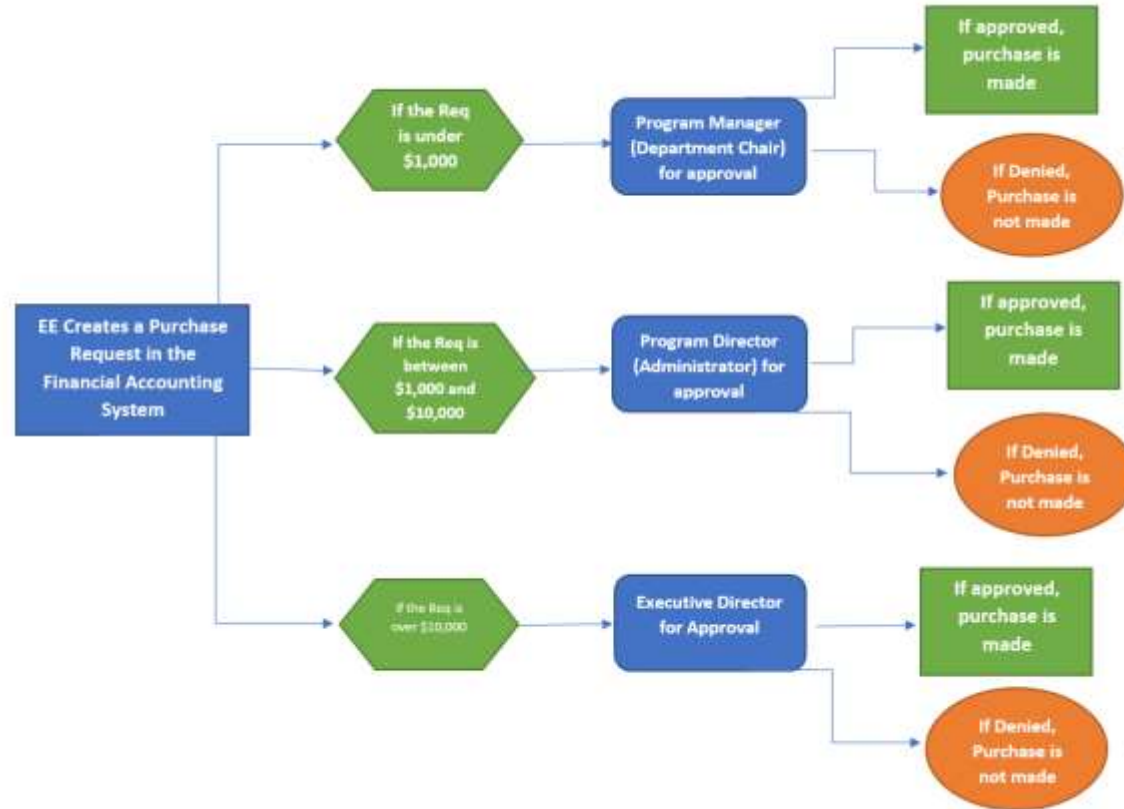
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

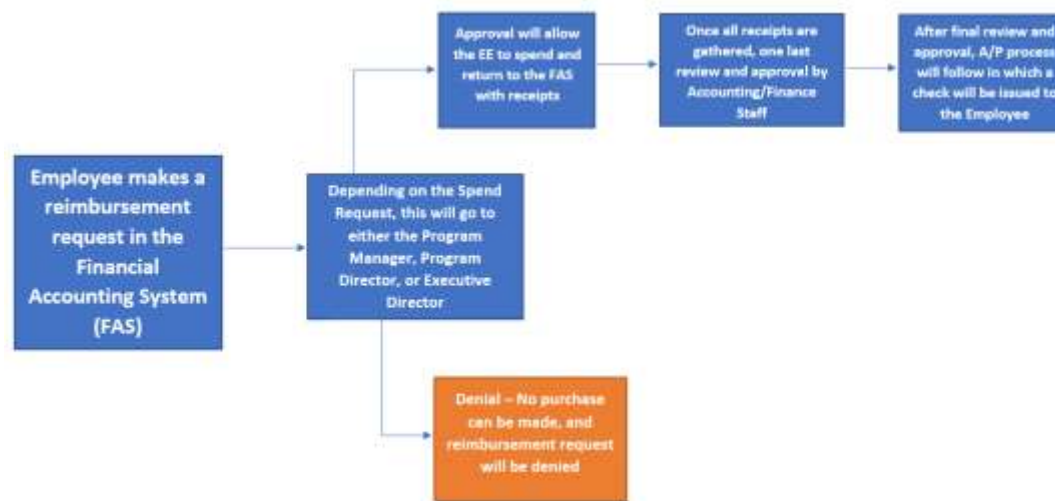
- Purchases done through the Financial Accounting System involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager (Dept. Chairs) for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors (Administrators).
 - Anything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



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.

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

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

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

6. **Non-reimbursable Expenses**

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

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

Reimbursements – Digital Payments

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

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

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

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

Personal Use of School Items

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

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

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 Administrative Director 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 (next level Administrator or Executive Director)** with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. All expenses must be pre-approved prior to travel for an event or meeting through the Financial accounting system 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. Per diem rates do not apply to one day/same day conferences.
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. 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).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
 - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

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

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

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

Tuition Costs for BTSA

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

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

Professional Dues and Costs

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

Student Awards

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

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
4. ECRA issues Scholarships for various types of academic achievement. Scholarship winners will complete a scholarship award form indicating which College/University the scholarship check gets issued and mailed to. See form in the appendix.

Policy for Use of Credit Cards

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

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of **November 7, 2022**:
 - a. Lowes for Woodshop, Drama, and Building and Grounds
 - 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. **Credit card points accrued by ECRA employees using ECRA’s credit cards are the property of ECRA. Cash Rewards program paid Quarterly**

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

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

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

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

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

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

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

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 unbudgeted purchases over \$100,000 must be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost¹ for comparable

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

goods or services. 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. Employee 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):
 - Annual Bid limit under Public Contract Code § 20111(a) for 2022 is \$99,100 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.
 - Must obtain at minimum 3 quotes/bids from vendors
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, **DHRC**, and the CBO prior to the commencement of services.

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

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

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

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

Deliverables / Data / Proprietary Rights

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

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

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

Donations and Fundraising

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

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

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

Supplies

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

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

Professional Development

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

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

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

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.”

ACCOUNTS RECEIVABLE

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

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 DHRC 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 & Back-office provider (as applicable) will prepare the annual financial budget for approval by the Board.
2. Director of Finance & Accounting & Back-office provider (as applicable) will submit a monthly balance sheet and monthly revenue and expense summaries to the CBO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. Director of Finance & Back-office provider (as applicable) 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 & Back office provider (as applicable) will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The CBO will have responsibility for all operations and activities related to financial management.

Insurance

1. The CBO and DHRC to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the DHRC will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The DHRC 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

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

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

APPENDIX IV – PURCHASE REQUEST FORM

Coversheet

Discussion and Vote on 2024-2025 Comprehensive School Safety Plan

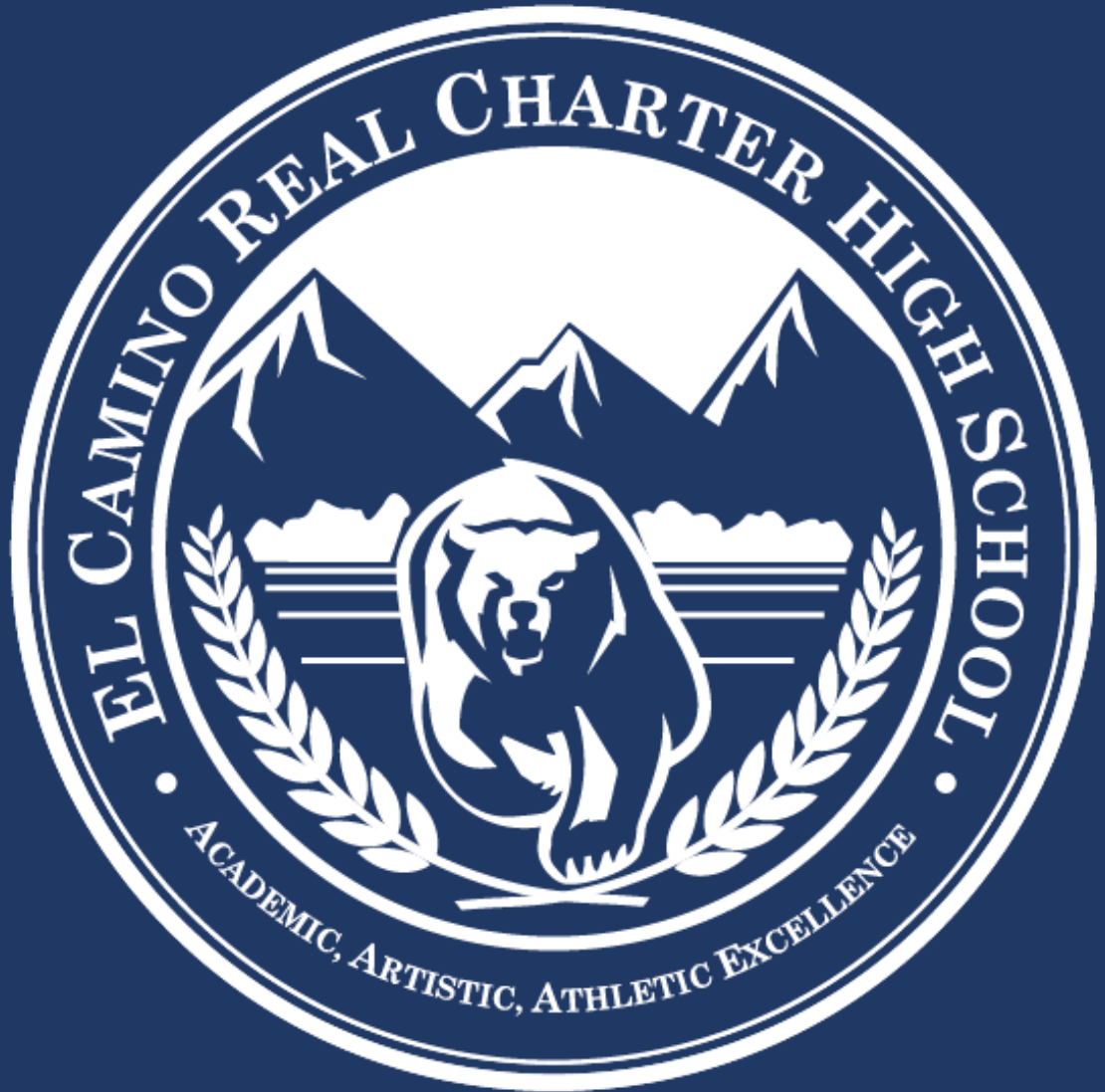
Section: VI. School Business
Item: A. Discussion and Vote on 2024-2025 Comprehensive School Safety Plan
Purpose: Vote
Submitted by:
Related Material: 24-25 safety plan updates.pdf
Comprehensive School Safety Plan 24-25.pdf

24-25 safety plan updates

1. Page 5: School Safety Committee Roster
 - a. Updated personnel
2. Page 6-7: Review of 2023-2024 Goals
3. Page 8: Goals for 2024-2025
4. Page 9: Assessment of School Safety
5. Page 55-56: Lockdown Drill procedures
 - a. Added "Section 2d. Additional Information" section to reflect new ed code requirements.
6. Page 59-67: Emergency Operations Plan
 - a. Updated personnel

EL CAMINO REAL CHARTER HIGH SCHOOL

COMPREHENSIVE SCHOOL SAFETY PLAN



HOME OF ACADEMIC, ARTISTIC, AND
ATHLETIC EXCELLENCE

2024-2025

WOODLAND HILLS, CA 91367

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Introduction

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

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

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

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

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

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

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

School Safety Committee

Members

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

School Safety Committee 2024-2025	
David Hussey	Executive Director
Jason Camp	Administrative Director
Dean Bennett	Administrative Director
Officer Carpio	School Police Officer
Angel Lerma	Dean of Students
Alison Yedor	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Carlos Monroy	Teacher/Union Representative
Gabi Franco	Staff/AFSCME Representative
Vania Rodriguez	Director of Human Resources
Marissa Dominguez	Human Resources Specialist
TBD	Parent Representative
Aaron Sanfir	Student Representative
Dylan Barajas	Student Representative

Mission Statement

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

Vision Statement

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

Review of 2023-2024 Goals

Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	In addition to the current Student Council posters, positive messages and/or student information will be displayed on main hallway and cafeteria monitors and on permanent hallway signage.	Responsible Office(s)
		Technology and AP Offices
		Timeline for Implementation
		Fall 2023
Activity 1-2	We will reinstate the former “On the Spot Recognition” program. Students will receive this certification for personal growth recognized by staff members. Additionally, this program will be expanded to include periodic drawings and other incentives.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2024
Activity 1-3	Continue to create and post positive behavioral expectations for students.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2024

Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Responsible Office(s)
		AP Office
		Timeline for Implementation
		Spring 2024
Activity 2-2	Continue with next phase of rebranding/remodeling logos/designs to include the marquee, monument sign, and front of school.	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2024
Goal 2-2	Increase/update school safety features.	
Activity 2-3	Increase number of security cameras on campus and add vaping sensors to restrooms	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2024

Goal 1-1

- Activity 1-1: The technology staff uses the main hallway monitors to display a variety of information including school features on television (KTLA, The View, Jimmy Kimmel), program showcases (AcaDeca, Engineering), upcoming school activities, senior events, tutoring, and school-based resources (tutoring, Wellness Center)
- Activity 1-2: We did not reinstate this program, but two different teacher recognition programs started last year (Roy the Bear, UTLA).
- Activity 1-3: Posters are in all classrooms, offices, and hallways. Some outdoor spaces have posters as well (cafeteria area).

Goal 2-1

- Activity 2-1: We did not implement a clean-up day in Spring 2024.
- Activity 2-2: This is still in the planning/approval stage. The marquee and front of the school have not received this upgrade yet and the monument sign project hasn't begun.

Goal 2-2

- Activity 2-3: This was completed last year. Vaping sensors are in all restrooms and we upgraded existing cameras and added new ones to bring the total to 70 cameras on campus.

Goals for 2024-2025

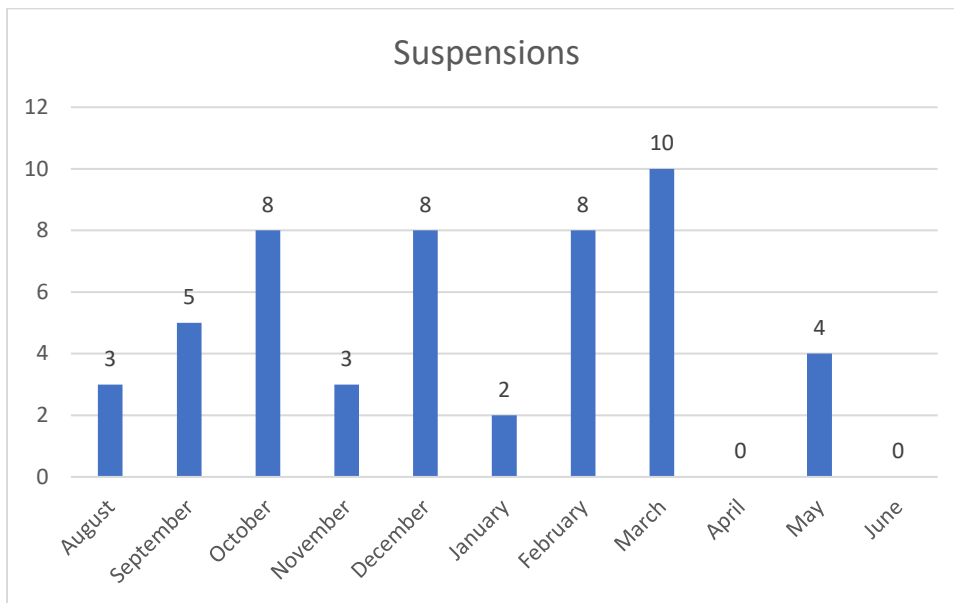
Component 1: People and Programs - Create a Caring and Connected School Climate		
Goal 1-1	ECR will participate in activities to create a positive and nurturing environment for our school community.	
Activity 1-1	Add student events, student accomplishments, tutoring opportunities, and other relevant (to students) information to the hallway monitors.	Responsible Office(s)
		Marketing
		Timeline for Implementation
		Fall 2024
Activity 1-2	We will reinstate the former “On the Spot Recognition” program. Students will receive this certification for personal growth recognized by staff members. Additionally, this program will be expanded to include periodic drawings and other incentives.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2025
Activity 1-3	Using a variety of media, more frequently update students about the PBIS school expectations and implement a reward system for positive behaviors.	Responsible Office(s)
		PBIS Committee
		Timeline for Implementation
		Spring 2025

Component 2: Place - Create a Physical Environment that Communicates Respect for Learning and for Individuals		
Goal 2-1	ECR will participate in activities to clean and beautify the campus to make it more inviting for the school community.	
Activity 2-1	Community Clean-Up Days	Responsible Office(s)
		Deans Office (with Student Council)
		Timeline for Implementation
		Spring 2025
Activity 2-2	Continue with next phase of rebranding/remodeling/designs.	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2025
Goal 2-2	Increase/update school safety features.	
Activity 2-3	Install outdoor signs to buildings that indicate what building it is (ex. C Hallway).	Responsible Office(s)
		Chief Operations Officer
		Timeline for Implementation
		Spring 2025

Assessment of School Safety

Discipline Data

In the 2023-2024 school year, 43 students were suspended a total of 51 times. This was an average of 4.6 suspensions per month with a high of 10 suspensions in March. The most common reason for suspension (44%) was “fighting”. There were no expulsions in 2023-2024.



School Survey

In an October 2023 student survey, 59% of students reported they felt somewhat or very safe at school and 39% felt the school can do more to increase safety. In the parent survey, 75% reported that they felt somewhat or very safe at ECR although 63% felt the school can do more to increase safety.

Child Abuse Reporting Procedures

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

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

Suspension and Expulsion Policies

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

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

Enumerated Offenses

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

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

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

electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

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

the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Dean or designee's concurrence.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In-School Suspension

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

Out-of-School Suspension

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

Suspension Procedures

Suspensions shall be initiated according to the following procedures:

Conference

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

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

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

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

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

Notice to Parents/Guardians

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

Suspension Time Limits/Recommendation for Placement/Expulsion

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

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

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

Expulsion Procedures

Authority to Expel

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

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

Hearing Procedures

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

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

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

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

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

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

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

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

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

Record of Hearing

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

Presentation of Evidence

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

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

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

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

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

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

Written Notice to Expel

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

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

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

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

Disciplinary Records

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

Right to Appeal

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

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

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

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

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

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

Closed session

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

Evidence admissible at hearing

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

Scope of review

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

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

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

Decision of the Board

The decision of the Board shall be limited as follows:

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

Expelled Pupils/Alternative Education

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedures to Notify Teachers of Dangerous Pupils

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

Nondiscrimination Statement

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

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

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

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

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

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

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

Sexual Harassment Policy

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

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

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

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

Dress Code

Dress Code Philosophy:

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

Our values are:

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

Our student dress code is designed to accomplish several goals:

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

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference violence and weapons, alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

The school's dress code was most recently revised in January 2020 and includes prohibitions related to gang-related apparel.

1. Students must wear a shirt with straps or sleeves with opaque fabric covering the student's front, back, sides under the arms and midriff/stomach.
 - 1.a) Strapless tops/dresses may not be worn at school, even if an undergarment is underneath the top. Tank tops are allowed.
 - 1.b) Hoodie sweatshirts are allowed but the student's full face must be visible at all times.
 - 1.c) All tops must be worn such that private parts, belly buttons, midriffs, and back areas are covered with opaque material.
 - 1.d) Tops may not reveal visible undergarment, though waistbands or straps on undergarments worn under clothes are allowed to be seen.
 - 1.e) Tops intended as an undergarment (such as bralette, sport bras and the like) must be covered by an opaque top.
 - 1.f) Swimwear, leotards or unitards may not be worn to school except as required for athletic practice or performance.
 - 1.g) Pajamas/sleepwear may not be worn except for a spirit day theme. Students may not wear a robe or a blanket while at school except for a spirit day theme.
2. Students must wear pants or the equivalent (i.e. jeans, shorts, skirts, dresses, sweatpants, yoga pants or leggings) of a reasonable length to ensure buttocks and private parts are fully covered.
 - 2.a) Ripped jeans must not allow undergarments or private parts, including any part of the butt, to be visible at any time.

- 2.b) Pants, or the equivalent, may not reveal/expose undergarments or private parts.
3. Students must wear shoes.
 - 3.a) House shoes or slippers may not be worn to school, except as part of a spirit day theme.
4. Headwear may be worn at school. This includes religious coverings.
 - 4.a) Hats must face straight forward or straight backwards.
 - 4.b) Headwear may not cover a student's face or ears, except as permitted for religious purposes.
 - 4.c) Headwear must not interfere with the line of sight of the student or staff.
5. Body parts that are supposed to be covered by tops or bottoms must not be exposed by movements of the body (bending over, sitting, raising of arms, walking up/down stairs, etc.).
6. No clothing may be worn that includes images or language that creates a hostile or intimidating environment based on any protected class or groups, including hate speech, profanity and/or pornography.
7. No clothing may be worn that includes images or language that depicts violence, drugs, alcohol, weapons of any kind, any illegal item or activity and/or nude/exposed bodies.
8. No clothing or jewelry may be worn or displayed that incorporates symbols or colors that can reasonably interpreted as gang-affiliated.
9. Accessories that could be considered dangerous or could be used as a weapon may not be worn at school. This includes chains, intended for a wallet, longer than 6 inches.

Students wearing clothing that violates this Dress Code may be asked to put on suitable alternative clothing. If the student does not have suitable alternative clothing, the school may, at its discretion:

- Provide the student with suitable clothing to wear the rest of the school day; or
- Have the student obtain suitable clothing from home; or
- Have the student do school work in a designated area in the Dean's office until suitable clothing is provided or until the end of the student's school day.

Procedures for Safe Ingress and Egress

The following map and information outline information for safe ingress and egress from El Camino Real Charter High School.

Student drop-off and pick-up

In the morning, students can enter campus through one of six entrances (marked with red arrows on the map). Student parking is limited and students end up parking on the streets that border the school (Mariano, Manton, Burbank, Valley Circle) and in the neighborhood on surrounding streets. Parent drop-off of students (marked with blue arrows on the map) generally occurs in the front of school on Valley Circle Blvd., in the Upper Student Parking Lot, at the Dolorosa Gate along Manton Ave, and at the Reunion Gate on Burbank Blvd.

At the end of school, students are able to exit campus through the same six entrance points they used in the morning. Parent pick-up of students also occurs at the same points as in the morning.

Campus Safety Officers are posted at all the entrance/exit points before and after school. Additionally, a Campus Safety Officer is posted at the entrance to the Staff Parking Lot to ensure that students can safely cross the entrance, that parents don't enter to drop off students, and that staff members can safely and efficiently enter the parking lot.



- Student drop-off and pick-up points
- Student entrance and exit points

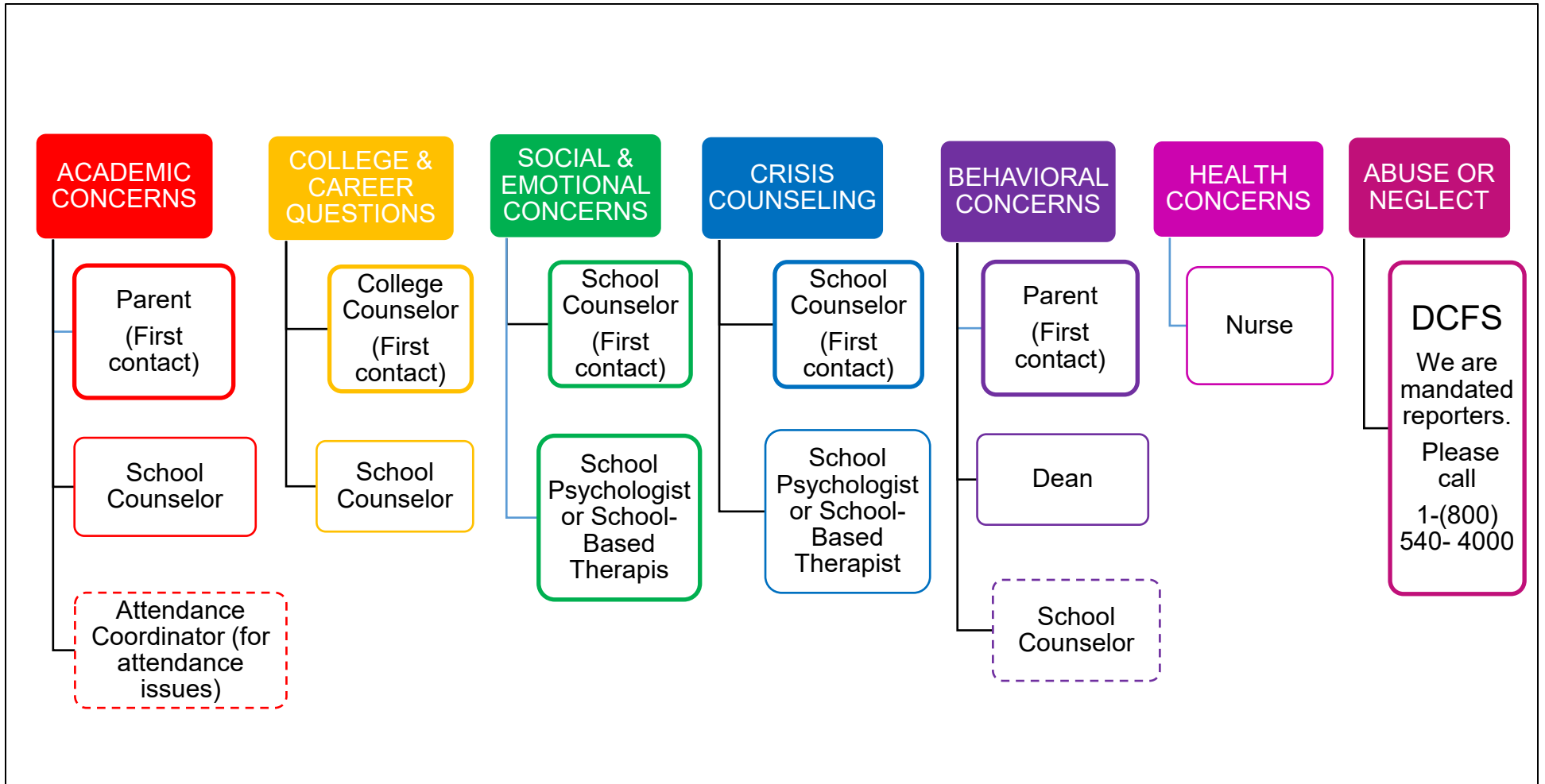
Policies and Procedures Enacted to Maintain a Safe and Orderly Environment

General Procedures

- During the school day, the lobby is the only pedestrian entrance to the school and is manned by one or two campus safety officers
- The remaining exit doors are locked on the outside and are guarded by campus safety officers.
- Visitors must sign in at the security desk in the lobby to obtain a visitors' pass. The pass includes the visitor's driver's license picture and the license is run through a child predator background check.
- There is an average of 12 campus safety officers working during school hours. Additionally, campus safety officers are present from 6:45am to 5:00pm.
- Administration, plant managers, and the custodial staff work to maintain safe facilities conditions at all times and respond quickly to any unsafe conditions that arise.
- The school contracts with LAUSD to provide a full-time school police officer on campus.
- The school also contracts with LAUSD for maintenance needs.
- The Deans Office staff work well with the student population and uses a tiered intervention and support program to address discipline issues.
- The School Psychologists, counselors, and school-based therapists all work to meet the emotional needs of our students. The school-based therapists are on campus every day.
- The school runs a variety of emergency drills throughout the year including fire, earthquake, lock down, shelter-in-place, and drop-cover-hold.
- The school maintains emergency supplies, food, and water. Additionally, each classroom has a lockdown kit.
- Random locker searches and random classroom metal detection checks are conducted daily.
- The school's computer firewall monitors student web searches, limits their ability to reach certain sites, and notifies the technology staff if certain key words are used.
- The flowchart on the following page shows El Camino's general plan to address student needs. Teachers have access to an online intervention and referral form to ensure that students receive the help they need.

EL CAMINO REAL CHARTER HIGH SCHOOL

STUDENT SUPPORT AND REFERRAL FLOWCHART



Visitors to Campus Policy

All campus visitors must have the consent and approval of the Executive Director/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Executive Director has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Absent exigent circumstances, parents wishing to visit their child's classroom are required to make prior arrangements with the teacher at least 24 hours in advance. All visitors must check in at the Front Desk and obtain a visitor's pass. Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Bullying and Hazing Policy

ECRCHS is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing, or any behavior that infringes on the safety and well-being of students and/or employees, or interferes with learning or teaching. The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, direct, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying (see above). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. Report bullying behavior to a trusted adult.

The school's Title IX / Bullying Complaint managers are: Marissa Domingues, Human Resources; Emilie Larew, Administrative Director; and Dean Bennett, Administrative Director.

Canine Search Program

Periodically, specially trained dogs visit the campus to detect the presence of drugs in lockers and classrooms.

School officials, including campus security or school police/resource officers, may use trained detection dogs in inspections for illegal, unauthorized or contraband materials in school facilities and around school grounds. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the reliability and accuracy in sniffing out contraband. Trained detection dogs may sniff lockers, student use areas, and other inanimate objects throughout school property. Such inspections are not considered searches and do not require reasonable suspicion. An indication by the dog that illegal, unauthorized or contraband materials are present on school property shall constitute reasonable suspicion, authorizing school officials to search the area or other inanimate object and closed containers and objects within, without securing the consent of the student.

Surveillance Cameras

For student and staff protection, certain areas of the school campus are subject to surveillance by security cameras.

Volunteer Policy

All El Camino Real Charter High School volunteers must go through a screening process for the safety of students and volunteers alike. This process includes

- Obtaining a LiveScan fingerprint scan
- Completing a Tuberculosis Risk Assessment Questionnaire
- Completing online trainings in Child Abuse and Neglect Reporting and Bloodborne Pathogens
- Signing a Confidentiality Agreement

Suicide Prevention Policy

The Board of Directors of El Camino Real Alliance dba El Camino Real Charter High School ("ECRCHS") recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code Section 215, this policy has been developed in consultation with ECRCHS and community stakeholders, ECRCHS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating ECRCHS’s strategies for suicide prevention and intervention. ECRCHS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, ECRCHS shall appoint a team to serve as the suicide prevention liaison for ECRCHS. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

1. Staff Development

ECRCHS, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all School staff members. It may also be provided, when appropriate, for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff).

a. Training

- i. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., School counselors, School psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
- ii. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- iii. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;

- How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment.
- iv. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member.
 - v. Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide.
 - vi. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify School climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
 - vii. Information regarding groups of students judged by ECRCHS, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences.
- b. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
 - i. The impact of traumatic stress on emotional and mental health;
 - ii. Common misconceptions about suicide;
 - iii. School and community suicide prevention resources;
 - iv. Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - v. The factors associated with suicide (risk factors, warning signs, protective factors);
 - vi. How to identify youth who may be at risk of suicide;
 - vii. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on ECRCHS guidelines)

- how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on ECRCHS guidelines;
- viii. ECRCHS-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- ix. ECRCHS-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - x. Responding after a suicide occurs (suicide postvention);
 - xi. Resources regarding youth suicide prevention;
 - xii. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- xiii. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

2. Employee Qualifications and Scope of Services

Employees of ECRCHS must act only within the authorization and scope of their credential or license. While it is expected that School professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

3. Parents, Guardians, and Caregivers Participation and Education

- a. Parents/guardians/caregivers may be included in suicide prevention efforts.
 - i. At a minimum, ECRCHS shall share this policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
- b. This suicide prevention policy shall be prominently displayed on the ECRCHS Web page and included in the parent handbook.
- c. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
 - i. Suicide risk factors, warning signs, and protective factors;
 - ii. How to talk with a student about thoughts of suicide;
 - iii. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student

judged to be at risk for suicide and referral for an immediate suicide risk assessment.

4. Student Participation and Education

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive School climate that enhances students' feelings of connectedness with ECRCHS and is characterized by caring staff and harmonious interrelationships among students.

ECRCHS's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience.

ECRCHS's instructional curriculum may include information about suicide prevention, as appropriate or needed, taking into consideration the grade level and age of the students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding ECRCHS's suicide prevention, intervention, and referral procedures.

The content of the education may include:

- Coping strategies for dealing with stress and trauma;
- How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
- Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
- Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education may be incorporated into classroom curricula (e.g., health classes, science, and physical education).

ECRCHS shall support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide.

5. Intervention and Emergency Procedures

ECRCHS designates the following School personnel to act as the suicide prevention liaisons:

- Primary Suicide Prevention Liaison: Jessica Friedman, School Psychologist, Student Support Services, (818) 595-8001, j.friedman@ecrchs.net.
- Secondary Suicide Prevention Liaison: Gayane Mgshyan, School Psychologist, Student Support Services, (818) 595-8008, m.mgshyan@ecrchs.net.
- Alternative Suicide Prevention Liaison: Peggy Valentine, School Nurse, Health Office, (818) 595-7569, a.ghassemi@ecrchs.net.

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Executive Director or designee, who shall then notify the student's parent/guardian/caregiver as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at ECRCHS or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

- a. Ensure the student's physical safety by one of the following, as appropriate:
 - i. Securing immediate medical treatment if a suicide attempt has occurred;
 - ii. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened;
 - iii. Keeping the student under continuous adult supervision until the parent/guardian/caregiver and/or appropriate support agent or agency can be contacted and has the opportunity to intervene;

- iv. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed;
 - v. Moving all other students out of the immediate area;
 - vi. Not sending the student away or leaving him/her alone, even to go to the restroom;
 - vii. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence;
 - viii. Promising privacy and help, but not promising confidentiality.
- b. Document the incident in writing as soon as feasible.
 - c. Follow up with the parent/guardian/caregiver and student in a timely manner to provide referrals to appropriate services as needed.
 - d. After a referral is made, ECRCHS shall verify with the parent/guardian/caregiver that the follow up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student. If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent/guardian/caregiver to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, ECRCHS may contact Child Protective Services.
 - e. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at ECRCHS.
 - f. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the ECRCHS campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in ECRCHS's safety plan. After consultation with the Executive Director or designee and the student's parent/guardian/caregiver about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Executive Director or designee may provide students, parents/guardians/caregivers, and staff with information, counseling, and/or referrals to community agencies as needed. ECRCHS staff may receive assistance from ECRCHS counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the ECRCHS campus and unrelated to school activities, the Executive Director or designee shall take the following steps to support the student:

- a. Contact the parent/guardian/caregiver and offer support to the family;
- b. Discuss with the family how they would like ECRCHS to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- c. Obtain permission from the parent/guardian/caregiver to share information to ensure the facts regarding the crisis are correct;
- d. The suicide prevention liaisons shall handle any media requests;
- e. Provide care and determine appropriate support to affected students;
- f. Offer to the student and parent/guardian steps for re-integration to School. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

6. Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in ECRCHS activities to notify a teacher, the Executive Director, another ECRCHS administrator, School psychologist, School counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. ECRCHS staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian/caregiver, about additional resources to support the student.

7. Responding After a Suicide Death (Postvention)

A death by suicide in the School community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. ECRCHS shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

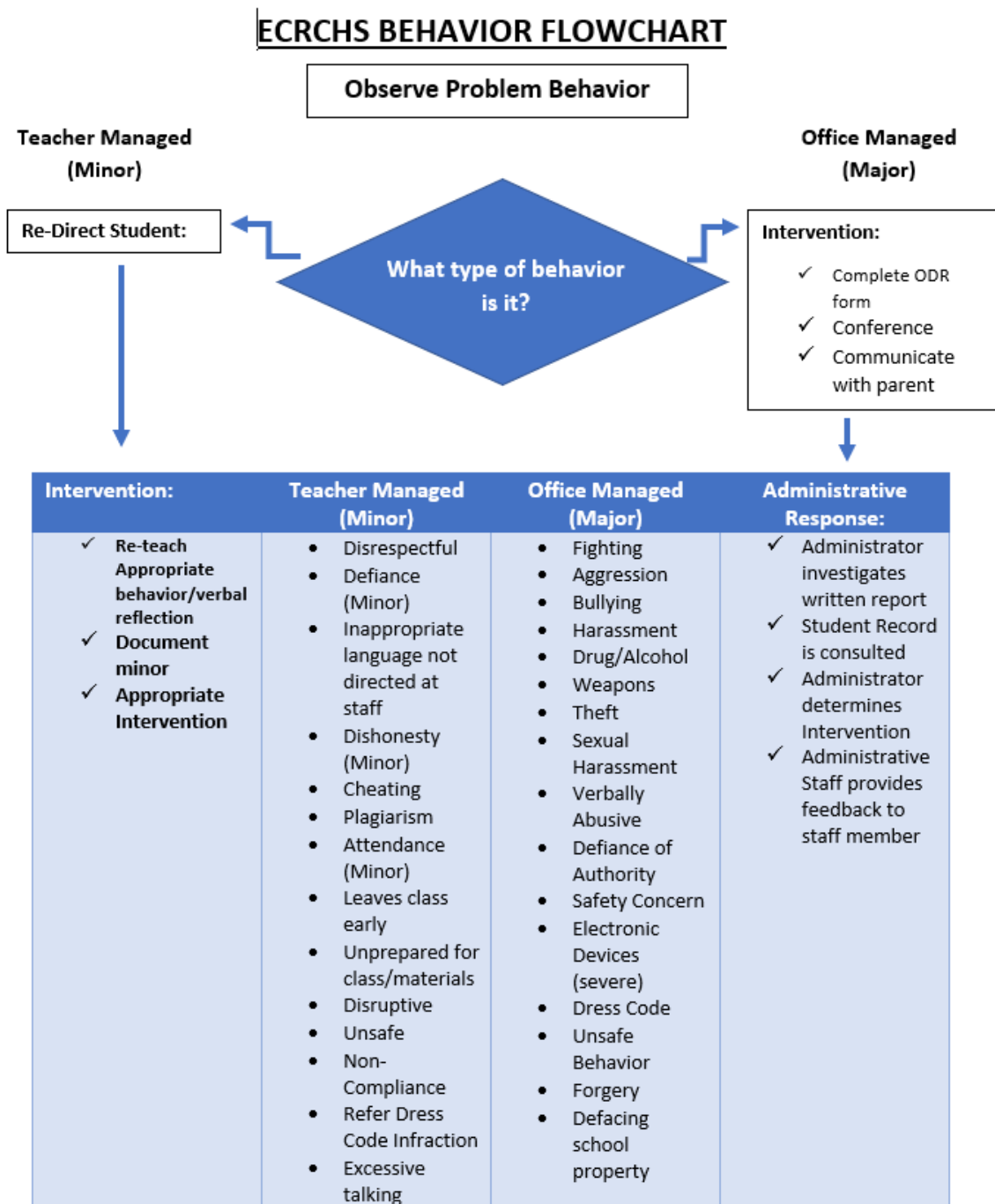
The suicide prevention liaison shall:

- a. Coordinate with the Executive Director to:
 - i. Confirm death and cause;

- ii. Identify a staff member to contact deceased's family (within 24 hours);
 - iii. Enact the Suicide Postvention Response;
 - iv. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
 - b. Coordinate an all-staff meeting, to include:
 - i. Notification (if not already conducted) to staff about suicide death;
 - ii. Emotional support and resources available to staff;
 - iii. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - iv. Share information that is relevant and that which the suicide prevention liaison has permission to disclose.
 - c. Prepare staff to respond to needs of students regarding the following:
 - i. Review of protocols for referring students for support/assessment;
 - ii. Talking points for staff to notify students;
 - iii. Resources available to students (on and off campus).
 - d. Identify students significantly affected by suicide death and other students at risk of imitative behavior;
 - e. Identify students affected by suicide death but not at risk of imitative behavior;
 - i. Communicate with the larger school community about the suicide death;
 - ii. Consider funeral arrangements for family and School community;
 - iii. Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;
 - iv. Identify media spokesperson if needed.
 - v. Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed;
 - Support siblings, close friends, teachers, and/or students of deceased;
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide.

Rules and Procedures on School Discipline

The following flowchart shows the general pathway that teachers and the Deans use when dealing with behavioral issues.



ECRCHS uses a progressive discipline policy with positive behavioral interventions. That policy is outlined in the School Climate Bill of Rights.

School Climate Bill of Rights

El Camino Real Charter High School is committed to ensuring a safe, healthy, and positive school environment. ECRCHS has developed fair and consistent progressive discipline policies based on positive behavior interventions.

The ECRCHS community values a rigorous education focused on providing opportunities to select college or career paths. The School Climate Bill of Rights promotes a school with an environment focused on safety, learning, student well-being and community interaction.

- **School-Wide Positive Behavior Intervention and Support:**
ECRCHS will implement alternatives to suspensions along with positive behavior intervention. Appropriate prevention and intervention approaches provide accountability and rehabilitation for discipline incident. See below for more information regarding ECRCHS' intervention strategies.
- **Alternatives to suspension and positive behavior interventions and supports:**
Alternatives to suspensions strategies will be utilized for all students prior to suspensions except those limited offenses where suspension is required pursuant to the ECRCHS suspension and expulsion policy. See below for more information regarding ECRCHS' intervention strategies.
- **School discipline and School based-arrest and citation data available for viewing upon request.**
- **Restorative Justice Approach to resolve student conflict:** See below for more information regarding ECRCHS' intervention strategies.
- **School-Wide Task Force:**
School Site Council will include administrator, teacher, student, parent and classified member. This council will make recommendations to the Discipline staff for implementing positive approaches to working with students, staff and parents/guardians.
- **School Police on campus roles and responsibilities:**

Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal court system, to the greatest extent as possible and when legally feasible.

- A system to file a formal complaint if the School-Wide Positive Behavior Intervention and Support is not implemented: one Administrative Director is assigned for all School formal complaints. Please see the Main Office for the form.

Interventions

We have implemented many of the Tier I and Tier II interventions mentioned in LAUSD Bulletin 6231.0.

These interventions include the following:

- Parent/Student Conferences
- Conflict Resolutions led by the Deans
- Individual Counseling
- Alternative Programming (changing teacher/class)
- Referral to SST
- Referral to COST
- Behavioral Contracts
- Threat Assessment
- Referral to Peer Active Listener group (PALs)
- Campus Beautification
- Restitution
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)

Alternatives to Suspension

Our alternatives to suspension include the following:

- Conflict Resolutions led by the Deans
- Individual Counseling
- Behavioral Contracts
- Campus Beautification
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- “In House” Class Suspensions with appropriate curricular materials provided to the student

- Online Social Emotional Learning (SEL) and behavior intervention program

Schoolwide Positive Behavior Support System

Incentives

- Good attendance qualifies juniors and seniors for lunch passes
- Good attendance and a good disciplinary record qualifies students for Prom
- Elco's Best program to recognize and reward students who are exhibiting positive behaviors.
- Certificates issued for good behavior through the Administrative Director's Office.
- The Flex Program also uses the following incentives:
 - Periodic assemblies celebrating attendance, academics, and citizenship

Positive Behavior Supports

- Two full time Dean of Students
- Attendance Coordinator
- Intervention Coordinators
- School-based therapists
- Two school psychologists
- Tarzana Hospital Drug Treatment Group
- Family counseling referrals
- Anxiety disorder counseling group
- Counselors
- Tarzana Mental Health Services will be on campus to work with Families and students who are on Medi-Care
- Student support groups
- Formal and informal follow-up communications
- La Familia and Black Student Union
- 80+ clubs

Hate Crime Reporting Procedures

These procedures are covered in the previously mentioned suspension and nondiscrimination policies. These incidents are dealt with using suspension/expulsion procedures and/or Uniform Complaint Procedures.

Emergency Communication

During an actual emergency situation, the School will notify all appropriate agencies including, but not limited to, LAUSD on-campus school police officer, LAPD, LAFD, and LAUSD Charter Schools Division.

Communication with teachers (and students) in a classroom will occur via the P.A. system, School website, phone system, and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Communication with parents will occur via the School website, automated phone system, and the School's social media accounts on Facebook (www.fb.com/ecrchs), Twitter (@ECRCHS), and Instagram (@ECRCHS).

Use of School Facilities in an Emergency

The School shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The School shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs.

Emergency Drill Procedures

Emergency drills are conducted to train El Camino students and staff in required procedures for various emergency situations.

Types of Drills

The following drills are conducted at School:

1. Fire;
2. Lockdown;
3. Earthquake;
4. Shelter in Place;
5. Drop, Cover, Hold.

Teachers should discuss the following procedures with their classes (and specific procedures for his/her classroom) during each of the drills. It is very important that the purpose, signals, and procedures for each drill be thoroughly understood by all students and staff.

1. Fire Drill

- a. Purpose
 - i. Students and staff practice evacuation procedures that they would utilize in the event of a fire in, or near, a classroom.
- b. Signal
 - i. Fire Alarm – Fire alarm bell will ring and strobe lights will flash.
- c. Procedure for Classroom Evacuation
 - i. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 - ii. Teachers must close classroom doors.
 - iii. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 - iv. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 - v. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 - vi. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 - vii. Classes are to remain at their assigned areas until the “all clear” is issued.

- viii. The “all clear” announcement will be made over the stadium and school P.A. systems.
- ix. At this time, teachers and students will follow the schedule for the day.

2. Lockdown Drill

- a. Purpose
 - i. Students and staff practice procedures to take in an emergency situation where it would be unsafe to be out of the classroom (e.g. active shooter or other dangerous situation on campus).
- b. Signal
 - i. Administrator announces lockdown drill over the P.A. system.
- c. Procedure
 - i. Teachers and instructional staff turn off the lights and ensure that doors are securely locked.
 - ii. Teacher shall instruct all students to stay off cell phones and turn ringers off.
 - iii. Students must move to the most protected areas of the room.
 - iv. Students should be instructed to face away from all windows and openings and to keep their backs toward windows and furniture that may contain glass.
 - v. Where appropriate, teachers will direct students to take cover in a protective position (i.e. drop and cover).
 - vi. Students who are outside when the alert is given must move inside to the nearest safe location.
 - vii. All students and school personnel shall remain inside a room or shelter area until further instructions are given.
- d. Additional Information
 - i. The drill will not be a “high intensity” drill as defined by the Ed Code.
 - 1. The school will not mimic an actual shooter or armed assailant.
 - 2. The school will not use theatrical makeup or other materials to imitate injuries.
 - 3. There will no simulations that instruct students to actively resist an assailant
 - ii. The school will not use real weapons, gunfire blanks, or explosions.
 - iii. The drill will be trauma-informed and will be developed with input of various school personnel, including school-based mental health professionals.

- iv. The drill will use age and developmentally appropriate content and terminology.
- v. The school will notify all parents/guardians in advance that a drill be taking place and of the expected length of the drill. The school will also notify parents/guardians after the drill has concluded.
- vi. Parents/guardians will be given an opportunity to opt their child or children out of the drill.
- vii. The school will notify teachers, administrators, and other school personnel in advance that a drill will be taking place and the expected length of the drill.
- viii. The school will make an announcement to students and staff immediately before the start of the drill and immediately after the drill has concluded.
- ix. The school will provide contact information for school and community-based resources, including local organizations focused on reducing gun violence and mental health counseling to parents/guardians, students, and staff.

3. Earthquake Drill

a. Purpose

- i. Students and staff practice procedures to take during, and immediately after, an earthquake, including drop/cover/hold, evacuation, and search and rescue.

b. Signal

- ii. Teachers give command to drop.

c. Procedure

- iii. In the classroom:
 - 1. Students drop under desks, tables, etc., where available with their backs to the windows.
 - 2. Students should hold on to the leg(s) of the desk or table that they are under.
 - 3. Students stay in the drop position until the teacher gives all clear, evacuation orders are given over the P.A. system, or the all clear alarm is sounded.
- iv. Outside the classroom:
 - 1. Look for protection (bench, table, planter).
 - 2. Crouch or lie down behind protection.
 - 3. Should there be no protective area (only in an open space area), drop to the ground, curl up with our back to any

building or blast, cover your head with your hands, and keep your eyes closed tightly.

- v. Signal for Evacuation:
 - 1. The evacuation signal will be a long continuous bell. All students and staff must evacuate to the stadium and may not return to the classroom until directed to do so by the site administrator.
- vi. Procedure for Evacuation:
 - 1. Students must walk out of their classrooms in an orderly manner and should take their backpacks with them.
 - 2. Teachers must close classroom doors.
 - 3. Teachers are to carry the Emergency Pack with them as they escort their classes to their assigned areas in the stadium.
 - 4. Upon arriving at their assigned areas, teachers should take attendance and fill out the Student Roll Call Form.
 - 5. The Student Roll Call Form will either be collected by an administrator or will be sent up to the PA booth in the stadium. Mr. Dhillon will give specific instructions.
 - 6. Students must be responsible and listen for their names. Talking must be kept to a minimum.
 - 7. Classes are to remain at their assigned areas until the “all clear” is issued.
 - 8. The “all clear” announcement will be made over the stadium and school P.A. systems.
 - 9. At this time, teachers and students will follow the schedule for the day.

4. Shelter in Place Drill

- a. Purpose
 - i. In this drill, which is similar to a lockdown, students and staff practice the steps they would take if an unsafe condition exists outside the classroom/building. This situation would primarily be related to air quality such as a release of a toxic gas in the general area of the school.
- b. Signal
 - i. Administrator announces Shelter in Place drill over the P.A. system.
- c. Procedure

- i. All students and School personnel shall remain inside a room or inside shelter area until further instructions are given.
- ii. Students who are outside when the alert is given must move inside to the nearest safe location.
- iii. Custodians will practice turning off air handling units.
- iv. Additional Information for a real Shelter in Place situation
 1. All air handling units will be turned off to prevent unsafe air from entering the building.
 2. Teachers should tape up the door jams (with the door closed) and stuff towels (or something similar) under the door. Also, tape off any other area where air could enter the room.

5. Drop/Cover/Hold Drill.

- a. Purpose
 - i. This drill prepares students and staff for what to do during the onset of an earthquake. This is different from the larger Earthquake Drill in that it does not involve evacuating students.
- b. Signal
 - i. Teacher announces the Drop/Cover/Hold Drill to the class.
- c. Procedure
 - i. Students drop under desks, tables, etc., where available with their backs to the windows.
 - ii. Students should hold on to the leg(s) of the desk or table that they are under.
 - iii. Students stay in the drop position until the teacher gives all clear.

Emergency Operations Plan (2024-2025)

The Emergency Operations Plan describes the various emergency response teams that would be activated during, or following, an emergency.

School Safety Committee

Members

David Hussey, Executive Director; Dean Bennett, Jason Camp, Administrative Directors; School Police Officer TBD; Angel Lerma and Barbara Stanoff, Deans; Dupree Fuller and Ulises Duarte, Plant Managers; Carlos Monroy, UTLA Representative; Richard Russell, AFSCME Representative; Vania Rodriguez and Marissa Dominguez, HR Representatives; Parent Representative; Aaron Sanfir and Dylan Barajas, Student Representatives

Responsibilities

Meets regularly as necessary throughout the school year to:

- Develop safety and emergency policies;
- Ensure that proper safety procedures are observed;
- Ensure that hazard mitigation strategies are implemented;
- Coordinate needs of all site users (e.g. permit groups);
- Conduct a community hazard assessment within a one-half mile radius of the school. For assistance, contact your local fire station. ***The identifiable hazards within a one-half mile radius are: None per Fire Station 105 (Fallbrook/Victory);***
- Develop an evacuation plan to another school or large park. It is advisable for the plan to include the evacuation site location and access routes. Parents should know where they can be reunited with their children. If possible, avoid bridge overpasses and underpasses on access routes. ***The evacuation plan is: Exit ECR – Assemble along Burbank Blvd.; proceed east on Burbank Blvd. (becomes Platt Ave.) two blocks to Hatteras St.; cross Platt Ave. and proceed to Hale Middle School athletic field;***
- Develop the “School Information Map” with the following information and locations:
 - Student/staff assembly areas
 - Emergency student/staff evacuation routes
 - Incident command center
 - Search and rescue routes
 - Utility shut-off locations

- Fire hoses and extinguishers
- First aid kits and emergency supplies
- First aid center
- Temporary morgue
- Cafeteria or warming kitchen
- Hazardous materials storage areas
- Emergency toilet facilities.

Incident Command Center (ICC) Team

Location and Members

- Location: Main Office and Outdoor Stage.
- Team Leaders: David Hussey, Dean Bennett
- First Assistant: Flor Zuniga.
- Second Assistant: Val Kincaid.
- Media Representative: David Hussey.
- Additional Members: Greg Wood, Fernando Delgado, Arleta Ilyas, Stephanie Avila, Ryan Guinto
- Emergency Communications Systems Operators: Radio communication, phone messages, website updates, social media updates; Fernando Delgado, Stephanie Avila, Ricardo Covarrubias.

Responsibilities

- Implement and coordinate emergency response.
- Account for the presence of all students and staff.
- Control internal site communications.
- Communicate school site conditions to charter office.
- Prepare reports (as needed) for charter office.
- Coordinate external communications with media.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA, and the following:

1) Battery-Operated AM Radio, 2) Staff Roster/Room Numbers, 3) Student Rosters, 4) Emergency Operations Plan, 5) School Information Map (1-5 in earthquake bin).

Emergency First Aid Team (near Outdoor Stage)

Members

- Leader: Peggy Valentine, School Nurse
- Staff: Melissa Linares, Health Office Assistant (LVN); Sylvia Farris and Leana Martinez, Student Support; Liav Paz, Athletic Trainer; teachers with first aid training and 3 ROTC cadets.

Responsibilities

- Ensure that first aid supplies and Student Emergency Information Cards are at the First Aid Center.
- Coordinate medical efforts with Search and Rescue Teams.
- Determine need for medical assistance.
- Administer first aid; record types of injuries and first aid provided.

Supplies and Equipment

Personal emergency supplies, triage tags, hand-held radios, blankets, wheelchairs, first aid supplies, etc. – and the following: 1) First Aid Roster, 2) Student Medical Records, 3) Emergency Operations Plan, and 4) Stretchers (in earthquake bin).

Psychological First Aid Team (near Outdoor stage)

Members

- Leader: Jessica Freidman and Gayane Mgshyan, School Psychologists.
- School-Based Therapists: Sally Duffy, Rimmpi Rai, Hannah Weigel

Responsibilities

- Mitigate emotional trauma and request other counselors for assistance.
- Establish a “buddy” system for staff and students that will encourage positive interaction.

Supplies and Equipment

Personal emergency supplies – and the following: 1) Emergency Operations Plan, 2) Psychological First Aid Team Forms.

Search and Rescue Teams

Team 1
 Leader: Ron Flaherty
 Staff: Yuriy Pecheny
 Jon Wasser
 Location: Middle A, B, C Halls

Team 5
 Leader: Ron Flaherty
 Staff : Evan Coleman
 Lynsey Shano
 Location: S Building, Z Bungalows,
 Flex Program

Team 2
 Leader: Ron Flaherty
 Staff: Mary Christiansen
 Jeremiah Crown
 Location: Upper A, B, C Halls

Team 6
 Leader: Ron Flaherty
 Staff: Jesus Contreras
 Beto Velazquez
 Location: T Bungalows

Team 3
 Leader: Ron Flaherty
 Staff: Mauricio Mariluz
 Justin Adams
 Location: Lower B, C Halls

Team 7
 Leader: Ron Flaherty
 Staff: Chris Valencia
 Angel Lerma
 Location: Anderson Hall, Student
 Store, Cafeteria, D Hall

Team 4
 Leader Ron Flaherty
 Staff Richard Russell
 Colson Phillip
 Location H Building, Gym

Jason Camp, Search and Rescue Coordinator: All S & R teams assemble at Earthquake bin (located on the visitor side of the football field) to receive back pack prior to search.

Responsibilities

- Conduct pre-established search and rescue patterns. Check each office, classroom, storage room, auditorium, etc.
- Follow established search and rescue procedures before and after locating victims.
- Mark door “X” if no victims remain in classroom.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, bolt cutters, shovels, ropes, gloves, goggles, flashlights, triage tags, first aid kits, etc. – and the following:

1) School Information Map, 2) Emergency Operations Plan.

Security Team

Members

- Leader: Officer Carpio, School Police Officer; Jason Camp, Administrative Director.
- Staff: All Campus Safety Officers

Responsibilities

- Lock all external gates and doors, secure school and report to the outdoor stage.
- Post signs as needed.
- Direct first responders to area of need.
- Direct parents to Request Gate / Reunion Gate.

Supplies and Equipment

Personal emergency supplies, master keys, hand-held radios, etc. – and the following:

1) Emergency Operations Plan, 2) School Information Map.

Fire Suppression Team

Members

Fernando Delgado, Chief Operations Officer

Team No. 1

Leader: Dupree Fuller, Ulises Duarte

Staff: Danny Huerta, Noe Duran

Team No. 2

Leader: Dupree Fuller, Ulises Duarte

Staff: Victor Garay, Yupi Hsieh

Responsibilities

- Ensure that fire suppression personnel know how to use fire extinguisher.
- Conduct sweep to determine location of fire(s).
- Follow appropriate fire suppression techniques.

Supplies and Equipment

Personal emergency supplies, hand-held radios, fire extinguishers, hoses, water bib keys, gloves, fire blankets, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Hazardous Materials Assessment Team

Members

Leader: Dupree Fuller and Ulises Duarte, Plant Manager; Fernando Delgado, Chief Operations Officer

- Staff: Mark Sakaguchi, Jake Lin, Sukhbir Dhillon

Responsibilities

- The Environmental Health and Safety Branch are available to assist the team leader.

Supplies and Equipment

Neutralizing agents, spill containment materials, hand-held radios, personal protective equipment, etc. – and the following: 1) Safety Data Sheets, 2) Emergency Operations Plan, 3) School Information Map.

Utilities/Resource Management Team

Members

- Leader: Dupree Fuller and Ulises Duarte, Plant Managers; Fernando Delgado, Chief Operations Officer
- Cafeteria Manager: Brandy Tomlin
- Staff: Dupree Fuller, Ulises Duarte, Danny Huerta, Noe Duran, Victor Garay, Yupi Hsieh, Irene Paez, Christopher McGrady

Responsibilities

- Check utilities and take action to minimize damage to school site.
- Assess damage to school site and report findings to Incident Command Center.
- Distribute resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).
- Establish morgue area if needed.

- Establish restroom facilities when requested.

Supplies and Equipment

Personal emergency supplies, hand-held radios, utility shutoff tools, etc. – and the following: 1) Emergency Operations Plan, 2) School Information Map.

Emergency Assembly Area Team

Members

- Leader: Emilie Larew, Administrative Director
- Staff: Steve Roe, Judith Paez, Lupe Paez, Alison Yedor, Tara Hopkins, Kathleen O’Connell, Rosie Castaneda, Marissa Dominguez, and all teachers on a Conference period.

Responsibilities

- Ensure that entrances to the Emergency Assembly Area are clear and safe.
- Assist evacuation of classes to Emergency Assembly Area stations; keep all doorways, hallways, and stairwells clear and safe.
- Take roll and report class/group status to Incident Command Center.
- Implement “buddy” system with neighboring teachers/staff.
- Evacuate classrooms/buildings using predetermined routes to Emergency Assembly Area stations.
- Direct ROTC student “runners” to the designated location stated on the summons.
- Supervise and reassure students throughout the duration of the emergency.
- Conduct recreational and educational activities to maintain order and keep students calm.
- Provide water to help calm students.

Supplies and Equipment

Personal emergency supplies, hand-held radios, portable PA etc. – and the following: 1) Emergency Operations Plan, 2) Teacher/Staff Emergency Assembly Area Location Information.

Parent/Student Request Gate Team

Members

- Leader: Juan Alba.
- *Staff @ Main Gate (front entrance)*: One Safety Officer, 15 ROTC Cadets.
- *Staff @ Request Gate (softball field)*: Stephanie Bero, Marta Franco, Juliana Murguia, Angel Rios, Alicia Benites, David Lee, Justin Graham.

Responsibilities

- *Main Gate staff* (or posted signs) - direct parents/guardians/designees to Request Gate.
- *Request Gate staff* – Do not allow parents/guardians/designees to enter school.
- Refer to Student Emergency Information Cards for rooms and Emergency Assembly Area locations when given students' names.
- Keep records of students being summoned (place a mark on Emergency Card, Roster, etc.).
- Dispatch student messenger(s) to Emergency Assembly Area with summons to check in at Command Center.

Supplies and Equipment

Personal emergency supplies, hand-held radios, Student Emergency Information Cards, class roster computer printouts, record-keeping material, etc. – and the following:

- 1) Emergency Assembly Area Stations Map (teacher/student locations),
- 2) Faculty/Staff Roster,
- 3) Emergency Operations Plan,
- 5) Log Forms (parent and student name).

Parent/Guardian Reunion Gate Team

Members

- Leader: Minita Clark.
- *Staff @ Reunion Gate (tennis courts)*: Doug Coleman, Sylvia Yi, Steve Perry, Xenia Paniagua, Roxana Reyes, Liliانا Murcia, one Safety Officer, 2 ROTC cadets.

Responsibilities

- Do not allow parents to enter.
- Reunite minor students with parents/guardians/designees.
- Confirm that minor students recognize authorized adults.
- Require the adults' signatures, dates, and times of release.

Supplies and Equipment

Personal emergency supplies, hand-held radios, record-keeping material, etc. – and the following: 1) Emergency Operations Plan, 5) Log Forms (parent, student name and location taken).

Threat Assessment Team

The Threat Assessment Team consists of administrators, the school police officer, Deans, Head of Security, School psychologists, School nurse, and plant managers. All or part of the team can be used to detect a threat involving security, mental health, natural or manmade disaster, or other threat to the safety of the School.

Threat Assessment Team Members 2024-2025	
David Hussey	Executive Director
Officer Carpio	School Police Officer
Jason Camp	Administrative Director
Emilie Larew	Administrative Director
Peggy Valentine	School Nurse
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Sally Duffy	School-Based Therapist
Rimmpi Rai	School-Based Therapist
Hannah Weigel	School-Based Therapist
Angel Lerma	Dean of Students
Alison Yedor	Dean of Students
Dupree Fuller	Plant Manager
Ulises Duarte	Plant Manager
Academic Counselors as needed	

Suicide/Threat Prevention Liaisons (STPLs)

Suicide/Threat Prevention Liaisons (STPLs) 2024-2025	
Juan Alba	Administrative Director
Jessica Friedman	School Psychologist
Gayane Mgshyan	School Psychologist
Sally Duffy	School-Based Therapist
Rimmpi Rai	School-Based Therapist
Hannah Weigel	School-Based Therapist
Stephanie Bero	School Counselor

Foundational Emergency Procedures

The following procedures are commonly used in the response protocols to specific threats and hazards.

All Clear

This action is taken to notify staff and students that normal school operations can resume.

All Clear Procedures

1. The Incident Commander (Executive Director) will make an announcement on the PA system, which signifies that the emergency is over. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions.
2. The Incident Commander will convene the School Psychological First Aid Team if the incident was traumatic to the school community.
3. The Incident Commander will make a final notification update to District offices and parents.
4. If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

Drop, Cover, and Hold

This action is taken to protect students and staff from flying or falling debris and is commonly used during an earthquake or explosion.

Drop, Cover, Hold Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make an announcement on the PA system. If the PA system is not available, the Executive Director will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions
2. If inside, teachers will instruct students to drop under their desks and cover their heads with their arms and hold onto the desk legs.
3. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
4. Teachers and students should move away from windows.
5. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and

shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.

6. The Incident Commander will follow drop, cover, and hold with evacuation to the assembly area and notifications to the District and parents.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building. It is most commonly used in response to a fire, after an earthquake (following drop, cover, and hold), or any emergency where the building and its contents are perceived to be a threat to student safety.

Evacuate Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. "Your attention, please. We need to evacuate all buildings. Teachers are to take their students and roll book to the assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to close the classroom door when all the students have left."
2. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
3. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled in a safe location.
4. Once assembled, teachers and students will stay in place until further instructions are given.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering any occupied campus areas. During a lockdown, students are to always remain in the locked classrooms or designated safe locations.

Lockdown Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or a similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. "Your attention, please. We have an emergency and need to implement a lockdown. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. If outside, students and staff are to proceed inside to the nearest building or classroom."
2. If inside, teachers will instruct students to stay away from doors and windows, lock all doors, sit on the floor (in some instances), and close any shades or blinds if it appears safe to do so.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g. auditorium, library, cafeteria, and gymnasium). Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
5. All entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.
6. The Incident Commander will call the Los Angeles School Police Department Watch Commander's Office (213) 625-6631. The Watch Commander will provide advice and support for the School Incident Commander by interfacing with municipal police and fire departments and sending an LASPD officer to the school.
7. The Incident Commander will make appropriate notifications to the District and parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Psychological Trauma/School Crisis

A school crisis is a sudden, unexpected, or unanticipated critical incident that can pose a safety threat or disrupts the school day, interfering with teaching, learning, attendance and behavior. Common reactions to a school crisis may include shock, confusion and fear. Although individual students, staff, families or other school community members may experience each crisis differently, school crises can have a broad and immediate impact on many students and adults.

Examples of crises that may impact schools include:

- An accident on or near the school grounds;
- A violent incident at or near school;
- The death of a student, staff or one of their family members by suicide or trauma;
- The terminal illness of a student or staff member;
- A natural disaster;
- An act of terrorism.

Because of such critical incidents and emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been ensured, crisis responders can focus on addressing the social-emotional needs of students and staff.

Psychological Trauma/Crisis Procedures

1. As the Incident Commander, the Executive Director or designee activates the School ICC Team, including the Psychological First Aid (PFA) Team, which has primary responsibility for addressing the social-emotional well-being and safety of students in the aftermath of a critical incident.
2. The PFA Team will work with the Incident Commander to assess the impact and triage students, staff, and parents/guardians, as needed.
3. The PFA Team will provide direct crisis intervention services, including the implementation of psychological first aid.
4. The ICC Team will advise and assist the Incident Commander to restore regular school functions as efficiently and quickly as possible.
5. The ICC Team members will make every effort to limit exposure to scenes of trauma, injury, and death.
6. The ICC Team will provide on-going assessment of needs and follow-up services as required.

Rapid Relocation (option ONLY for Active Shooter on Campus incidents)

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others;
- Actively seeks or attacks others;
- Has access to additional victims.

Rapid Relocation Procedures

1. When the decision to perform a Rapid Relocation has been made, the School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination, if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the School population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the School and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Relocation (Off-Site Evacuation)

This action is taken after a decision is made that it is unsafe to remain on the campus and evacuation to an off-site relocation site is required and unrelated to an active shooter incident, such as during a tsunami or large hazardous materials release.

Relocation Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. "Your attention, please. We need to institute an off-site relocation. Teachers are to take their students roll book, emergency supplies, and report to their designated offsite relocation point. Students are to remain with their teacher. Teachers are to lock the classroom after all students have exited."
2. The Incident Commander will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the

designated off-site location. Teachers and students will stay together during the evacuation.

3. If the site will be evacuating by school bus, the Incident Commander will coordinate with school administrators to assist with planning and carrying out the evacuation, including the evacuation of necessary supplies to support the school at the relocation site.
4. Teachers will take student rosters and any classroom emergency supplies when leaving the building and take attendance once the class is assembled.
5. The Incident Commander will decide if it is more efficient to have classes systematically report first to a gathering point on campus, such as the auditorium, and evacuate everyone off the campus from that single location.
6. The Incident Commander will appoint a team of available staff to sweep the campus and check every room/location to ensure that the entire campus is evacuated. Attendance for students and staff must be taken.
7. Once assembled off-site, teachers will take attendance again and students will stay in place with their teacher until further instructions are given.
8. The Incident Commander will make appropriate notifications to the District and parents, including signage on gates indicating the relocation destination.
9. Once clearance is received from appropriate agencies, the Incident Commander may authorize students and staff to return to the campus, or initiate Request/Reunion procedures from the off-site location.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Reunification

Student reunification is implemented to reunite students with their families after a critical incident or disaster (a significant fire, natural disaster, violence, school bus accident, etc.) that prevents a normal school dismissal.

Reunification Procedures

1. The Incident Commander or designee will direct the Request and Reunion Gate Teams to activate and report to their posts once the decision to initiate reunification procedures has been made.
2. The Request Gate Team will greet parents/guardians, check identification, check student emergency cards for authorization to pick up students, provide reunification paperwork to parents, and direct them to the Reunion Gate.
3. The Request Gate should generally remain locked during the reunification process to help control access. The Request Gate Team can pass clipboards to parents through the gaps in the gate fencing.

4. Message runners will notify the Emergency Assembly Area Team of the student(s) to be escorted to the Reunion Gate.
5. The Reunion Gate Team will check parent/guardian IDs, confirm student identification and keep accurate records of students leaving the campus.
6. Members of the Psychological First Aid Team may be asked to assist the Reunion Gate Team. If a child is injured or otherwise unavailable, it is recommended that the parents be invited to a private or secluded location and, away from others, be informed of their child's condition. It is suggested that a member of the Psychological First Aid team then stay with the parent and assist them.
7. The Reunion Gate should remain locked when student reunifications are not actively taking place.
8. Members of other school emergency teams may be asked to assist with crowd control, providing information, and calming parents at either gate once finished with their primary emergency assignment.

Shelter-in-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air, inclement weather, or other hazards. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and may include the shutdown of classroom and/or building heating/air conditioning systems. During a Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lockdown is that a shelter-in-place may involve the shutdown of heating and air conditioning (HVAC) systems and allows for the free movement of students within a building. However, students in bungalows and buildings with exterior passageways will have to remain in the classroom.

Shelter-in-Place Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICS team, and will make the following announcement (or similar announcement) on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions. "Your attention, please. We are implementing a Shelter-in-Place, due to an air quality issue. Students and staff are to remain inside the building away from outside air with windows and doors securely closed and heating and air conditioning units turned off. Please cover any cracks under exterior doors and around the windows

with towels. Cover any vents to the outside. All students and staff that are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you”.

2. If inside, teachers will keep students in the classroom until further instructions are given.
3. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings (e.g., auditorium, library, cafeteria, or gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location. Teachers are to account for any students with a cognitive disability that may not have understood the directions. Teachers are to take roll and to notify the office the number of students in the room with them and their names.
4. Teachers are responsible for securing individual classrooms and the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil, plastic wrap, or laminated posters, if possible; and turn off any sources of ignition, such as pilot lights.
5. The Incident Commander will make appropriate notifications to the District and parents.
6. The Incident Commander will monitor news media for information about the incident.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Additional considerations for Students with Special Needs during an Emergency

Evacuation

1. Are all evacuation routes (on and off-campus) clearly marked and navigable by students who use a wheelchair, walker, cane or have limited mobility/visual impairments?
2. Does the student attend class/activities upstairs and have a physical disability that makes it difficult to negotiate stairs?

Plan for Evacuation Assistance

- Stay calm
- Explain what is happening and what students need to do even if you think they don't understand
- Make sure all staff members know what to do
- Know the students, their needs and fragilities
- Pre-identify and train 2 rescuers (and back-ups for each rescuer) for every student needing assistance
- Evacuate necessary equipment with students and keep it ready to go by the door
- Rescuers and students must practice and participate fully in all emergency drills

Mobility Disabilities Evacuation

Demonstrate to staff how to evacuate wheelchairs. There are a few different evacuation assistance methods. Evaluate which will work best for your individual students. Devices can be used to assist multiple students.

Two-Person Swing Carry (also known as chair carry)

- One rescuer on each side of student
- Press in close to student when carrying for extra support
- One rescuer takes student's wheelchair/walker down the stairs
- Avoid putting pressure on student's arms, legs, or chest

Two-Person Rescue Seat Carry (using Rescue Seat pad)

- One rescuer on each side of student
- Rescue seat can be placed on empty chair and student transferred into it or
- Rescue seat can be slipped under student while in wheelchair
- One rescuer takes student's wheelchair/walker down the stairs

Two-Person Evacu-Trac (using Evacu-Trac device)

- Two rescuers needed to transfer student, and one to hold evac chair in place
- Fasten straps around student before transport
- Tip chair forward to disengage wheels
- Chair glides on skids down the stairs
- One rescuer takes student wheelchair/walker down the stairs

Blind/Low Vision Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Extra practice helps students gain familiarity with evacuation route
- Communicate hazards as you guide
- Consider tactile strips along evacuation route
- Account for unaccompanied students immediately in emergency

Deaf/Hard of Hearing Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- More frequent drilling is helpful to accustom students to a different routine
- If an emergency is announced over loudspeaker (no strobes), account for any unaccompanied deaf/hard of hearing students who may not have heard or understood the announcement
- Use touch and eye contact to gain students' attention
- Flick lights rapidly to gain students' attention
- Speak in short, clear phrases
- Use common gestures to communicate (hand up for stop; thumbs up for ok, etc.)
- Provide flashlights/headlamps to D/HH students and staff
- Alarm tones can be painful for those with hearing aids – students can be reminded to turn them down until alarms are turned off. Remember to tell them to turn the hearing aids back up.
- Account for unaccompanied students immediately in emergency

Cognitive Disability Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Long-term training, more frequent drilling and reminders are helpful
- Use simple, concrete words
- Avoid multiple-step directions
- Allow extra processing time for response
- Use visual or tactile cue (students wear fire hats when hear fire alarm, etc.)

- Account for unaccompanied students immediately in an emergency
- May need more supervision

Autism Spectrum Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- Allow extra processing time for response
- Avoid touch
- More frequent drilling is helpful to accustom students to a different routine
- Find quiet location in assembly area away from extra stimulation
- Check for injuries if appropriate, as some people who have autism do not react to pain
- Account for unaccompanied students immediately in emergency
- May need more supervision
- *If possible/feasible, allow students to bring comfort items, such as a favorite hat, toy, or electronic device.*

Medically Fragile/Special Healthcare Needs Evacuation

- Speak calmly
- Use direct, concrete phrases without multiple steps
- More frequent drilling is helpful to accustom students to a different routine
- Search and Rescue team is not to re-enter building for equipment/supplies left behind
- Take equipment (e.g. g-tube food supplies, catheter supplies, suction machines) when evacuating and keep necessities ready to go near door
- Suction machines must have their plug-in adapter daily as it may need to be switched to generator.
- Backpacks are recommended for carrying supplies to keep hands free
- Pre-label supplies with student names
- Have extra supplies in emergency bin and check expiration dates (for items such as Pediasure and formula)
- Take care moving oxygen as it is pressurized, and secure tanks once moved
- Account for unaccompanied students immediately in emergency

Earthquake

1. Does the student have a physical disability that makes getting under a desk difficult?

Lock/Cover/Hold on instead of Drop/Cover/Hold on

- Roll wheelchair into an area of the classroom with structural protection
- Lock wheels

- Cover head and eyes to best of ability
- Rescuers need to drop, cover, and hold on, too

Assisted Toileting

- Create an accessible latrine stall
 - commercially available or build with materials on-hand (unused walker)
 - extra-large stall for maneuverability (two privacy screens)
- Table with straps and privacy
- Diapers, gloves, bags, sanitary pads, sanitizer, and wipes in

Students Who Have Medical Procedures during the School Day

- Designate area for medical protocol station
- Privacy screen
- Table with straps
- Equipment necessary for medical protocols

Medication

- Have extra doses of prescription non-expired medications on site and available as needed (e.g. EpiPen, Diastat, Insulin)?
- Have a plan for enhanced student care without medication
- Protect privacy of medical information

Transportation/Relocation

- Know what type and number of specialized buses you may need for transportation.
- Talk with families about their plan to pick up their child in a disaster. Do they have the necessary transportation? If not, you may have those students for a longer period of time.

Threat and Hazard-Specific Emergency Procedures

The following procedures have been taken from the LAUSD Integrated Safe School Plan 2019-2020. The procedures have been modified to remove LAUSD references that don't apply to an independent charter school such as using Blackboard Connect and entering information into iSTAR. Because we contract with the District for some services, references to School Police and the Maintenance and Operations Department have been left in.

Active Shooter/Gunfire

If there is a threat of violence to campus or gunfire is heard in the area, implement Lockdown procedures.

An Active Shooter on Campus involves one or more individuals on school grounds who is armed with a firearm and has already killed or wounded someone with the firearm AND at least one of the following applies:

- Continues to shoot others
- Actively seeks or attacks others
- Has access to additional victims

Active Shooter Procedures

1. Upon first indication of an active shooter, personnel should immediately notify the Executive Director or designee, who becomes the Incident Commander.
2. The School Incident Commander (Executive Director/designee) will initiate a Lockdown, the recommended appropriate Immediate Response Action.
3. The School Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location and nature of the incident. The School Incident Commander should designate a person to remain on the phone line with police if safe to do so. If there is an assigned officer on campus, they shall be notified.
4. The School Incident Commander activates the Incident Command (ICC) Team.

The Emergency Communications Systems Operators will:

- Prepare a message for parents to be sent on SendWordNow.
- Prepare to communicate with classrooms using school phones, email, cell phones, or radios. Establish a means of keeping all classrooms informed.

The Security Team, ICC Team, and Emergency Communications Systems Operators will:

- Ensure that perimeter gates are secured and that all students, staff and visitors are safely secured behind locked doors.

- Begin the process of accounting for all students and staff.
- Staff should take steps to calm and control students with regular PA announcements and if safe to do so, attempt to maintain separation between students and the perpetrator.
- If there is an active shooter on campus as defined above and students are in imminent danger, the Incident Commander may initiate Rapid Relocation if that does not place students in the path of the gunman. This action may apply to the entire campus, or just an affected portion.

Rapid Relocation Procedures

1. The School Incident Commander will:
 - Encourage students and staff to quickly leave by any safe and available exit. If leaving campus, the established offsite relocation point is the preferred destination if the route is safe;
 - Inform the LASPD Watch Commander (213) 625-6631 of the decision to leave campus and the destination. Keep Watch Commander updated with information about any students and staff who do not arrive at the designated relocation point;
 - Calm students, create a perimeter to separate the school population from others who may be present, and re-establish Incident Command teams with available staff.
2. In response to the School's notification, the LASPD Watch Commander will:
 - Research the nature of the event by contacting LAPD, LAFD, LASD, outside municipal law enforcement, LASPD Field Units or Transportation Dispatch. Some events may be easily explained to the School Incident Commander, others may be more complex;
 - Dispatch an officer to the relocation point to advise and support the School Incident Commander;
 - Dispatch a field officer to the municipal Incident Command Post to interface with the municipal Incident Commander and gather intelligence for the schools;
 - Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school;
 - Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population;
 - Provide point of contact for other District resources who need to know the location of the command post and open routes to the relocation point.
3. LASPD officers dispatched to the scene will:

- Establish a liaison with the municipal Incident Commander and/or the Command Post/Unified Command/Watch Commander and determine the threat to the school and its immediate community;
 - Provide guidance to the School Incident Commander about the ongoing threat level to students and staff;
 - Maintain a perimeter at the offsite relocation point between the school population and others;
 - Patrol the area near the School to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the School population.
4. The Emergency First Aid Team will work with first responders and local authorities to ensure injured students and staff receive medical attention.
 5. The School Incident Commander will prepare a verified list of any wounded, and the locations to which they were transported. The Incident Commander will confer with the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 6. All media inquiries will be referred to the designated Media Representative.
 7. Once the incident has concluded and the campus has been determined to be safe, the School Incident Commander will initiate the All Clear action.
 8. The School Incident Commander will debrief with staff and school police officers.

Aircraft/Vehicle Crash

This procedure addresses an aircraft or motor vehicle crash on or near school property. If a crash results in a fuel or chemical spill on school property, refer to Utility Failure as needed.

Aircraft/Vehicle Crash Procedures

1. The Executive Director or designee acts as the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building or Relocation.
2. If the Incident Commander issues the evacuate building action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
3. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building or area) and nature of emergency.

5. If on school property, the Security and Utilities Teams will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Utility Failure.
6. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander issues authorization to reopen.
9. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.
10. If it is unsafe to remain on campus, the Incident Commander will initiate an Off-Site Relocation.
11. The Incident Commander will notify and update parents.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Animal Disturbance

This procedure should be implemented when a dog, coyote, mountain lion, or other wild animal threatens the safety of students and staff.

Animal Disturbance Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the Incident Command Team, and initiates appropriate Immediate Response Actions, which may include Lockdown or Evacuate Building.
2. Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. Closing doors or locking gates is one means to isolate the animal.
3. If additional outside assistance is needed, the Incident Commander will call 911, School Police (213) 625-6631, Animal Control (888) 452-7381, and/or the Department of Fish and Game (888) 334-2258 and provide the location of the animal and nature of emergency.
4. If a student or staff member is injured, the school nurse or Emergency First Aid Team will provide treatment and notify parents of the injured.
5. The Incident Commander will initiate an off-site relocation only if conditions are persistently dangerous at the school.
6. The Incident Commander will notify and update parents if necessary.

7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Biochemical/Hazardous Materials

A Biological or Chemical Release involves the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Common releases within or adjacent to schools include the discharge of chemicals in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant. The following indicators may suggest the release of a biological or chemical substance:

- Multiple victims suffering from watery eyes
- Twitching
- Choking
- Loss of coordination
- Trouble breathing
- Other indicators may include the presence of distressed animals or dead birds.

There are three sub-categories involving the release of biochemical substances. Determine which category applies and then implement the appropriate response procedures listed below.

Substance Released Inside a Room or Building Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team and will initiate the Evacuate Building action. Staff will use designated routes or alternate safe routes to the Emergency Assembly Area, located upwind of the affected room or building. Students and staff from rooms exposed to contaminants need to be isolated from the rest of the school population.
2. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will instruct the Security and Utilities Teams to isolate and restrict access to potentially contaminated areas.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. The Incident Commander or designee will notify and update parents.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other

- disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evaluate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.
 8. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
 9. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
 10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released Outdoors and Localized Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC Team and will immediately direct staff to remove students from the affected areas to an area upwind from the release. The Incident Commander will, as necessary, initiate the Shelter-in-Place or Evacuate Building action.
2. The Security and Utilities Teams will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The Incident Commander will call 911, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location and nature of emergency.
4. The Security and Utilities Teams will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
5. The Incident Commander will notify and update parents.
6. Persons who had direct contact with hazardous substances should wash affected areas with soap and water. Immediately remove and contain (in plastic bags) contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Students and staff whose skin touched the contaminant should be isolated from the rest of the school population. The Emergency First Aid Team should evacuate and monitor exposed individuals.
7. The Emergency Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Team will provide the list to the Incident Commander and emergency responders.

8. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
9. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
10. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Substance Released in Surrounding Community Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the ICC team, and if he/she or local authorities determine that a potentially toxic airborne substance has been released, the Incident Commander will initiate a Shelter-in-Place.
2. Follow all Shelter-in-Place procedures.
3. The Incident Commander will complete the Biological and Chemical Release Response Checklist.
4. The Incident Commander will monitor local news for information about the incident.
5. The School will remain in Shelter-in-Place until the Los Angeles County HazMat or appropriate agency provides clearance, or staff is otherwise notified by the Incident Commander.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Bomb Threat/Suspicious Package

Response to a bomb threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Bomb Threat by Telephone Procedures

1. The call taker should attempt to keep the caller on the telephone as long as possible and alert someone else to call 911. The staff member calling 911 informs the operator of:
 - Nature of threat on phone line;
 - Name of school;
 - Phone number of line receiving threat;
 - Name and contact information of staff member.

2. The person answering the threat call should immediately inform the Executive Director, and then use the Bomb Threat Report Form to gather and record information about the call.

Bomb Threat Form Questions include:

- Where is the bomb (building, location)?
- When is it going to explode?
- What kind of bomb is it? What does it look like?
- Who set the bomb? Why was the bomb set?
- What can we do for you to keep the bomb from exploding?
- What is your name?
- How old are you?
- Where do you live?
- How can you be contacted?

In addition to the above questions, evaluate the caller's voice and background noise for characteristics such as:

- Caller Characteristics:
 - Gender
 - Age
 - Accent
 - Slurred/impaired speech
 - Recorded/disguised voice
 - Familiarity
 - Irrational/incoherent
- Background Noise:
 - Office
 - Outdoors
 - Traffic
 - Other

3. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and calls School Police (213) 625-6631 who will advise the School. In most cases, School Police will direct the School to wait for officers to arrive and conduct an investigation. The Incident Commander, in consultation with School Police, will determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building or Relocation.
4. If the School discovers unusual or suspicious packages, boxes or foreign objects, all cell phones and hand-held radios of searchers should be turned off, as many explosive devices can be triggered by radio frequencies. If a suspicious

object is found, report the discovery to the Incident Commander while the remaining team members attempt to secure the immediate area without touching or disturbing the object.

5. No attempt should be made to investigate or examine a discovered suspicious object.
6. The Incident Commander will notify and update parents.
7. After the search, the Incident Commander will consult with law enforcement to determine any alteration to the appropriate Immediate Response Action, which may include Drop, Cover and Hold On, Lockdown, Evacuate Building, or Relocation.
8. When a suspicious object or bomb is found, or if advised by Law Enforcement, the Incident Commander shall issue the Evacuate Building action. Staff and students will evacuate the building using safe routes to the Assembly Area.
9. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
10. The Psychological First Aid Team will convene on-site and begin the process of counseling and recovery.
11. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
12. The Incident Commander may initiate an Off-site Relocation if warranted by changes in conditions.

Suspicious Package Procedures

1. If a suspicious package or other object is found on or adjacent to campus, the Executive Director should be immediately alerted.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC team, and will direct volunteer members of the Security Team to attempt to secure the immediate area without touching or disturbing the object. All cell phones and handheld radios in the vicinity of the suspicious package should be turned off, as many explosive devices can be triggered by radio frequencies.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, room, area) and description of the suspicious package.
4. No attempt should be made to investigate or examine the object.
5. The Incident Commander will notify and update parents.

6. The Incident Commander will consult with Law Enforcement and determine the appropriate Immediate Response Action, which may include Drop, Cover and Hold, Lockdown, Evacuate Building or Relocation.
7. If Evacuate Building is initiated, staff and students will evacuate buildings using the safest routes to the Emergency Assembly Area. Routes may be different than usual evacuation routes.
8. In the event of an evacuation, teachers will bring their student roster and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
9. The Psychological First Aid Team will convene and begin the process of counseling and recovery.
10. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
11. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.

Demonstration/Walkout

A demonstration/walkout is any assemblage on or off campus by staff or students for the purpose of protest or demonstration. A demonstration or walkout that occurs without appropriate approvals is considered unauthorized and may be unlawful. Students are sometimes encouraged by protesters (in person or via social media) to participate in a demonstration as it passes by a school.

Demonstration/Walkout Procedures:

1. Upon indication that a demonstration or walkout is about to begin, personnel should immediately notify the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the appropriate Immediate Response Action, which may include a modified Lockdown.
3. The Incident Commander will notify School Police (213) 625-6631 to request assistance and will provide the exact location and nature of emergency.
4. The Security Team, Administration, and Deans will immediately proceed to the main exit points to control student ingress and egress.
5. If students attempt to leave the campus, inform students in the presence of adult witnesses that they should attend classes. Notify individual students that they risk consequences if they remain on campus but do not attend classes or if they attempt to leave campus. Remind students that if they persist in unlawful activities following ample warning and notice of suspension, they may be subject

to citation or arrest. Note: No physical effort shall be made to prevent students from leaving the campus.

6. Students not participating in the demonstration/walkout should remain in their classrooms until notified otherwise by the Incident Commander. Teachers will close and lock classroom doors to protect students from a demonstration that becomes unruly. Students and staff should be protected from broken window glass by closing available window coverings.
7. The ICC Team and administration should keep accurate record of events, conversations, and actions.
8. All media inquiries will be referred to the school's designated Media Representative, who will also monitor local news outlets and initiate further actions as appropriate.
9. The Incident Commander will notify and update parents.
10. The Incident Commander should proceed using good judgement based on law enforcement or other legal input, in taking action to control and resolve the situation.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Disorderly Conduct

Disorderly Conduct may involve a student, staff member, or visitor exhibiting threatening or irrational behavior. If the individual is armed, refer to sections on Lockdown or Active Shooter on Campus as appropriate.

Disorderly Conduct Procedures

1. Upon witnessing disorderly conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so. Witnesses should provide written statements for follow-up by the school administrator and/or School Police.
2. Staff will immediately notify the Executive Director or designee.
3. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Lockdown, Evacuate Building, or Off-site Relocation.
4. The Incident Commander will call School Police (213) 625-6631 and provide the exact location and nature of the incident. If determined to be appropriate, the Incident Commander will call 911.
5. If an immediate threat is not clearly evident, the Incident Commander or other staff member may attempt to diffuse the situation. Approach the individual in a calm, nonconfrontational manner and request he or she leave the campus. Avoid any hostile situations.

6. If the individual is a student, every attempt should be made to notify the family (family members may provide useful information on handling the situation).
7. The Incident Commander will notify and update parents, as necessary.
8. The Incident Commander and team will determine if activating the threat assessment/management team is warranted.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake

Earthquake during School Hours Procedures

Note: Keep calm and remain where you are during the shaking. Assess the situation and then act. Remember, most injuries or deaths are caused by flying/falling debris.

1. Upon the first indication of an earthquake, teachers should direct students to Drop, Cover and Hold On.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.
4. When the shaking stops, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and initiates the Evacuate Building action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring their student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students or any student that was left behind.
6. The Incident Commander will direct the Security and Utilities Teams to post guards a safe distance away from building entrances to prevent access.
7. The Security and Utilities Teams will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
8. The Emergency First Aid Team will set up the first aid station, check for injuries and provide appropriate first aid.
9. The Incident Commander will direct the Emergency Communications Systems Operators to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).

10. If the area appears safe, the Search and Rescue Teams will make an initial inspection of school buildings to identify any injured or trapped students or staff.
11. The Incident Commander will work with school police and district personnel to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Assessment Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
12. Any damaged areas will not be reopened until the district provides clearance and the Incident Commander gives authorization to do so.
13. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions at the school.
14. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Earthquake during Non-School Hours Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team as necessary, and will assess damages as safe to do so with the plant manager, to determine any necessary corrective actions. The school administrator may direct the Fire Suppression/HazMat Team to participate in the assessment.
Note: Assessments must be conducted by teams wearing appropriate safety gear. Do NOT conduct assessments alone or unprotected, due to danger from possible building damage and the potential for aftershocks. Notify the School Police Watch Commander's Office (213) 625-6631 that you are on campus before beginning a site assessment.
2. The Incident Commander should confer with district Maintenance and Operations personnel to identify the extent of damages and determine if the school can be occupied.
3. If the school cannot be occupied, the Incident Commander will determine an alternate location for affected buildings and programs, and the Incident Commander will notify staff members and parents.

Explosion/Risk of Explosion

There are four distinct incident types involving an explosion or risk of explosion. Determine which incident type applies and then implement the appropriate response procedures.

Explosion on School Property Procedures

1. In the event of an explosion, all persons should initiate Drop, Cover and Hold On.

2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will call 911 and School Police (213) 625- 6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Incident Commander will consult with available law enforcement and, considering the possibility of another imminent explosion, take appropriate Immediate Response Actions. Action may include Shelter-in-Place, Evacuate Building or Off-Site Relocation. Evacuation may be warranted in some buildings on a campus, and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Emergency Assembly Area.
5. In the event of an evacuation, teachers will bring student roster and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
6. The Incident Commander will notify and update parents.
7. The Emergency First Aid Team will check for injuries and provide appropriate first aid.
8. If needed, the Fire Suppression and Hazardous Materials Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
9. The ICC Team will notify the appropriate utility company of any damages to water lines, sewers, power lines, and other utilities.
10. The Security and Utilities Teams will secure the building entrance to prevent persons entering the school buildings.
11. If it is determined safe to enter affected areas, the Incident Commander will direct the Search and Rescue Teams to initiate search and rescue activities.
12. The Incident Commander will contact the area Facilities Director to ensure buildings are safe for re-occupancy. When safe to do so, the Fire Suppression and Hazardous Materials Teams will conduct an inspection of school buildings. The Fire Suppression and Hazardous Materials Teams will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
13. Any areas affected by the explosion will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Incident Commander gives authorization to do so.
14. The Incident Commander may initiate an Off-Site Relocation if warranted by changes in conditions.
15. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Risk of Explosion on School Property Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Drop, Cover and Hold On, Shelter-in-Place, Evacuate Building, or Relocation.
2. If the school administrator issues Evacuate Building action, staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, teachers will bring their student rosters and any classroom emergency supplies and take attendance at the Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
4. The school administrator will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. If needed, the Fire Suppression and Hazardous Materials Assessment Teams should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Incident Commander will advise the Search and Rescue Teams to initiate rescue operations.
7. The Utilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The Incident Commander will notify and update parents.
9. All affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Explosion on School Property.
11. The Incident Commander may initiate an Off-Site Relocation, if warranted by changes in conditions.
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Explosion or Risk of Explosion in Surrounding Area Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place response action.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide the exact location (e.g., building, area) and nature of emergency.
3. The Incident Commander will take further actions as needed or advised by authorities.
4. The Incident Commander will notify and update parents.

5. The school will remain in a Shelter-in-Place condition until the Los Angeles County HazMat or appropriate agency provides clearance and the school administrator issues further instructions.
6. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Nuclear Blast or Explosion Involving Radioactive

A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the Shelter-in-Place action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g., concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The Incident Commander will notify 911 and School Police (213) 625-6631 and provide details on the area and personnel affected at the school.
4. After the initial blast, the Emergency First Aid and Fire Suppression Teams should provide first aid and extinguish small fires as needed.
5. The Incident Commander will ensure the relocation of students from bungalow buildings and other non-permanent structures, upper floor(s), rooms with broken windows, and other damaged rooms without going outside if possible.
6. The Utilities Team will turn off the school's main gas supply (refer to the Site Plot Plan for gas supply shut-off valve) and fans in the area; close and lock exterior doors and windows; shut down all buildings' air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
7. The Incident Commander will notify and update parents.
8. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
9. At the Incident Commander's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water, without going outside.
10. The school will remain in Shelter-in-Place until the Los Angeles County Public Health or other appropriate agency ends the shelter-in-place or issues relocation instructions. Relocation may be advised by authorities.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire

A fire impacts a school if it occurs on campus or in an off-campus location near the school. Take appropriate Evacuate Building or Shelter in Place measures to protect students and staff.

Fire on School Grounds Procedures

This procedure addresses a fire discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

1. Upon discovery of a fire, teachers or staff will direct all occupants out of the building, activate the fire alarm if possible, and report the fire to the school administrator.
2. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will immediately initiate the Evacuate Building action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Emergency Assembly Area.
3. The Incident Commander will call 911 and School Police (213) 625-6631 and will provide the exact location (e.g., building, room, area) of the fire.
4. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
5. If needed, the Fire Suppression Team should suppress small fires with extinguishers for the protection of students and staff as it is safe to do so, until the Fire Department arrives.
6. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The Utilities Team will notify the appropriate utility company of damages.
8. The Incident Commander will notify and update parents.
9. Any affected areas will not be reopened until the Los Angeles City or County Fire Department or appropriate agency provides clearance and the school administrator issues authorization to do so.
10. For fires during non-school hours, the Incident Commander and district personnel will determine if the school will open the following day.
11. All fires that are extinguished by school personnel, regardless of their size, require a call to the Fire Department to indicate that the "fire is out."
12. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Fire in Surrounding Area Procedures

This procedure addresses a fire discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building or Off-Site Relocation.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will provide the location and nature of emergency.
3. The Incident Commander will instruct the Security Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The Incident Commander will contact the local Fire Department and will work with the Fire Department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the Incident Commander issues the Evacuate Building action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Incident Commander or designee will monitor local news outlets and initiate further actions as appropriate.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Food/Water Contamination

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees or students with unexplained nausea, vomiting, or other illnesses.

Suspected Contamination of Food or Water Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will isolate and secure the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The Incident Commander will notify:
 - 911
 - School Police (213) 625-6631
 - County Department of Health Services (213) 974-1234
 - Office of Environmental Health and Safety (213) 241-3199
 - Other Officials as necessary
3. The Administrative Staff will make a list of all potentially affected students and staff and provide the list to responding authorities.
4. The Emergency First Aid Team will assess the need for medical attention and provide first aid as appropriate.
5. The Emergency First Aid Team Leader will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The Incident Commander will confer with the County Department of Health Services before resuming normal operations.
7. The Incident Commander will notify and update parents.
8. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Public Health Emergency

A public health emergency involves a large-scale emergency need for medical health care services, often for an influenza outbreak or other infectious disease that affects a school community.

During public health emergencies, schools will be faced with parents, teachers, and staff who are concerned about the health and safety of students. Experience has shown that public health emergencies can create a great deal of anxiety and misinformation.

Healthy Habits to Reduce Public Health Emergency Impact

Schools can reduce the impact and spread of a public health emergency by reinforcing basic healthy habits. These habits include:

- Wash hands often. Require that students wash their hands with soap and water after visiting the restroom and before and after eating. If soap and water are not available, schools can purchase non-alcohol waterless hand cleaner from the District Warehouse. Schools may not use alcohol-based hand cleaner. Schools must stock adequate handwashing supplies for all restrooms.

- Cover nose and mouth when coughing or sneezing. Germs are spread when people cough and sneeze. Require that students cough or sneeze into a tissue or, lacking that, into a sleeve or elbow. Classrooms should be stocked with tissue to facilitate this activity. When possible, schools can practice social distancing to reduce the spread of airborne germs. Keeping students at least three feet apart greatly reduces the spread of germs from an uncovered cough or sneeze.
- Exclude students and staff that are symptomatic. In the event of any public health outbreak, limit contact with people who are symptomatic. This means that students and staff who come to school with obvious symptoms such as an elevated temperature, cough, runny nose, or other symptoms, should be separated from the general population and sent home until they recover. Students who develop these symptoms at school should be isolated to contain germs, and then sent home with a parent or guardian.
- In the event of a wide-scale or pandemic illness, critical school employees could be absent for days, weeks, or months. Such a reduction in available staff will challenge the continuity of school operations and services because there will not be enough substitutes for absent employees. Site administrators must consider how to carry on school operations without, for example, their Payroll Clerk, Plant Manager, Cafeteria Manager, Coordinator, or Administrative Director.

Develop Alternate Lessons. During major health emergencies, students may be absent for weeks. Schools should have lesson plans for students who will be home for extended periods of time, as well as multiple means of communicating lesson content to students and parents. Methods may include the following:

- Allowing students to take home school books and class materials
- Posting lesson on Canvas with materials
- Use of other approved internet education websites
- Mailing home printed materials
- Having printed materials available for families to pick up at school

Utility Failure

A utility failure is a situation involving a loss of water, power or other utility on school grounds.

General Loss or Failure of Utilities Procedures

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the school administrator immediately.
2. If a gas leak is suspected or the loss of utilities poses a risk of explosion, refer to Explosion/Risk of Explosion on School Grounds.

3. Upon notice of loss of utilities, the Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, or Evacuate Building.
4. The Incident Commander will notify the Area Maintenance and Operations (during business hours or School Police (213) 625-6631 (at all other days/hours) and will provide the location and nature of emergency. Other personnel will be notified at the discretion of the Incident Commander.
5. Area Maintenance personnel, working with the Incident Commander, will contact the affected utility company to determine whether their assistance is required, recommended actions, and the potential length of time service will be interrupted.
6. If the Evacuate Building action is initiated, teachers will take student rosters and any classroom emergency supplies when leaving the building, and take attendance once the class is assembled in a safe location.
7. The Incident Commander will notify and update parents.
8. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
9. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.
10. In addition to the procedures listed above, the Incident Commander will implement the protocols for specific concerns below as needed.

Loss of Water Supply Procedures

The following operational items apply at a school that has lost its water supply. Many issues can be easily solved if the school has adequate emergency supplies:

1. **Bathrooms** - School personnel can make a regular toilet work by pouring a half-bucket (about 2.5 gallons) of water into the toilet to provide the “flush”. Water stored in emergency barrels can be used for this purpose. This method is often easier than setting up toileting stations of 5-gallon buckets with plastic bags in them. Standard toilets can also be lined with plastic bags. Bucket toilets and toilets lined with plastic bags generate bags of hazardous waste that need to be disposed of properly. One disposal method is to dump the contents of the bags into the standard toilets when they are returned to service. Be advised that this method is messy at best. Schools must also provide toilets that are accessible to students with specific needs. Health code requires that the students have a way of washing their hands after going to the bathroom. Water from the emergency supplies, waterless hand cleaner, or wipes will fulfill that requirement and should be stored with the other emergency supplies. If portable toilets are delivered, schools must make sure that there are also hand cleaning stations set up, as well

as accessible toilets for students with specific needs. Mark at least two of the portable toilets for faculty use.

2. **Cafeteria** - To keep the cafeteria open, cafeteria staff must have clean water to wash hands and clean surfaces. Water can be pumped from the emergency water barrels into a plastic water carrier. The water carrier can be taken to the kitchen, and cafeteria staff can use the water at their sink. If the cafeteria staff needs hot water, they can heat it.
3. **Drinking Water** - Drinking water can be addressed many ways. Students will usually have milk and juice with their lunches, which will provide hydration. Additional water can be distributed in cups or individual bottles/pouches, depending on what was stored. Often the utility provider or Maintenance and Operations will obtain bottled water for the school. If schools are using water from the emergency water barrels, they must re-chlorinate the water 30 minutes before it is put out for consumption.
4. **Fire Suppression** - The fire code requires that if the automatic fire sprinklers are disabled for any reason, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department and alert and evacuate the building occupants. The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should be kept documenting who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:
 - Los Angeles City Fire Department (Valley) (818) 347-1110
 - Los Angeles City Fire Department (Los Angeles) (213) 978-3660
 - Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they followed the Fire Code.

5. **Other Concerns** - At secondary schools, there may be a request to use the showers, but that cannot be accommodated. The nurse may also ask for water to wash hands. She may be able to use waterless hand cleaner, but she will still need water for cleaning wounds, etc. Schools can pump the emergency water

into a water carrier for her to use at the sink in the Health Office or provide bottled water.

Loss of Power Procedures

The following are concerns that need to be addressed at a school that has lost electrical power.

1. **Lights** - Schools are built to take advantage of natural light. Classrooms often have one wall of windows, so there should still be visibility, even without electric lights. Classroom emergency kits include light sticks that can provide additional illumination. In many cases, the loss of electricity is minimally disruptive to education; it is common practice for students to remain in classrooms during a power outage.

Almost all schools have emergency lights on battery back-up. These lights will allow students and staff to safely exit the building. These lights illuminate hallways, stairwells and exit signs. In most schools, emergency lighting operates on a series of large batteries and have the capacity to run for about an hour, so that everyone will have adequate time to exit the building. Some schools have hardwired emergency generators instead of batteries. These generators are sized to run emergency egress lighting only, and do not power other items such as elevators and air conditioning. Some schools have portable generators in the emergency supply bin that can power lighting in the assembly area, charge batteries on radios, and other power needs. Generators are also to be used to supplement battery-powered medical devices for students with special needs.

In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to power the cafeteria. The cafeteria has food that needs to be kept at specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

2. **Phone Systems** - School PBX phone is cloud based with redundant offsite backups. This allows the phones to be routed to cell phones or laptops in case of an outage. In addition, the school has a fax machine on a separate, direct, outside line that does not go through the PBX. Along this same line we use a digital-analog converter that is used as a backup in case of PBX service interruption. In the event of a power outage, the fax line will still work. There is a single-line handset that can be plugged into this line during a loss of utilities. In the event of a major disaster such as an earthquake, these phone lines have been listed with the phone company as “essential service lines” (per LAUSD) and will be restored first.

- 3. School Two-Way Radios** - Each school has a two-way radio system that allows the school to communicate with people on that campus, a neighboring campus, and ultimately with school police. The radios will still operate during a power outage or when phone systems are down.

Every year schools test the ability of elementary schools to contact a secondary school, and the ability of secondary schools to talk directly with school police dispatch. During a disaster, the District will use this system to compile damage and injury assessments from schools.

Cell phones, text messages, and public address systems and bullhorns can supplement two-way radio communications.

- 4. Fire Alarms and Suppression Systems** - During a power outage, fire alarms and notification systems will not work. The Fire Code requires that if the automatic fire alarms are disabled, schools must post a fire watch. The law requires that someone must continuously patrol the entire campus every half hour and then log in the fact that no fire was seen. The person conducting the fire watch shall be knowledgeable of the fire watch procedures, should have a radio, be able to notify the Fire Department, and alert and evacuate the building occupants.

The Fire Department and the Office of Environmental Health and Safety (213) 241-3199 must be notified and logs should document who patrolled the building, where they went and when they made their rounds. Schools shall notify the Fire Department to request permission to implement the fire watch at the following numbers:

- Los Angeles City Fire Department (Valley) (818) 347-1110
- Los Angeles City Fire Department (Los Angeles) (213) 978-3660
- Los Angeles County Fire Department (323) 881-2455

Only the Fire Department can authorize a school to go off fire watch. Schools will need to save and document all contacts with the Fire Department to ensure they abided the Fire Code.

- 5. Food Service** - The cafeteria staff may not be able to heat food without electricity. If the loss of power is expected to last through Nutrition or Lunch, immediately contact your Cafeteria Manager. In a prolonged power outage, the Maintenance and Operations Branch is sometimes able to provide a generator to

power the cafeteria. The cafeteria has food that needs to be kept specific temperatures to preserve safety. The generator will be used to run the refrigerators and freezer.

Weather

Schools may implement general inclement weather procedures during heavy rain, flooding, hail, or high winds.

General Inclement Weather Procedures

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate appropriate Immediate Response Actions, which may include Shelter-in-Place, Evacuate Building, or Off-Site Relocation. NOTE: Inclement weather may block or impact routes to/from school and may necessitate an Off-Site Relocation even if the school itself is relatively unimpacted.
2. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
3. The Incident Commander will direct the Security and Utilities Teams or other available staff to secure any lightweight, unstable, or fragile items on campus and bring indoors any equipment that may become damaged by weather conditions.
4. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate
5. If the Incident Commander issues the Evacuate Building or Off-Site Relocation action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Emergency Assembly Area.
6. In the event of an evacuation, teachers will bring student rosters and any classroom emergency supplies and take attendance at the Emergency Assembly Area to account for students. Teachers will notify the Emergency Assembly Area Team of missing students.
7. The Emergency First Aid Team will monitor students who were exposed to adverse weather conditions (such as extreme cold, heat, or rain) as necessary.
8. The Administrative Team will consider the impact of weather (including travel) on field trips and extracurricular activities and advise the Incident Commander if activities should be curtailed.
9. The Incident Commander will notify and update parents.
10. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
11. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Rain Procedures

Rain can cause sudden or gradual flooding, impede driving conditions, and/or be accompanied by lightning. Before every rainy season, school plant managers should be reminded to:

- Check all ground-level drains and drainage areas to make sure they are free of debris and work properly. Clogged drains should be reported for repair since they can cause flooding and building damage.
- Inspect roof scuppers and drains to make sure they work properly.
- Request sand bags and plastic sheeting from the operational area that can be used to divert water away from doors.

Flood/Flash Flood

A Flash Flood may accompany rain or may appear suddenly as a result of storm conditions elsewhere in Southern California and may impede driving.

Hail

Hail can damage buildings and equipment, possibly injure students or adults (depending on the size of the hailstones) and may be accompanied by unusually cold weather.

Landslide/Debris Flow

Landslides can be caused by a variety of factors including earthquakes, storms, fire, and by human modification of land. Landslides can occur quickly, often with little notice. In a landslide, masses of rock, earth or debris move down a slope.

Debris and mud flows are rivers of rock, earth, and other debris saturated with water and develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt. They can flow rapidly, striking with little or no warning, and may travel several miles from their source, growing in size as they pick up trees, boulders, cars and other materials.

Thunder/Lightning

All thunderstorms produce lightning and are dangerous. Stop all outdoor activities and shelter in place indoors if you hear thunder or see lightning. Wait 30 minutes after the storm to resume outdoor activities.

Wind

High winds can create power outages, knock down trees and utility lines, and remove exterior building materials (such as gutters and shingles).

Funnel Clouds/Tornado Procedures

Funnel clouds and tornadoes are possible in the Los Angeles area. If a funnel cloud is sighted or a tornado warning is issued, immediately move all students indoors.

Basements offer the best protection. Schools without basements should use interior rooms and hallways on the lowest floor, away from windows and other sources of glass. Rooms with large roof spans (e.g., gymnasiums, cafeterias, and auditoriums) offer little or no protection from tornado-strength winds. Students should sit facing an interior wall, elbows to knees, with hands over the back of their heads, and remain in position until an all-clear is sounded.

1. The Executive Director or designee becomes the Incident Commander, activates the School ICC Team, and will initiate the appropriate Immediate Response Action, Shelter-in-Place.
2. The Incident Commander makes the following announcement (or similar announcement) over the PA system or an alternate method of communication: "Your attention please. We are implementing a Shelter-in-Place, due to severe weather. Students and staff are to remain inside the building away from windows. Sit on the floor, face the wall, and protect your head with your arms. All students and staff that are outdoors are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you."
3. If indoors, teachers will keep students in the classroom until further instructions are given.
4. If outdoors, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into the closest classrooms or school buildings. Teachers are to account for any students with functional needs who may not have heard or understood the directions. Teachers are to take roll and to notify the office with the number and names of students in the room with them.
5. The Incident Commander will notify 911 and School Police (213) 625-6631 and will describe the nature and extent of the incident.
6. The Incident Commander or designee will monitor local news outlets and NOAA weather alert radio and initiate further actions as appropriate.
7. Teachers will take attendance to account for students, and notify the office of missing students.
8. The Incident Commander will notify and update parents.
9. The Incident Commander will initiate an Off-Site Relocation if warranted by changes in conditions.
10. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the All Clear action.

Heat Procedures

The intensity of exercise activities must be limited or modified whenever the Heat Index is above 95°. A useful resource that calculates the heat index and offers heat safety tips is the OSHA smartphone app, the OSHA Heat Safety Tool. Air Quality Advisories issued by the South Coast Air Quality Management District (SCAQMD) must be obeyed.

Modifying Athletic Activities During Excessive Heat

During times of excessive heat, the following precautions need to be taken for outdoor physical activity which includes recess, physical education, recreation, and competitive sports:

- Adequate water must be available. If adequate water is not available, physical activity must be modified. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged;
- Staff and all personnel supervising physical activities, including Youth Services personnel, should observe students during activity periods and modify activities. Students known to have health problems should be closely observed and their activity modified or restricted.

Strategies for Preventing Heat Stress During the School Day

- A “cool room” should be established for use by students showing early signs of heat stress. This room should provide maximum coolness possible. During excessive heat the “cool room” should be available for use at all times during the school day.
- Hold events indoors when possible.
- Use current medical health history and physical to identify students susceptible to or at high risk for heat related injuries. Students identified as high risk should be removed from participation at a lower Heat Index. These would include:
 - Students with history of previous heat illness
 - All current illnesses and/or health sensitive medical conditions
 - Students who have experienced recent injuries

National Weather Service Hazardous Weather Alert Definitions and Procedures

The National Weather Service issues three distinct categories of hazardous weather alerts, covering all manner of weather events. Schools will receive weather alerts via NOAA weather radios or mass media outlets.

Watch - used when the risk of hazardous weather has increased significantly, but its occurrence, location or timing is still uncertain. A “watch” is intended to provide enough lead time to set emergency plans in motion. A watch means that hazardous weather is

possible, and schools need to listen for later information and possible warnings. If a weather watch is issued, schools in the affected area should:

- Review the Safe School Plan and confirm staff assignments for emergency positions;
- Review field trips and extracurricular activities;
- Review SendWordNow emergency contact lists for staff and students;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Inspect the campus for conditions that could cause damage.

Advisory - issued when a hazardous weather event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience. If caution is not exercised, conditions could lead to situations that may threaten life or property. If a weather advisory is issued, schools in the affected area should:

- Review the Safe School Plan;
- Check emergency supplies;
- Examine extracurricular activities, field trips, and after-school programs;
- Plan for modified activity schedule;
- Move outdoor equipment out of harm's way;
- Monitor local weather via www.weather.gov and/or a NOAA weather radio;
- Check school site for hazards and exposures that can be mitigated;
- Send a SendWordNow message if extracurricular activities may be impacted.

Warning - issued when a hazardous weather event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action. If a weather warning is issued, schools in the affected area should:

- Activate Safe School Plan;
- Stage emergency supplies in a location protected from weather;
- Send SendWordNow message and update school website and school social media accounts to notify parents;
- Take proactive steps to protect students and staff;
- Cancel activities, field trips and after-school programs if expedient to do so.

Emergency Telephone Numbers

Executive Director: David Hussey.....	818-595-7503
Educational Service Center North.....	818-654-3600
Environmental Health and Safety Branch.....	213-241-3199
Office of Emergency Services.....	213-241-3889
West Hills Hospital.....	818-884-7060
School Police.....	213-625-6631
Water and Power.....	800-342-5397
Gas Company.....	800-427-2200
Fire.....	911

Emergency Maps

Vicinity Map



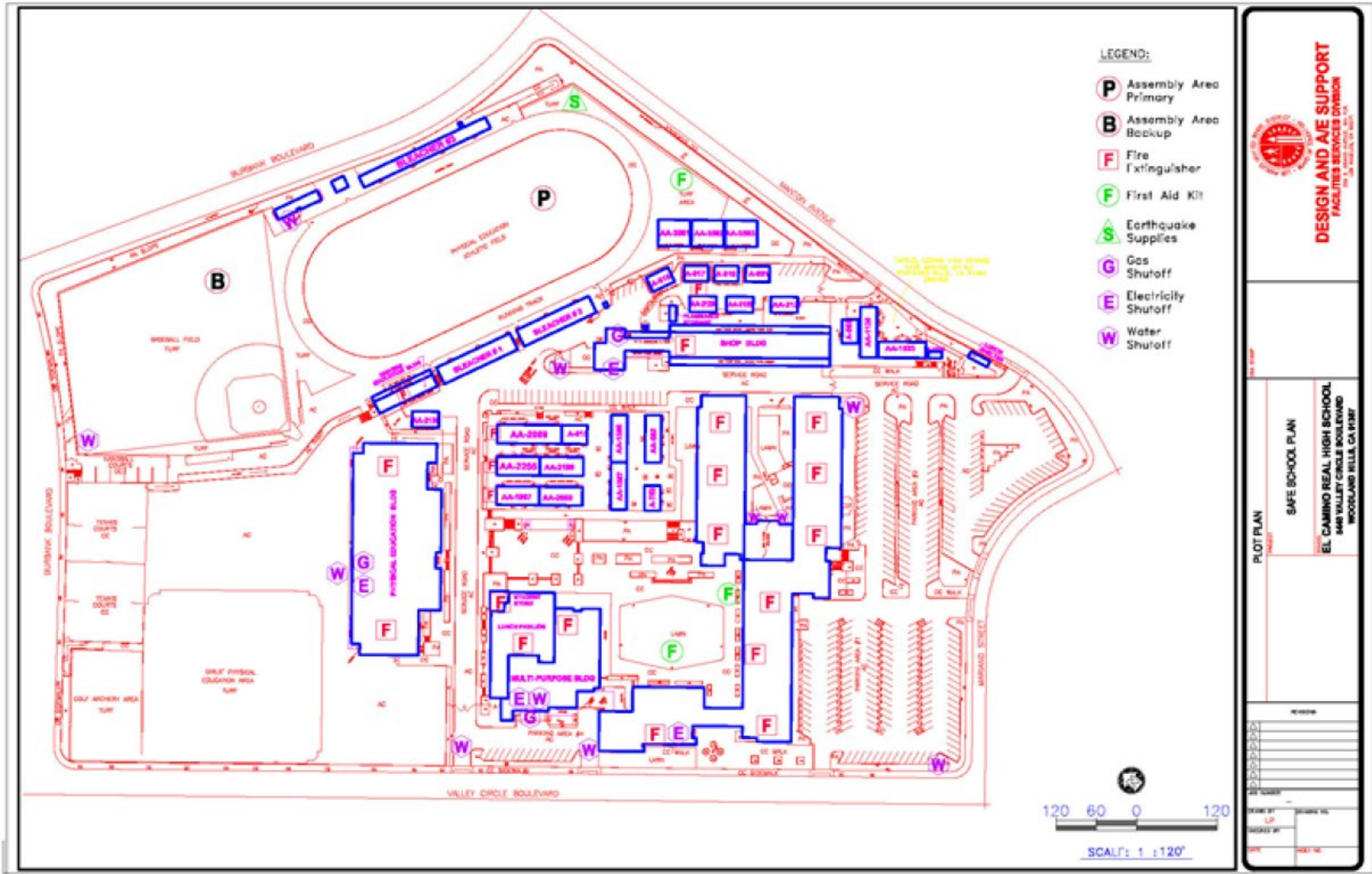
Primary Off-Site Assembly Area:

Hale Charter Academy
23830 Califa St.

Backup Off-Site Assembly Area:

Woodlake Elementary Community Charter School
23231 Hatteras St.

Site Plan Map



Appendix

APPENDIX

BOMB THREAT REPORT

School _____ Location Code _____

Date of Call _____ Time of Call _____

Person Receiving Call _____

I. REPORT OF PERSON RECEIVING CALL			
A. Ask the caller the following questions			
Where is the bomb (building, location)?			
What time is it set to go off?			
What kind of bomb is it? What does it look like?			
Who set the bomb? Why was the bomb set?			
What is your name?			
How old are you?			
Where do you live?			
B. Evaluate the voice of the caller, and check the appropriate spaces below:			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Intoxicated
<input type="checkbox"/>	Female	<input type="checkbox"/>	Speech Impediment
<input type="checkbox"/>	Child	<input type="checkbox"/>	Special Ethnic Characteristics
Age (Approx.)		Other	
C. Listen for any background noise. (Check appropriate spaces below, if applicable):			
<input type="checkbox"/>	Music	<input type="checkbox"/>	Babies or children
<input type="checkbox"/>	Conversation	<input type="checkbox"/>	Cars/trucks
<input type="checkbox"/>	Typing	<input type="checkbox"/>	Machine noise
<input type="checkbox"/>		<input type="checkbox"/>	Airplane
<input type="checkbox"/>		<input type="checkbox"/>	Other
II. REPORT BY PRINCIPAL			
A. The police were contacted by (Name of person)			
Date		Time	
Police personnel taking call			
Officer responding to call			
B. Was a search made for the bomb?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," give details regarding search			
C. Was an evacuation conducted?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
If "yes," indicate buildings or areas evacuated			
D. Remarks:			

This form shall be completed in duplicate (submit original to LASPD and copy for school files).

BIOLOGICAL AND CHEMICAL RELEASE RESPONSE CHECKLIST

School _____ Location Code _____

Location of Release _____

Name _____ Position _____

Date _____

	Yes	No	Note
Have unexposed students, staff and others been evacuated from area of contamination?	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff, students, or others who came in contact with the area of contamination been isolated and quarantined in a safe and separate location and cleaned their hands with soap and water?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all students and staff been accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been cordoned off and secured?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the doors and windows to the area of contamination been closed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	
Have fans and ventilators serving the area of contamination been turned off?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments			

Charter School Incident Reporting Template

Please submit to the charter school's assigned CSD specialist, and if co-located on a District campus, please copy to the applicable CSD operations coordinator.

- **Contact information of reporting person**
 - Name/Title
 - School
 - Email address
 - Phone number
- **Type of Incident**
 - Possessing, selling, or furnishing a firearm
 - Brandishing a knife at another person
 - Unlawfully selling a controlled substance or other drug-related incidents
 - Committing or attempting to commit a sexual assault or committing a sexual battery
 - Possession of an explosive
 - Major fights that involve serious injuries and/or involve a large number of students
 - Any lockdown/school closure
 - Medical transport – student and/or staff
 - Threats – (e.g. social media, homicide¹)
 - Major facilities issues (power outage, plumbing concerns, fallen trees, vandalism, etc.)
 - Robbery
 - Assault or battery upon any school employee
 - Employee misconduct related to the health and safety of students
 - Suicidal ideations and behaviors related to imminent serious bodily injury/threats
 - Emergency situation (active shooter, terrorist threat, fire, etc.)
 - Situations which necessitate interaction with law enforcement, fire department, etc.
 - Other significant incidents
- **Brief Summary of Incident (Do NOT include names and/or abbreviations of students, employees or community members, or student ID numbers or other personally identifiable information of a student)**
- **Follow-up/Response to Incident**
 - For co-located sites, confirm communication with the District principal as soon as practically possible and send a copy of the incident report to the District principal when it is submitted to the CSD

¹SB906, which takes effect in the 2023-24 school year requires a school official whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who is alerted to or observes any threat or perceived threat to immediately report the threat or perceived threat to law enforcement.

Coversheet

Update on Every Student Succeed Act (ESSA) Grid

Section: VI. School Business
Item: D. Update on Every Student Succeed Act (ESSA) Grid
Purpose: Discuss
Submitted by:
Related Material: 242509 2024-2025 ESSA Grid.pdf

CERTIFICATION OF CLEARANCES, CREDENTIALING, AND MANDATED TRAINING 2024-2025*

Use additional rows as needed.

CHARTER SCHOOL NAME:	El Camino Real Charter High School	NAME OF PERSON COMPLETING FORM:	<u>Marissa Dominguez</u>
LOCATION CODE:	8617	GRADE LEVELS SERVED:	9-12
FIRST DAY OF INSTRUCTION:	8/12/2024	TELEPHONE OR EMAIL FOR PERSON COMPLETING THE FORM:	818-595-7538
		DATE OF CERTIFICATION:	7/1/2024

In order to complete this form, refer to the accompanying guide, which provides background information, general instructions, and a glossary of terms used in this form.

Indicate any school-based leadership position(s) requiring an administrative credential per the school's approved charter (mark checkboxes with "X" to verify):

•Principal (or equivalent)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	
•Assistant Principal (or equivalent)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	
•Other (specify)	<input type="checkbox"/>	YES	POSITION TITLE: _____		

All independent charter schools, as applicant agencies, are required to designate and maintain at all times at least one Custodian of Records duly authorized and confirmed by the California Department of Justice (DOJ). The following person(s) has/have been confirmed by the DOJ as a Custodian of Records for the charter school.

Name and Title/Position	Date of DOJ Confirmation as Custodian of Records
David Hussey	5/3/2021
Marissa Dominguez	7/12/2023

I, the undersigned Custodian of Records for [Click here to enter text](#) ("Charter School"), hereby certify that the information provided on this form is accurate and that such information may be uttered or published as true. I further certify that the Charter School maintains Subsequent Arrest Notification Service with the California Department of Justice for all employees and volunteers not directly supervised by staff, pursuant to applicable law, and the Charter School has not received any arrest notifications for any current employee or volunteer not directly supervised by staff. I, the Custodian of Records, further understand that failure to conduct a criminal background clearance for any new employee or volunteer not directly supervised by staff, as defined above, or to obtain certification of clearance from any current contracting entity/independent contractor, prior to employment or providing service, will result in a rating of 1 in the area of Organizational Management, Programs, and Operations, on the Charter School's Annual Performance-Based Oversight Visit Report and initiation of Tiered Intervention, including but not limited to a Notice to Cure to be sent to the Charter School's governing board and/or the recommendation for revocation of the Charter School's operative charter. The District reserves all rights pursuant to its oversight authorities and obligations, and otherwise, to fully enforce District requirements, applicable legal requirements, and the terms in this form.

_____ David Hussey Print Name	_____ Executive Director Title/Position
_____ Signature	_____ Date

*The *Certification of Clearances, Credentialing, and Mandated Training 2024-2025* form (also known as the "ESSA Grid") documents information related to requirements outlined in state and federal law including, but not limited to, the Every Student Succeeds Act (ESSA).

Coversheet

Discuss and Vote on VAPA Assistant Theatre Director Position

Section: VI. School Business
Item: F. Discuss and Vote on VAPA Assistant Theatre Director Position
Purpose: Vote
Submitted by:
Related Material: VAPA Assistant Theatre Director.docx
Assistant Theatre Director Salary Comparison.xlsx



*Home of Academic, Athletic,
& Artistic Excellence*

Executive Director: David Hussey
Board President: Brad Wright

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

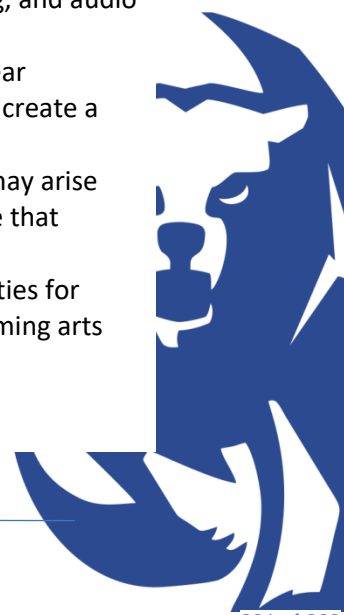
Job Title: Assistant Theatre Director
FLSA Status: Non-Exempt (part-time up to 25 hours per week)
Department: Visual and Performing Arts (VAPA)
Reports To: Theatre Director
Salary Scale: Classified
Work Calendar: 192- Classified
Revised: October 14, 2024

Job Summary:

The Assistant Theatre Director supports the Theatre Director in all aspects of high school productions, from rehearsals and auditions to performances. This position involves mentoring and coaching student actors of varying skill levels while fostering a collaborative and inclusive environment. Additionally, the Assistant Theatre Director is responsible for overseeing technical elements and ensuring the effective management of production logistics, all while engaging with students, parents, and the community.

Essential Duties and Responsibilities

- Partner with the Theatre Director to orchestrate all facets of main stage productions, encompassing rehearsals, auditions, and live performances, ensuring a seamless and enriching experience for both cast and audience.
- Mentor and guide student actors through scene work, utilizing innovative coaching techniques to refine their skills and elevate their performances, fostering a supportive and creative environment for artistic growth.
- Oversee the organization, maintenance, and safety of the theatre facilities, ensuring that the space is prepared and conducive to the collaborative artistic process.
- Work with the marketing department to promote shows and elevate the visibility and outreach of our theatre program, engaging the school community and attracting wider audiences.
- Actively participate in fundraising initiatives and events, supporting for the theatre program’s mission and projects while building relationships with stakeholders and the local community to secure support.
- Assist the Technical Director in the design and execution of set construction, lighting, and audio setups, ensuring technical elements enhance the overall production quality
- Foster positive relationships with students, parents, and guardians, and facilitate clear communication regarding production schedules, expectations, and opportunities to create a strong support network for the theatre program.
- Provide guidance and support to students in managing conflicts or challenges that may arise during rehearsals and performances, promoting a positive and inclusive atmosphere that encourages teamwork and collaboration.
- Develop and implement outreach programs, workshops, and educational opportunities for students and community members, aimed at enhancing appreciation for the performing arts and encouraging participation in theatre activities.
- All other duties as assigned



Board Approved:



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Board President: Brad Wright

Knowledge of:

- Proficiency in technical theatre practices, encompassing knowledge and hands-on experience in set construction, lighting design, and audio equipment operation, ensuring high-quality production standards.

Ability to:

- Ability to work collaboratively in large groups, fostering a spirit of teamwork and camaraderie among students, staff, and community members, while effectively communicating in a theatrical atmosphere.
- Committed to following established processes and safety protocols to ensure a secure working environment for all participants, particularly when utilizing machinery and heavy equipment
- Demonstrated ability to effectively lead and manage large groups of students, fostering a positive and inclusive environment that encourages creativity, collaboration, and personal growth.

Education and Experience:

- Bachelor's degree in Theatre, Communications, or a related field preferred.
- Minimum 5 years' experience in directing stage and camera, with a solid understanding of theatrical practices.
- Professional acting experience preferred.
- Proven track record of working with high school students, understanding their unique developmental needs and motivations to inspire and engage them in the theatrical process.
- Strong coaching skills with a background in guiding students of diverse skill levels, using tailored approaches to nurture talent and enhance performance abilities
- Possess outstanding communication, organizational, and interpersonal skills, enabling effective collaboration with students, faculty, and parents, while managing multiple tasks and production timelines.

Work Environment:

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

- May work both indoors and outdoors, adapting to various conditions to support the needs of productions and events
- Capable of effectively completing responsibilities in a high-energy and noisy environment
- Will be required to work a varied schedule (days, afternoons, evenings and weekends)





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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform a variety of physical tasks, including bending, crawling, stooping, and standing for extended periods
- Lift, carry, push and pull up to 50 pounds as needed for set construction and equipment handling.

Right to Revise:

This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.

The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



Board Approved:

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Assistant Theatre Director Salary Comparison.xlsx

Coversheet

2024-2025 Capitalization Project: Classroom/Hallway Modernization

Section: VI. School Business
Item: G. 2024-2025 Capitalization Project: Classroom/Hallway Modernization
Purpose: Vote
Submitted by:
Related Material: B Building Electrical.pdf
Main Building Electrical.pdf
Classroom Furniture.pdf
A Building Hallway.pdf
B Building Hallway.pdf
C Building Hallway.pdf
D Building Hallway.pdf

Estimate

WESPOWER Electrical, Inc.

**23890 Copper Hill Dr. #269
Valencia, CA 91354
(818)674-3232 Lic# 938788**

Name/Address
El Camino Real CHS 5440 Valley Circle Blvd. Woodland Hills, CA 91367

Date	Estimate No.
10/17/24	1989

Terms
upon completion - net 30

Item	Description	Quantity	Cost	Total
16 Electrical & Lighting	2nd Floor - Additional Outlets - 2 New Locations * Night/weekend rates included. * Includes up to 120' of a combination of Wiremold raceway, conduit, M/C cable, fittings, anchors, straps wiring, and (2) outlets/J-boxes/outlet boxes/covers total. - Run conduit, fittings, straps, wires, etc. directly on walls and above T-bar from existing panel and dedicated circuit in all locations. - Connect to new breaker, label, energize, and test. - Clean work areas and dispose of waste.		2,316.17	2,316.17

Signature: _____ Date: _____

	Total	\$2,316.17
--	--------------	-------------------

Estimate

WESPOWER Electrical, Inc.

**23890 Copper Hill Dr. #269
Valencia, CA 91354
(818)674-3232 Lic# 938788**

Name/Address
El Camino Real CHS 5440 Valley Circle Blvd. Woodland Hills, CA 91367

Date	Estimate No.
10/17/24	1988

Terms
upon completion - net 30

Item	Description	Quantity	Cost	Total
16 Electrical & Lighting	<p>Outside Media Center - Additional Outlets - 4 New Locations</p> <p>* Night/weekend rates included. * To be connected to existing circuits only at this time.</p> <p>* Includes up to 150' of a combination of Wiremold raceway, conduit, M/C cable, fittings, anchors, straps wiring, and (4) outlets/J-boxes/outlet boxes/covers total.</p> <p>- Run conduit, fittings, straps, wires, etc. directly on walls and above T-bar from existing outlets and circuits in all locations.</p> <p>- Connect to existing circuits, label, energize, and test.</p> <p>- Clean work areas and dispose of waste.</p>		2,928.75	2,928.75

Signature: _____ Date: _____

	Total	\$2,928.75
--	--------------	-------------------



Jules Seltzer Associates

8745 Washington Boulevard | Studio D
 Culver City, California 90232
 TEL 310.274.7243 FAX 310.274.5626
 www.juleseltzer.com

PROPOSAL

PROPOSAL: 137269
 PROJECT: 31-483
 DATE: 10/08/24

CLIENT:

CUSTOMER #: 61122
 EL CAMINO REAL CHARTER HIGH SCHOOL
 5440 VALLEY CIR BLVD
 WOODLAND HILLS CA 91367

INSTALL AT:

EL CAMINO REAL HIGH SCHOOL
 5440 VALLEY CIR BLVD
 WOODLAND HILLS CA 91367

PHONE: 818-595-7500
 FAX: 818-710-9023

TERMS: 50%DEP/BALNET15
 SALESPERSON: MC LENDON - JSA

CUSTOMER P/O:
 EST INSTALL.....: / /

I/N	QTY	PRODUCT #	DESCRIPTION	UNIT SELL	EXTENDED
			TRIP 1 - 5 CLASSROOMS - WEEK OF NOVEMBER 25TH (IF POSSIBLE)		
1	200	WC410N	Caper Stacking Chair, Molded Seat, No Arms Tag 1: 40 EACH CLASSROOM	189.00	37,800.00
2	100	SA673736	Everywhere "Vary Easy" Rectangular Table Tag 1: 20 EACH CLASSROOM	589.00	58,900.00
			TEACHER'S DESKS & CHAIRS:		
3	5	AS1VA22AA	Sayl Work Chair, Suspension Mid-Back, Standard Height, Tilt Limiter, Adjust Arms, Adjustable Seat Depth, Value Package Tag 1: 1 EACH CLASSROOM	683.00	3,415.00
4	5	DU6ACGS.306 0L	Renew Rectangular Counterbalance Height-Adjustable Table, C-Foot, Squared Edge, Laminate Top w/Thermoplastic Edge, 30D 60W (nominal 29D 58W) Tag 1: 1 EACH CLASSROOM	1,787.00	8,935.00



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PROPOSAL

PROPOSAL: 137269
 PROJECT: 31-483
 DATE: 10/08/24

I/N	QTY	PRODUCT #	DESCRIPTION	UNIT SELL	EXTENDED
5	5	LW110.24BBF	Tu Mobile Pedestal, W-Pull, Box/Box/File, 24D, Locking Tag 1: 1 EACH CLASSROOM	332.00	1,660.00
6	1	Q61914-1 / Phase 1	Charge to receive, assemble, deliver, and set in place (5) Classrooms, based on standardized layouts and quantities. Work to take place in a single day, Monday through Friday, on a non-student day or non-Federal holiday, TRIP 2 - 5 CLASSROOMS - WEEK OF DECEMBER 23RD	0.00	0.00
7	200	WC410N	Caper Stacking Chair, Molded Seat, No Arms Tag 1: 40 EACH CLASSROOM	189.00	37,800.00
8	100	SA673736	Everywhere "Vary Easy" Rectangular Table Tag 1: 20 EACH CLASSROOM TEACHER'S DESKS & CHAIRS:	589.00	58,900.00
9	5	AS1VA22AA	Sayl Work Chair, Suspension Mid-Back, Standard Height, Tilt Limiter, Adjust Arms, Adjustable Seat Depth, Value Package Tag 1: 1 EACH CLASSROOM	683.00	3,415.00
10	5	DU6ACGS.306 0L	Renew Rectangular Counterbalance Height-Adjustable Table, C-Foot, Squared Edge, Laminate Top w/Thermoplastic Edge, 30D 60W (nominal 29D 58W) Tag 1: 1 EACH CLASSROOM	1,787.00	8,935.00



■ Jules Seltzer Associates

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PROPOSAL

PROPOSAL: 137269
 PROJECT: 31-483
 DATE: 10/08/24

I/N	QTY	PRODUCT #	DESCRIPTION	UNIT SELL	EXTENDED
11	5	LW110.24BBF	Tu Mobile Pedestal, W-Pull, Box/Box/File, 24D, Locking Tag 1: 1 EACH CLASSROOM	332.00	1,660.00
12	1	Q61914-1 / Phase 2	Charge to receive, assemble, deliver, and set in place (5) Classrooms, based on standardized layouts and quantities. Work to take place in a single day, Monday through Friday, on a non-student day or non-Federal holiday, TRIP 3 - 5 CLASSROOMS - DECEMBER 23D	0.00	0.00
13	200	WC410N	Caper Stacking Chair, Molded Seat, No Arms Tag 1: 40 EACH CLASSROOM	189.00	37,800.00
14	100	SA673736	Everywhere "Vary Easy" Rectangular Table Tag 1: 20 EACH CLASSROOM TEACHER'S DESKS & CHAIRS:	589.00	58,900.00
15	5	AS1VA22AA	Sayl Work Chair, Suspension Mid-Back, Standard Height, Tilt Limiter, Adjust Arms, Adjustable Seat Depth, Value Package Tag 1: 1 EACH CLASSROOM	683.00	3,415.00
16	5	DU6ACGS.306 0L	Renew Rectangular Counterbalance Height-Adjustable Table, C-Foot, Squared Edge, Laminate Top w/Thermoplastic Edge, 30D 60W (nominal 29D 58W) Tag 1: 1 EACH CLASSROOM	1,787.00	8,935.00



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PROPOSAL

PROPOSAL: 137269
 PROJECT: 31-483
 DATE: 10/08/24

I/N	QTY	PRODUCT #	DESCRIPTION	UNIT SELL	EXTENDED
17	5	LW110.24BBF	Tu Mobile Pedestal, W-Pull, Box/Box/File, 24D, Locking Tag 1: 1 EACH CLASSROOM	332.00	1,660.00
18	1	Q61914-1 / Phase 3	Charge to receive, assemble, deliver, and set in place (5) Classrooms, based on standardized layouts and quantities. Work to take place in a single day, Monday through Friday, on a non-student day or non-Federal holiday, TRIP 4 - 5 CLASSROOMS - WEEK OF JANUARY 6TH	0.00	0.00
19	200	WC410N	Caper Stacking Chair, Molded Seat, No Arms Tag 1: 40 EACH CLASSROOM	189.00	37,800.00
20	100	SA673736	Everywhere "Vary Easy" Rectangular Table Tag 1: 20 EACH CLASSROOM TEACHER'S DESKS & CHAIRS:	589.00	58,900.00
21	5	AS1VA22AA	Sayl Work Chair, Suspension Mid-Back, Standard Height, Tilt Limiter, Adjust Arms, Adjustable Seat Depth, Value Package Tag 1: 1 EACH CLASSROOM	683.00	3,415.00
22	5	DU6ACGS.306 0L	Renew Rectangular Counterbalance Height-Adjustable Table, C-Foot, Squared Edge, Laminate Top w/Thermoplastic Edge, 30D 60W (nominal 29D 58W) Tag 1: 1 EACH CLASSROOM	1,787.00	8,935.00



Jules Seltzer Associates

8745 Washington Boulevard | Studio D
 Culver City, California 90232
 TEL 310.274.7243 FAX 310.274.5626
 www.juleseltzer.com

PROPOSAL

PROPOSAL: 137269
 PROJECT: 31-483
 DATE: 10/08/24

I/N	QTY	PRODUCT #	DESCRIPTION	UNIT SELL	EXTENDED
23	5	LW110.24BBF	Tu Mobile Pedestal, W-Pull, Box/Box/File, 24D, Locking Tag 1: 1 EACH CLASSROOM	332.00	1,660.00
24	1	Q61914-1 / Phase 4	Charge to receive, assemble, deliver, and set in place (5) Classrooms, based on standardized layouts and quantities. Work to take place in a single day, Monday through Friday, on a non-student day or non-Federal holiday,	0.00	0.00

PRODUCT SUBTOTAL.....: 442,840.00

SALES TAX.....: 42,069.84
 FINAL TOTAL.....: 484,909.84

QUOTATION VALID THROUGH: 09/30/24

DEPOSIT REQUIRED 50.00 % 242,455.00

Thank you for the opportunity to quote on your requirements.
 Your signature authorizes us to proceed with your order as specified.

Ownership of goods transfers to Buyer upon receipt of Payment in Full to Jules Seltzer Associates. Jules Seltzer Associates makes no additional warranties nor guarantees beyond manufacturer's warranty. Buyer may withhold payment, in the case of incomplete goods, for incomplete component parts only until complete. In all other cases, Buyer agrees to make Payment upon request and to pay a Late Charge of 6% and Interest Charges of 1.5% per month in case of delinquent payment. If destination site is unavailable for scheduled delivery/installation or Buyer requests postponement of delivery/installation, Buyer agrees to pay storage and double-handling charges to Jules Seltzer Associates. Will Call orders left beyond scheduled pick-up date subject to storage fees and/or stock rotation delays. All sales are final. No changes, cancellations, returns or exchanges after signature.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25826-101524

Project Name:	El Camino Real Charter HS Bldg A - CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 57520

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
 PHL for Furniture Solutions with Related Accessories and Services, one
 location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
 are not included in unit price.**

**Lead time is currently 8-10 weeks to ship from the factory for most standard
 products, plus 3-10 business days transit time for delivery.**

Design Book # 7815

Paint Not Included in Pricing

Furniture

Book #7815

1	WR18-32	Waste Receptacle: Single Top-Load Trash Receptacle with 32 Gallon Liner and Casters -42.5"H x 27.2"W x 27.2"D	\$3,436.00	\$2,405.20	2	\$4,810.40
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- Laminate: LOGO
- Laminate Choice (Front): LOGO LAM #1
- Laminate (Side A): Group 1
- Laminate Choice (Side A): Wilsonart 7993-38 Florence Walnut (C74-FLW)
- Laminate (Side B): Group 1
- Laminate Choice (Side B): Wilsonart 7993-38 Florence Walnut (C74-FLW)
- Laminate (Back): Group 1
- Laminate Choice (Back): Wilsonart 7993-38 Florence Walnut (C74-FLW)
- Laminate (Top): Group 1
- Laminate Choice (Top): Wilsonart 7993-38 Florence Walnut (C74-FLW)
- Edge Color: Black (001)



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25826-101524

Project Name:	El Camino Real Charter HS Bldg A - CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Decor
Book #7815

2	AW1b Elevation B	Cut From Back Vinyl / Adhere to Second Surface / Kiss Cut - Weeding - Premask / Overall Size 19.56"w x 14.23"h	\$325.00	\$227.50	1	\$227.50
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NOTE: **To be Installed on Existing Clear Acrylic*

3	AW1-5 Elevation A	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (5)	\$21,570.00	\$15,099.00	1	\$15,099.00
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NOTE: **Will Have Seams Which May be Visible / Art is Sized to be Inset 1" on All Sides on Face of Soffit***

4	AW7a&b Elevation B	AW7a: 3mm DiBond / Direct Print / Wall Mount Over AW7b with Aluminum Screw Caps / AW7b: 3M 480C Rough Wall / Direct Print with Overlam / Adhere to Wall with Heat / Overall Size 119"w x 59"h	\$8,855.00	\$6,198.50	1	\$6,198.50
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NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion*

5	AW8a-AW14 Elevation B	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (8)	\$23,405.00	\$16,383.50	1	\$16,383.50
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Empowering Educators, Engaging Students

Sales Quotation Page 3 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25826-101524

Project Name:	El Camino Real Charter HS Bldg A - CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
6	AW6 Elevation B	3M 480C Rough Wall / Direct Print with Overlam / Adhere to Wall with Heat / Include Clear Polycarb up to Top Row of Words to Protect Art(76"h) / Install Polycarb with Screwcaps to Match Color Behind / Overall Size 216.4"w x 104.65"h	\$19,265.00	\$13,485.50	1	\$13,485.50
*NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion**						
7	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$15,900.00)	1	(\$15,900.00)

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.
 Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.
 Lead time is currently 8-10 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.
 Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.
 The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25826-101524

Project Name:	El Camino Real Charter HS Bldg A - CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity. CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.

Chrome Frames will extend the lead time by two weeks.

Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:

Palmer Hamilton LLC
 143 S. Jackson St.
 Elkhorn, WI 53121

Carly Garland
 GA Systems Inc - AGENT
 Palmer Hamilton Agent of Record

Sub Total	\$40,304.40
Sales Tax	\$3,828.92
Shipping	
Total	\$44,133.32

Delivered unit pricing to Woodland Hills, CA 91367 per Palmer Hamilton's Sourcewell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.
 Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.
 #0



Empowering Educators, Engaging Students

Sales Quotation Page 5 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25826-101524

Project Name:	El Camino Real Charter HS Bldg A - CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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- Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.
- Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.
- Prices:** Prices are effective for 60 days from the Sales Quotation date.
- Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.
- Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.
- Installation:** Installation charges are not included in the above price unless expressly noted.
- Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.
- Freight Rates:** **Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.**
 Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.
- Terms and Conditions:** Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature) Print Name Title Date



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/14/2024	RFQ-25815-101424

Project Name:	El Camino Building B - CA
Quote Expires On:	12/14/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 57520

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
 PHL for Furniture Solutions with Related Accessories and Services, one
 location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
 are not included in unit price.**

**Lead time is currently 8-10 weeks to ship from the factory for most standard
 products, plus 3-10 business days transit time for delivery.**

Design Book # 7816

Paint NOT Included in Price*

Decor
Book #7816

1	AW1-6 ELEVATION A - Upper Hallway	6mm PVC / Direct Print / Mount to Wall with Snap Caps / Mixed Sizes / LOT of (6)	\$22,745.00	\$15,921.50	1	\$15,921.50
2	AW7-12 Elevation B - Upper Hallway	6mm PVC / Direct Print / Mount to Wall with Snap Caps / Mixed Sizes / LOT of (6)	\$23,580.00	\$16,506.00	1	\$16,506.00
3	AW13 ELEVATION B - Upper Hallway	BACKGROUND: 6mm PVC / Direct Print / Mount to Wall with Snap Caps / FOREGROUND: 3mm Dibond / Mount over PVC with Snap Caps / 108"W x 59"H	\$5,825.00	\$4,077.50	1	\$4,077.50



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/14/2024	RFQ-25815-101424

Project Name:	El Camino Building B - CA
Quote Expires On:	12/14/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
4	AW14-19 ELEVATION A - Middle Hallway	6mm PVC / Direct Print / Wall Mount with Screws & Caps / Mixed Sizes / LOT of (6)	\$17,160.00	\$12,012.00	1	\$12,012.00
5	AW20-25 ELEVATION B - Middle Hallway	6mm PVC / Direct Print / Wall Mount with Snap Caps / Mixed Sizes / LOT of (6)	\$19,815.00	\$13,870.50	1	\$13,870.50
6	AW27-31 Elevation A - Lower Hallway	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (5)	\$17,180.00	\$12,026.00	1	\$12,026.00
7	AW32-37 Elevation B - Lower Hallway	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (6)	\$20,845.00	\$14,591.50	1	\$14,591.50
8	AW38 Elevation B - Lower Hallway	BACKGROUND: 6mm PVC / Direct Print / Mount to Wall with Snap Caps / FOREGROUND: 3mm Dibond / Mount over PVC with Snap Caps / 93.16"W x 59"H	\$5,245.00	\$3,671.50	1	\$3,671.50
9	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$30,200.00)	1	(\$30,200.00)



Empowering Educators, Engaging Students

Sales Quotation Page 3 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/14/2024	RFQ-25815-101424

Project Name:	El Camino Building B - CA
Quote Expires On:	12/14/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
------	--------	-------------	-----------	----------	-----	------------

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.
 Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.
 Lead time is currently 8-10 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.
 Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.
 The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment

Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity.
 CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.
 Chrome Frames will extend the lead time by two weeks.
 Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:
 Palmer Hamilton LLC
 143 S. Jackson St.
 Elkhorn, WI 53121

Carly Garland
 GA Systems Inc - AGENT
 Palmer Hamilton Agent of Record

Sub Total	\$62,476.50
Sales Tax	\$5,935.26
Shipping	
Total	\$68,411.76



143 South Jackson Street - Elkhorn, WI 53121
 Phone: 800-788-1028 - Fax: 262-723-5180



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/14/2024	RFQ-25815-101424

Project Name:	El Camino Building B - CA
Quote Expires On:	12/14/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Delivered unit pricing to Woodland Hills, CA 91367 per Palmer Hamilton's Sourcwell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.
 Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.
 #0



Empowering Educators, Engaging Students

Sales Quotation Page 5 of 5

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/14/2024	RFQ-25815-101424

Project Name:	El Camino Building B - CA
Quote Expires On:	12/14/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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- Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.
- Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.
- Prices:** Prices are effective for 60 days from the Sales Quotation date.
- Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.
- Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.
- Installation:** Installation charges are not included in the above price unless expressly noted.
- Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.
- Freight Rates:** **Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.**
 Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.
- Terms and Conditions:** Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature)	Print Name	Title	Date
-------------------------	------------	-------	------



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 57520

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
 PHL for Furniture Solutions with Related Accessories and Services, one
 location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
 are not included in unit price.**

**Lead time is currently 8-10 weeks to ship from the factory for most standard
 products, plus 3-10 business days transit time for delivery.**

Design Book # 7817

Paint NOT Included in Price*

Furniture - Upper Joining Hall
Book #7817

1	RAL23423251EGME	Rally 4 seat, 32"x 51" tabletop 42" height <i>Top: EdgeGuard-EG Laminate: Group 1 Laminate Selection: WilsonArt 7850-60 Beigewood (025-BWD) Stool: Metal-ME Stool Color: Metallic Silver Frame: Metallic Silver Casters/Glides: Casters-C Shelf/KickPlate: none Power: none Top Edge Color: Black (1)</i>	\$4,559.00	\$3,191.30	4	\$12,765.20
2	Custom Eating Counter	Custom Eating Counter / With 3" Backsplash and PVC Edge / Mount to CMU Wall	\$4,590.00	\$3,213.00	1	\$3,213.00

*NOTE: **Sourced Good/Open Market Item "Not on Sourcewell Contract**



Empowering Educators, Engaging Students

Sales Quotation Page 2 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
3	PIN Legs	PIN Legs for Custom Eating Counter / Silver / 42"h	\$340.00	\$238.00	3	\$714.00

*NOTE: **Sourced Good/Open Market Item "Not on Sourcewell Contract**

4	Bracket	Brackets for Custom Eating Counter18' x 20' / Silver	\$110.00	\$77.00	5	\$385.00
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*NOTE: **Sourced Good/Open Market Item "Not on Sourcewell Contract**

Furniture - Main Joining Hall
Book #7817

5	RAL23423251EGME	Rally 4 seat, 32"x 51" tabletop 42" height Top: EdgeGuard-EG Laminate: Group 1 Laminate Selection: WilsonArt 7850-60 Beigewood (025-BWD) Stool: Metal-ME Stool Color: Metallic Silver Frame: Metallic Silver Casters/Glides: Casters-C Shelf/KickPlate: none Power: none Top Edge Color: Black (1)	\$4,559.00	\$3,191.30	3	\$9,573.90
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Decor
Book #7817

6	AW47,48 & 50 ELEVATION A&B	6mm PVC / Direct Print / Wall Mount with Snap Caps / Size Each 79"W x 32"H / LOT (3)	\$7,450.00	\$5,215.00	1	\$5,215.00
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Empowering Educators, Engaging Students

Sales Quotation Page 3 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
7	AW49 ELEVATION A	3M 480C Rough Wall / Direct Print with Overlam / Include Layer of Clear Polycarb Along Lower Half to Protect Art / Wall Mount as Required with Heat / Overall Size 464"w x 107.3"h	\$21,395.00	\$14,976.50	1	\$14,976.50
<i>*NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion**</i>						
8	AW51 ELEVATION A	6mm PVC / Direct Print / 6mm PVC Backer / Cork and Write and Wipe Material Adhered to Backer / Wall mount with Snap Caps Size 119"W x 59"H	\$8,895.00	\$6,226.50	1	\$6,226.50
9	AW1-6 ELEVATION A	6mm PVC / Direct Print / Wall Mount with Snap Caps / Sizes per Book / LOT of (6)	\$12,645.00	\$8,851.50	1	\$8,851.50
10	AW7-12 ELEVATION B	6mm PVC / Direct Print / Wall Mount with Snap Caps / Sizes per Book / LOT of (6)	\$15,100.00	\$10,570.00	1	\$10,570.00
11	AW13 ELEVATION B	3mm DiBond / Direct Print / Wall Mount with Snap Caps / Size 120"W x 28"H	\$3,765.00	\$2,635.50	1	\$2,635.50
12	AW60 Elevation A - Main Joining Wall	3M 480C Rough Wall / Direct Print with Overlam / Adhere to Wall with Heat / Overall Size 277.76"w x 104.3"h	\$13,600.00	\$9,520.00	1	\$9,520.00
<i>*NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion** / Include Layer of Polycarb Along Top Half to Protect Art</i>						
13	AW14-26 ELEVATIONS A&B	6mm PVC / Direct Print / Wall Mount with Snap Caps / Sizes per Book / LOT of (13)	\$31,855.00	\$22,298.50	1	\$22,298.50



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
14	AW27-32 & 34-41 ELEVATIONS A & B	6mm PVC / Direct Print / Wall Mount with Snap Caps / Sizes per Book / LOT of (14)	\$26,325.00	\$18,427.50	1	\$18,427.50
15	AW33 ELEVATION A	3mm DiBond / Direct Print / Wall Mount with Snap Caps / Size 176"W x 32"H	\$5,815.00	\$4,070.50	1	\$4,070.50
16	AW42a&b ELEVATION A	3M 480C Rough Wall / Direct Print with Overlam / Wall Mount as Required with Heat / Size 376"W x 104"H	\$25,115.00	\$17,580.50	1	\$17,580.50
<i>*NOTE: Wall Must be Free of Chipped Paint or Obstacles for Proper Adhesion** / Include corner Trim for Right Side / Include Layer of Polycarb Along Top Half to Protect Art*</i>						
17	AW43a-e ELEVATION C Option 1 or 2	6mm Clear Acrylic / 2nd Surface / Cut to size and shape / Wall Mount with 1" Silver Stand Offs / Size Each 29"W x 59"H / LOT of (5)	\$11,260.00	\$7,882.00	1	\$7,882.00
<i>*NOTE: **Must pick Option 1 or 2**</i>						
18	AW44-46 ELEVATION D	6mm PVC / Direct Print / Wall Mount with Snap Caps / Size Each per Book / LOT of (3)	\$10,385.00	\$7,269.50	1	\$7,269.50
19	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$52,000.00)	1	(\$52,000.00)



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Sales Quotation Page 5 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.
 Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.
 Lead time is currently 10-12 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.
 Friday deliveries are subject to a 10-20% freight charge increase due to additional carrier back haul costs.
 The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment

Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity.
 CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.
 Chrome Frames will extend the lead time by two weeks.
 Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:
 Palmer Hamilton LLC
 143 S. Jackson St.
 Elkhorn, WI 53121

Carly Garland
 GA Systems Inc - AGENT
 Palmer Hamilton Agent of Record

Sub Total	\$110,174.60
Sales Tax	\$10,466.60
Shipping	
Total	\$120,641.20



Empowering Educators, Engaging Students

143 South Jackson Street - Elkhorn, WI 53121
 Phone: 800-788-1028 - Fax: 262-723-5180

Sales Quotation Page 6 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Delivered unit pricing to Woodland Hills, CA 91367 per Palmer Hamilton's Sourcwell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.
 Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.
 #0



Empowering Educators, Engaging Students

143 South Jackson Street - Elkhorn, WI 53121
 Phone: 800-788-1028 - Fax: 262-723-5180

Sales Quotation Page 7 of 7

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25840-101524

Project Name:	El Camino RHS Building C- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Lead Time: Lead time may be affected by material availability and the production schedule at the time the order is received.

Fabric: Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.

Prices: Prices are effective for 60 days from the Sales Quotation date.

Delivery: Delivery date is an estimate and is based on current lead time at the time an order is received.

Sales Tax: Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.

Installation: Installation charges are not included in the above price unless expressly noted.

Dumpster: Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.

Freight Rates: Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.

Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.

Terms and Conditions: Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature)

Print Name

Title

Date



143 South Jackson Street - Elkhorn, WI 53121
 Phone: 800-788-1028 - Fax: 262-723-5180



Empowering Educators, Engaging Students

Sales Quotation Page 1 of 4

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25834-101524

Project Name:	El Camino RHS Building D- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Sourcewell Account ID #: 57520

**Delivered unit pricing per Palmer Hamilton's Sourcewell Contract #091423-
 PHL for Furniture Solutions with Related Accessories and Services, one
 location, tailgate delivery, ramp included.**

**Note: Off-loading, inside delivery, setting in place, assembly, and installation
 are not included in unit price.**

**Lead time is currently 8-10 weeks to ship from the factory for most standard
 products, plus 3-10 business days transit time for delivery.**

Design Book # 7818

Paint NOT Included in Price*

Decor

1	AW1-3 ELEVATIONS A	6mm PVC / Direct Print / Wall Mount with Snap Caps / Mixed Sizes / LOT of (3)	\$11,660.00	\$8,162.00	1	\$8,162.00
2	AW4 Elevation B	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Overall Size 485.32"w x 27.25"h	\$13,390.00	\$9,373.00	1	\$9,373.00
3	AW5a&b Elevation C	6mm PVC / Direct Print / Cut to Shape / Wall Mount with Snap Caps / Mixed Sizes / LOT of (2)	\$10,475.00	\$7,332.50	1	\$7,332.50



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Sales Quotation Page 2 of 4

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25834-101524

Project Name:	El Camino RHS Building D- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
4	AW6 ELEVATION C	3mm DiBond / Direct Print / Wall Mount with 1" Silver Stand Offs / Size 50"W x 68"H	\$3,650.00	\$2,555.00	1	\$2,555.00
5	AW7 ELEVATION D	Background: Letters: 3mm DiBond & Blond Wood / Direct Print / Cut to Shape / Wall Mount with Screw Caps / Second Layer: 6mm Clear Acrylic / 2nd Surface Print / Wall Mount with Silver Standoffs / Overall Size 102"w x 68"h	\$11,345.00	\$7,941.50	1	\$7,941.50
6	Additional discount	Additional discount based on products, models, quantities quoted and freight savings	\$0.00	(\$10,000.00)	1	(\$10,000.00)

Please provide a receiving contact name, e-mail address, and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.

Lead times may vary and will be based on receipt of purchase order with full product information, full color information, artwork and color approvals, material availability, and the production schedule availability at the time order is received.

Lead time is currently 8-10 weeks to ship from the factory for most standard products, plus 3-10 business days transit time for delivery.

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The freight quote provided is an estimate. Freight will be recalculated and billed at time of shipment



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Sales Quotation Page 3 of 4

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25834-101524

Project Name:	El Camino RHS Building D- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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Each Sourcewell participating Entity is responsible for supplying Palmer Hamilton with valid tax-exemption certification(s). When ordering, the participating entity must indicate if it is a tax-exempt entity. CUSTOM LOGO LAMINATES WILL INCREASE LEAD TIME. Final logo approval must be received prior to beginning production of any order.

Chrome Frames will extend the lead time by two weeks.

Purchase order should reference Sourcewell Participating Entity ID#, Contract Quote Number, and be issued directly to:

Palmer Hamilton LLC
 143 S. Jackson St.
 Elkhorn, WI 53121

Carly Garland
 GA Systems Inc - AGENT
 Palmer Hamilton Agent of Record

Sub Total	\$25,364.00
Sales Tax	\$2,409.59
Shipping	
Total	\$27,773.59

Delivered unit pricing to Woodland Hills, CA 91367 per Palmer Hamilton's Sourcewell Contract # 091423-PHL for Furniture Solutions with Related Accessories and Services; one location, tailgate delivery, blanket wrapped, ramp included.
 Note: Off-loading, inside delivery, setting in place, assembly, and installation are not included in unit price.
 #0



Empowering Educators, Engaging Students

Sales Quotation Page 4 of 4

El Camino Real Charter High - Woodland Hills, CA
 David Hussey
 5440 Valley Circle Blvd.
 Woodland Hills, CA 91367
 US
Phone: 818-595-7500
Fax:

Date	Quote #
10/15/2024	RFQ-25834-101524

Project Name:	El Camino RHS Building D- CA
Quote Expires On:	12/15/2024
Questions?	Pamela Gannon PGannon@palmerhamilton.com

Ln #	Part #	Description	Unit List	Unit Net	Qty	Ext. Price
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- Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.
- Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.
- Prices:** Prices are effective for 60 days from the Sales Quotation date.
- Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.
- Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.
- Installation:** Installation charges are not included in the above price unless expressly noted.
- Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.
- Freight Rates:** **Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.**
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All purchase orders are subject to credit approval.

**Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature) Print Name Title Date