



El Camino Real Charter High School

Regular Board Meeting

September 10, 2024 Regular Board Meeting

Date and Time

Tuesday September 10, 2024 at 5:30 PM PDT

Location

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

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

15892 Standish Lane, Huntington Beach, CA 92647

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
NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.			
E. Executive Director Update		David Hussey	10 m
F. Chief Business Officer Update		Gregory Wood	10 m
G. Board Chair Update	Discuss	Brad Wright	10 m

	Purpose	Presenter	Time
II. Governance			6:33 PM
A. Discussion and Vote to install one (1) Community Representative Board Position	Vote	Brad Wright	5 m
<p>The board will vote to install one (1) Community Representative Board Position. Term to start August 29th, 2024 and end June 30th, 2027.</p> <p>ACTION ITEM: Move to install _____ as the one (1) Community Board Representative.</p>			
B. Discussion and Vote to install one (1) Classified Representative Board Position		Brad Wright	5 m
<p>The board will vote to install one (1) Classified Representative Board Position. Term to start August 29th, 2024 and end June 30th, 2027.</p> <p>ACTION ITEM: Move to install _____ as the one (1) Classified Board representative.</p>			
C. Elect 2024-2025 Board Chair	Vote	Ryan Guinto	5 m
D. Elect 2024-2025 Board Vice-Chair	Vote	Ryan Guinto	5 m
E. Elect 2024-2025 Secretary	Vote	Ryan Guinto	5 m
F. Elect 2024-2025 President	Vote	Ryan Guinto	5 m
G. Elect 2024-2025 Chief Financial Officer	Vote	Ryan Guinto	5 m
H. Discussion and Vote on Establishment of Board Committees	Vote	Board Chair	10 m
<p>Discuss and vote on the creation of one or more standing and/or ad hoc Board committees:</p> <p>Possible committees might include the following:</p> <ul style="list-style-type: none"> * Executive Director Evaluation (Standing) * Finance & Investment (Standing) * Capitalization Projects (Ad-Hoc) 			

	Purpose	Presenter	Time
* Safety (Ad-Hoc)			
* Technology (Ad Hoc)			
* Travel (Ad Hoc)			
* Other (TBD)			
I. Discussion and Vote on Board Committees' General Membership and Chairpersons	Vote	Board Chair	10 m
Based on the establishment of one or more standing or ad hoc board committees, the Board will nominate and vote to elect each committee's general membership and chairperson.			
J. Discuss Executive Director Evaluation Process	Discuss	Gregg Solkovits	20 m
Board Member, Gregg Sokolvitz, will lead the discussion on the Executive Director Evaluation Process			
III. Consent			7:48 PM
A. Approve Minutes of June 27, 2024 Regular Board Meeting	Approve Minutes	Board Chair	1 m
B. Approve Minutes of June 17, 2024 Finance and Investment Board Meeting	Approve Minutes	Board Chair	1 m
IV. Investment			7:50 PM
A. Investment Update August 2024	Discuss	G. Wood/M. Breller	10 m
Gregory Wood, ECRCHS CBO, and Mike Breller, Financial Advisor of Beacon Pointe, will provide the Investment Update August 2024.			
B. Discussion and Vote on OPEB Account Actuary Review as of 6/30/24	Vote	Gregory Wood / Brett Schwab	10 m
Prior to the vote, Mr. Wood, CBO, will present the Actuary Review.			
V. Finance			8:10 PM
A. Review and Vote on June and July 2024 Check Registers	Vote	G.Wood / A.Ilyas	10 m

	Purpose	Presenter	Time
<p>Prior to the Vote to approve, Mr. Wood, CBO, and Arleta Ilyas, Director of Accounting and Finance, will review the June and July 2024 check registers from ECRA's City National Bank accounts.</p>			

- | | | | |
|---|------|------------------|------|
| <p>B. Review and Vote on June and July 2024 Credit Card Statements</p> | Vote | G.Wood / A.Ilyas | 10 m |
|---|------|------------------|------|

Prior to the vote, Mr. Wood, CBO, and Arleta Ilyas, Director of Accounting and Finance, will review the June and July 2024 bank statements.

- | | | | |
|---|------|------------------|------|
| <p>C. Review and Vote on 2024-2025 Proposition 30 EPA Budget</p> | Vote | G.Wood / A.Ilyas | 10 m |
|---|------|------------------|------|

Prior to the vote, Gregory Wood, CBO, and Arleta Ilyas, Director of Accounting and Finance, will present the Proposition 30 EPA Budget and answer any questions.

- | | | | |
|---|------|--------------|------|
| <p>D. Approve new Bank Account for Arbiter Pay</p> | Vote | Gregory Wood | 10 m |
|---|------|--------------|------|

Prior to the vote, Gregory Wood, CBO, will present the new bank account for Arbiter Pay.

VI. School Business 8:50 PM

- | | | | |
|---|------|-----------------|------|
| <p>A. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2024-2025</p> | Vote | Vania Rodriguez | 10 m |
|---|------|-----------------|------|

Prior to the Vote, Vania Rodriguez, Director of Human Resources, will lead a discussion on revisions to the ECRCHS Employee Handbook for 2024-2025.

- | | | | |
|--|------|-----------------|------|
| <p>B. Discussion and Vote on Revisions to ECRCHS Parent and Student Employee Handbook 2024-2025</p> | Vote | Vania Rodriguez | 10 m |
|--|------|-----------------|------|

Prior to the Vote, Vania Rodriguez, Director of Human Resources, will lead a discussion on revisions to the ECRCHS Parent and Student Employee Handbook 2024-2025.

- | | | | |
|---|------|--------------|-----|
| <p>C. Discussion and Vote on Request for One Period Coach Authorization During 2024-2025</p> | Vote | David Hussey | 5 m |
|---|------|--------------|-----|

Prior to a vote, Mr. Hussey, Executive Director, will lead a discussion on the Request for One Period Coach Authorization During 2024-2025, including verification of request and consent for the following sports/courses and authorized Teachers/Coaches:

	Purpose	Presenter	Time	
<p>* Camille King - Cross Country, Track & Field * Eric Choi - Girls Golf, Girls Soccer, Boys Golf * Jason Sabolic - Football * Jason Camp - Water Polo, Aquatics</p>				
D.	Annual Performance-based Charter School Division Oversight Visit Report for 2023-2024	Discuss	David Hussey	30 m
<p>Mr. Hussey, Executive Director, will lead a discussion on the annual performance-based Charter School Division (CSD) oversight visit report for 2023-2024</p>				
E.	Discuss and Vote on the Declaration of Need for an annual requirement of LEAs to obtain an emergency and limited assignment permit.	Vote	Vania Rodriguez	15 m
<p>Prior to the vote, Vania Rodriguez, Director of Human Resources, will present the Declaration of Need. This is an annual requirement for LEAs to obtain emergency and limited assignment permits. These documents allow qualified individuals to teach while they complete their credential requirements.</p>				
VII.	Closed Session			10:00 PM
A.	Conference with Legal Counsel - Anticipated Litigation	Discuss	David Hussey	10 m
<p>Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9:</p> <p>One (1) case.</p>				
B.	Conference with Labor Negotiators	Discuss	David Hussey	10 m
<p>Conference with labor negotiators pursuant to subdivision (a) of Government Code Section 54957.6.</p> <p>Agency Designated Representatives: David Hussey, Executive Director; Gregory Wood, Chief Business Officer; Roger Scott, Legal Counsel.</p> <p>Employee Organization: United Teachers Los Angeles.</p>				
VIII.	Reconvene to Open Session			10:20 PM

	Purpose	Presenter	Time
A. Report on Actions Taken in Closed Session, If Any	Discuss	Board Chair	5 m
IX. Closing Items			10:25 PM
A. Adjourn Meeting	Vote	Board Chair	1 m

Coversheet

Chief Business Officer Update

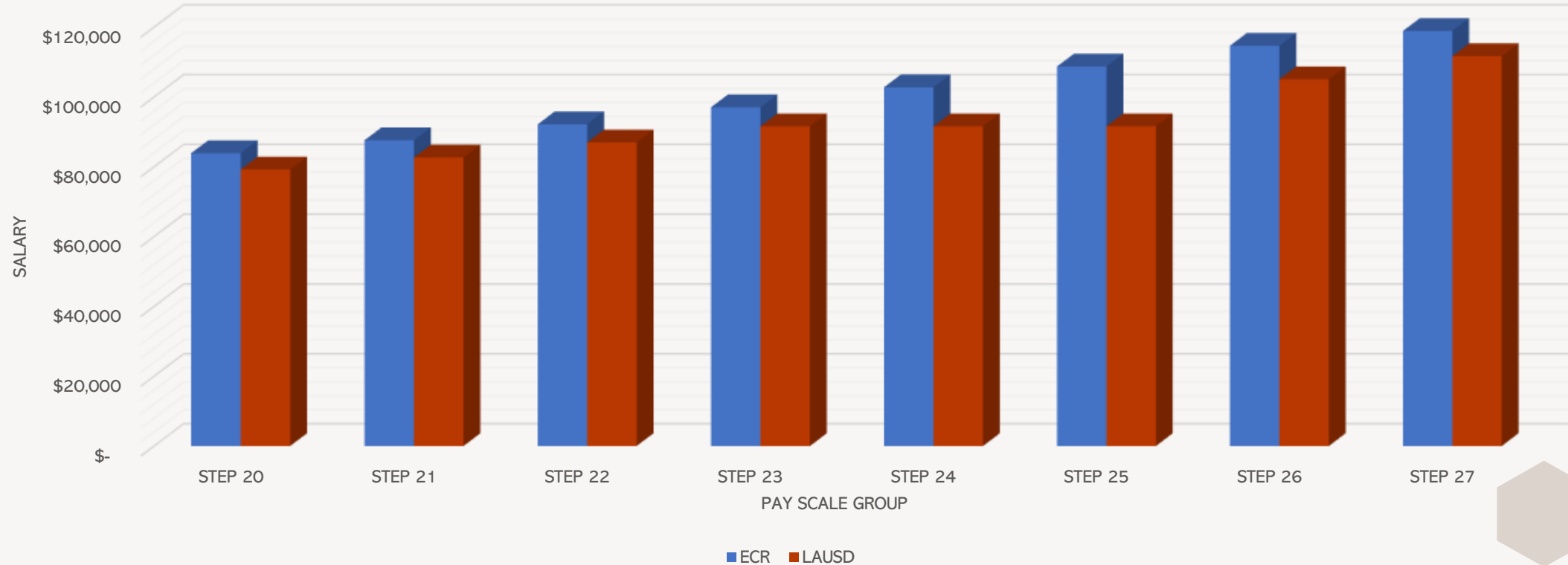
Section: I. Opening Items
Item: F. Chief Business Officer Update
Purpose: FYI
Submitted by:
Related Material: I.F - CBO Report 08.29.24.pdf



ECR Salary Comparisons

ECR vs. LAUSD, 2024-2025 Certificated Salaries

ECR vs. LAUSD, 24-25

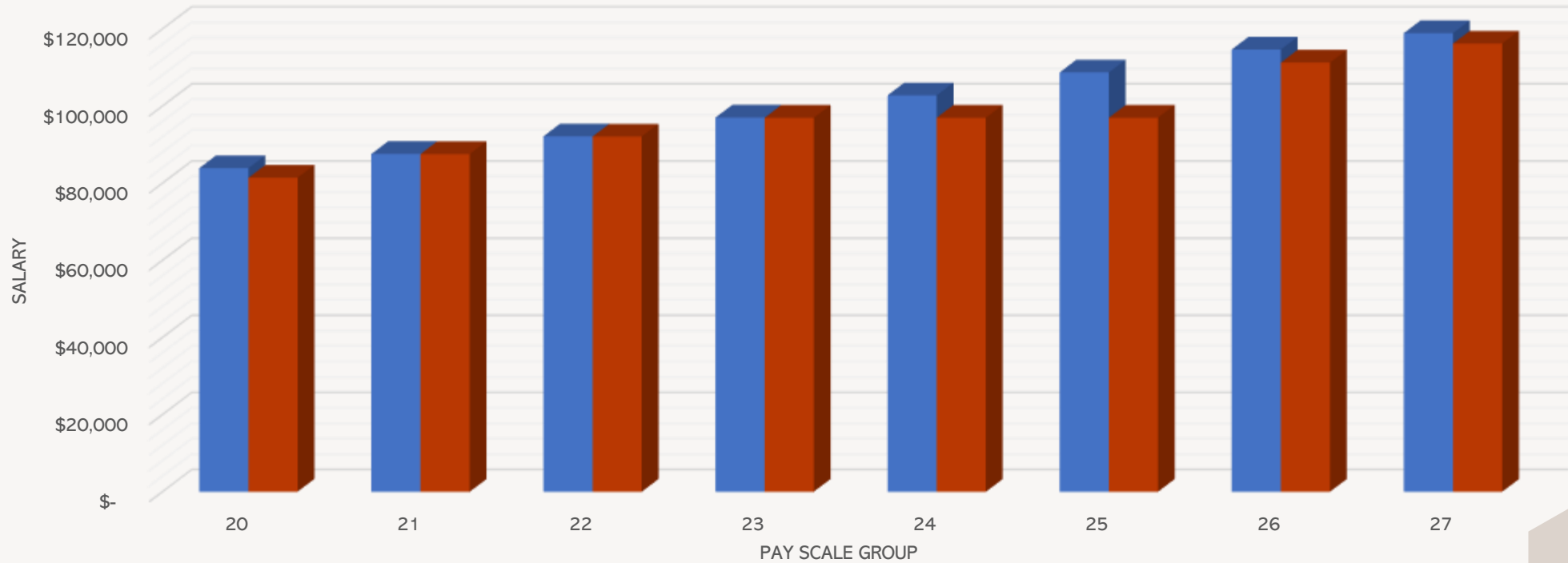


	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25	STEP 26	STEP 27
ECR	\$ 83,905	\$ 87,593	\$ 92,144	\$ 97,026	\$ 102,770	\$ 108,725	\$ 114,680	\$ 118,910
LAUSD	\$ 79,193	\$ 82,674	\$ 86,970	\$ 91,578	\$ 91,578	\$ 91,578	\$ 105,057	\$ 111,675

Increase Comparisons from 24/25: ECR – 8% for Jul-Dec 2024/ 7% for Jan-June 2025, LAUSD – 3% for Jul-Dec 2024/ 4% for Jan-June 2025

ECR vs. BCCHS, 2024-25 Certificated Salaries

ECR vs. BCCHS, 24-25



Non Comparables with Birmingham:

- No Lifetime Benefits- Birmingham
- LCFF Funding > ECRCHS by 36% 2023-2024 (per CDE)
- 5 More Work Days (187 vs. 182) for BCCHS +2.7%

	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25	STEP 26	STEP 27
ECR	\$ 83,905	\$ 87,593	\$ 92,144	\$ 97,026	\$ 102,770	\$ 108,725	\$ 114,680	\$ 118,910
BCCHS	\$ 81,418	\$ 87,546	\$ 92,096	\$ 96,975	\$ 96,975	\$ 96,975	\$ 111,285	\$ 116,200

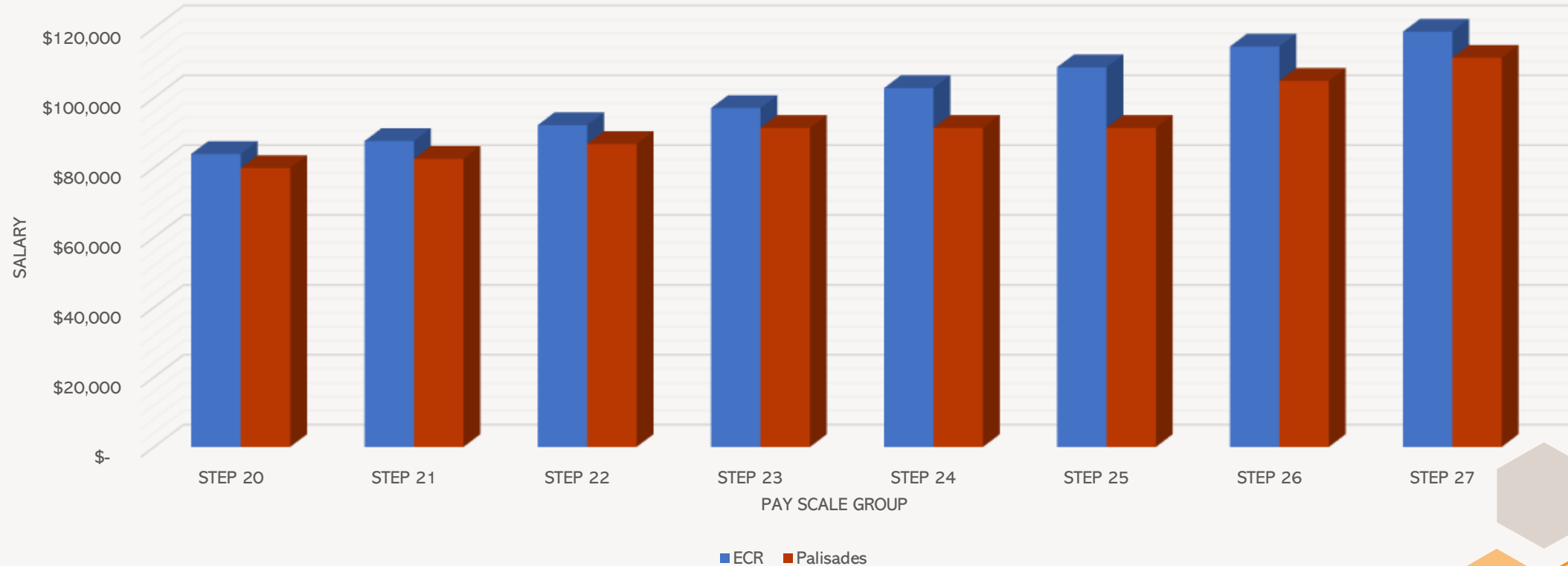
Increase Comparisons: ECR – 8% for Jul-Dec 2024 /7% for Jan-June

2025. BCCHS – 5% 24-25, 3% 25-26

Powered by BoardOnTrack

ECR vs. Palisades, 2024-25 Certificated Salaries

ECR vs. Palisades, 24-25

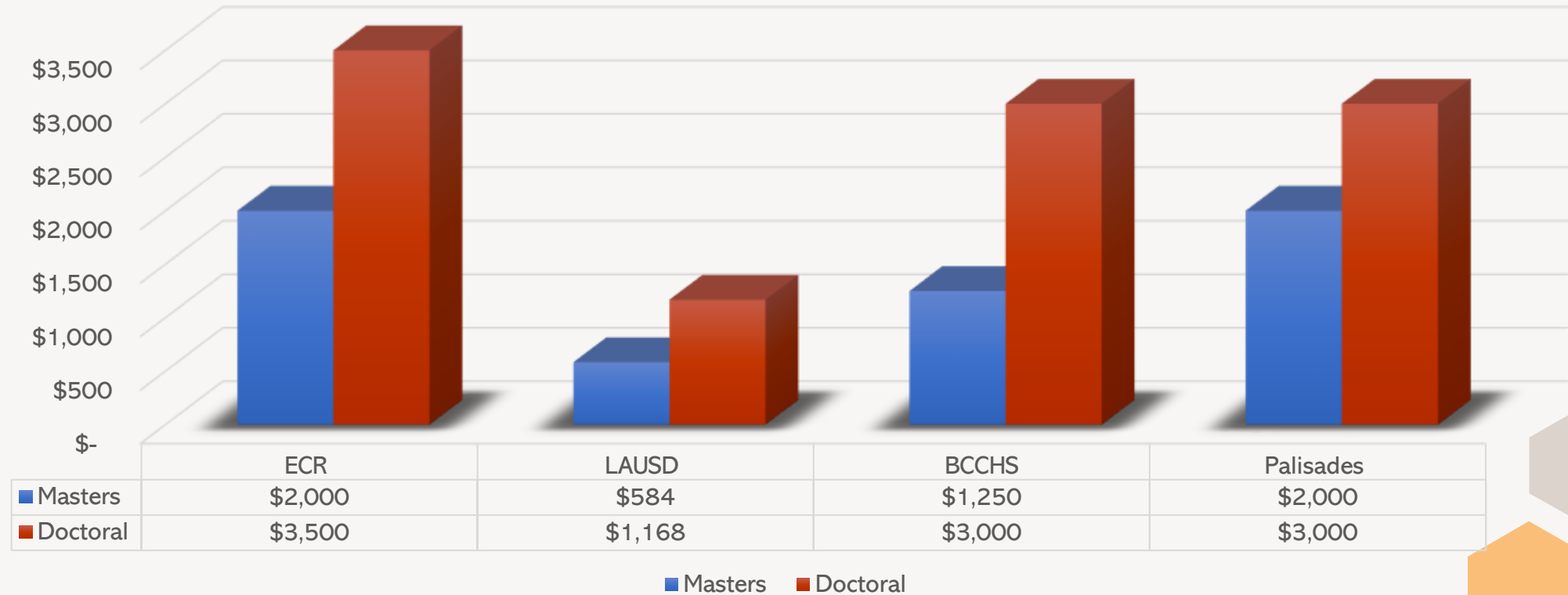


	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25	STEP 26	STEP 27
ECR	\$ 83,905	\$ 87,593	\$ 92,144	\$ 97,026	\$ 102,770	\$ 108,725	\$ 114,680	\$ 118,910
Palisades	\$ 79,835	\$ 82,494	\$ 86,772	\$ 91,374	\$ 91,374	\$ 91,374	\$ 104,823	\$ 111,417

Increase Comparisons: ECR – 8% for Jul-Dec 2024/7% for Jan-June 2025, Palisades – 5% for 2024-2025

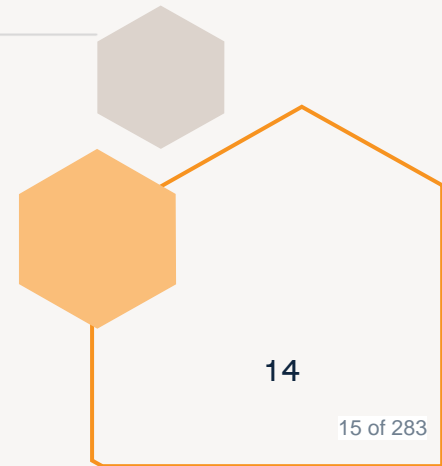
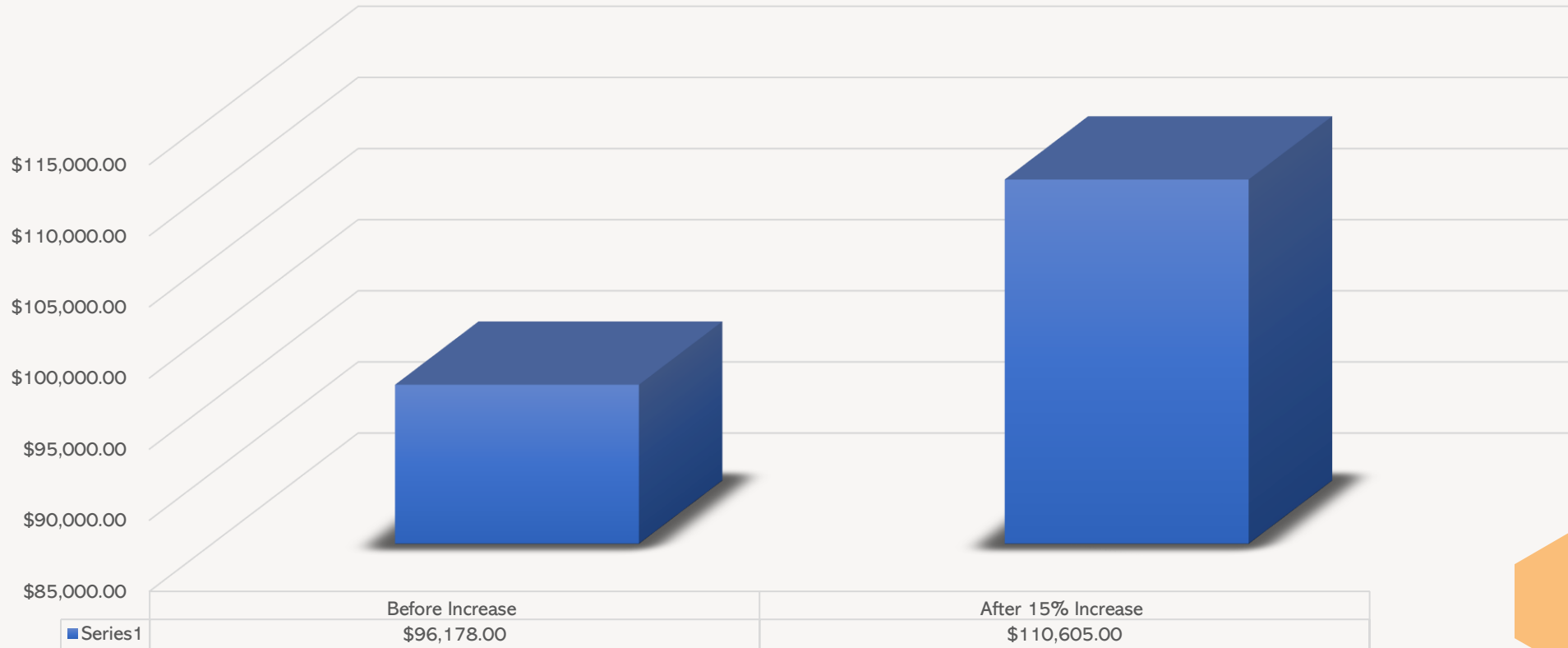
Advanced Degree Stipend Comparison

Advanced Degree Stipend Comparison



ECRA Average Certificated Salary, Before & After Proposed Increase

Before and After 15% increase



Coversheet

Approve Minutes of June 27, 2024 Regular Board Meeting

Section: III. Consent
Item: A. Approve Minutes of June 27, 2024 Regular Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board meeting on June 27, 2024



El Camino Real Charter High School

Minutes

Regular Board meeting

June 2024 Board Meeting

Date and Time

Thursday June 27, 2024 at 5:30 PM

Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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).

Directors Present

Alexandra Ramirez, Brad Wright, Gregg Solkovits, Ronald Laws, Steven Kofahl

Directors Absent

Daniela Lopez-Vargas, Danielle Centman

Directors who left before the meeting adjourned

Ronald Laws

Guests Present

Arleta Ilyas, David Hussey, Fernando Delgado, Gregory Wood, Ryan Guinto, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Jun 27, 2024 at 5:37 PM.

B. Record Attendance and Guests

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

Mrs. Rodriguez led the Pledge of Allegiance to the United States of America (USA)

D. Public Comments

There were no public comments

E. Executive Director Update

F. Chief Business Officer Update

G. Board Committees Update

H. Board Chair Update

II. Consent

A. Approve the Minutes of May 16, 2024, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board Meeting on 05-16-24.

Steven Kofahl seconded the motion.

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

B. Approve the Minutes of May 22, 2024, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board meeting on 05-22-24.

Steven Kofahl seconded the motion.

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

C. Approve the Minutes of May 29, 2024, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board Meeting on 05-29-24.

Steven Kofahl seconded the motion.

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

D. Approve the Minutes of June 6, 2024, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board Meeting on 06-06-24.

Steven Kofahl seconded the motion.

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

E. Approve the Minutes of June 17, 2024, Special Board Meeting

Gregg Solkovits made a motion to approve the minutes from Special Board Meeting on 06-17-24.

Steven Kofahl seconded the motion.

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

F. Approve the May 2024 Check Registers

Gregg Solkovits made a motion to Approve the May 2024 Check Register.

Steven Kofahl seconded the motion.

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

G. Approve the May 2024, Credit Card Charges

Gregg Solkovits made a motion to Approve the May 2024, Credit Card Charges.

Steven Kofahl seconded the motion.

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

H. Approve the RFP Bid Award for Public Address (PA) System

Gregg Solkovits made a motion to Approve the RFP Bid Award for Public Address (PA) System.

Steven Kofahl seconded the motion.

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

I. Approve the RFP Bid Award for Campus Security Services RFP

Gregg Solkovits made a motion to Approve the RFP Bid Award for Campus Security Services RFP.

Steven Kofahl seconded the motion.

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

J. Approve the RFP Bid Award for Transportation Services

Gregg Solkovits made a motion to Approve the RFP Bid Award for Transportation Services.

Steven Kofahl seconded the motion.

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

K. Approve the Sage Contract for Intervention Support

Gregg Solkovits made a motion to Approve the Sage Contract for Intervention Support.

Steven Kofahl seconded the motion.

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

L. Approve the 2024-2025 CDE Consolidated Application for Funding

Gregg Solkovits made a motion to Approve the 2024-2025 CDE Consolidated Application for Funding.

Steven Kofahl seconded the motion.

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

M.

Approve the Marketing Budget Proposal

Gregg Solkovits made a motion to Approve the Marketing Budget Proposal.

Steven Kofahl seconded the motion.

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

N. Approve the Technology Budget Proposal

Gregg Solkovits made a motion to Approve the Technology Budget Proposal.

Steven Kofahl seconded the motion.

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

O. Approve the Substitute Vendor Contract Renewal

Gregg Solkovits made a motion to Approve the Substitute Vendor Contract Renewal.

Steven Kofahl seconded the motion.

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

III. Governance

A. Discuss Board Election for Classified and Community Board Positions

Mr. Wright explained that a cell phones was being considered for implementation. He suggested the possibility of allowing flip phones, but noted that this was just a consideration.

Mr. Solkovits added that some school districts permit students to use their phones during specific times, such as nutrition or lunchtime, allowing parents to text their children then. Although there is no perfect policy, he believed it was important to discuss and find a solution, noting that more school districts and states were adopting similar approaches.

Mr. Hussey gave a summary of the proposed goals:

Goal 1: It aims to provide all students with a high-quality education, equitable access to standards-based instruction, innovative strategies and programs, and rigorous learning, to ensure academic growth in LEA math and science. Addressing areas of need directly and providing tailored support to students requiring additional assistance for academic growth.

- Offering targeted intervention for the **EL (English Learner)** population.
- Sending teachers to professional development opportunities.
- Building a culture of data-driven instruction and reflection.
- Focusing on instructional equity.
- Ensuring all educational partners have access to updated technology and data.
- Maintaining a fully credentialed teaching staff and ensuring proper assignments.
- Staffing a full administrative team to support all educators.

Goal 2: All students graduate college and career ready, with an emphasis on increasing the graduation rates for students with disabilities, Latinx, English learners, African

American students, foster youth and homeless youth. The actions being taken to achieve this goal include:

- Continuing to develop and expand CTE (Career and Technical Education) pathways.
- Providing opportunities for students to explore and expand their career pathways.
- Supporting A-G and AP test pass rates.
- Offering ongoing professional development for counselors and staff.
- Maintaining a counselor-to-student ratio of under 1:400 to ensure proper services.
- Contracting and utilizing college and career readiness programs.
- Continuing to offer summer school and credit recovery options for all students.
- Exploring the expansion of online schooling options, even during the regular school year, following the trend of many schools.

Goal 3: All parents and guardians in the school community have authentic and safe opportunities to provide input through regular, effective two-way communication for shared decision-making. The action steps for this goal include:

- Maintaining strong collaboration with parents.
- Ensuring easy access to attendance updates, addressing concerns raised by both parents and teachers.
- Increasing communication between homes and schools.
- Continuing funding for the marketing coordinator role.

Goal 4: To provide a safe, inclusive, and equitable learning environment that meets the social, emotional, mental health, and physical needs of all students through multi-tiered systems of support, targeted efforts for vulnerable student populations, and sufficient resources. The action steps for this goal include:

- Continuing to employ school-based therapists to support student mental health and well-being in the wellness center.
- Funding a new PSA (Pupil Services and Attendance) council, which monitors attendance, visits student homes, and ensures students return to school if they leave for any reason.
- Ensuring clean and safe environments that are well-maintained.
- Continuing to provide a full-time school nurse, athletic trainers and LVN.
- Implementing MTSS (Multi-Tiered System of Support), including PBIS (Positive Behavioral Interventions and Supports).

Mr. Hussey concluded by stating that the cost of implementing each goal would be as follows: **Goal 1** would cost \$19,031,512, **Goal 2** \$2,969,415, **Goal 3** \$473,484, and **Goal 4** \$15,426,811, with the total amounting to \$37,901,222.

Gregg Solkovits made a motion to Approve the Local Control Accountability Plan (LCAP) 2024-2025 Proposed Goals and Actions.

Ronald Laws seconded the motion.

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

B. Discussion and Vote on Proposed 2024-2025 ECRA Board Meeting Calendar

Steven Kofahl made a motion to Approve the Proposed 2024-2025 ECRA Board Meeting Calendar.

Gregg Solkovits seconded the motion.

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

IV. School Business

A. Discuss and Vote on the Local Control Accountability Plan (LCAP) 2024-2025 Proposed Goals and Actions

Gregg Solkovits made a motion to Approve the Local Control Accountability Plan (LCAP) 2024-2025 Proposed Goals and Actions.

Ronald Laws seconded the motion.

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

B. Discussion on Capital Improvements

Mr. Delgado presented the 2024-25 budget for approval, emphasizing that its passage would enable them to start projects as soon as the coming week.

- **Front Signage:** Permits are in process for a new digital marquee, corner front signage, and lighting.
- **Main Building Hallways:** Plans include painting and decor for the A, B, C, D hallways to create a more cohesive look, similar to a Starbucks-inspired design, which has been well-received by students.
- **Classroom Modernization:** 20 classrooms will be updated with movable desks for collaborative spacing, new paint, and decor. Classroom updates have incorporated teacher input and work will continue during school breaks.
- **Student Store:** Revitalization funded by ASB will include a reorganization with better shelving and a fresh paint job.
- **P.E. Area:** The blacktop area, basketball hoops, and tennis courts will be resurfaced, repainted, and repaired.
- **Stadium:** Updates will include new painting, scoreboards, bleachers, LED lighting, and audio phase 2 improvements, currently in the design and permitting phase.
- **School Safety:** Wireless access door control will be implemented, allowing key access via IDs with designated permissions. The system is battery operated and traditional keys would remain in use for emergencies.

- **Facilities:** Enhancements include new paint, equipment, and electronic work carts.

In response to queries from **Mr. Gregg**, **Mr. Delgado** confirmed that teachers have been consulted on classroom changes, which will be carried out during summer and winter breaks. **Mr. Hussey** clarified that bungalow improvements are part of a long-term plan by the district to replace them with buildings.

Mr. Wright expressed concern over the basketball areas, to which Mr. Delgado replied that major repairs might require a complete overhaul according to a submitted quote. **Mr. Gregg** suggested adding shade structures to outdoor basketball courts, and **Mr. Delgado** mentioned that heat-repelling paint might be an alternative.

Finally, **Mr. Wright** informed the board that he and Mr. Delgado would visit different companies in early July to explore options for item mentioned under “facilities”.

C. Discussion and Vote on the Establishment of a Separate Designated Fund Balance for Deferred Maintenance (Capital Improvements)

Mr. Delgado explained that they were planning to create a special segregated fund to address various capital projects. The proposal in front of the board outlined existing conditions and a development timeline for projects over the next few years. He highlighted the need to establish a deferred maintenance account to manage both short-term and long-term projects, suggesting an initial fund balance of \$15 million to combat aging infrastructure and safety concerns while updating the educational environment.

Mr. Wood added that the recent analysis showed an unrestricted, undesignated fund balance of approximately \$27 million, with an expected addition of \$3 million by year-end, totaling around \$30 million. He emphasized that designating a portion of this fund for deferred maintenance projects would demonstrate a commitment to these efforts, despite it not being a legal obligation.

Mr. Delgado continued by pointing to a long-range plan on the second page, showcasing 2025-2026 projects, which would cost around \$14 million. He noted that if the proposed \$15 million fund was established, they would then only need an additional \$12.5 million since they currently have \$2.5 million.

Mr. Gregg inquired whether LAUSD, as the landlord, would bear any portion of these costs or if it would solely be our responsibility. **Mr. Delgado** responded that most costs would be our responsibility but noted that LAUSD was funding significant projects currently like the sidewalk, and upcoming \$20 million worth of projects including a HVAC system upgrade.

Mr. Gregg also asked about funding for the stadium and gym rehabilitation from LAUSD bonds. **Mr. Delgado** confirmed that some funds were available, including money for

bleachers. **Mr. Gregg** pointed out that LAUSD had received \$180 million from various bonds, suggesting they should be able to contribute to these costs and especially contribute towards the proposed \$15 million fund balance. **Mr. Hussey** agreed and said that he would continue to work with the district to secure bond money, but also stressed the importance of demonstrating our willingness to contribute as well.

Alexandra Ramirez made a motion to Approve the establishment of a Separate Designated Fund Balance for Deferred Maintenance (Capital Improvements) of (\$15M). Gregg Solkovits seconded the motion.

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

D. Discussion and Vote on 2024-2025 Deferred Maintenance Budget

Mr. Delgado presented an itemized list of all the projects previously discussed.

Mr. Gregg pointed out that Phase 1 and 2 projects totaled \$16 million, while only \$15 million had been set aside. He asked about the timeframe for these phases. **Mr. Delgado** responded that all the projects listed would be completed within the year and that they were implementing cost-saving measures to address the deficits.

Brad Wright made a motion to Approve the 2024-2025 Deferred Maintenance Budget.

Ronald Laws seconded the motion.

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

E. Discussion and Vote the 2024-2025 CharterSAFE General Insurance Contract Renewal

CharterSAFE is a JPA that most charter schools are members of and offers extensive insurance coverage with an unmatched \$55 million umbrella for general liability. Other organizations typically offer only \$10 million in coverage. CharterSAFE includes coverage for directors, officers, general liability, workplace violence, and workers' compensation.

After extensive negotiations, Mr. Wood noted that while other charter schools face double-digit rate increases, the proposed renewal would see only a 3.25% increase in workers' compensation rates and a 1.2% decrease in the general package rates. The general liability would be \$482,000, workers' compensation \$215,000, and the combined package \$697,199. He requested board approval for this proposal.

Ronald Laws made a motion to Approve the 2024-2025 CharterSAFE General Insurance Contract Renewal (\$697,199.00).

Steven Kofahl seconded the motion.

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

F. Discussion and Vote to Approve the Revised 2024-2025 Instructional Material Account (IMA)

based on submitted budgets. At the last finance committee meeting, they received delayed budgets from the math department and a budget proposal from athletics. Despite

the delay, the math department's request for \$8,000 is covered by a contingency fund, requiring no budget changes.

Regarding the athletic budget, he acknowledged ongoing discussions with the athletic department. Some of their budget needs fall under supplies, while others are covered by the school-wide budget. He requested the board to allocate an additional \$100,000 to the athletic budget to meet summer needs, noting that the department spent about \$120,000 last year. He emphasized their efforts to improve the athletic department's budget management and asked for official approval of the additional funds for items like uniforms.

Gregg Solkovits made a motion to Approve the Revised 2024-2025 Instructional Material Account (IMA).

Alexandra Ramirez seconded the motion.

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

G. Discussion and Vote for the 2024-2025 Budget Approval

Ms. Ilyas summarized the adopted budget, stating that its purpose is to provide educational partners and the state with the school's operating budget, outlined within the LCAP. The budget was created using the governor's budget and Department of Finance assumptions, based on an enrollment of 2,937 students with an ADA of 2,731.

Mr. Wood highlighted that the budget incorporates the next year's COLA of 1.07%, revenue from sources like lottery funds, and expenses including STRS and PERS rates, all based on state-provided figures.

Revenue and Expenditure comparison: The second interim projected revenue of \$55 million, with a revised projection of \$54 million for the year-end, and \$45 million for the next year. On the expense side, the projection was \$50 million, expected to remain consistent by year-end, with a projected \$44 million for the adopted budget.

2024-25 Adopted Budget Revenue: This showed how much the school would receive from state aid, federal, state, and local revenues, with a percentage breakdown of the \$45 million total. LCFF State Aid will receive \$36,389,803 (70%), Federal Revenues \$1,756,417 (4%), State Revenues \$2,324,661 (5%) and Local Revenues \$4,766,881 (14%).

Estimated Actuals vs Adopted Budget: This is showed the changes within each of the budget categories. She pointed out an overall projected decline of \$8.9 million in revenue from the current year to the next. The decline is due to:

- LCFF Revenue - due to declining enrollment estimated at 225 students (\$1,786,829)
- Federal:
 - CARES Act funding sunseting: (\$2,131,753)
 - Decreased Federal Cafeteria Revenue accounting for less students (\$31,464)
- State:
 - Decreased State Cafeteria Revenue accounting for less students: (\$59,042)
 - Decreased State Lottery: (\$52,128)
 - Supplemental Block Grant – anticipating district to cut off funding source: (\$358,773)
 - Reporting of the following state revenues as part of the restricted, beginning fund balance:
 - Arts/Music Block Grant: \$1,011,080
 - Prop 28 (Arts/Music in Schools): \$272,731
 - A-G Completion Grant: \$392,001
- Other Local:
 - Decrease in Special Ed AB602 Revenue – funding tied to enrollment: (\$192,288)
 - Decrease in COP Grant Revenue: (\$61,055)
 - Net Investments, not being accounted for OPEB Related – (\$2.12M)

Mr. Wood added that this decline does not account for \$2.1 million tied to the OPEB account (retirement benefits). Previously included in the general budget, the OPEB account will now be reported separately due to being fully funded from investment gains. This change ensures transparency in showing how the fund is used and its investment gains, separate from the general budget.

Adopted Budget Expenditure Summary: This showed the allocation per category and the percentage of the overall budget, with salaries and benefits comprising 71% of the total budget expenses.

Mr. Solkovits inquired if pay raises were included in these numbers. **Mr. Wood** explained that the current budget does not reflect potential salary increases due to pending negotiations. The budget being presented is exclusive of any summary increases. Once agreements are reached, the financial impact of salary increases will be shown.

Mr. Solkovits further asked how the agreed pay increases would be accounted for. **Mr. Wood** responded that the funding for pay increases would come from the budget surplus being reported, and any additional funds needed for the current year would come from

reserves. For future years, there would have more flexibility with personnel changes and other adjustments.

Estimated Actuals vs. Adopted Budget: It is projected that there would be a \$6.6 million decrease in expenses from this year to next year. This decrease is coming from:

- Certificated Salaries:
 - Increase for step/column: \$246,550
 - Not Replacing 5 FTE's: (\$504,000)
 - Decreasing auxiliaries tied to ESSER/CARES Act funds: (\$247,000)
- Employee Benefits:
- No OPEB Contributions, program is fully funded and therefore savings of (\$4,578,332)
- Increase in health premiums: \$118,821
- Supplies:
- Reduced Materials/Supplies & Non-Capital Expenses tied to ESSER/CARES act funds: (\$962,282)
- Services:
- Reduced instructional consultants tied to ESSER/CARES act funds: (\$901,075)

The budget currently shows a \$1.2 million surplus. However, this surplus is contingent on the outcome of upcoming salary negotiations. If these negotiations do not go as hoped, the surplus could become a deficit of around same amount. In such a case, the board might need to use reserves for the current year and consider potential impacts on future years.

Mr. Kofahl explained he was voting **NO** because he reviewed the packet provided for the meeting and found that the discussed items were not included. He wanted to examine the numbers but could not do so as they were not in the packet.

Mr. Wood responded that the full details were included in the detailed lines, and what was being presented now, was a summary version. He noted that if the board had required a line-by-line breakdown before the meeting, they were more than prepared to discuss and answer questions.

Alexandra Ramirez made a motion to Approve the 2024-2025 Budget.

Ronald Laws seconded the motion.

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

Roll Call

Daniela Lopez-Vargas	Absent
Gregg Solkovits	Aye
Danielle Centman	Absent
Brad Wright	Aye

Roll Call

Alexandra Ramirez	Aye
Steven Kofahl	No
Ronald Laws	Aye

H. Discussion on Hiring Process

Ms. Rodriguez outlined the hiring process for Director, Chief, and Executive-level positions, detailing a comprehensive twelve-step procedure. Initially, the process begins with the review and approval of the job description, including updating it to reflect the role's responsibilities and ensuring salary ranges are competitive and within budget. A new hire requisition form is then created and submitted for approval by the Executive Director and Chief Business Officer.

Following approval, the job is posted on platforms like Indeed and Edjoin, and the vacancy is announced internally. The position remains open for two weeks to attract sufficient candidates. Resume screening is conducted next, where resumes are reviewed for key qualifications, and collaboration with relevant senior staff occurs to select candidates for interviews.

The process of selecting an interview panel involves choosing members with diverse expertise and perspectives. Human Resources then schedules the interviews and prepares a set of legally sound, fair, and relevant questions. The first round of interviews includes structured questioning, rating responses on a scale of 1 to 3, and completing individual ranking forms. After the interviews, panel members discuss and rank candidates to shortlist for the second round.

The second round involves asking a different set of situational questions and similarly rating and ranking responses. Once the second round is complete, the panel compares and discusses candidates to make a final decision. A reference check is then conducted to validate the candidate's suitability.

The feedback from the reference checks is shared internally with the hiring team to inform the final decision. Upon selecting a candidate, the offer letter and employment agreement are reviewed by the Executive Director or their designee and must be ratified by the Board. The candidate is then offered the position, given instructions for background checks and new hire paperwork, and the onboarding process is initiated upon acceptance of the offer.

Mr. Wright inquired about how to ensure equity in the panel selection process to avoid complaints similar to those he received previously. He questioned whether the same panel should handle both rounds of interviews or if a separate panel should be assigned to the second round.

In response, **Mr. Solkovits** shared his perspective from extensive hiring experience, stating that he has never used different panels for different interview stages. He instead emphasized that the focus should be on selection of the panel and suggested that clarity in the process is essential. He also proposed the idea of providing binders with policies for board members to help them understand the process better, as he had faced challenges when he first joined as a board member.

A board member inquired about the use of the same interview panel for different rounds, asking if it was to maintain consistency, as their corporate experience involved different panels for each round, with each assessing different aspects before a final decision.

Ms. Rodriguez explained that maintaining consistency throughout the interview process is the reason for having the same panel. She clarified that the panel is selected based on the position being filled and the individuals the candidate will work with. For positions such as ones being discussed, the panel includes may include HR, a board member, union members, an administrative director, a teacher, and other relevant representatives to ensure diversity.

Mr. Solkovits raised two concerns. First, he questioned if consistency is the goal/reason, why the board members are not involved in the initial interviews, suggesting that consistency might be compromised if board members are not familiar with the candidates' progress throughout the interview.

Ms. Rodriguez acknowledged the question, explaining that in the recent process, the goal was to filter out candidates who did not meet the position's criteria during the initial interviews. She noted that this process is designed to streamline the selection for the final board review.

Mr. Wright added that, particularly for high-level positions like the Chief, it would be beneficial for the board to be involved in the initial screening to ensure they are familiar with the candidates and the reasons for their advancement.

Mr. Solkovits recommended adopting a practice where background checks were conducted on all final candidates to ensure thorough vetting. He recommended considering a similar approach to screen all top candidates to avoid starting over if a preferred candidate declines the offer.

He also suggested a hybrid approach for developing interview questions. He proposed that, in addition to the standard questions, HR could collaborate with staff members from various departments who have relevant expertise to help craft the questions. This way, questions would benefit from diverse perspectives, even if those staff members are not part of the interview panel. While this approach would add an extra step for HR, it could enhance the quality of the questions and ensure they are well-rounded and relevant.

I.

Discuss and Vote on Workplace Violence Prevention Plan

Alexandra Ramirez made a motion to Approve the Workplace Violence Prevention Plan.

Brad Wright seconded the motion.

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

Ronald Laws left at 6:53 PM.

J. Discuss and Vote on VAPA Assistant Position

The VAPA Assistant position is a part-time role funded by Prop 28. This position is intended to assist with the band music and choreography.

Mr. Wright praised the band for winning numerous awards at external events but expressed concern that the school's own students were missing out on their performances. He pointed out that other schools have their bands perform at football games and other events, and he inquired about plans to for the band to perform at their own school to boost school spirit and student engagement. He needed to know before voting.

Mr. Hussey responded that Mr. Bennett would coordinate with the music department to ensure the band performs at upcoming school events.

Mr. Solkovits clarified that the VAPA Assistant position, by law, cannot replace existing roles but must enhance them. He explained that the position is intended to provide additional support to the band teacher and other teachers, ensuring it adds value rather than supplanting current resources.

Gregg Solkovits made a motion to Approve the VAPA Assistant Position.

Brad Wright seconded the motion.

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

K. Discuss California Local Indicator

Mr. Hussey discussed the five local indicators on the California dashboard that are assessed at the school level.

He reported that for Priority 1, which includes having all teachers appropriately assigned, access to curriculum and online instructional materials, and maintaining safe, clean, and functional school facilities, school will report meeting the standard.

For Priority 2, the implementation of state standards, school will self-report compliance.

Regarding Priority 3, parent and family engagement, school will also report meeting the standard.

Priorities 4 and 5 are assessed directly on the dashboard.

For Priority 6, school climate, which involves ensuring safety and connectedness in at least one grade, school will report compliance.

Finally, for ensuring access to a broad course of study, Mr. Hussey expressed confidence in the school's excellent provision of a variety of classes and levels for all students and will report meeting this standard as well. He concluded that the school will report meeting all local performance indicators, as it did the previous year.

L. Discuss the Annual Performance-Based Charter School Division Oversight Visit Report for 2023-2024

Mr. Hussey led the discussion on the annual performance-based Charter School Division (CSD) oversight visit report for 2023-2024.

He provided an update on the annual performance oversight visit from CSD, which was recently conducted. He expressed gratitude for the opportunity to discuss the school's progress and noted that including this on the agenda would help demonstrate the school's focus on improvement.

He summarized the ratings from last year and this year:

- In governance, the school received a 4 last year and the same rating this year.
- For student achievement, the rating remained at 3 both years.
- In organizational management, programs, and operations, the rating improved from 2 last year to 3 this year, thanks to the efforts of Ms. Rodriguez, Marissa, and Rocio, particularly in facilitating the completion of all required trainings and updating credentials.
- Fiscal operations maintained a consistent rating of 4.

There were no areas noted for growth or improvement in governance, organizational management, operations, or finance. However, in student achievement, the focus is on improving scores in ELA and math, despite already scoring higher than the state average. This upcoming year, particular attention will be given to English learners and students with special needs to ensure they receive the necessary resources and access for growth.

There are also efforts to address the needs of struggling subgroups by closely monitoring SBAC scores.

The Board went into closed session at 6:37PM

V. Reconvene to Open Session

A.

Report on Actions Taken in Closed Session, If Any

There were no items to report on from closed session
Open session reconvened at 8:00 PM

VI. Closing Items

A. Adjourn Meeting

Alexandra Ramirez made a motion to Adjourn the meeting.

Gregg Solkovits seconded the motion.

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

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

Respectfully Submitted,
Vania Rodriguez

Coversheet

Approve Minutes of June 17, 2024 Finance and Investment Board Meeting

Section: III. Consent
Item: B. Approve Minutes of June 17, 2024 Finance and Investment Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance and Investment Board meeting on June 17, 2024



El Camino Real Charter High School

Minutes

Finance and Investment Board meeting

June 2024 Finance and Investment Board meeting

Date and Time

Monday June 17, 2024 at 6:00 PM

Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

Gregg Solkovits - 2345 El Vista Street Redding, CA 96002

The Finance and Investment Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee 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" FINANCE AND INVESTMENT COMMITTEE MEETINGS.

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

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

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

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

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

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

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

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

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

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

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

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

IMPORTANT NOTE REGARDING PUBLIC COMMENTS:

Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and 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.

Committee Members Present

Alexandra Ramirez, Daniela Lopez-Vargas

Committee Members Absent

Gregg Solkovits

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Daniela Lopez-Vargas called a meeting of the Finance and Investment Committee of El Camino Real Charter High School to order on Monday Jun 17, 2024 at 6:00 PM.

B. Record Attendance and Guests

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

Mr. Wood led the Board members and guests in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

There were no public comments

II. Consent

A. Approve Minutes of the May 16, 2024, Finance and Investment Committee Meeting

Alexandra Ramirez made a motion to approve the minutes from Finance and Investment Board meeting on 05-16-24.

Daniela Lopez-Vargas seconded the motion.

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

III. Investment

A. May 2024 Investment Update

OPEB account: Regarding the OPEB account, Mr. Wood noted that as of the end of May, it had reached \$30.28 million. By June 17, the OPEB account had increased to \$30,656,000 due to favorable market conditions. He anticipated that, barring any major market collapse, the OPEB account would be fully funded by the end of the year. The actuary would assess the financial position at the end of June to generate the funding report, with a preliminary review already indicating positive outcomes.

Mr. Wood explained that three advisors-Polen Capital, Fiduciary Management, and Beacon Pointe-had positions in both the OPEB and the General account. Beacon Pointe had recently advised reducing the position with Polen Capital due to its **aggressive stance** despite positive results. Consequently, Mr. Wood had found a new investment manager, and with Mr. Hussey's recommendation as well, proposed the change without requiring board action, merely updating the group and the Board.

A board member inquired if anything displayed on the screen fell outside the district's/LAUSD's guidelines and whether they were satisfied with the performance. **Mr.**

Wood clarified that while the charter school division had shown interest in the OPEB account, it was beyond their control. The account followed the board's guidelines, with US Bank as the corporate trustee, ensuring compliance and negating LAUSD's concerns.

Another board member asked if the district could suggest abandoning underperforming portfolio members. **Mr. Wood** confirmed that such decisions rested solely with the trustees, based on advice.

When asked if the actuary report would be available at the August board meeting, **Mr. Wood** confirmed it would, unless there was a July meeting. He mentioned that if the OPEB account became fully funded, he would recommend halting the \$220,000 monthly contributions, as the account would then be self-supportive. He suggested that if fully funded, the investment policy might be revisited to potentially adopt a more maintenance-focused investment approach rather than aggressive growth.

IV. Finance

A. May 2024 Financial Update

Ms. Ilyas stated that, since the budget for recommendation was being presented for approval in the upcoming agenda items, it would effectively serve as the financial update.

B. Review and Recommend to the Full Board the May 2024 Check Registers

General register: **Ms. Ilyas** explained that it primarily documented large recurring expenses, mostly related to benefits. When asked, Ms. Ilyas that the "MyClass Development" expense was a wire transfer for an app the tech team was developing, likely for attendance purposes.

ASB register: Ms. Ilyas then reviewed the ASB check register, noting that it detailed expenses paid from the trust accounts on campus. Many of these expenses were end-of-year related for various teams.

Vendor YTD & Checking register: She provided an overview of the vendor year-to-date (YTD) report, showing the payments made to vendors in May and the total YTD payments. Ms. Ilyas also presented the checking register, which outlined payments to various vendors and the source of funds for these expenses. Over \$1 million in checks was issued from different accounts.

ASB Trust balances: She noted that one account, "Girl Soccer", was negative due to pending deposits. She reminded the board that these funds do carry over to the next school year as the trusts are self-contained.

Total expenses amounted to \$71,196, with \$74,196 in the ASB General Fund from sales of snacks and merchandise to students, bringing the total ASB balance to \$647,867.

Alexandra Ramirez made a motion to Recommend the approval of the May, 2024, Check Registers.

Daniela Lopez-Vargas seconded the motion.

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

C.

Review and Recommend to the Full Board the May 2024 Credit Card Charges

Ms. Ilyas reported that they had only provided the statement this time due to other priorities for the month's meeting but a more detailed report will be available for the full board meeting. She went through the charges, highlighting that there were expenses related to the Step Team's travel to New York for their competition. Additionally, there were recurring monthly charges for ads and subscriptions. Other expenses included car rentals for a PD trip for the special education team, and flights for the ROTC team, which are paid from their trust account.

Alexandra Ramirez made a motion to Recommend to the Full Board Approval of the May, 2024, credit card charges.

Daniela Lopez-Vargas seconded the motion.

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

V. School Business

A. Discussion on the Local Control Accountability Plan (LCAP) 2024-2025 Proposed Goals and Actions

Ms. Clark explained that the board members had in front of them the entire report, which included last year's annual budget overview and the current LCAP for the coming three years, from 2024 to 2027. Ms. Clark emphasized that they had reviewed all components thoroughly at the previous board meeting, and no significant changes were requested by any stakeholder.

She highlighted that the total expenditures for High Needs students in the LCAP were \$2.7 million and that the actual expenditures matched this amount. Reflecting on the previous LCAP, she noted that out of the seven goals, all were met except for six desired outcomes, which were either changed, dissolved, or added to new goals. Consequently, the new LCAP for the year had only four goals, down from seven the previous year.

Ms. Clark provided a brief overview of the expenditures from the previous year's goals: goal one had \$5.2 million in expenditures, goal two had \$21.8 million, goal three had \$253,000, goal four had \$455,000, goal five had \$445,000, goal six had \$5.8 million, and goal seven had \$104,000, bringing the total to \$34,231,680.

She also pointed out some key points for the current year, starting with the strong performance in ELA based on the 2023 dashboard. El Camino Real students were 40 points above the standard in ELA, showing a 3.3-point increase from the 2022 test, with 823 students having taken the SBAC last year. Filipino and white students were indicated in blue on the dashboard, while African American students were 14.5 points above the standard and increased by 35.1 points overall. In math, students identifying as two or more races and socioeconomically disadvantaged students were in the green, reflecting high performance, with Filipino and white students also performing well. The school saw

significant improvements in both ELA and math, with math scores increasing by 30 points overall, a notable improvement recognized by the charter division in their report.

Ms. Clark stressed the importance of focusing on data-driven classrooms and equity in instruction for the upcoming school term. She concluded by stating that the new LCAP had been condensed to four goals:

Goal 1: It aims to provide all students with a high-quality education, equitable access to standards-based instruction, innovative strategies and programs, and rigorous learning and growth, specifically in LEA math and science. **Dr. Clark** highlighted the actions being taken to achieve this goal, which include:

- Addressing areas of need directly and providing tailored support to students requiring additional assistance for academic growth.
- Offering targeted intervention for the **EL (English Learner)** population.
- Sending teachers to professional development opportunities.
- Building a culture of data-driven instruction and reflection.
- Focusing on instructional equity.
- Ensuring all educational partners have access to updated technology and data.
- Maintaining a fully credentialed teaching staff and ensuring proper assignments.
- Staffing a full administrative team to support all educators.

Goal 2: All students graduate college and career ready, with an emphasis on increasing the graduation rates for students with disabilities, Latinx, English learners, African American

- Continuing to develop and expand CTE (Career and Technical Education) pathways providing opportunities for students to explore and expand their career pathways.
- Supporting A-G and AP test pass rates.
- Offering ongoing professional development for counselors and staff.
- Maintaining a counselor-to-student ratio of under 1:400 to ensure proper services.
- Contracting and utilizing college and career readiness programs.
- Continuing to offer summer school and credit recovery options for all students.
- Exploring the expansion of online schooling options, even during the regular school year, following the trend of many schools.

Goal 3: All parents and guardians in the school community have authentic and safe opportunities to provide input through regular, effective two-way communication for shared decision-making. The action steps for this goal include:

- Maintaining strong collaboration with parents.
- Ensuring easy access to attendance updates, addressing concerns raised by both parents and teachers.
- Increasing communication between homes and schools.

- Continuing funding for the marketing coordinator role.
- Remodeling an office space to serve as a family welcoming center.

Goal 4: To provide a safe, inclusive, and equitable learning environment that meets the social, emotional, mental health, and physical needs of all students through multi-tiered systems of support, targeted efforts for vulnerable student populations, and sufficient resources. The action steps for this goal include:

- Continuing to employ school-based therapists to support student mental health and well-being in the wellness center.
- Funding a new PSA (Pupil Services and Attendance) council, which monitors attendance, visits student homes, and ensures students return to school if they leave for any reason.
- Ensuring clean and safe environments that are well-maintained.
- Continuing to provide a full-time school nurse, athletic trainers and LVN.
- Implementing MTSS (Multi-Tiered System of Support), including PBIS (Positive Behavioral Interventions and Supports).

Required Descriptions: In the required descriptions section of the LCAP, the focus is on addressing the specific needs of unduplicated student populations, such as foster youth, homeless, and low-income students. The state requires detailed explanations on how these actions will meet the identified needs of these students, emphasizing that strategies should be research-based and impactful. After submission, the state may request further clarification or adjustments if needed, aiming to ensure that the plan effectively supports student success and meets funding requirements.

Total Planned Expenditure Table:Ms. Ilyas explained that it outlines the costs associated with each action item proposed in the LCAP. It illustrates how funds will be allocated to implement goals such as hiring highly qualified teachers. The table also specifies the funding sources, including LCFF, Federal, State, or Local funds, providing a comprehensive view of how financial resources will be utilized to support educational objectives outlined in the LCAP. She wanted it noted that these expenditures are already fully accounted for within the full budget.

Alexandra Ramirez made a motion to Recommend to the Full Board Approval of the LCAP 2024-2025 Proposed Goals and Actions.

Daniela Lopez-Vargas seconded the motion.

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

B. Discussion and Vote to Recommend to the Full Board Marketing Budget Proposal

Mr. Covarrubias emphasizing three main goals: increasing brand awareness and recognition amidst ongoing rebranding efforts, boosting social media presence, and

enhancing enrollment. He provided an analysis of last year's social media performance across various platforms:

- **Instagram:** Experienced a 238% growth in reach, a 1400 follower increase, and higher profile visits.
- **Facebook:** Saw a 1000% increase in reach and a 168% increase in profile visits, with more people engaging with content.
- **Twitter:** Despite being a niche platform with higher engagement for athletic content, saw a 19% increase in engagement and nearly 70,000 views on tweets.

Key investments for the upcoming year include continuing social media advertisements, boosting posts for accomplishments, utilizing Google advertisements, improving the website, and partnering for advertising and branding efforts.

Social Media Ads: Mr. Covarrubias explained that the social media ad budget would remain at around \$1,000 per month per platform. This budget aims to ensure the target audience receives the latest news and advertisements promoting the school.

Paid Social Performance: He highlighted the performance from the previous year within a 10-mile radius of El Camino, reporting:

- Almost 2 million impressions, indicating the frequency family members saw the advertisements.
- Over 280,000 accounts reached.
- Nearly 15,000 clicks on the Call to Action.

Ad Spend Tracking: Moving forward, the strategy includes continued analysis of advertising performance, specifically examining reach, impressions, engagements, and link clicks.

Google Ads: Covarrubias discussed the complexity of Google ads, where costs vary daily. He requested a \$20,000 budget for Google ads to accommodate fluctuating costs, especially during peak times such as the enrollment season when keyword prices tend to increase.

Google Ad Performance: The average cost per click (CPC) for Google ads is typically \$2-\$4. However, our campaigns are performing efficiently at about \$0.43 per click. The average click-through rate (CTR) on Google is around 3-5%, while our ads are achieving a remarkable 15%.

Website: The school recently transitioned to a new platform and will continue to pay the annual hosting fee of \$9,000. This includes the communication system Dr. Clark mentioned, which sends SMS notifications to family members about school activities. Additionally, a \$5,000 budget is allocated for website improvements related to user experience and search engine optimization (SEO) to enhance the school's Google ranking.

Advertising and Branding via Partners: There was a previous discussion about advertising on billboards and buses. This budget would allow the school to explore these options again, targeting specific areas and audiences.

Mailer Campaigns: The mailer campaigns, particularly the one for the open house, were successful. Moving forward, there is a plan to conduct two open enrollment mailer campaigns during the enrollment season, in addition to continuing the open house campaign.

Niche Profile: Mr. Covarrubias shared the Niche profile from last year and concluded by noting that the school became a partner with this year, and the profile has shown improved performance across the board. He highlighted that the profile now includes tripled link clicks, action buttons, and additional features that provide families with easy access to information and direct them to the school's website.

Other Partners: He mentioned other partners like AmGraph, which will continue to be used to target different areas and increase awareness. Additionally, partnerships with Fidges/TouchGraphix will be maintained to improve on-campus marketing materials such as windscreens and other promotional items.

Summary: Mr. Covarrubias summarized the breakdown of the requested budget. Approximately \$76,850 will be allocated towards digital social media ads, Google ads, and website renewal. An additional \$100,000 is requested for branding and advertising via partners. This \$100,000 will cover the Niche partnership, mailer marketing campaigns, light pole banners, windscreens, and other necessary marketing materials.

Mr. Wood explained that last year, the board had approved a marketing budget of \$214,500 without having all the necessary material available. This year, they anticipated reduced revenues and therefore only included a placeholder of \$150,000 for the marketing budget. Now, with complete information, the exact amount needed for marketing is \$176,000. He suggested increasing the marketing budget from the placeholder amount of \$150,000 to the new figure of \$176,850.

A board member inquired if it was possible to reallocate about \$20,000 from another line item to accommodate the increase. **Mr. Wood** confirmed that reallocating \$26,850 from another area was possible but emphasized ensuring it was a good investment, as all these recommended areas directly impacts student enrollment.

Another board member asked how the impact of the prior year's marketing investment could be measured in dollars. **Mr. Covarrubias** responded that setting up systems to track accurate data, such as conversion rates through Google Analytics, would help measure the impact. They could track how many students came through Niche profiles, Google Ads, and other channels, and how many of those students actually enrolled. He explained the earlier issues with system connectivity, but with the requested \$20,000 for Google Ads, the school could remain competitive during enrollment season especially. Google had also recommended this due to competition from other schools in the same area for the same keywords.

Mr. Wood noted that since this was a new program, and last year they had set aside \$214,000 but only spent \$65,000 through May. He suggested sticking with the \$150,000 placeholder and adjusting as needed to avoid squeezing other departments.

A board member then asked about the unspent portion of last year's budget. **Mr. Covarrubias** explained that one significant item, the windscreen, had been in progress for months, and that's part of the reason last year's actual expenses seem lower.

Mr. Wood then suggested finalizing the windscreen cost from last year's \$214,000 budget by June 30th. Doing so would eliminate that cost from the upcoming budget and help keep next year's budget down, and might also make the \$150,000 place holder budget work.

Alexandra Ramirez made a motion to Recommend to the Full Board Approval of the marketing budget proposal for 2024-2025 of \$150,000 with caveat to request for more budgeting if needed.

Daniela Lopez-Vargas seconded the motion.

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

C. Discussion and Vote to Recommend to the Full Board Capital Improvements Budget Proposal

Mr. Guinto reported that they had reviewed the capital improvements budget proposal during the capitalization board meeting and a committee meeting held last Friday. He summarized the proposed projects for the next school year.

Front Signage/Monument: Mr. Guinto mentioned that the front signage and monument project was a carryover from the previous year's budget due to delays in obtaining **DSA** permits. The team was working with architects to secure the permit within the next few months, and the same budget amount was requested for the upcoming school year.

Main Building Hallways: They aimed to extend the design language from the main A hallway to the B, C, and D hallways, including paint and decor. The design book would be presented in detail once finalized.

Classroom Modernization: He discussed the classroom modernization project, explaining that approximately 60 out of 120 classrooms had already been modernized with new furniture. The goal for the upcoming year was to modernize 20 additional classrooms with new furniture and to paint 40 classrooms in total. This includes painting 20 classrooms that will receive new furniture and 20 of the previously upgraded classrooms to ensure a consistent look. The painting would also include installing décor to enhance the overall appearance.

Student Store: The student council had requested to use ASB funding to improve the student store. In addition to painting, the store's layout would be reorganized with better shelving to maximize space and accommodate more items. A company had been consulted to design proper shelving for optimal organization.

P.E. Department: Plans to repair damaged asphalt on the blacktop and modernize basketball hoops, along with other miscellaneous repairs were shared.

A board member asked whether the blacktop resurfacing expense was the responsibility of the school or LAUSD. **Mr. Guinto** responded that the school had paid for resurfacing two years ago, but it had not held up well, necessitating further repairs.

Tennis Courts: The tennis courts were due for resurfacing and other repairs, such as replacing nets, due to visible cracks and wear.

Stadium: Mr. Guinto discussed plans to repaint areas like the scoreboard, replace the entire lighting system with LED lights, and complete phase 2 of the audio project as part of the safety and security budget.

Safety and Security: The school planned to implement a wireless electric access control system using ID badges instead of traditional keys. An RFP for this project was set to close on June 22nd.

Facilities: Lastly, the facilities upgrade included painting the front manager's office and providing new equipment.

Mr. Guinto emphasized the importance of tracking the lifespan of assets like tennis courts and tools to plan for future replacements.

Ms. Daniela asked if these projects were included in the next year's budget proposal. **Mr. Wood** clarified that the current budget covered normal operations.

He acknowledged that Ryan had indicated that more information was needed before finalizing bids or amounts, and so he proposed that urgent projects needing completion over the summer should be prioritized and costed for board approval. For other items requiring more information, he suggested revisiting them at the board meeting in August or once more details were available about the reserved funds needed for capital items.

Mr. Wood emphasized the importance of identifying and planning for the multitude of capital needs on campus, both immediate and long-term. He recommended allocating a portion of the reserve balance for these needs. He then sought guidance from Committee members for the June meeting, asking if they agreed with his approach or had alternative suggestions.

Ms. Daniela inquired about the next steps and whether a list of items planned for completion next year could be provided. **Mr. Guinto** confirmed that the projects presented were intended for the entire next school year, and while a summer timeline could be identified, it was ultimately up to the board's decision.

Ms. Daniela asked if any fund balance had been restricted for these projects, to which **Mr. Wood** responded that it had not. Ms. Daniela then suggested that the board should

vote at the next meeting to restrict some of the fund balance for these purposes and then vote on the entire item due to the significant dollar amount involved.

A board member emphasized the need to prioritize and approve immediate summer projects. They suggested voting on these urgent items at the June meeting to provide the green light for proceeding. The remaining projects would be contingent on the reserve account, ensuring that adequate funding was available before moving forward.

Daniela Lopez-Vargas made a motion to Recommend to the Full Board the Approval of the prioritized Summer Capital Improvements Budget Proposal.

Alexandra Ramirez seconded the motion.

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

D. Discussion and Vote to Recommend to the Full Board Technology Budget Proposal

Mr. Guinto presented the technology budget proposal for the upcoming school year, which he divided into two main categories:

Software Application Renewal and Technology Equipment.

- **Software Application Renewal:** He explained that the business department had already earmarked the budget for software application renewal.

The department breaks down applications into three categories: **instructional applications** for teachers, **administrative software application** for administrators, and **technology** is the technology the department uses.

- **Technology Equipment:** Mr. Guinto highlighted the need to replace aging technology equipment, specifically noting that many devices, such as the computers in the labs purchased in 2017, are already at the end of their five-year lifespan. He emphasized the importance of phasing out old equipment to avoid larger purchases later. For the next school year, they plan to replace the computers in rooms 202 and 204, as well as some personal workstations and network infrastructure equipment.

Regarding the software application budget, Mr. Guinto mentioned that the technology committee evaluates applications annually to determine their continued usefulness. The applications that the technology committee voted to keep for the next school year totaled \$184,567 for the instructional software license. Administrative software license amounted to \$171,106, while technology software license which includes essential tools like the Fortinet Firewall License and content filters, totaled \$163,865. The grand total for the licenses came to \$519,539.

Mr. Wood explained that the areas mentioned in the presentation would be covered in the current budget, noting that the budget includes a placeholder amount of approximately \$497,000 for **non-capwise** equipment. He expressed the need to review the numbers to ensure that this budget meets all needs.

He also mentioned that some items, such as lab equipment, could potentially be covered under Categorical funds, which would not impact the General funds. He confirmed that the subscriptions requested were covered, but he needed more time to compare the

requests to the school-wide set aside to ensure the budget fits or to at least identify other funds that could be used without affecting the budget.

A board member inquired whether the \$519,000 allocated for software was a normal amount and **Ms. Ilyas** responded by explaining that she had averaged the software expenditure from the previous two years, which amounted to about \$600,000, suggesting that the current allocation sound right.

Alexandra Ramirez made a motion to Recommend to the Full Board the Approval of the Technology Budget Proposal pending the revised proposal between the Business and Tech Dpt.

Daniela Lopez-Vargas seconded the motion.

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

E. Discussion and Vote to Recommend to the Full Board RFP Bid Award for Transportation Services

Mr. Delgado presented a summary of the RFPs obtained from three interested vendors: American Transportation, Santa Barbara Transportation, and Zum Transportation Services. He noted that Zum Transportation preferred to be a secondary option rather than holding a primary or exclusive contract.

He recommended Santa Barbara Transportation due to cost considerations and the size of their fleet.

Mr. Wood supported this recommendation, pointing out that either proposal would fit the current transportation budget. He highlighted however, that Santa Barbara Transportation was a better fit because many trips are five hours or less. In his analysis, American Transportation charged a flat rate of \$954 regardless of the trip's duration or distance. In contrast, Santa Barbara Transportation charged \$780 for trips under five hours and offered a slightly lower rate even for trips extending beyond six hours, making it a more cost-effective option.

Alexandra Ramirez made a motion to Recommend to the Full Board the Approval of the RFP Bid Award for Transportation Services.

Daniela Lopez-Vargas seconded the motion.

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

F. Discussion and Vote to Recommend to the Full Board RFP Bid Award for Campus Security Services RFP

Mr. Camp reported that four companies had submitted RFPs for campus security services: Innovative Protection, St. Moritz Security Services, Secural Security Corporation, and Good Guard Security. He provided a breakdown of the hourly rates for Campus Security Officers (CSOs) and supervisors, based on an eight-hour shift. The plan is to employ nine CSOs and one supervisor at the start of the year.

Mr. Camp highlighted that Innovative Protection Services was the only company to provide a four-year quote. While their first-year total was \$16 lower than St. Moritz, he

recommended St. Moritz Security Services. His recommendation was based on St. Moritz's greater experience in educational settings compared to Innovative Protection, which is more focused on commercial security. Although Good Guard and Secural Security have some presence in educational institutions, their contexts are different from El Camino's. Secural Security also charges significantly higher rates than St. Moritz.

He noted that St. Moritz is currently serving as a secondary provider on campus. Since Guardian was let go in April, St. Moritz has stepped in, and their supervisor **Brian**, who has been on campus for about two years, is familiar with the campus needs and performs exceptionally well. This familiarity and proven performance were key reasons for proposing to continue with St. Moritz.

Mr. Wood supported this proposal, adding that the budget would reflect a reduction in the number of FTEs, aligning with the 9 CSOs and 1 supervisor plan. This adjustment would save approximately \$100,000 in the 2024-2025 budget. Consequently, he endorsed the approval of St. Moritz for the next school year.

Alexandra Ramirez made a motion to Recommend to the Full Board the Approval of the RFP Bid Award for Campus Security Services RFP.

Daniela Lopez-Vargas seconded the motion.

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

G. Discussion and Vote to Recommend to the Full Board RFP Bid Award for Public Address (PA) System

Mr. Guinto addressed the board's previous concerns that the original proposals varied in design and equipment. To resolve this, the RFP was reissued with specific manufacturer requirements to ensure uniformity in the bill of materials, equipment, accessories, and speaker placements. This change allowed for an apples-to-apples comparison of the bids received.

4 bids were submitted: GST bid solely for the hardware, STS and ConvergeOne bid for both hardware and installation, and WGY Solutions bid only for installation and labor. The breakdowns of these bids were presented, noting that the project had a pre-approved budget of \$500,000.

He recommended awarding ConvergeOne for the hardware and WGY Solutions for the installation and labor. He mentioned that since the reissued RFP addressed the board's concerns and the bids were within the approved budget, it might not require a vote.

Mr. Wood added that the reissued RFP provided more transparency and effectively addressed the board's previous concerns. He suggested that since the presented bids were within the pre-approved budget of \$500,000, a vote might not be necessary. However, he recommended including it as a discussion item in the agenda, possibly under Consent items.

It was agreed that no voting would be required for this item.

H. Discussion and Vote to Recommend to the Full Board 2024-2025 CharterSAFE General Insurance Contract Renewal

Mr. Wood reported that the quotes for General Insurance and Workers Comp insurance had been received a few weeks ago. The total proposal for both lines is \$481,000 for general liability insurance and \$215,000 for workers comp insurance, which have been factored into the budget in anticipation of approval.

Mr. Wood highlighted that the quotes were based on several factors, including an anticipated student count of 3,050 for the next year, which primarily affects the general liability and package costs. He also estimated a higher payroll amount to account for potential future events, affecting the workers comp premium based on actual payroll reported quarterly.

The combined insurance cost remains relatively flat compared to the previous year, with a total of \$696,000 in 2023-24 and \$697,000 for 2024-25. Workers comp costs are slightly higher, while general liability costs are slightly lower. He acknowledged the organization's excellent claims history and the comprehensive coverage offered by CharterSAFE, including a \$55 million umbrella, which is unmatched by other insurers.

He concluded by recommending the committee and board approve the proposal, noting that a significant majority of charter schools are insured with CharterSAFE.

Daniela Lopez-Vargas made a motion to Recommend to the Full Board the Approval of the 2024-2025 CharterSAFE General Insurance Contract Renewal.

Alexandra Ramirez seconded the motion.

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

I. Discussion and Vote to Recommend to the Full Board Substitute Vendor Contract Renewal

Ms. Rodriguez stated that the primary vendor, Scoot, has agreed to keep their rates the same as last year and hopes to maintain its partnership with the school. The decision to leave the rates unchanged was influenced by three main factors: the end of ESSER funds, rising school operating costs, and overall budget uncertainty.

She compared rates from other vendors, including The Education Team (TET), Teachers on Reserve, and Kelly Services. While TET's rates are slightly lower in some areas than Scoot's, there have been several challenges with TET. They often fail to fill daily or weekly assignments and do not consistently fulfill requested assignments. Additionally, TET does not backfill when their substitutes call out, leaving the school to manage staffing gaps.

Teachers on Reserve and Kelly Services had rates higher than Scoot. Ms. Rodriguez highlighted a meeting with Joe, Scoot's account manager, who introduced new initiatives

for the coming year. These initiatives include providing substitutes with micro-credential learning pathways and specific training tailored to El Camino's needs.

Given the comparative analysis and the new initiatives from Scoot, Ms. Rodriguez recommended continuing with Scoot as the primary substitute vendor and using TET as a secondary option when necessary.

Alexandra Ramirez made a motion to Recommend to the Full Board the Approval of the Substitute Vendor Contract Renewal.

Daniela Lopez-Vargas seconded the motion.

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

J. Discussion and Vote to Recommend to the Full Board the Sage Contract for Intervention Support

Mr. Wood explained that the proposed contract requests funding for two counselors instead of four. The reduction is due to declining enrollment and the expiration of ESSER funds previously used for this purpose.

In consultation with administration, it was determined that two positions are sufficient to meet the school's needs.

Mr. Hussey and Mr. Wood support this recommendation since the vendor is knowledgeable about potential grants and is eager to secure funding to maintain the four counselors next year if possible. \$190,000 is being requested for Sage consultants.

Daniela Lopez-Vargas made a motion to Recommend to the Full Board the Approval of the Sage Contract for Intervention Support.

Alexandra Ramirez seconded the motion.

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

K. Discussion and Vote to Recommend to the Full Board the Math and Athletics Instructional Material Account (IMA)

Math: A representative shared information from the math department, stating that they are requesting privacy screens for classroom computers. Each set of privacy screens costs \$500, and the department hopes to acquire one set per two teachers. The remaining portion of the budget will be allocated to classroom supplies.

Athletics: Mr. Russell discussed the athletic department's budget, noting that due to a lack of previous budget data, they created a new budget from scratch, incorporating stipends, transportation, officials, uniforms, and equipment for each team. They created detailed pages for each team with projected costs and will track actual expenses for comparison in next year's budget.

The general athletic budget includes needs such as various dues (CIF, state, and league shared expenses), miscellaneous field equipment, permit fees, and supplies for the athletic trainer. The department also requires additional canopies, promotional materials

for signing days, new controllers for gym scoreboards, mixing equipment, speakers, and a court cleaning machine to reduce the expense of annual floor refinishing.

The budget also addresses uniform costs, aiming to implement a rotational schedule for new home and away uniforms to save costs. Many teams are purchasing personalized jerseys on their own, reducing the budget need for uniforms. The budget for basic equipment, covering necessities like balls, gear, bags, nets, and pumps, is also included.

The total requested budget for these expenses is \$204,500, which covers \$91,000 for general needs and \$113,500 for uniforms and equipment.

Mr. Wood, upon being asked about the approval of the instructional material piece, responded that the overall budget did not initially include specific allocations for the Math and Athletics Instructional Material budget. He suggested conditionally approving the Math department's budget for \$8,000 and collaborating with Mr. Russell to identify what truly qualifies as instructional materials for the Athletics budget. He pointed out that some items, such as the ice cleaning machine mentioned by Mr. Russell, are not considered instructional materials by definition and cost less than \$2,000. These items would be allocated to a more appropriate budget area.

He recommended approving the Math budget while noting it would need to be added to the overall budget, subject to board approval. For Athletics, the plan was to work with the athletics department to determine the exact amounts for instructional materials to include in the Instructional Materials budget, and then allocate the remaining items appropriately. He also suggested considering the ASB funds as a long-term funding source for such expenses, as other schools use ASB funds instead of their Trust.

Upon being asked if students are charged for their uniforms, Mr. Russell responded that some sports do charge students, allowing them to keep the uniforms. However, most teams provide uniforms that must be returned and passed down to future athletes.

The math department expressed confusion about budget making and what qualifies as instructional materials. They requested \$8,000 but admitted not knowing the department's actual spending on supplies, asking for guidance on what a sufficient amount might be.

Ms. Ilyas responded that the budget depends on the department size and specific requests. She used the English department as an example, noting that despite being the largest, it has the smallest request for instructional materials due to low consumption, while science and VAPA typically have the highest.

A board member inquired about providing departments with visibility into their initial requests and spending throughout the year. **Ms. Ilyas** explained that after budget approval, departments receive details of their requests and the approved amounts.

However, tracking spending accurately depends on correct data input in the system. If departments enter incorrect information, it can misrepresent their spending.

Mr. Wood added that there is a process in place for monitoring budgets during the year. The Finance Committee and the Board review budgets versus actual spending a few times a year to ensure funds are protected. Departments are alerted if they approach or exceed their budget, and Mr. Hussey approves any additional expenditure. For emergencies or unexpected expenses, a 15% contingency is set aside.

When asked how much to approve in addition to the \$8,000 requested by the math department, **Mr. Wood** recommended not adding anything extra. He suggested using the contingency fund, noting that historically, the math department spends very little, and any additional needs can be addressed by Mr. Hussey.

Daniela Lopez-Vargas made a motion to Recommend to the Full Board the Approval of the Athletics Instructional Material Account (IMA) contingent upon identifying amounts related to instructional materials and adding it back into the budget and \$8000 for Math. Alexandra Ramirez seconded the motion.

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

L. Discussion and Vote to Recommend to the Full Board the 2024-2025 CDE Consolidate Application for Funding

Mr. Wood provided an overview of the application for funding, highlighting several key components:

1. **Certificate of Assurance:** This involves annual assurances to adhere to **EdCo** requirements.
2. **Protected Prayer Certification:** Ensuring separation of church and state within school operations.
3. **Federal Addendum:** Demonstrating compliance with federal mandates.
4. **Application for Funding:** This critical section outlines the federal funds sought for the next year, including approximately \$300,000 for Title I funding and \$70,000 for Title II for teacher instruction. The school does not meet the criteria for Title III EL and Immigrant funding. Title IV funds for student and school supports are also being pursued.
5. **Substitute System for Accounting:** Detailing the school's substitute system to track usage and types of substitutes employed.

The other part of this is documenting the allocation and expenditure of Title II funds, which has been primarily directed towards teacher professional development.

1. **Homeless Education Policy:** Reporting on the school's homeless population, which consisted of 17 identified students during the year. Miss. Harr, the liaison,

updates employees on appropriate use, instruction, and support services for homeless students. The school reported the it provides cafeteria food and covers costs for school events like prom and senior night at no charge to homeless students.

This Consolidate Application requires review and approval by the organization as mandated by the state, and filled by **June 30th** to meet state mandate requirements. Daniela Lopez-Vargas made a motion to Recommend to the Full Board the Approval of the 2024-2025 CDE Consolidate Application for Funding.

Alexandra Ramirez seconded the motion.

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

M. Discussion and Vote to Recommend to the Full Board 2024-2025 Budget Approval

Mr. Wood presented the proposed budget, noting the enrollment for 2023-24 was 3,162 students with a funded ADA of 2,941, translating to \$12,981 per pupil funding. Due to a continuing decline in enrollment, the school anticipates losing 150 students next year, with a significant drop in senior numbers not being offset by incoming 9th graders. The ADA has been adjusted to 93%, and with the legislature's recent approval, the per pupil funding has increased to \$13,323. This results in \$36 million in LCFF funding for the next year, reflecting a 4.7% decrease in the largest revenue source.

Revenues

Ms. Ilyas explained the changes in **Federal Revenues**, noting that while the estimated actuals accounted for the three years of COVID funds, this funding would cease next year, reducing federal revenue from \$4 million to \$1.7 million. **For State Revenues, the figure drops from \$4.2 million to \$2.3 million due to the state's reporting requirements, such as treating the Arts Music Block Grant as part of the beginning balance rather than current revenue.** **Other Local Revenues** exclude gains from investments due to market unpredictability. Overall, revenues decrease from \$54.2 million to \$45.2 million.

Expense

Certificated Salaries: Certificated Salaries are projected to drop from \$17.5 million to \$17.1 million due to the end of COVID-related funding for auxiliary staff. **Mr. Wood** added that pending salary negotiations mean no budgeted increases for either Certificated or Classified Salaries until agreements are finalized.

Benefits: In the Benefits area, STRS and PERS follow the salary trends, and Health and Welfare benefits are calculated based on **CIC's** proposed rates and the number of eligible employees. Workers Comp is based on CharterSafe's proposal. The significant change is in the OPEB expenses, with none budgeted for next year as it is hopefully going to be fully funded according to the last actuarial report. The Benefits line decreased from \$13.8 million to \$9.3 million, aligning with the exclusion of OPEB-related investment income from the General Fund budget.

Supplies: There were some changes in the Supplies category. She noted that many supplies, particularly noncapitalized equipment and non-instructional student materials, were previously funded by ESSER revenue. With the cessation of ESSER funds, these related expenses were removed. **The Cafeteria** food costs were based on the proposed contract with Chartwells, reducing the overall Supplies budget from \$3.1 million to \$2.2 million.

Services: Ms. Ilyas mentioned that several items discussed earlier were included in this category. This includes technology software expenses under line item Dues and Memberships, the insurance proposal from CharterSafe, and security and transportation proposals. Overall, the Services budget decreased from \$10.5 million to \$9.6 million, reflecting reductions in expenditures such as Sage consultants and outside security personnel.

Capital: Ms. Ilyas addressed the budget for capital outlay, indicating that next year's budget accounts for the depreciation of capital projects undertaken this year. There is an anticipated increase in depreciation next year, due to the significant capital investments made this year.

Mr. Wood elaborated on the technicalities of capital improvement, explaining the difference between cash basis and financial basis accounting. He explained that depreciation expenses are usually recognized over time according to generally accepted accounting principles and what school districts are required to pay. For example, a \$3 million capital request would be paid immediately, but expensed over time in the books.

To conclude, Mr. Wood highlighted that the current budget shows a surplus of \$1.236 million. This surplus is intended to cover any negotiated increases, or expenses not yet accounted for. He reiterated that after negotiations on these things, they will come back to the board with the recalibrated items, such as technology expenses, and present a revised budget in August. The current proposal is set for approval by June 30 however, he proposed for it to be voted on in this meeting.

Alexandra Ramirez made a motion to Recommend to the Full Board Approval of the 2024-2025 Budget subject to revisiting materials for the IMA Technology budget proposal.

Daniela Lopez-Vargas seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

Alexandra Ramirez made a motion to Adjourn Meeting at 8:40PM.

Daniela Lopez-Vargas seconded the motion.

The committee **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 8:40 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Investment Update August 2024

Section: IV. Investment
Item: A. Investment Update August 2024
Purpose: Discuss
Submitted by:
Related Material: IV.A - 2023-2024 Investment Summary v07.01.24 June 2024.pdf
IV.A - 2024-2025 Investment Summary v8.01.24 July 2024.pdf
IV.A - Beacon Pointe - 2Q24 El Camino Real.pdf

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

\$ - \$ -																			
2023-2024	Year End	Contributions																	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Executive Summary-OPEB						
	Jun-23													\$ 25,338,317	Beginning Balance at 07/01/23				
														\$ (441,734)	OPEB Payments				
OPEB Retiree Pmts.															YTD Contributions				
Contributions		\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 220,000	Month	\$ 2,640,000	Gains/Losses	13.1%	Invest. Change	
ECRA	OPEB Trust	\$ 25,338,317	\$ 26,140,771	\$ 25,898,513	\$ 25,152,135	\$ 24,774,752	\$ 26,689,583	\$ 28,134,451	\$ 28,328,506	\$ 29,089,947	\$ 29,881,380	\$ 29,205,718	\$ 30,283,983	\$ 30,844,295	1.8%	\$ 30,844,295	Current Ending	21.7%	Total Change
Investment Managers:		3.2%												Month	YTD				
Polen Capital Mgt		\$ 1,228,208	\$ 1,282,809	\$ 1,268,478	\$ 1,186,134	\$ 1,176,727	\$ 697,699	\$ 720,647	\$ 749,990	\$ 782,958	\$ 780,831	\$ 738,231	\$ 739,956	\$ 263	0.2%	15.1%	Xfer to Beacon Pt. 06/12/24		
Fiduciary Mgt		\$ 2,111,760	\$ 2,210,139	\$ 2,158,270	\$ 2,061,303	\$ 2,005,500	\$ 2,187,516	\$ 2,324,288	\$ 2,307,789	\$ 2,397,531	\$ 2,523,515	\$ 2,454,857	\$ 2,522,885	\$ 2,516,457	2.7%	14.0%			
Beacon Pointe		\$ 21,998,349	\$ 22,647,823	\$ 22,479,169	\$ 21,904,576	\$ 21,592,525	\$ 23,804,367	\$ 25,089,516	\$ 25,270,727	\$ 25,909,458	\$ 26,577,035	\$ 26,012,630	\$ 27,021,141	\$ 28,327,575	3.7%	16.7%			
El Camino Real CHS	General													Month	YTD				
Investment Managers:		\$ 153,339	\$ 160,075	\$ 158,299	\$ 148,043	\$ 146,806	\$ 164,062	\$ 169,481	\$ 178,433	\$ 184,203	\$ 183,688	\$ 173,574	\$ 173,983	\$ 62	NA	11.7%	Xfer to Beacon Pt. 06/12/24		
Polen Capital Mgt		\$ 381,173	\$ 398,829	\$ 389,413	\$ 371,924	\$ 361,793	\$ 394,606	\$ 419,220	\$ 416,546	\$ 432,395	\$ 455,086	\$ 442,649	\$ 454,864	\$ 453,636	-0.3%	13.9%			
Fiduciary Mgt		\$ 5,709,255	\$ 5,763,124	\$ 5,718,002	\$ 5,587,397	\$ 5,505,642	\$ 5,767,959	\$ 5,992,174	\$ 5,998,483	\$ 5,999,009	\$ 6,087,497	\$ 5,928,667	\$ 6,070,664	\$ 6,328,388	4.1%	3.7%			
Beacon Pointe		\$ 6,243,767	\$ 6,322,028	\$ 6,265,714	\$ 6,107,364	\$ 6,014,242	\$ 6,326,628	\$ 6,580,874	\$ 6,587,394	\$ 6,598,102	\$ 6,721,565	\$ 6,544,890	\$ 6,699,511	\$ 6,782,086	1.2%	1.3%			
US Bank Holdings		\$ 401,217	\$ 401,947	\$ 402,656	\$ 404,514	\$ 405,972	\$ 407,740	\$ 409,257	\$ 410,991	\$ 412,573	\$ 414,321	\$ 415,757	\$ 417,571	\$ 401,217	0.4%	3.5%			
Annuity 3 Yr. (8/26) Fixed @ 4.80%	Midland	\$ 395,962	\$ 396,654	\$ 397,263	\$ 397,636	\$ 395,577	\$ 400,838	\$ 405,094	\$ 406,815	\$ 405,576	\$ 394,060	\$ 404,975	\$ 405,578	\$ 395,962	0.1%	2.2%			
3 Yr. (10/25) @ 4.89%	CNB / T-Bill	\$ 7,040,946	\$ 7,120,629	\$ 7,065,633	\$ 6,909,514	\$ 6,815,790	\$ 7,135,206	\$ 7,395,225	\$ 7,405,200	\$ 7,416,251	\$ 7,529,946	\$ 7,365,621	\$ 7,522,661	\$ 7,579,265	2.1%	4.4%			
Combined		\$ 32,379,263	\$ 33,261,400	\$ 32,964,146	\$ 32,061,649	\$ 31,590,543	\$ 33,824,788	\$ 35,529,676	\$ 35,733,706	\$ 36,506,198	\$ 37,411,326	\$ 36,571,339	\$ 37,806,643	\$ 38,423,560	3.3%				
Month End -Combined		\$ 32,379,263	\$ 33,261,400	\$ 32,964,146	\$ 32,061,649	\$ 31,590,543	\$ 33,824,788	\$ 35,529,676	\$ 35,733,706	\$ 36,506,198	\$ 37,411,326	\$ 36,571,339	\$ 37,806,643	\$ 38,423,560	3.3%				

**EL CAMINO REAL CHS
INVESTMENTS REVIEW
FISCAL YEAR 2024-2025**

\$ -													
2024-2025	Year End	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jun-25	Contributions				
	Jun-24								Executive Summary-OPEB				
									\$ 30,844,295	Beginning Balance at 07/01/24			
	OPEB Retiree Pmts.	\$ (52,368)							\$ (52,368)	OPEB Payments			
	Contributions	MTD							Month	\$ 586,311	Gains/Losses	1.9%	Invest. Change
ECRA	OPEB Trust	\$ 30,844,295	\$ 31,378,239	\$ 31,973,156	\$ -	\$ -	\$ -	\$ 30,844,295	100.0%	\$ 31,378,239	Current Ending	1.7%	Total Change
Investment Managers:									Month	YTD			
Polen Capital Mgt	\$ 263	\$ 332					\$ 263	#DIV/0!	#REF!		Xfer to Beacon Pt. 06/12/24		
Fiduciary Mgt	\$ 2,516,457	\$ 2,593,778					\$ 2,516,457	#DIV/0!	#REF!				
Beacon Pointe	\$ 28,327,575	\$ 28,784,129					\$ 28,327,575	#DIV/0!	100.0%				
El Camino Real CHS General													
Investment Managers:									Month	YTD			
Polen Capital Mgt	\$ 62	\$ 78					\$ 62	NA	#REF!		Xfer to Beacon Pt. 06/12/24		
Fiduciary Mgt	\$ 453,636	\$ 467,578					\$ 453,636	100.0%	#REF!				
Beacon Pointe	\$ 6,328,388	\$ 6,448,131					\$ 6,328,388	100.0%	#DIV/0!				
US Bank Holdings	\$ 6,782,086	\$ 6,915,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,782,086	100.0%	#DIV/0!			
Annuity	3 Yr. (8/26) Fixed @ 4.80%	Midland	\$ 401,217	\$ 420,685	\$ 402,656	\$ 404,514	\$ 405,972	\$ 407,740	\$ 409,257	\$ 401,217	0.4%	-1422.1%	
	3 Yr. (10/25) @ 4.89%	CNB / T-Bill	\$ 405,898	\$ 407,583	\$ 397,263	\$ 397,636	\$ 395,577	\$ 400,838	\$ 405,094	\$ 395,962	0.1%	-1574.7%	
		Combined	\$ 7,589,200	\$ 7,744,056	\$ 799,919	\$ 802,150	\$ 801,549	\$ 808,578	\$ 814,351	\$ 7,579,265	0.3%	51.1%	
Month End -Combined	\$ 38,433,496	\$ 39,122,295	\$ 32,773,074	\$ 802,150	\$ 801,549	\$ 808,578	\$ 814,351	\$ 38,423,560	0.3%				
	*- Being replaced with 2 Yr 4.89% T-Bill in 10/23												



El Camino Real Charter High School

As of JUNE 30, 2024

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

Name	Q2-24	YTD	1 Yr	3 Yrs	5 Yrs	10 Yrs
US Equity						
Russell 3000	3.2	13.6	23.1	8.1	14.1	12.1
S&P 500	4.3	15.3	24.6	10.0	15.0	12.9
Russell 1000	3.6	14.2	23.9	8.7	14.6	12.5
Russell 1000 Growth	8.3	20.7	33.5	11.3	19.3	16.3
Russell 1000 Value	-2.2	6.6	13.1	5.5	9.0	8.2
Russell MidCap	-3.3	5.0	12.9	2.4	9.5	9.0
Russell 2000	-3.3	1.7	10.1	-2.6	6.9	7.0
Russell 2000 Growth	-2.9	4.4	9.1	-4.9	6.2	7.4
Russell 2000 Value	-3.6	-0.8	10.9	-0.5	7.1	6.2
International Equity						
MSCI ACWI	2.9	11.3	19.4	5.4	10.8	8.4
MSCI World ex USA	-0.6	5.0	11.2	2.8	6.6	4.3
MSCI EAFE	-0.4	5.3	11.5	2.9	6.5	4.3
MSCI Emerging Markets	5.0	7.5	12.5	-5.1	3.1	2.8
Fixed Income						
91 Day T-Bills	1.3	2.6	5.4	3.0	2.1	1.5
Bloomberg US Aggregate TR	0.1	-0.7	2.6	-3.0	-0.2	1.3
Bloomberg US Govt/Credit TR	0.0	-0.7	2.7	-3.1	-0.1	1.5
Bloomberg US Municipal TR	0.0	-0.4	3.2	-0.9	1.2	2.4
Bloomberg US High Yield TR	1.1	2.6	10.4	1.6	3.9	4.3
FTSE WGBI TR	-1.6	-4.0	-0.6	-6.9	-3.2	-1.2
FTSE WGBI ex US TR	-2.8	-6.2	-2.2	-9.4	-5.0	-2.4
Real Estate						
FTSE NAREIT All REIT	-0.9	-2.2	5.7	-2.0	3.0	5.9
NCREIF Property Index	-0.3	-1.2	-5.5	2.3	3.4	6.1
Inflation						
Consumer Price Index	0.6	2.4	3.0	5.0	4.2	2.8

El Camino Real OPEB

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	30,813,056	100.0	1.5	6.1	13.0	--	--	--	--	--	1.3	Sep-21
<i>Policy Index</i>			1.7	6.4	12.5	--	--	--	--	--	1.5	Sep-21
Total Equity	17,102,276	55.5	1.8	10.1	18.5	--	--	--	--	--	3.1	Sep-21
<i>MSCI ACWI</i>			2.9	11.3	19.4	5.4	10.8	10.0	8.4	8.7	4.6	Sep-21
Total Domestic Equity	10,772,901	35.0	2.2	11.8	21.9	--	--	--	--	--	4.7	Sep-21
<i>Russell 3000</i>			3.2	13.6	23.1	8.1	14.1	13.5	12.1	12.9	6.8	Sep-21
Total International Equity	6,329,374	20.5	1.3	7.2	12.8	--	--	--	--	--	0.6	Sep-21
<i>MSCI ACWI ex USA</i>			1.0	5.7	11.6	0.5	5.5	5.2	3.8	4.2	0.4	Sep-21
Total Fixed	9,124,085	29.6	0.2	-0.3	4.3	--	--	--	--	--	-2.2	Sep-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Sep-21
Total Alternatives	4,533,225	14.7	2.8	5.1	11.8	--	--	--	--	--	1.7	Sep-21
<i>Custom Alts Index</i>			1.1	4.3	11.4	--	--	--	--	--	0.9	Sep-21
Total Cash	53,470	0.2	1.1	2.5	5.4	--	--	--	--	--	3.2	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	2.6	5.4	3.0	2.2	2.1	1.5	1.2	3.2	Sep-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$10,772,901	35.0%	35.0%	20.0% - 50.0%	0.0%	Yes
International Equity	\$6,329,374	20.5%	20.0%	10.0% - 30.0%	0.5%	Yes
Fixed Income	\$9,124,085	29.6%	30.0%	20.0% - 50.0%	-0.4%	Yes
Alternatives	\$4,533,225	14.7%	15.0%	0.0% - 25.0%	-0.3%	Yes
Cash	\$53,470	0.2%	0.0%	0.0% - 10.0%	0.2%	Yes
Total	\$30,813,056	100.0%	100.0%			

El Camino Real OPEB

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	30,813,056	100.0	1.5	6.1	13.0	--	--	--	--	--	1.3	Sep-21
<i>Policy Index</i>			1.7	6.4	12.5	--	--	--	--	--	1.5	Sep-21
Total Equity	17,102,276	55.5	1.8	10.1	18.5	--	--	--	--	--	3.1	Sep-21
<i>MSCI ACWI</i>			2.9	11.3	19.4	5.4	10.8	10.0	8.4	8.7	4.6	Sep-21
Total Domestic Equity	10,772,901	35.0	2.2	11.8	21.9	--	--	--	--	--	4.7	Sep-21
<i>Russell 3000</i>			3.2	13.6	23.1	8.1	14.1	13.5	12.1	12.9	6.8	Sep-21
Fiduciary Management: Large Cap Instl	2,516,457	8.2	-0.3	8.3	19.2	6.3	--	--	--	--	6.8	Sep-21
<i>Russell 1000 Value</i>			-2.2	6.6	13.1	5.5	9.0	8.6	8.2	9.9	4.8	Sep-21
Schwab US Large Cap Value Index	949,376	3.1	-2.1	6.7	13.1	5.5	9.0	--	--	--	12.2	Nov-22
<i>Russell 1000 Value</i>			-2.2	6.6	13.1	5.5	9.0	8.6	8.2	9.9	12.2	Nov-22
Vanguard S&P 500 ETF	3,046,792	9.9	4.4	15.3	24.6	10.0	15.0	14.2	12.8	13.4	8.6	Sep-21
<i>S&P 500</i>			4.3	15.3	24.6	10.0	15.0	14.3	12.9	13.4	8.6	Sep-21
Polen Capital Focus Growth	263	0.0	1.7	10.3	24.2	-0.2	--	--	--	--	-0.3	Sep-21
<i>Russell 1000 Growth</i>			8.3	20.7	33.5	11.3	19.3	18.6	16.3	16.0	9.3	Sep-21
Schwab US Large Cap Growth Index	3,115,688	10.1	8.3	20.7	33.5	11.2	19.3	--	--	--	35.6	Nov-22
<i>Russell 1000 Growth</i>			8.3	20.7	33.5	11.3	19.3	18.6	16.3	16.0	35.7	Nov-22
Virtus Kar Mid Cap Core I	1,144,325	3.7	-5.0	0.8	9.1	2.5	11.2	12.2	12.1	12.2	8.8	Dec-23
<i>CRSP US Mid Cap TR USD</i>			-2.7	4.9	11.8	2.2	9.4	9.6	9.1	10.4	12.4	Dec-23
Total International Equity	6,329,374	20.5	1.3	7.2	12.8	--	--	--	--	--	0.6	Sep-21
<i>MSCI ACWI ex USA</i>			1.0	5.7	11.6	0.5	5.5	5.2	3.8	4.2	0.4	Sep-21
Artisan International Value Instl	2,698,429	8.8	1.5	6.0	13.7	7.2	10.9	8.5	7.0	8.8	7.5	Sep-21
<i>MSCI EAFE Value</i>			0.0	4.5	13.7	5.5	6.1	4.6	3.0	4.2	5.6	Sep-21
American Europacific F3	2,718,137	8.8	-0.2	7.2	10.8	-2.4	6.1	5.9	5.2	5.6	-3.2	Sep-21
<i>MSCI EAFE Growth</i>			-0.8	6.2	9.4	0.1	6.5	6.6	5.4	6.0	-1.3	Sep-21

El Camino Real OPEB

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Lazard Emerging Markets Eq Advantage	912,808	3.0	5.3	11.2	16.1	-3.4	4.8	4.7	--	--	19.8	Oct-22
<i>MSCI Emerging Markets</i>			5.0	7.5	12.5	-5.1	3.1	3.5	2.8	1.9	15.9	Oct-22
Total Fixed	9,124,085	29.6	0.2	-0.3	4.3	--	--	--	--	--	-2.2	Sep-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Sep-21
Metropolitan West Total Return	4,558,575	14.8	0.0	-0.9	2.7	-3.6	-0.2	0.9	1.3	2.5	-4.1	Sep-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Sep-21
Dodge & Cox Income	4,565,510	14.8	0.5	0.2	4.5	-1.4	1.4	2.1	2.3	3.0	-1.7	Sep-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Sep-21
Total Alternatives	4,533,225	14.7	2.8	5.1	11.8	--	--	--	--	--	1.7	Sep-21
<i>Custom Alts Index</i>			1.1	4.3	11.4	--	--	--	--	--	0.9	Sep-21
Swan Hedged Equity US ETF	1,537,821	5.0	2.6	9.0	15.4	6.1	--	--	--	--	5.0	Sep-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			2.6	8.7	15.4	4.8	9.0	9.0	8.4	9.0	3.8	Sep-21
PGIM Global Real Estate Fund	578,849	1.9	-2.4	-1.5	6.0	-3.9	0.9	3.1	3.0	4.7	-5.9	Sep-21
<i>FTSE EPRA/NAREIT Developed TR USD</i>			-2.1	-3.2	5.7	-3.8	0.3	2.3	3.0	4.7	-5.8	Sep-21
Cliffwater Corporate Lending	1,550,233	5.0	6.6	--	--	--	--	--	--	--	4.6	Mar-24
<i>Morningstar LSTA Leveraged Loan TR</i>			1.9	4.4	11.1	6.1	5.5	5.1	4.6	4.7	2.8	Mar-24
Apollo Diversified Real Estate Fund	866,322	2.8	0.7	--	--	--	--	--	--	--	0.4	Mar-24
<i>NCREIF National Property Index (3 month lag)</i>			-1.0	-4.0	-7.2	3.6	3.8	4.7	6.4	7.7	-4.0	Mar-24
Total Cash	53,470	0.2	1.1	2.5	5.4	--	--	--	--	--	3.2	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	2.6	5.4	3.0	2.2	2.1	1.5	1.2	3.2	Sep-21

El Camino Real OPEB

Total Composite

As of June 30, 2024

Policy Benchmark History

As of June 30, 2024

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

Allocation Benchmark History

As of June 30, 2024

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

Custom Alts Benchmark History

As of June 30, 2024

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

El Camino Real GA

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	6,769,228	100.0	0.9	3.3	9.1	--	--	--	--	--	0.3	Aug-21
<i>Policy Index</i>			0.9	2.8	7.5	--	--	--	--	--	-0.8	Aug-21
Total Equity	1,929,113	28.5	1.8	10.5	19.5	--	--	--	--	--	5.0	Aug-21
<i>MSCI ACWI</i>			2.9	11.3	19.4	5.4	10.8	10.0	8.4	8.7	5.3	Aug-21
Total Domestic Equity	1,405,422	20.8	2.2	12.0	22.2	--	--	--	--	--	5.8	Aug-21
<i>Russell 3000</i>			3.2	13.6	23.1	8.1	14.1	13.5	12.1	12.9	7.7	Aug-21
Total International Equity	523,691	7.7	0.8	6.5	12.5	--	--	--	--	--	3.2	Aug-21
<i>MSCI ACWI ex USA</i>			1.0	5.7	11.6	0.5	5.5	5.2	3.8	4.2	1.0	Aug-21
Total Fixed	4,553,271	67.3	0.4	0.1	4.8	--	--	--	--	--	-1.7	Aug-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Aug-21
Total Alternatives	231,822	3.4	2.6	9.0	13.6	--	--	--	--	--	1.9	Aug-21
Total Cash	55,022	0.8	1.2	2.6	5.6	--	--	--	--	--	3.2	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	2.6	5.4	3.0	2.2	2.1	1.5	1.2	3.1	Aug-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$1,405,422	20.8%	20.0%	10.0% - 30.0%	0.8%	Yes
International Equity	\$523,691	7.7%	5.0%	0.0% - 15.0%	2.7%	Yes
Fixed Income	\$4,553,271	67.3%	70.0%	50.0% - 90.0%	-2.7%	Yes
Alternatives	\$231,822	3.4%	5.0%	0.0% - 15.0%	-1.6%	Yes
Cash	\$55,022	0.8%	0.0%	0.0% - 20.0%	0.8%	Yes
Total	\$6,769,228	100.0%	100.0%			

El Camino Real GA

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	6,769,228	100.0	0.9	3.3	9.1	--	--	--	--	--	0.3	Aug-21
<i>Policy Index</i>			0.9	2.8	7.5	--	--	--	--	--	-0.8	Aug-21
Total Equity	1,929,113	28.5	1.8	10.5	19.5	--	--	--	--	--	5.0	Aug-21
<i>MSCI ACWI</i>			2.9	11.3	19.4	5.4	10.8	10.0	8.4	8.7	5.3	Aug-21
Total Domestic Equity	1,405,422	20.8	2.2	12.0	22.2	--	--	--	--	--	5.8	Aug-21
<i>Russell 3000</i>			3.2	13.6	23.1	8.1	14.1	13.5	12.1	12.9	7.7	Aug-21
Fiduciary Management: Large Cap	453,636	6.7	-0.3	8.3	19.2	7.0	--	--	--	--	7.2	Aug-21
<i>Russell 1000 Value</i>			-2.2	6.6	13.1	5.5	9.0	8.6	8.2	9.9	5.4	Aug-21
Schwab Large Cap Value	143,782	2.1	-2.1	6.7	13.1	5.5	9.0	--	--	--	13.9	Apr-23
<i>Russell 3000 Value</i>			-2.3	6.2	12.9	5.1	8.9	8.4	8.1	9.8	13.8	Apr-23
Vanguard S&P 500 ETF	498,129	7.4	4.4	15.3	24.6	10.0	15.0	14.2	12.8	13.4	9.4	Aug-21
<i>S&P 500</i>			4.3	15.3	24.6	10.0	15.0	14.3	12.9	13.4	9.4	Aug-21
Polen Capital Focus Growth	62	0.0	1.7	10.3	22.0	1.4	--	--	--	--	0.7	Aug-21
<i>Russell 1000 Growth</i>			8.3	20.7	33.5	11.3	19.3	18.6	16.3	16.0	10.4	Aug-21
Schwab US Large Cap Growth Index	309,814	4.6	8.3	20.7	33.5	11.2	19.3	--	--	--	35.6	Nov-22
<i>Russell 1000 Growth</i>			8.3	20.7	33.5	11.3	19.3	18.6	16.3	16.0	35.7	Nov-22
Total International Equity	523,691	7.7	0.8	6.5	12.5	--	--	--	--	--	3.2	Aug-21
<i>MSCI ACWI ex USA</i>			1.0	5.7	11.6	0.5	5.5	5.2	3.8	4.2	1.0	Aug-21
Artisan International Value Instl	300,158	4.4	1.5	6.0	13.7	7.2	10.9	8.5	7.0	8.8	7.4	Aug-21
<i>MSCI EAFE Value</i>			0.0	4.5	13.7	5.5	6.1	4.6	3.0	4.2	5.8	Aug-21
American Funds Europacific Growth	223,533	3.3	-0.2	7.2	10.8	-2.4	6.1	5.9	5.2	5.6	-2.0	Aug-21
<i>MSCI EAFE Growth</i>			-0.8	6.2	9.4	0.1	6.5	6.6	5.4	6.0	-0.5	Aug-21
Total Fixed	4,553,271	67.3	0.4	0.1	4.8	--	--	--	--	--	-1.7	Aug-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Aug-21
Dodge & Cox Income	1,803,685	26.6	0.5	0.2	4.5	-1.4	1.4	2.1	2.3	3.0	-1.7	Aug-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Aug-21
Metropolitan West Total Return Bond	1,789,642	26.4	0.0	-0.9	2.7	-3.6	-0.2	0.9	1.3	2.5	-4.1	Aug-21
<i>Bloomberg US Aggregate TR</i>			0.1	-0.7	2.6	-3.0	-0.2	0.9	1.3	2.0	-3.5	Aug-21

El Camino Real GA

Total Composite

As of June 30, 2024

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
PIMCO Low Duration	959,943	14.2	1.1	1.6	5.9	0.3	1.1	1.4	1.3	1.6	0.2	Aug-21
<i>Bloomberg US Govt 1-3 Yr TR</i>			0.9	1.2	4.5	0.3	1.0	1.3	1.1	1.1	0.3	Aug-21
Total Alternatives	231,822	3.4	2.6	9.0	13.6	--	--	--	--	--	1.9	Aug-21
Swan Hedged Equity US ETF	231,822	3.4	2.6	9.0	15.4	6.1	--	--	--	--	5.6	Aug-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			2.6	8.7	15.4	4.8	9.0	9.0	8.4	9.0	4.3	Aug-21
Total Cash	55,022	0.8	1.2	2.6	5.6	--	--	--	--	--	3.2	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	2.6	5.4	3.0	2.2	2.1	1.5	1.2	3.1	Aug-21
FIRST AM US TREAS MM CL Z	55,022	0.8	1.2	2.6	5.6	3.1	--	--	--	--	3.2	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			1.3	2.6	5.4	3.0	2.2	2.1	1.5	1.2	3.1	Aug-21

Policy Benchmark History
As of June 30, 2024

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

Allocation Benchmark History
As of June 30, 2024

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

Custom Alts Benchmark History
As of June 30, 2024

Total Alternatives		
8/1/2021	Present	Custom Alts Index

Performance Disclosures

General Disclosure: This information is confidential and proprietary and may not be reproduced or used for any reason other than the purposes expressed by Beacon Pointe Advisors, LLC ("BPA") without the prior written consent of BPA.

Performance Disclosure: Past performance is not indicative of future results. Therefore, no current or prospective client should assume that the future performance of any specific investment or investment strategy (including the investments and/or investment strategies recommended by the advisor) will be profitable or equal to past performance levels. All investment strategies have the potential to profit or loss. Changes in investment strategies, contributions, or withdrawals may materially alter the performance and results of your portfolio. Performance includes the reinvestment of all income and dividends. Valuations and returns are stated in U.S. dollars. Unless otherwise labeled, returns are presented net of BPA's management fee and the subadvisors' management fees. BPA's highest management fee is 1.50 %. Returns will be reduced further by other miscellaneous fees charged by the custodian. The deduction of management fees reduces the total rate of return. As an example, the compounded effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 2.50 % annual investment advisory fee would be \$25,989 in the first year and cumulative effects of \$144,542 over five years and \$305,904 over ten years. BPA's fee schedule is disclosed in our Form ADV Part 2, and the individual subadvisor's fee schedules are disclosed in their Form ADV Part 2. Upon request, BPA will provide clients copies of BPA's and the subadvisor's Form ADV Part 2.

Risks: An investment in the strategy presented herein has risks, including losing some or all of the invested capital. Asset allocation, diversification, and rebalancing do not ensure a profit or protect against loss in declining markets. No guarantee or representation is made that the described strategy will be successful, and investment results may vary substantially over time. Carefully consider the risks and suitability of the described strategy.

No Independent Verification: BPA has exercised all reasonable professional care in preparing the information. However, BPA has not independently verified or attested to the accuracy or authenticity of the information, including any investment performance measurement.

Indices: Indices are not available for direct investment and do not reflect the deduction of any fees. Performance for blended benchmarks is calculated based on allocations rebalanced back to the stated targets every quarter and are not adjusted for transaction costs or management fees, the incurrence of which would decrease historical performance results. Economic factors, market conditions, and investment strategies will affect the performance of any portfolio, and there are no assurances that it will match or outperform any particular benchmark.

Performance Disclosures

Definitions

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

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

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

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

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

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

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

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

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

Glossary of Indices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Glossary of Indices

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

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

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

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

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

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

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

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

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

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

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

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

Coversheet

Discussion and Vote on OPEB Account Actuary Review as of 6/30/24

Section: IV. Investment
Item: B. Discussion and Vote on OPEB Account Actuary Review as of 6/30/24
Purpose: Vote
Submitted by:
Related Material: IV.B - Actuary Report 06.30.24 Draft.pdf

El Camino Real Charter High School

FASB ASC 715 Actuarial Valuation Report

For Post-Employment Benefits Other than Pensions

Fiscal Year Ending June 30, 2024 Disclosures and
Fiscal Year 2025 Net Periodic Benefit Cost



July 10, 2024

Mr. Gregory Wood
Chief Business Officer
El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, CA 91367

Dear Mr. Wood,

Schwab Actuarial Services is pleased to present this June 30, 2024 actuarial valuation report of the post-employment healthcare benefits (OPEB) offered by the El Camino Real Charter High School.

The primary purpose of the valuation is to assess the annual costs and obligations of the applicable OPEB programs under:

- FASB ASC 715-60 (formerly known as SFAS 106, Employer's Accounting for Postretirement Benefits Other Than Pension).
- FASB ASC 715-20 (formerly known as SFAS 158, Employers' Accounting for Defined Benefit Pension and Other Postretirement Plans).

If you have any questions or would like to discuss the results contained in the report further, please contact me at 312.244.9022.

Respectfully submitted,



Brett Schwab, ASA, EA, MAAA
Principal & Lead Actuary
Schwab Actuarial Services

Copy: Mr. David Hussey, Executive Director

Contents

	Page
EXECUTIVE SUMMARY	1
A. PLAN OVERVIEW	1
B. SUMMARY OF KEY RESULTS	1
ACTUARIAL CERTIFICATION	2
ACCOUNTING & ACTUARIAL INFORMATION	3
A. ACCUMULATED POST-EMPLOYMENT BENEFIT OBLIGATION	3
B. NET PERIODIC POST-EMPLOYMENT BENEFIT COST	3
C. ACCUMULATED OTHER COMPREHENSIVE INCOME	4
D. RECONCILIATION OF OPEB ASSETS	4
E. SUPPLEMENTAL INFORMATION	5
COVERED POPULATION	6
SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS	7
SUMMARY OF PLAN PROVISIONS	13

FASB ASC 715 ACTUARIAL VALUATION**EXECUTIVE SUMMARY****A. PLAN OVERVIEW**

El Camino Real Charter High School (*Charter or School*) provides post-employment benefits other than pensions (OPEB) to employees who meet certain criteria. As a result of offering such benefits, the Charter is required to report the value of such benefits and the associated costs according to the accounting requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Codification No. 715 (ASC 715). The purpose of this report is to provide measurements of the OPEB obligations, annual expense, and other disclosure items in accordance with FASB ASC 715. The information contained in this report may not be suitable for other purposes.

The Charter provides post-employment healthcare benefits to eligible retirees and spouses and pays a portion of the cost. All active employees that retire directly from the School and meet the eligibility criteria may participate.

B. SUMMARY OF KEY RESULTS

The summary below identifies the key results related to the fiscal years ending June 30, 2023 and June 30, 2024. Note that implicit rate subsidies, as required by FASB ASC 715, are factored into all relevant values.

Measurement Date Reporting Date	June 30, 2023 June 30, 2023	June 30, 2024 June 30, 2024
Funded Status		
Accumulated Post-Employment Benefit Obligation (APBO)		
Actives	19,551,566	\$18,509,170
Retirees	7,668,698	10,822,285
Total	\$27,220,264	\$29,331,455
Fair Value of Plan Assets	25,338,317	30,844,295
Unfunded APBO	\$1,881,947	(\$1,512,840)
Funded Percentage*	93.1%	105.2%
Accumulated Other Comprehensive Income (AOCI)		
Unrecognized Actuarial Loss/(Gain)	(\$9,890,951)	(\$10,989,047)
Unrecognized Prior Service Cost/(Credit)	154,211	66,592
Unrecognized Transition Obligation/(Asset)	10,921,209	10,141,123
OPEB Expense	2022/2023 FY	2023/2024 FY
Net Periodic Post-Employment Benefit Cost	\$1,827,758	\$1,356,561

* The increase in funded percentage over the year is primarily the result of continued contributions by the Charter, investment returns greater than expected, and the current high interest rate environment. See pages 3 and 4 for further detail.

FASB ASC 715 ACTUARIAL VALUATION

ACTUARIAL CERTIFICATION

The El Camino Real Charter High School (*Charter or School*) retained Schwab Actuarial Services to perform a valuation of its post-employment healthcare benefit programs for the purposes of determining disclosure liabilities and the annual post-employment benefit cost. This report presents the applicable items in accordance with Financial Accounting Standards Board Accounting Standards Codification No. 715.

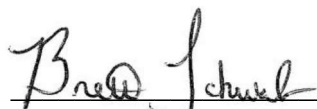
In preparing the results presented in this report, we have relied upon information provided to us regarding plan provisions, plan participants, and plan assets. We have reviewed this information for overall reasonableness and consistency but have neither audited nor independently verified this information. The accuracy of the results presented in this report is dependent upon the accuracy and completeness of the underlying information.

Where reasonable, the actuarial assumptions and the accounting policies and methods employed in the development of the post-employment healthcare cost have been selected by the School, which relied upon actuarial audits and experience studies conducted for the California State Teachers Retirement System (CalSTRS) and the California Public Employees Retirement System (CalPERS).

The valuation has been conducted in accordance with generally accepted actuarial principles and practices. In our opinion, the actuarial assumptions and methods represent reasonable expectations of anticipated plan experience. To fulfill the applicable accounting requirements, each actuarial assumption should be management's "best estimate solely with respect to that individual assumption."

The information contained in this report was prepared for the internal use of the Charter and its auditors in connection with the actuarial valuation of the post-employment healthcare plan. It is neither intended nor necessarily suitable for other purposes. The Charter may also distribute this actuarial valuation report to parties which have a legal right to require the School to provide them with this report, in which case they will provide this report in its entirety including all assumptions, caveats, and limitations.

We are available to answer any questions regarding this material or to provide explanations and further details, as may be appropriate. The undersigned actuary is a member of the Society of Actuaries and other professional actuarial organizations and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report. Based upon the methods and assumptions utilized, I certify the results of this valuation. Alternative assumptions can materially affect the results.



Brett Schwab, ASA, EA, MAAA
Principal & Lead Actuary
Schwab Actuarial Services
July 10, 2024

FASB ASC 715 ACTUARIAL VALUATION

ACCOUNTING & ACTUARIAL INFORMATION

A. ACCUMULATED POST-EMPLOYMENT BENEFIT OBLIGATION

The Accumulated Post-Employment Benefit Obligation (APBO) is the liability or obligation for benefits earned through the valuation date, based on certain actuarial methods and assumptions. The following represents a reconciliation of the APBO for the fiscal years ending June 30, 2023 and June 30, 2024.

Reconciliation of APBO	FY ending June 30, 2023	FY ending June 30, 2024
Beginning of Year APBO	\$26,203,640	\$27,220,264
Service Cost	1,525,833	1,389,559
Interest Cost	1,156,433	1,308,103
Changes of Plan Provisions	0	0
Actuarial (Gain)/Loss	(1,295,390)	811
<u>Benefit Payments</u>	<u>(370,252)</u>	<u>(587,282)</u>
End of Year APBO*	\$27,220,264	\$29,331,455
Discount Rate*	4.85%	5.00%

* The APBO is equal to the present value of future expected benefits (or premiums) and is highly dependent on the level of discount rate. Higher rates reduce the APBO, and lower rates increase the APBO. The APBO can be highly volatile year-to-year with increasing or decreasing rates.

The current interest rate environment remains elevated as the Federal Reserve continues to combat the current high inflation level. The resulting effective discount rate has increased to 5.00% from 4.85% last year. This helps to temper down the accrued liability growth due to an increase in the number of plan participants (active employees and retirees receiving benefits) and additional benefit accruals by current active employees.

B. NET PERIODIC POST-EMPLOYMENT BENEFIT COST

The Net Periodic Post-Employment Benefit Cost (NPPBC) is the annual accrual cost of the OPEB for a reporting period. The NPPBC includes additional benefits earned (or accrued) during the year, interest on the benefits earned prior to the valuation reflecting that participants are closer to benefit receipt (time value of money), amortization of prior amendments, amortization of actuarial gains and losses, and offset with the expected return on plan assets.

Net Periodic Post-Employment Benefit Cost	2023/2024 FY	2024/2025 FY
Service Cost	\$1,389,559	\$1,416,015
Interest Cost	1,308,103	1,451,354
Expected Return on Assets	(1,320,463)	(1,526,996)
Amortization of:		
Unrecognized Loss/(Gain)	(888,343)	(1,014,597)
Unrecognized Prior Service Cost/(Credit)	87,619	66,592
<u>Unrecognized Transition Obligation/(Credit)</u>	<u>780,086</u>	<u>780,086</u>
Total NPPBC	\$1,356,561	\$1,172,454
Beginning of Year:		
Discount Rate	4.85%	5.00%
Expected Rate of Return	5.00%	5.00%
Average Working Lifetime to Eligibility	8.07	7.94
<i>Expected</i> Benefit Payments	\$498,125	\$608,768

FASB ASC 715 ACTUARIAL VALUATION

C. ACCUMULATED OTHER COMPREHENSIVE INCOME

Differences between expected and actual valuation results are deferred as Accumulated Other Comprehensive Income (AOCI) and amortized as components of future NPPBC's. The table below reconciles items included in AOCI, including the (Accrued)/Prepaid Expense which is a measure of the cumulative difference between the trust cash contributions to the accounting expenses.

Reconciliation of AOCI	FY ending June 30, 2023	FY ending June 30, 2024
Unrecognized Actuarial Loss/(Gain)		
Beginning of year	(\$8,078,897)	(\$9,890,951)
Amortization	633,241	888,343
New experience actuarial loss/(gain)	(1,295,390)	811
<u>New asset loss/(gain)</u>	<u>(1,149,905)</u>	<u>(1,987,250)</u>
End of Year	(\$9,890,951)	(\$10,989,047)
Unrecognized Prior Service Cost/(Credit)		
Beginning of year	\$241,830	\$154,211
Amortization	(87,619)	(87,619)
<u>New prior service cost/(credit)</u>	<u>0</u>	<u>0</u>
End of Year	\$154,211	\$66,592
Unrecognized Transition Obligation		
Beginning of year	\$11,701,295	\$10,921,209
Amortization	(780,086)	(780,086)
<u>New transition obligation</u>	<u>0</u>	<u>0</u>
End of Year	\$10,921,209	\$10,141,123
Prepaid/(Accrued) Expense		
Beginning of year	(\$1,879,912)	(\$697,418)
NPPBC	(1,827,758)	(1,356,561)
Employer trust contributions	2,640,000	2,640,000
<u>Benefit payments outside of trust</u>	<u>370,252</u>	<u>145,548</u>
End of Year	(\$697,418)	\$731,569

D. RECONCILIATION OF OPEB ASSETS

The following details a reconciliation of trust assets related to the OPEB for the fiscal years ending June 30, 2023 and June 30, 2024.

Reconciliation of Assets	FY ending June 30, 2023	FY ending June 30, 2024
Trust Assets		
Beginning of year	\$20,459,440	\$25,338,317
Employer contributions	2,640,000	2,640,000
Employee contributions	0	0
Benefit payments	0	(441,734)
<u>Actual Return on assets</u>	<u>2,238,877</u>	<u>3,307,712</u>
End of year	\$25,338,317	\$30,844,295

FASB ASC 715 ACTUARIAL VALUATION

E. SUPPLEMENTAL INFORMATION

A 1% change in the assumed healthcare trend rates would have the following effects on the disclosures for the current year.

Fiscal Year ending June 30, 2024	1% increase	1% decrease
APBO	\$5,315,097	(\$4,574,142)
Service Cost plus Interest Cost	\$631,269	(\$523,163)

The following table summarizes the current and noncurrent liability for the fiscal years ending June 30, 2023 and June 30, 2024.

	FY ending June 30, 2023	FY ending June 30, 2024
Current Liability	\$498,125	\$608,768
Noncurrent Liability	\$26,722,139	\$28,722,687

The following benefit payments are expected over the next ten fiscal periods.

Fiscal Year ending	Expected Payments
June 30, 2025	\$608,768
June 30, 2026	684,553
June 30, 2027	709,813
June 30, 2028	750,028
June 30, 2029	718,894
June 30, 2030 – June 30, 2034	\$4,385,127

The Charter is expected to contribute \$0 to the trust for the fiscal year ending June 30, 2025.

The following table summarizes amounts expected to be amortized out of AOCI through the Net Periodic Post-Employment Benefit Cost during fiscal year 2025.

AOCI	Amortization Amount
Unrecognized Actuarial Loss/(Gain)	(\$1,014,597)
Unrecognized Prior Service Cost/(Credit)	\$66,592
Unrecognized Transition Obligation/(Credit)	\$780,086

FASB ASC 715 ACTUARIAL VALUATION

CENSUS INFORMATION

The following table summarizes active and retiree demographic information:

	Participants
Actives	
Fully Eligible to Receive Plan Benefits	19
<u>Not Fully Eligible</u>	<u>213</u>
<i>Total</i>	<i>232</i>
Retirees	
Under Age 65	18
<u>Age 65 or over</u>	<u>31</u>
<i>Total Receiving Plan Benefits</i>	<i>49</i>
Total	281

	Actives	Retirees	Total
Average Age	45.48	68.08	49.42
Average Service	8.97	N/A	N/A

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS**Actuarial Cost Method**

This valuation was prepared using the projected unit credit actuarial cost method. Under this method, the actuarial accrued liability is equal to the present value of all benefits expected to be paid from the plan multiplied by a fraction, the numerator of which is the number of years of service worked and the denominator of which is the total number of years of service that will be worked when the employee reaches full benefit eligibility age. The service cost is equal to the present value of all benefits expected to be paid divided by the total number of years of service that will be worked when the employee reaches full benefit eligibility age. The actuarial accrued liability is called the Accumulated Post-Employment Benefit Obligation (“APBO”) and the present value of all benefits actually expected to be paid is called the Expected Post-Employment Benefit Obligation (“EPBO”).

Amortization Method

- Items subject to deferred recognition are amortized on a straight-line basis. Actuarial gains and losses use the average remaining service period of active employees expected to receive benefits from the plan. Cumulative gains and losses are accumulated and reflected (or amortized) in the Net Periodic Post-Employment Benefit Cost only when the cumulative gain or loss becomes significant. Under ASC 715, the threshold for recognizing gains and losses is the greater of 10% of the APBO, or 10% of the market related value of assets.
- The transition obligation results from adoption of the ASC 715 accounting standard and is amortized over a 20-year period.
- The prior service cost reflects the cost of benefits granted through an amendment to the plan and is amortized over the average remaining service period to full eligibility of the active participants.

Economic Assumptions**A. DISCOUNT RATE**

The rate used to discount liabilities is 5.00%, which was determined by a cash flow matching analysis using plan specific expected benefit payments and spot rates from the FTSE Pension Discount Curve as of June 30, 2024.

B. EXPECTED-LONG TERM RATE OF RETURN

The rate used for the expected return on assets component of the Net Periodic Post-Employment Benefit Cost is 5.00%. The rate is developed based on long-term capital market assumptions in published papers from industry experts.

C. MORBIDITY

Pre-age 65 expected medical claims are assumed to increase based on the 2019 PEMHCA risk scores developed by CalPERS to be used for participants of the CalPERS Health Benefits Program. Post-age 65 morbidity rates are not applicable because it is assumed that all retirees will elect a community rated Medicare Advantage plan.

D. MARRIAGE

Spouses were assumed where current benefit elections indicated spousal coverage. If spouse date of birth was not provided, the spouse is assumed to be the same age as the participant.

E. SALARY SCALE

There are no liabilities dependent on salary, therefore no salary increase rate is assumed.

F. NEW RETIREE ELECTIONS

It is assumed that new retirees select coverage consistent with their active election and participate in Medicare.

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS (CONTINUED)

G. TREND RATE

The healthcare trend assumption reflects healthcare cost inflation expected to impact the plan based on forecast information in published papers from industry experts (actuaries, health economists, etc.). Actual premium rates are used for the 2023-2024 and 2024-2025 fiscal years. Going forward, research suggests the following medical, dental, and vision costs increases.

- Medical costs are assumed to increase 5.20% in the 2025-2026 fiscal year, trending down to an ultimate 4.00% increase in the 2073-2074 fiscal year and beyond.
- Dental and vision costs are assumed to increase 5.00% in the 2025-2026 fiscal year, trending down to an ultimate 4.00% increase in the 2073-2074 fiscal year and beyond.

Fiscal Year	Medical Trend	Dental and Vision Trend
2025-2026	5.20%	5.00%
2026-2027	5.20%	5.00%
-	-	-
-	-	-
-	-	-
2050-2051	4.90%	4.90%
2051-2052	4.90%	4.90%
2052-2053	4.80%	4.80%
-	-	-
-	-	-
-	-	-
2071-2072	4.10%	4.10%
2072-2073	4.10%	4.10%
2073 and beyond	4.00%	4.00%

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS (CONTINUED)

H. MORTALITY RATES¹

Select mortality rates are listed below:

Age	CalSTRS*				CalPERS**			
	Male		Female		Male		Female	
	Active	Retired	Active	Retired	Active	Retired	Active	Retired
25	0.00014	0.00000	0.00008	0.00000	0.00033	0.00000	0.00013	0.00000
30	0.00023	0.00000	0.00014	0.00000	0.00044	0.00000	0.00019	0.00000
35	0.00033	0.00000	0.00022	0.00000	0.00058	0.00000	0.00029	0.00000
40	0.00044	0.00000	0.00031	0.00000	0.00075	0.00000	0.00039	0.00000
45	0.00063	0.00000	0.00042	0.00000	0.00093	0.00000	0.00054	0.00000
50	0.00106	0.00195	0.00065	0.00141	0.00134	0.00266	0.00081	0.00199
55	0.00184	0.00312	0.00099	0.00226	0.00198	0.00390	0.00123	0.00325
60	0.00279	0.00445	0.00146	0.00289	0.00287	0.00578	0.00179	0.00455
65	0.00400	0.00575	0.00211	0.00369	0.00403	0.00857	0.00250	0.00612
70	0.00000	0.00903	0.00000	0.00602	0.00594	0.01333	0.00404	0.00996
75	0.00000	0.01754	0.00000	0.01195	0.00933	0.02391	0.00688	0.01783
80	0.00000	0.03482	0.00000	0.02416	0.01515	0.04371	0.01149	0.03403
85	0.00000	0.06893	0.00000	0.05007	0.00000	0.08274	0.00000	0.06166
90	0.00000	0.12924	0.00000	0.09999	0.00000	0.14539	0.00000	0.11086
95	0.00000	0.22529	0.00000	0.17907	0.00000	0.24664	0.00000	0.20364
100	0.00000	0.31399	0.00000	0.27086	0.00000	0.36198	0.00000	0.31582
105	0.00000	0.41283	0.00000	0.37227	0.00000	0.52229	0.00000	0.44679
110	0.00000	0.49438	0.00000	0.46306	0.00000	1.00000	0.00000	1.00000
115	0.00000	0.50000	0.00000	0.50000	0.00000	1.00000	0.00000	1.00000
>=120	0.00000	1.00000	0.00000	1.00000	0.00000	1.00000	0.00000	1.00000

* Mortality improvement is based on the MP-2021 Ultimate Projection Scale.

** Mortality improvement is based on 80% of the MP-2020 table.

¹ Per experience studies performed for CalSTRS and CalPERS.

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS (CONTINUED)

I. RETIREMENT RATES²

Select retirements per 100 employees are listed below:

CalSTRS DB Program – 2% at 60 – Males							
Years of Service							
Age	5-9	10-14	15-19	20-24	25	26-29	30+
50	0.0	0.0	0.0	0.0	0.0	0.0	4.5
55	1.5	2.0	2.5	3.0	3.5	3.0	5.0
60	4.0	5.0	6.5	8.0	13.0	11.0	25.0
65	13.0	15.0	20.0	24.0	25.0	25.0	32.5
70	11.5	13.5	18.0	21.5	25.0	25.0	25.0
75+	100.0	100.0	100.0	100.0	100.0	100.0	100.0

CalSTRS DB Program – 2% at 60 – Females							
Years of Service							
Age	5-9	10-14	15-19	20-24	25	26-29	30+
50	0.0	0.0	0.0	0.0	0.0	0.0	2.5
55	2.0	2.5	3.5	4.5	4.5	4.0	6.5
60	5.0	6.0	8.0	10.0	16.0	14.0	26.0
65	12.5	16.0	21.0	26.5	33.5	32.0	35.0
70	12.0	15.0	20.0	25.0	29.5	28.0	30.0
75+	100.0	100.0	100.0	100.0	100.0	100.0	100.0

CalSTRS DB Program – 2% at 62 – Males						
Years of Service						
Age	5-9	10-14	15-19	20-24	25-29	30+
50	0.0	0.0	0.0	0.0	0.0	0.0
55	1.0	1.5	2.0	2.5	2.5	3.0
60	3.0	4.0	5.0	6.0	8.5	10.0
65	13.0	15.0	20.0	24.0	25.0	25.0
70	11.5	13.5	18.0	21.5	25.0	25.0
75+	100.0	100.0	100.0	100.0	100.0	100.0

CalSTRS DB Program – 2% at 62 – Females						
Years of Service						
Age	5-9	10-14	15-19	20-24	25-29	30+
50	0.0	0.0	0.0	0.0	0.0	0.0
55	1.5	2.0	2.5	3.5	3.0	3.5
60	4.0	4.5	6.0	7.5	11.0	13.0
65	12.5	16.0	21.0	26.5	32.5	32.5
70	12.0	15.0	20.0	25.0	28.5	28.5
75+	100.0	100.0	100.0	100.0	100.0	100.0

² Per experience studies performed for CalSTRS.

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS (CONTINUED)

I. RETIREMENT RATES³ (CONTINUED)

Select retirements per 100 employees are listed below:

CalPERS DB Program – 2% at 55 – Classic						
Years of Service						
Age	5	10	15	20	25	30
50	0.3	0.4	0.6	0.7	1.0	1.0
55	1.1	2.3	3.4	5.7	7.0	9.0
60	2.2	4.3	6.2	9.5	11.3	14.1
65	16.3	16.4	19.7	23.2	25.0	27.1
70	19.1	19.0	23.7	25.0	24.6	25.4
75+	100.0	100.0	100.0	100.0	100.0	100.0

CalPERS DB Program – 2% at 62						
Years of Service						
Age	5	10	15	20	25	30
50	0.0	0.0	0.0	0.0	0.0	0.0
55	1.4	2.7	3.8	4.5	5.0	5.6
60	2.6	5.3	7.4	8.7	9.7	10.8
65	7.2	14.2	19.9	23.5	26.2	29.3
70	7.1	14.0	19.6	23.1	25.8	28.9
75+	6.7	13.2	18.4	21.8	24.3	27.2

J. TERMINATION RATES⁴

Select terminations per 100 employees are listed below:

CalSTRS		
Years of Service	Male	Female
0	12.25	11.25
1	9.15	7.53
2	7.20	5.87
3	6.05	4.76
4	4.69	4.06
5	3.54	3.08
10	1.74	1.58
15	1.05	1.05
20	0.75	0.75
25	0.50	0.50
30	0.45	0.40

³ Per experience studies performed for CalPERS.

⁴ Based on experience studies performed for CalSTRS, with partial recognition of the School’s specific experience.

FASB ASC 715 ACTUARIAL VALUATION

ASSUMPTIONS & ACTUARIAL METHODS (CONTINUED)

J. TERMINATION RATES⁵ (CONTINUED)

Select terminations per 100 employees are listed below:

CalPERS – Male			
Years of Service	Entry Ages		
	20	30	40
5	8.5	6.1	4.0
10	2.3	1.7	0.9
15	1.1	0.8	0.4
20	0.6	0.4	0.1
25	0.3	0.2	0.1
30	0.1	0.1	0.1

CalPERS – Female			
Years of Service	Entry Ages		
	20	30	40
5	10.3	7.4	5.0
10	2.3	1.8	1.0
15	1.3	0.8	0.4
20	0.6	0.4	0.1
25	0.3	0.2	0.1
30	0.1	0.1	0.0

⁵ Based on experience studies performed for CalPERS, with partial recognition of the School’s specific experience.

FASB ASC 715 ACTUARIAL VALUATION

SUMMARY OF PLAN PROVISIONS

The following summary of plan provisions represents our understanding of the El Camino Real Charter High School (*Charter or School*) substantive plan.

Employees who retire from the School may be eligible for post-employment medical, dental, and vision benefits pursuant to the provisions below.

ELIGIBILITY

Retirement upon reaching age 63 – No CalSTRS/CalPERS requirement (Certificated & Classified)

1. Hired by LAUSD and assigned to ECRCHS on or before July 1, 2011
 - Minimum of 10 consecutive years with the school
2. Hired between July 1, 2011, and July 1, 2016
 - Minimum 10 consecutive years of service from ECRA
3. Hired between June 30, 2016, and June 30, 2018
 - Minimum 15 consecutive years of service from ECRA

Retirement prior to age 63 – Continued enrollment in CalSTRS/CalPERS required (Certificated & Classified)

1. Hired by LAUSD prior to April 1, 2009, and assigned to ECRCHS on or before July 1, 2011
 - Rule of 80: Sum of age plus service equal to or greater than 80, with minimum 15 consecutive years of service
2. Hired on or after April 1, 2009
 - Rule of 85: Sum of age plus service equal to or greater than 85, with minimum 25 consecutive years of service

Hired on or after July 1, 2018 – Continued enrollment in CalSTRS/CalPERS required (Certificated & Classified)

1. Age 62
 - Minimum 25 consecutive years of service at ECRA

SPOUSE ELIGIBILITY

Yes

OTHER DEPENDENTS

Access only

SURVIVOR ELIGIBILITY

No

BENEFITS

- Eligible employees are offered lifetime medical, dental, and vision benefits for themselves and their covered spouses under select plans made available by the School
- Eligible plans consist of the following:
 - Pre-65 Medical: Blue Cross Select HMO, Kaiser-High, Blue Cross PPO Low
 - Post-65 Medical: Medicare Advantage Plan
 - Dental: Deltacare HMO
 - Vision: VSP Vision
- If the retiree elects a more expensive plan than those listed above, the difference is the responsibility of the retiree.



Coversheet

Review and Vote on June and July 2024 Check Registers

Section: V. Finance
Item: A. Review and Vote on June and July 2024 Check Registers
Purpose: Vote
Submitted by:
Related Material: V.A - ASB Register July 2024.pdf
V.A - ASB Register June 2024.pdf
V.A - ASB Trust Balance - June 2024.pdf
V.A - ASB Trust Balance - July 2024.pdf
V.A - Vendor YTD July 2024.pdf
V.A - General Register July 2024.pdf
V.A - Fundraising Register July 2024.pdf
V.A - General Register June 2024.pdf
V.A - Vendor YTD June 2024.pdf
V.A - Checking Register July 2024.pdf
V.A - Checking Register June 2024.pdf

Check Register

Account: 1826 ASB
 El Camino Real HS
 July 2024

Grand Total: \$ 7,865.32

Check								
Date	Number	Name	Memo	Trust Account	Amount	Period	VOID	
7/2/2024	2962	Richard Russell	Reimbursement	Boys Lacrosse	\$ -	Jul 2024	VOID	
7/10/2024	2965	Robyn L Lyon	Swim: Reimbursement for Aquatics Banquet 6/10/24	Swim	\$ 869.59	Jul 2024		
7/10/2024	2963	Sideline Power, LLC	05/24 Drone for filming practices and competitions. Can be used for multiple sports and academic teams (ROTC)	Football	\$ -	Jul 2024	VOID	
7/10/2024	2964	Allied Private Investigations & Security Services, LLC	INV ELC 2316 A Powder Puff Football Game 06/14/24	Grad Class of 2024	\$ 626.25	Jul 2024		
7/10/2024	2966	The Honor Cord Company	INV 45228 Honor Cords	Physic Club	\$ 171.10	Jul 2024		
7/11/2024	2968	Barbara Stanoff	Step Team Competition	STEP	\$ 117.16	Jul 2024		
7/16/2024	2967	Brooks Transportation Inc.	INV 23530 Football Bus 7/17/2024	Football	\$ 750.00	Jul 2024		
7/19/2024	2969	Honors Graduation	For Operation Smile Club Cords for Graduating Seniors	Operation Smile	\$ 85.51	Jul 2024		
7/19/2024	2970	Alyssa Lee	Boys Volleyball: Banquet	Boys Volleyball	\$ 1,748.08	Jul 2024		
7/19/2024	2971	Alyssa Lee	Beach Volleyball - Banquet	Beach Volleyball	\$ 618.47	Jul 2024		
7/30/2024	2972	ULINE, INC.	INV 180188570 STUDENT STORE REFRESH	ASB General	\$ 1,929.16	Jul 2024		
7/30/2024	2974	Bobbi East	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/30/2024	2975	Ariella Gomez	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/30/2024	2976	Mingyuan Gao	7/17/24 Laptop Charger Refund	ASB General	\$ 50.00	Jul 2024		
7/30/2024	2980	Burroughs Girls Basketball	2024 Burroughs Girls Summer League	Girls Basketball	\$ 350.00	Jul 2024		
7/30/2024	2977	Steve Dances	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/30/2024	2978	Clayton Durbin	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/30/2024	2979	Katherine Abdel Malek	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2981	Brandon Estrada	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2982	Bella Sanfir	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2983	Gayane Hunanyan	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2984	Lauren Basson	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2985	Amy Nashon	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		
7/31/2024	2986	Nathan Pena	7/17/24 Laptop Purchase Refund	ASB General	\$ 50.00	Jul 2024		

Check Register

Account: 1826 ASB

El Camino Real HS

June 2024

Grand Total: \$ 47,956.59

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
6/13/2024	2419-R	Mia Narvades	REFUND FOR DANCE T-SHIRTS	Dance	\$ 19.12	Jun 2024	
6/3/2024	2920	Zuhair Falod	REIMBURSMENT - CANDLES FOR B&G APPRECIATION	ASB General	\$ 24.74	Jun 2024	
6/3/2024	2921	Modesta Cruz	REIMBURSMENT - STAFF BRUNCH SUPPLIES	ASB General	\$ 144.64	Jun 2024	
6/3/2024	2922	Vindiyani Senarathne	REIMBURSMENT - LITTLE CAESARS	ASB General	\$ 45.92	Jun 2024	
6/4/2024	2923	Emily Simms	Athletic Lunch ASB General	ASB General	\$ 75.00	Jun 2024	
6/4/2024	2924	Imani Geck	Powder Puff - Reimbursement	Grad Class of 2024	\$ 73.11	Jun 2024	
6/4/2024	2925	Aiden Lopez	Donation Drive Reimbursement A.L	Project Paper Bag	\$ 163.92	Jun 2024	
6/4/2024	2926	Joshua Markarian	Step Team NY	ASB General	\$ 1,070.59	Jun 2024	
6/4/2024	2927	Johnny Wong	REIMBURSMENT - SWIM POSTERS	Swim	\$ 27.98	Jun 2024	
6/4/2024	2928	BSN Sports LLC	inv 925303300 Boys Basketball Order# 307435646	Boys Basketball	\$ 2,319.96	Jun 2024	
6/4/2024	2929	Andrew Schreiber	ECR Baseball Tournament 4/27/2024 Game#3103	Baseball	\$ 89.00	Jun 2024	
6/4/2024	2930	Russell Paje	05/2024 Comfort Inn & Suites	NJROTC	\$ 350.31	Jun 2024	
6/5/2024	2931	Heidi Hutson	Play Supplies 2024	Drama	\$ 144.03	Jun 2024	
6/5/2024	2932	Melissa Gregorio	Banquet	UNICEF	\$ 65.01	Jun 2024	
6/5/2024	2933	Countdown Printables	INV 32023-1 Practice shirts	Boys Soccer	\$ 1,596.74	Jun 2024	
6/5/2024	2934	Claudia Velasco	23-24 Banners and hooks for senior posters	Girls Soccer	\$ 53.00	Jun 2024	
6/5/2024	2935	BSN Sports, LLC	INV 92581 1877 Spirit pack shirts and shorts	Football	\$ 1,209.74	Jun 2024	
6/6/2024	2936	Educational Theatre Association	INV 0051559 2024-2026 Membership	Drama	\$ 2,010.00	Jun 2024	
6/6/2024	2937	Brooks Transportation Inc.	INV 22206 Grad Nite Round Trip Transportation 2024	Grad Class of 2024	\$ -	Jun 2024	Voided
6/6/2024	2938	Brooks Transportation Inc.	INV 22206 Grad Nite Round Trip Transportation 2024	Grad Class of 2024	\$ 22,890.00	Jun 2024	
6/7/2024	2939	Colson Phillip	CIF TRACK AND FIELD STATE FINALS	Track & Field	\$ 801.10	Jun 2024	
6/7/2024	2940	Baron Championship Rings Ltd.	Beach Volleyball Championship Rings 2024 INV#72434	Sand Volleyball	\$ 324.00	Jun 2024	
6/12/2024	2941	Kyra Smolik	Reimbursement for Senior Class	Grad Class of 2024	\$ 83.88	Jun 2024	
6/12/2024	2942	Gail Zatz	Refund for Grad Night	Grad Class of 2024	\$ 275.00	Jun 2024	
6/12/2024	2943	Asia Paciola	Refund for Grad Night	Grad Class of 2024	\$ 275.00	Jun 2024	
6/13/2024	2944	Vincent Duran	ECR Baseball Tournament 3/16/2024 Redondo @Quartz Hill	Baseball	\$ 98.00	Jun 2024	
6/13/2024	2945	Dean McHugh	ECR Baseball Tournament 3/16/2024 Redondo @Quartz Hill	Baseball	\$ 98.00	Jun 2024	
6/13/2024	2946	Deny Sportswear	ECR JV Softball Awards 2024 Inv#2514	Softball	\$ 58.97	Jun 2024	
6/14/2024	2947	Brooks Transportation Inc.	inv 23405 additional Cost for Grad Nite Buses	Grad Class of 2024	\$ 2,500.00	Jun 2024	
6/17/2024	2948	Lilith Faucher	Reimbursement for Girls Lacrosse Stoles	Girls Lacrosse	\$ 376.00	Jun 2024	
6/17/2024	2949	Bryan Jones	ECR Baseball Tournament 3/9/2024	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2950	Richard Guzman	ECR Baseball Tournament 4/20/2024 Poly v Quartz Hill JV	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2951	Jeffrey Gold	Reimbursement for Boys Lacrosse Stoles	Boys Lacrosse	\$ 451.00	Jun 2024	
6/17/2024	2952	James Brook	3/9/2024 Tournament ECR Baseball	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2953	Countdown Printables	INVOICE-32115-1	Physics Club	\$ 475.87	Jun 2024	
6/17/2024	2954	Carrie Martinez	REIMBURSMENT - POWDERPUFF BOUQUETS	Grad Class of 2024	\$ 78.30	Jun 2024	
6/17/2024	2955	Christian Rice	REIMBURSMENT - PAY TO PIE	Student Council	\$ 76.25	Jun 2024	
6/20/2024	2956	Joshua Markarian	Step Team Competition NY	STEP	\$ 152.43	Jun 2024	
6/25/2024	2957	324 826781 Jodi Borenstein	Softball Baquet	Softball	\$ 2,045.98	Jun 2024	
6/26/2024	2958	Zevy Malmeth	INV 2024 Spring	Drama	\$ 2,000.00	Jun 2024	
6/28/2024	2959	Daniel De Luna	05/24 Coaching	Dril Team	\$ 600.00	Jun 2024	
6/28/2024	2960	Courtney Coffey	05/24 Coaching	Dril Team	\$ 600.00	Jun 2024	
6/28/2024	2961	SoCal Yearbooks Workshop	1939 SoCal Yearbooks Summer Workshop Educatational Fieldtrip	ASB General	\$ 3,920.00	Jun 2024	

ECRCHS ASB Trust Balances - June 2024

Trust Name	Amount	Comments
ECR 50th Anniversary	\$ -	
TRUST - A Capella (Vocal Royale)	\$ 718.28	
TRUST - AVID	\$ 6,734.22	
TRUST - AcaDeca	\$ -	
TRUST - Active Minds	\$ 34.88	
TRUST - American Cancer (Relay)	\$ 606.60	
TRUST - Asian Appreciation Club	\$ 72.00	
TRUST - Athletic Director	\$ 93.80	
TRUST - Band	\$ 2,048.17	
TRUST - Baseball	\$ 34,465.46	
TRUST - Beyond the Books	\$ 164.00	
TRUST - Black Student U	\$ 2,128.96	
TRUST - Boys Basketball	\$ 12,919.35	
TRUST - Boys Golf	\$ 2,158.21	
TRUST - Boys Lacrosse	\$ 8,027.81	
TRUST - Boys Soccer	\$ 1,845.94	
TRUST - Boys Tennis	\$ -	
TRUST - Boys Volleyball	\$ 1,629.35	
TRUST - Boys Waterpolo	\$ 5,648.27	
TRUST - Brett Schmit Memorial Fund	\$ 3,874.26	
TRUST - C2BK Cool 2 B Kind	\$ 397.75	
TRUST - CEA	\$ 1,427.61	
TRUST - CHIRLA	\$ 59.75	
TRUST - CSF	\$ 38,008.76	
TRUST - Cheerleaders	\$ 9,392.23	
TRUST - Choir	\$ 8,640.98	
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	\$ 8,085.88	
TRUST - Cultural Club	\$ -	
TRUST - DECA	\$ 978.40	
TRUST - Dance	\$ 7,761.02	
TRUST - Drama	\$ 26,988.27	
TRUST - Drill Team	\$ 14,716.92	
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	\$ 54,046.16	
TRUST - French Club	\$ 1,134.18	
TRUST - Friendship Circle	\$ 430.78	
TRUST - Future Homemakers	\$ 2,799.54	
TRUST - Ganssle Memorial Schol	\$ 1,000.00	
TRUST - Girls Basketball	\$ 1,895.55	
TRUST - Girls Golf	\$ 3,752.78	
TRUST - Girls Lacrosse	\$ 7,179.38	
TRUST - Girls Soccer	\$ -	
TRUST - Girls Tennis	\$ 2,614.05	
TRUST - Girls Volleyball	\$ 16,674.40	
TRUST - Girls Water Polo	\$ 1,210.71	

ECRCHS ASB Trust Balances - June 2024

Trust Name	Amount	Comments
TRUST - Grad Class 2020	\$ -	
TRUST - Grad Class 2021	\$ -	
TRUST - Grad Class 2022	\$ -	
TRUST - Grad Class 2023	\$ -	
TRUST - Grad Class 2024	\$ 72,457.32	
TRUST - Grad Class 2025	\$ 17,801.29	
TRUST - Grad Class 2026	\$ 1,013.33	
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	\$ 270.32	
TRUST - Knitting for a Cause	\$ 44.05	
TRUST - La Familia	\$ 143.81	
TRUST - Local Charity Outreach	\$ 92.00	
TRUST - Local Vocals	\$ 2,585.90	
TRUST - MACS Club	\$ 40.00	
TRUST - MESA Club	\$ 50.40	
TRUST - Marching Band	\$ -	
TRUST - Medical Club	\$ 7,844.52	
TRUST - Milton Goffman Scholarship	\$ 7,805.00	
TRUST - Mock Trial	\$ 385.00	
TRUST - Model United Natn	\$ 873.00	
TRUST - Mountain Bike Club	\$ 836.99	
TRUST - NJROTC	\$ 60,741.41	
TRUST - National Honors Soc	\$ 4,867.70	
TRUST - Newspaper Interns Club	\$ 396.16	
TRUST - Operation Smile	\$ 123.68	
TRUST - Persian Club	\$ 128.00	
TRUST - Philosophy Club	\$ 41.00	
TRUST - Physics Club	\$ 648.20	
TRUST - Ping Pong Club	\$ 28.60	
TRUST - Recycle for Research	\$ 328.57	
TRUST - Robotics	\$ 15,667.34	
TRUST - Rotary Interact Club	\$ -	
TRUST - SURF CLUB	\$ 22.00	
TRUST - Sand Volleyball	\$ -	
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 So	\$ 119.90	
TRUST - She's The First	\$ 1,595.57	
TRUST - Softball	\$ 18,977.50	
TRUST - Spanish Honor Soc	\$ 390.70	
TRUST - Speech & Debate	\$ 167.68	
TRUST - Step	\$ 8,292.52	
TRUST - Student Council	\$ 38,515.71	
TRUST - Students Demand Action	\$ 149.00	
TRUST - Swimming & Diving	\$ 4,023.06	
TRUST - The MESS	\$ 109.19	
TRUST - Thespians Club	\$ 1,395.84	

ECRCHS ASB Trust Balances - June 2024

Trust Name	Amount	Comments
TRUST - Track & Field	\$ 1,957.51	
TRUST - True Crime Club	\$ 11.81	
TRUST - UNICEF	\$ 654.79	
TRUST - VAPA Scholarship	\$ 2,977.52	
TRUST - Vegan Peace Club	\$ 94.18	
TRUST - WE Club	\$ 123.77	
TRUST - Wrestling	\$ 113.42	
TRUST - You Can Do This SCHLR	\$ 500.00	
Trust - Journalism	\$ 601.33	
Trust - Kiva Club	\$ 34.00	
Trust - Koi Fish Remedy	\$ 54.00	
Trust - MECHA	\$ 162.00	
Trust - PCC	\$ 69.00	
Trust - Project Paper Bag	\$ 112.50	

Total	\$ 585,988.32	
-------	---------------	--

ASB Income	\$ 157,177.43
ASB Expense	
4350 - Supplies	\$ 11,154.07
5835 - Field Trip	\$ 20,920.00
5825 - Consultants	\$ 11,205.00
Inventory	\$ 33,052.83
Total Expense	\$ 76,331.90

Total General Fund	\$ 80,845.53
--------------------	--------------

Total, ASB Balance	\$ 666,833.85
--------------------	---------------

ASB CD Account - Brett Schmitt	\$ 55,592.27
--------------------------------	--------------

Check Register

Account: 1826 ASB

El Camino Real HS

June 2024

Grand Total: \$ 47,956.59

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
6/13/2024	2419-R	Mia Narvades	REFUND FOR DANCE T-SHIRTS	Dance	\$ 19.12	Jun 2024	
6/3/2024	2920	Zuhair Falod	REIMBURSMENT - CANDLES FOR B&G APPRECIATION	ASB General	\$ 24.74	Jun 2024	
6/3/2024	2921	Modesta Cruz	REIMBURSMENT - STAFF BRUNCH SUPPLIES	ASB General	\$ 144.64	Jun 2024	
6/3/2024	2922	Vindiyani Senarathne	REIMBURSMENT - LITTLE CAESARS	ASB General	\$ 45.92	Jun 2024	
6/4/2024	2923	Emily Simms	Athletic Lunch ASB General	ASB General	\$ 75.00	Jun 2024	
6/4/2024	2924	Imani Geck	Powder Puff - Reimbursement	Grad Class of 2024	\$ 73.11	Jun 2024	
6/4/2024	2925	Aiden Lopez	Donation Drive Reimbursement A.L	Project Paper Bag	\$ 163.92	Jun 2024	
6/4/2024	2926	Joshua Markarian	Step Team NY	ASB General	\$ 1,070.59	Jun 2024	
6/4/2024	2927	Johnny Wong	REIMBURSMENT - SWIM POSTERS	Swim	\$ 27.98	Jun 2024	
6/4/2024	2928	BSN Sports LLC	inv 925303300 Boys Basketball Order# 307435646	Boys Basketball	\$ 2,319.96	Jun 2024	
6/4/2024	2929	Andrew Schreiberman	ECR Baseball Tournament 4/27/2024 Game#3103	Baseball	\$ 89.00	Jun 2024	
6/4/2024	2930	Russell Paje	05/2024 Comfort Inn & Suites	NJROTC	\$ 350.31	Jun 2024	
6/5/2024	2931	Heidi Hutson	Play Supplies 2024	Drama	\$ 144.03	Jun 2024	
6/5/2024	2932	Melissa Gregorio	Banquet	UNICEF	\$ 65.01	Jun 2024	
6/5/2024	2933	Countdown Printables	INV 32023-1 Practice shirts	Boys Soccer	\$ 1,596.74	Jun 2024	
6/5/2024	2934	Claudia Velasco	23-24 Banners and hooks for senior posters	Girls Soccer	\$ 53.00	Jun 2024	
6/5/2024	2935	BSN Sports, LLC	INV 92581 1877 Spirit pack shirts and shorts	Football	\$ 1,209.74	Jun 2024	
6/6/2024	2936	Educational Theatre Association	INV 0051559 2024-2026 Membership	Drama	\$ 2,010.00	Jun 2024	
6/6/2024	2937	Brooks Transportation Inc.	INV 22206 Grad Nite Round Trip Transportation 2024	Grad Class of 2024	\$ -	Jun 2024	Voided
6/6/2024	2938	Brooks Transportation Inc.	INV 22206 Grad Nite Round Trip Transportation 2024	Grad Class of 2024	\$ 22,890.00	Jun 2024	
6/7/2024	2939	Colson Phillip	CIF TRACK AND FIELD STATE FINALS	Track & Field	\$ 801.10	Jun 2024	
6/7/2024	2940	Baron Championship Rings Ltd.	Beach Volleyball Championship Rings 2024 INV#72434	Sand Volleyball	\$ 324.00	Jun 2024	
6/12/2024	2941	Kyra Smolik	Reimbursement for Senior Class	Grad Class of 2024	\$ 83.88	Jun 2024	
6/12/2024	2942	Gail Zatz	Refund for Grad Night	Grad Class of 2024	\$ 275.00	Jun 2024	
6/12/2024	2943	Asia Paciola	Refund for Grad Night	Grad Class of 2024	\$ 275.00	Jun 2024	
6/13/2024	2944	Vincent Duran	ECR Baseball Tournament 3/16/2024 Redondo @Quartz Hill	Baseball	\$ 98.00	Jun 2024	
6/13/2024	2945	Dean McHugh	ECR Baseball Tournament 3/16/2024 Redondo @Quartz Hill	Baseball	\$ 98.00	Jun 2024	
6/13/2024	2946	Deny Sportswear	ECR JV Softball Awards 2024 Inv#2514	Softball	\$ 58.97	Jun 2024	
6/14/2024	2947	Brooks Transportation Inc.	inv 23405 additional Cost for Grad Nite Buses	Grad Class of 2024	\$ 2,500.00	Jun 2024	
6/17/2024	2948	Lilith Faucher	Reimbursement for Girls Lacrosse Stoles	Girls Lacrosse	\$ 376.00	Jun 2024	
6/17/2024	2949	Bryan Jones	ECR Baseball Tournament 3/9/2024	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2950	Richard Guzman	ECR Baseball Tournament 4/20/2024 Poly v Quartz Hill JV	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2951	Jeffrey Gold	Reimbursement for Boys Lacrosse Stoles	Boys Lacrosse	\$ 451.00	Jun 2024	
6/17/2024	2952	James Brook	3/9/2024 Tournament ECR Baseball	Baseball	\$ 98.00	Jun 2024	
6/17/2024	2953	Countdown Printables	INVOICE-32115-1	Physics Club	\$ 475.87	Jun 2024	
6/17/2024	2954	Carrie Martinez	REIMBURSMENT - POWDERPUFF BOUQUETS	Grad Class of 2024	\$ 78.30	Jun 2024	
6/17/2024	2955	Christian Rice	REIMBURSMENT - PAY TO PIE	Student Council	\$ 76.25	Jun 2024	
6/20/2024	2956	Joshua Markarian	Step Team Competition NY	STEP	\$ 152.43	Jun 2024	
6/25/2024	2957	324 826781 Jodi Borenstein	Softball Baquet	Softball	\$ 2,045.98	Jun 2024	
6/26/2024	2958	Zevy Malmeth	INV 2024 Spring	Drama	\$ 2,000.00	Jun 2024	
6/28/2024	2959	Daniel De Luna	05/24 Coaching	Dril Team	\$ 600.00	Jun 2024	
6/28/2024	2960	Courtney Coffey	05/24 Coaching	Dril Team	\$ 600.00	Jun 2024	
6/28/2024	2961	SoCal Yearbooks Workshop	1939 SoCal Yearbooks Summer Workshop Educatational Fieldtrip	ASB General	\$ 3,920.00	Jun 2024	

El Camino Real Charter High School
Vendor YTD
July 2024

Vendor Name	Jul-24	YTD Total
Accelerate Education Incorporated	\$ 625.00	\$ 625.00
Active Internet Technologies LLC.	\$ 9,000.00	\$ 9,000.00
Adam C Luna	\$ 250.00	\$ 250.00
Adam Markenson	\$ 250.00	\$ 250.00
Administrative Services CO-OP DbA Yellow Cab	\$ 2,688.00	\$ 2,688.00
Adobe Systems Incorporated	\$ 2,400.00	\$ 2,400.00
Aeries Software	\$ 100.00	\$ 100.00
AFSCME District Council 36	\$ 1,929.96	\$ 1,929.96
Alison Yedor	\$ 617.23	\$ 617.23
Allied Private Investigations & Security Services, LLC	\$ 626.25	\$ 626.25
Alyssa Lee	\$ 3,834.10	\$ 3,834.10
Amazon	\$ 1,434.46	\$ 1,434.46
Amy Nashon	\$ 50.00	\$ 50.00
AP fbo EdLogical Group Corp	\$ 50,089.29	\$ 50,089.29
Ariella Gomez	\$ 50.00	\$ 50.00
Arrae Promotions	\$ 4,599.00	\$ 4,599.00
AssistX Education, LLC	\$ 6,000.00	\$ 6,000.00
AT&T (CALNET)	\$ 178.31	\$ 178.31
AT&T 9132	\$ 1,781.50	\$ 1,781.50
AV Masters, Inc	\$ 37,039.05	\$ 37,039.05
AWS	\$ 5,887.85	\$ 5,887.85
Barbara Stanoff	\$ 117.16	\$ 117.16
Bargreen Ellingson Inc	\$ -	\$ -
Bella Sanfir	\$ 50.00	\$ 50.00
Biztech	\$ 24,540.00	\$ 24,540.00
Bobbi East	\$ 50.00	\$ 50.00
Brad Wright	\$ 405.48	\$ 405.48
Brandon Estrada	\$ 50.00	\$ 50.00
Brooks Transportation Inc.	\$ 750.00	\$ 750.00
Burroughs Girls Basketball	\$ 350.00	\$ 350.00
California State University, Northridge	\$ 9,000.00	\$ 9,000.00
Cart Mart Inc.	\$ 3,992.16	\$ 3,992.16
CharterSafe	\$ 174,300.00	\$ 174,300.00
Chartwells Division Services	\$ 4,801.84	\$ 4,801.84
Child and Family Guidance Center	\$ 9,381.61	\$ 9,381.61
ChildCare Careers, LLC (The Education Team)	\$ 4,593.70	\$ 4,593.70
Chris Valencia	\$ 108.16	\$ 108.16
Christy White Accountancy Corporation (Christy White, Inc.)	\$ 2,046.50	\$ 2,046.50
CIF LA City Section	\$ -	\$ -
Clayton Durbin	\$ 50.00	\$ 50.00
College Board	\$ 7,645.36	\$ 7,645.36
Countdown Printables	\$ 3,632.83	\$ 3,632.83
CRM Maestro Integrated CRM Solutions	\$ 26,400.00	\$ 26,400.00
Cross Country Staffing, Inc.	\$ 315.18	\$ 315.18
E3 Diagnostics Inc.	\$ 190.00	\$ 190.00
Edpuzzle, Inc.	\$ 3,360.00	\$ 3,360.00
Eduardo Pulido	\$ 275.00	\$ 275.00
Effectual Educational Consulting Services	\$ 165.00	\$ 165.00
Elvis R Merida	\$ 2,250.00	\$ 2,250.00
Emilie Larew	\$ 226.06	\$ 226.06

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

Vendor Name	Jul-24	YTD Total
Employment Development Department	\$ 2,762.58	\$ 2,762.58
FedEx	\$ 101.41	\$ 101.41
Figdesign Inc	\$ 7,158.34	\$ 7,158.34
Front Porch. Inc dba Get More Math	\$ 61,560.00	\$ 61,560.00
Gardena Valley News	\$ 925.63	\$ 925.63
Gayane Hunanyan	\$ 50.00	\$ 50.00
GoTo Communications, Inc.	\$ 2,703.19	\$ 2,703.19
Guadalupe Paez	\$ 41.36	\$ 41.36
Harris School Solutions, a division of N. Harris Computer Corporation	\$ 1,582.50	\$ 1,582.50
Henry Rosales	\$ 1,000.00	\$ 1,000.00
Henry Schein	\$ 6,389.25	\$ 6,389.25
Honors Graduation	\$ 85.51	\$ 85.51
Infinity Communications & Consulting, Inc	\$ 12,750.00	\$ 12,750.00
Inspire Communication, Inc	\$ 7,055.00	\$ 7,055.00
Instructure, Inc	\$ 34,840.00	\$ 34,840.00
Jostens, Inc	\$ 2,311.96	\$ 2,311.96
Judy McLean	\$ 2,700.00	\$ 2,700.00
Justin Adams	\$ 76.66	\$ 76.66
Kami	\$ 10,172.50	\$ 10,172.50
Katherine Abdel Malek	\$ 50.00	\$ 50.00
LACOE, Los Angeles County Office of Education	\$ -	\$ -
LADWP	\$ 7,556.08	\$ 7,556.08
Lauren Basson	\$ 50.00	\$ 50.00
Law Offices of Young, Minney & Corr, LLP	\$ 25,782.25	\$ 25,782.25
Lindsey C. Surendranath Granted, Inc	\$ 2,250.00	\$ 2,250.00
M & S Technology Group, LLC (The Circle)	\$ 2,251.78	\$ 2,251.78
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	\$ 41,538.15	\$ 41,538.15
Marissa Dominguez	\$ 83.19	\$ 83.19
Marta Franco	\$ 15.00	\$ 15.00
McCalla Company	\$ 1,870.15	\$ 1,870.15
Michelle A Buchanan	\$ 250.00	\$ 250.00
Mingyuan Gao	\$ 50.00	\$ 50.00
Moxie Road, Inc (Five Star Painting of Woodland Hills)	\$ 39,445.00	\$ 39,445.00
Mutual of Omaha	\$ 1,213.24	\$ 1,213.24
Nathan Pena	\$ 50.00	\$ 50.00
Niche.com, Inc.	\$ 3,747.50	\$ 3,747.50
Nicole Gamez	\$ 60.00	\$ 60.00
Ofer Shaer	\$ -	\$ -
Patrick Carew	\$ 1,250.00	\$ 1,250.00
PenServ Plan Services	\$ 32,979.56	\$ 32,979.56
Piece of Mind Care Services	\$ 19,042.15	\$ 19,042.15
Prisila Canales	\$ 36.04	\$ 36.04
Project Lead The Way, Inc.	\$ 5,400.00	\$ 5,400.00
Purchase Power (Pitney Bowes)	\$ 649.95	\$ 649.95
Richard Russell	\$ -	\$ -
Robyn L Lyon	\$ 869.59	\$ 869.59
Rockler Companies, Inc.	\$ 3,198.03	\$ 3,198.03
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 5,225.00	\$ 5,225.00

El Camino Real Charter High School
Vendor YTD
July 2024

Vendor Name	Jul-24	YTD Total
Ryan Guinto	\$ 202.68	\$ 202.68
Sally Duffy	\$ 126.74	\$ 126.74
SCHEIB Pest Solutions inc	\$ 1,000.00	\$ 1,000.00
Scoot Education Inc	\$ 78,120.00	\$ 78,120.00
Security Alarm Specialists, Inc.	\$ 100,238.80	\$ 100,238.80
Self Insured Schools of California	\$ 337,495.87	\$ 337,495.87
Sharon Markenson	\$ 3,000.00	\$ 3,000.00
Shelley Mark	\$ 40.15	\$ 40.15
Sideline Power, LLC	\$ -	\$ -
SkillsUSA, Inc.	\$ 3,375.00	\$ 3,375.00
Smart & Final	\$ 130.72	\$ 130.72
So Cal Resurfacing Inc	\$ -	\$ -
SoCalGas	\$ 20.41	\$ 20.41
Softchoice Corporation	\$ 22,094.76	\$ 22,094.76
Splashtop Inc.	\$ 1,691.76	\$ 1,691.76
St. Moritz Security Services, Inc.	\$ 19,501.65	\$ 19,501.65
Stephanie Franklin	\$ 2,212.77	\$ 2,212.77
Steve Dances	\$ 50.00	\$ 50.00
Sweetwater Sound Inc.	\$ 74,730.77	\$ 74,730.77
Texas Life Insurance Company	\$ 658.41	\$ 658.41
The Help Group-North Hills Prep School	\$ 14,318.78	\$ 14,318.78
The Honor Cord Company	\$ 171.10	\$ 171.10
The Print Spot	\$ 2,538.75	\$ 2,538.75
The Shredders	\$ 252.00	\$ 252.00
T-Mobile US, Inc.	\$ 400.00	\$ 400.00
Total Education Solutions (TES Therapy)	\$ 625.00	\$ 625.00
Turnitin, LLC	\$ 39,861.57	\$ 39,861.57
U.S Bank PARS Account #6746022400	\$ 5,264.36	\$ 5,264.36
ULINE, INC.	\$ 1,929.16	\$ 1,929.16
UTLA	\$ 17,494.34	\$ 17,494.34
Valley High School and Learning Center, Inc.(Dubnoff School)	\$ 15,489.98	\$ 15,489.98
Veronica Ocana	\$ 11,135.44	\$ 11,135.44
Vex Robotics, Inc	\$ 548.61	\$ 548.61
Victor Garay	\$ 27.64	\$ 27.64
Wall Brothers Construction, Inc.	\$ -	\$ -
Wes Charek (Wespower Electrical, Inc.)	\$ 26,965.40	\$ 26,965.40
Westlake High School	\$ 885.00	\$ 885.00
WGY Solutions LLC	\$ 1,348.30	\$ 1,348.30
WM Corporate services, INC	\$ 446.08	\$ 446.08
Zabrina Zahariades	\$ -	\$ -
Grand Total	\$ 1,542,046.59	\$ 1,542,046.59

Check Register
 Account: 1761 General
 El Camino Real HS
 July 2024

Grand Total \$ 570,715.08

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
7/2/2024	ACH240702-01	PenServ Plan Services	403(B) Funding 06/16/24 - 06/30/24	\$ 32,419.63	Jul 2024	General Operations	403(b)
7/3/2024	ACH240703-01	CharterSafe	CHARTERSAFE - JULY 2024 INV#1281	\$ 174,300.00	Jul 2024	General Operations	General Insurance
7/12/2024	ACH240712-01	Self Insured Schools of California	SISC HEALTH - JULY 2024	\$ 333,614.53	Jul 2024	General Operations	Benefits
7/17/2024	ACH240717-01	PenServ Plan Services	403(B) Funding 07/1/24 - 07/15/24	\$ 559.93	Jul 2024	General Operations	403(b)
7/24/2024	ACH072424-02	Employment Development Department	Q2 SUI 2024	\$ 2,762.58	Jul 2024	General Operations	Benefits
7/24/2024	ACH240724-01	Texas Life Insurance Company	SM0F6Z20220714001 Supplemental Life insura	\$ 658.41	Jul 2024	General Operations	Benefits
7/31/2024	ACH240731-01	CRM Maestro Integrated CRM Solutions	CRM MAESTRO - INVOICE-2024002	\$ 26,400.00	Jul 2024	ESSER III	License

**Excludes payment amount towards retiree		
benefits paid by Investment Account	certificated	\$ 41,668.87
	classified	\$ 10,699.47

Check Register

Account: 1287 General

El Camino Real HS

July 2024

Grand Total \$ 4,625.84

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
7/24/2024	1002	Chartwells Division Services	inv 4034900193 5/23/24 6invoices paid Teacher Bagel Day/Coffee Month	4,521.84	Jul 2024	General Fundraising	Non Instructional Supplies
7/30/2024	1003	Chartwells Division Services	inv 4034900197 6/3/24 June Coffee Week	104.00	Jul 2024	General Fundraising	Non Instructional Supplies

Check Register

Account: 1761 General

El Camino Real HS

June 2024

Grand Total \$ 617,731.54

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
6/5/2024	ACH240605-01	PenServ Plan Services	403(B) Funding 05/16/24 - 05/30/24	\$ 35,086.45	Jun 2024	General Operations	403(b)
6/17/2024	ACH240617-01	Self Insured Schools of California	SISC HEALTH - JUNE 2024	\$ 345,779.44	Jun 2024	General Operations	Benefits
6/17/2024	ACH240617-02	U.S. Bank National Association (OPEB)	OPEB PAYMENT - JUNE 2024	\$ 220,000.00	Jun 2024	General Operations	OPEB
6/18/2024	ACH240618-01	PenServ Plan Services	403(B) Funding 06/01/24 - 06/15/24	\$ 1,304.42	Jun 2024	General Operations	403(b)
6/20/2024	ACH240620-01	ORACLE Enterprises	03/24-04/24 INV 1824322 NetSuite Services	\$ 14,912.70	Jun 2024	General Operations	Subscriptions
6/25/2024	ACH240625-01	Texas Life Insurance Company	SM0F6Z20220714001 Supplemental Life insurance 6/15/24	\$ 482.93	Jun 2024	General Operations	Benefits
6/26/2024	ACH240626-01	PPLSI	LEGALSHIELD - JUNE 15 PAYROLL	\$ 165.60	Jun 2024	General Operations	Benefits

**Excludes payment amount towards retiree		
benenfits paid by Investment Account	certificated	\$ 38,324.07
	classified	\$ 9,057.07

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
215 1 SUSAN MOCHIRFATEMI	\$ 182.50	\$ 182.50
324 826781 Jodi Borenstein	\$ 2,045.98	\$ 2,045.98
3Sixty Basketball		\$ 720.00
818 Cleaners	\$ 247.20	\$ 8,549.20
Abdon Rosales		\$ 11,450.00
Accelerate Education Incorporated		\$ 22,100.00
Accrediting Commission for Schools		\$ 1,690.00
Active Internet Technologies LLC.		\$ 39,700.00
Adam C Luna		\$ 250.00
Adam Markenson		\$ 250.00
Administrative Services CO-OP DbA Yellow Cab		\$ 5,899.20
Adobe Systems Incorporated		\$ 1,800.00
Adrian Torres Olivar		\$ 800.00
Afolabi, Muideen		\$ 288.00
AFSCME District Council 36		\$ 18,601.76
Ahmed Ibrahim		\$ 151.00
Aiden Lopez	\$ 163.92	\$ 261.23
Airbrush Images Inc. (ABI Digital Solutions)		\$ 3,323.75
Airplus Refrigeration, Inc.		\$ 2,473.98
AKD Ink/AKidzdream Inc		\$ 217.83
Al Walters		\$ 2,240.00
Albert Saucedo		\$ 196.00
Alejandro Sanchez		\$ 205.00
Alex Dikzas		\$ 174.00
Alex Gorin		\$ 300.00
Alexis Cheney		\$ 96.00
Ali Hacock		\$ 150.00
Alice Lee		\$ 798.00
Alireza Youssefinejad		\$ 750.00
Alison Yedor		\$ 1,816.25
All American Sports Corp. (Riddell/All American)		\$ 42,131.42
All Things Algebra		\$ 400.00
Allied Private Investigations & Security Services, LLC	\$ 64,621.50	\$ 560,255.19
Alyssa Lee		\$ 3,388.79
Amazon	\$ 13,853.87	\$ 179,522.72
Amazon Web Services		\$ 9,545.32
Ameci Pizza		\$ 797.26
American AED, INC.		\$ 437.19
American Choral Directors Association		\$ 125.00
American Fidelity Assurance Company		\$ 38,904.79
American Red Cross		\$ 1,136.00
American Scholastic Evaluation/ American Scholastic		
Mathematics Assn		\$ 100.00
American Transportation Systems		\$ 1,110.50
Amos Wellington		\$ 208.00
Amy Carter		\$ 421.73
Anders Sundberg		\$ 24.12
Andrew Goldstein		\$ 168.00
Andrew Krezinger		\$ 660.00
Andrew Schreibman	\$ 89.00	\$ 356.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Andrew Schultz		\$ 460.16
Angel Lerma	\$ 263.35	\$ 857.48
Ani Kirakosian		\$ 7.00
Annabel Bayona		\$ 73.00
Anthony Britt		\$ 122.00
Anthony Corona		\$ 122.00
Anthony Rodarte		\$ 122.00
Anthony Russell		\$ 89.00
Antonia B Serrano		\$ 1,197.00
AP fbo EdLogical Group Corp	\$ 47,501.27	\$ 215,348.46
Apperson		\$ 695.66
Apple Inc.		\$ 12,991.94
Ares Sportswear		\$ 2,242.62
Ariel Botvin		\$ 273.00
Arizona Machinery LLC dba (Stotz Equipment)		\$ 2,529.82
Arrae Promotions		\$ 16,359.30
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 10,191.60
Asia Paciola	\$ 275.00	\$ 275.00
AssistX Education, LLC		\$ 7,256.00
AT&T (CALNET)		\$ 1,495.29
AT&T 0810	\$ 371.34	\$ 4,449.04
AT&T 6340	\$ 371.34	\$ 4,750.70
AT&T 8815	\$ 420.40	\$ 5,006.61
AT&T 9132		\$ 15,277.04
AT&T 9221	\$ 740.91	\$ 9,583.03
Atkinson, Andelson, Loya, Ruud And Romo		\$ 399.00
Avedis Zildjian Company		\$ 2,117.63
Aviata Sports LLC		\$ 646.15
AVID Center		\$ 5,009.00
AWS		\$ 8,803.73
B&H Foto & Electronics Corp		\$ 1,859.31
Bailey Hooper		\$ 1,700.00
Barbara Stanoff		\$ 392.96
Bargreen Ellingson Inc		\$ 13,625.25
Baron Championship Rings Ltd.	\$ 4,990.69	\$ 18,530.35
Barry Kay Enterprises		\$ 6,035.33
Becker, Craig		\$ 436.00
Best Cafe Enterprises, LLC		\$ 9,056.20
Bilingual Foundation of the Arts		\$ 1,125.00
Bill Ferrell Co.	\$ 2,840.00	\$ 4,550.00
Birmingham Community Charter High School		\$ 12,218.22
Biztech		\$ 57,600.00
BJ's Restaurant & Brewhouse		\$ -
Bliss Home Theaters & Automation, Inc.		\$ 3,208.42
BoardOnTrack		\$ 5,000.00
Bob Klobuchar		\$ 73.00
Bob Paredes		\$ 285.00
Bobby Denny		\$ 86.85
Bonnie's World of Events Inc.		\$ 31,250.00
Bowlero Woodland Hills		\$ 1,044.28

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Brad Constant Construction Inc.		\$ 94,100.00
Brad Wright		\$ 67.19
Brent Savage		\$ 96.00
Brett A Schwab		\$ 4,000.00
Brett Wensley		\$ 122.00
Brian Culty		\$ 116.00
Brian Wilson		\$ 485.11
Brooks Transportation Inc.	\$ 25,390.00	\$ 51,405.00
Bryan Jones	\$ 98.00	\$ 98.00
BSN Sports, LLC	\$ 3,529.70	\$ 98,630.41
CA Association of Directors of Activities		\$ 16,425.00
Caitlyn Mongeli		\$ 1,676.00
California Academic Decathlon Association		\$ 1,200.00
California Charter Schools Association	\$ 5,800.00	\$ 5,800.00
California Department of Education		\$ 2,493.30
California Department of Tax & Fee Administration		\$ 4,720.27
California FCCLA		\$ 7,428.00
California Interscholastic Federation State Office		\$ 3,071.20
California IT in Education		\$ 1,590.00
California Mathematics League		\$ 100.00
California Scholarship Federation Inc		\$ 190.00
California Science Center Foundation		\$ 173.00
California State University, Northridge		\$ 9,120.00
Californians Together		\$ 921.88
Calvary Chapel HS		\$ 400.00
Camarillo High School		\$ 425.00
Cambrass Corp. DBA Stomvi USA		\$ 73,275.00
Cameron Pirkhahkohan		\$ 78.00
CAMILLE KING		\$ 112.77
Canoga Park High School		\$ 1,000.00
Canyon Del Oro		\$ 360.00
CARA VIRAMONTES		\$ 142.10
Careers through Culinary Arts Program, Inc.		\$ 4,000.00
Carlos Astorga		\$ 294.00
Carmen Martinez		\$ 149.00
Carolina Biological Supply Co.		\$ 4,692.94
Carolyn Harris		\$ 125.82
Carolyn Stone		\$ 1,500.00
Carrie Martinez	\$ 78.30	\$ 78.30
Cascade Athletic Supply Co Inc		\$ 4,076.46
Cavalier Printing		\$ 2,175.00
CCIDM Inc.		\$ 9,816.13
CDW LLC		\$ 7,982.18
CE Educational Tours (CE Tours)		\$ 89,895.60
Cengage Learning Inc		\$ 112,518.39
Cengage Learning Inc/ Gale		\$ 30,225.51
Centobene, Maryann		\$ 288.00
Central College		\$ 3,000.00
Cesar Rosales		\$ 17.00
Chaminade College Prep High School		\$ 1,060.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Chargepoint, Inc.		\$ 8,549.62
Charles Blattner		\$ 161.00
Charter Up LLC		\$ 9,472.09
CharterSafe		\$ 697,953.31
Chartwells Division Services	\$ 33.00	\$ 1,048,600.88
Chatsworth Arena Soccer League		\$ 2,610.00
Chatsworth High School		\$ 1,800.00
Cheryl M Dorries		\$ 505.34
Child and Family Guidance Center	\$ 3,737.02	\$ 27,563.22
ChildCare Careers, LLC (The Education Team)	\$ 6,890.55	\$ 91,185.57
Chris Levenson		\$ 214.00
Chris Nevil		\$ 151.00
Chris Racina		\$ 86.00
Christian Rice	\$ 76.25	\$ 76.25
Christian Williams		\$ 208.00
Christopher Washington		\$ 2,000.00
Christy White Accountancy Corporation (Christy White, Inc.)		\$ 21,879.00
Cindy L Bradley		\$ 935.00
Cintas Corporation No. 2 (Cintas Fire Protection)		\$ 6,312.89
City National Bank		\$ 452,488.85
City of Los Angeles Fire Dept. - CUPA		\$ 2,018.00
Claris International Inc.		\$ 3,075.00
Claudia Velasco	\$ 53.00	\$ 777.88
Clemente Ramirez		\$ 12.56
Code Black Media		\$ 20,031.25
Colin Jamerson		\$ 1,163.18
Colleen Garner		\$ 155.00
College Board		\$ 750.00
Colony High School		\$ 450.00
Colson Phillip	\$ 801.10	\$ 1,768.63
Comfort Inn		\$ 10,884.75
Comprehensive Environmental Resource Training (CERT)		\$ 1,575.00
Computer-Using Educator, Inc.(CUE, Inc)		\$ 389.00
Concord Theatrical Corp		\$ 3,125.85
Concourse Team Express		\$ 4,464.80
Conejo Swimworks, Inc.		\$ 2,348.05
CONFIDENTIAL	\$ 4,412.50	\$ 107,321.40
Conrad Sun LLC (Ren Athletics)		\$ 6,629.55
Convergeone, Inc.		\$ 32,988.23
Corbin Bowling Center Inc.		\$ 4,840.00
Corinne Brennan		\$ 580.00
Corner Bakery		\$ 10,191.06
Cornerstone Team Sports, Inc.		\$ 165.00
Countdown Printables	\$ 8,494.78	\$ 47,499.03
Courtney Birnbaum		\$ 96.00
Courtney Coffey	\$ 600.00	\$ 1,800.00
Covantia, Inc.		\$ 48,035.00
Craig Collar		\$ 151.00
Craig Frazier		\$ 196.00
Crescenta Valley High School		\$ 2,300.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Cristina Balao		\$ 186.00
CRM Maestro Integrated CRM Solutions		\$ 70,080.00
Cross Country Staffing, Inc.	\$ 410.33	\$ 30,460.58
CTBOOK HOLDINGS LLC (Bulk Bookstore)		\$ 683.28
Custom Stats Cards		\$ 600.00
CustomInk		\$ 718.01
Cyd Zeigler		\$ 210.00
Cynthia Simms		\$ 119.88
Dan Klein		\$ 89.00
Daniel Celnik		\$ 700.00
Daniel Chang		\$ 1,040.00
Daniel De Luna	\$ 600.00	\$ 6,700.00
Daniel Tararache		\$ 857.00
Daniela Hernandez		\$ 410.30
Danielle Bagulbagul		\$ 107.80
Danny Vargas		\$ 84.00
Dan's Super Subs Inc.		\$ 1,905.90
Darcus Townsend		\$ 73.00
Dave & Buster's Entertainment, Inc.		\$ 11,970.16
Dave Patterson		\$ 116.00
David Arakelyan		\$ 146.00
David Hauptman Co., Inc DBA Fold-A-Goal		\$ 5,170.90
David L Hussey	\$ 4,617.34	\$ 4,617.34
David Lee		\$ 45.00
David Musso		\$ 148.00
David Rosenberg		\$ 280.00
David Sanchez		\$ 161.00
De' Aron Richardson		\$ 1,000.00
Dean Bennett		\$ 50.70
Dean McHugh	\$ 98.00	\$ 98.00
Debbie Mongeli		\$ 309.78
Decker Inc.		\$ 2,493.25
DemiDec Corporation		\$ 1,185.11
Dennis Bueno		\$ 1,402.50
Deny Sportswear	\$ 58.97	\$ 7,355.25
Department of Justice (State of CA)	\$ 320.00	\$ 2,598.00
Derick Mailan		\$ 83.00
Designs By King		\$ 5,824.65
Deven Rasey		\$ 200.00
Dewayne Geter		\$ 98.00
Diana Coosemans		\$ 195.00
Digital Theatre US LLC		\$ 2,975.00
Discovery Cube LA		\$ 132.00
Donna Wood		\$ 143.00
Donny Elmasry		\$ 169.00
Dora Rojas	\$ 96.40	\$ 331.87
Doris Motherspaw		\$ 274.00
Dos Pueblos High School Boys Volleyball		\$ 450.00
Doug Dickstein		\$ 169.00
Douglas Barrera		\$ 144.82

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Dreamscape Endeavors LLC		\$ 400.00
Drizen-dohs Corporate Communications, Inc.		\$ 3,519.30
DS Honda Construction Management, Inc		\$ 1,928.00
DTASC		\$ 1,603.00
Dupree Fuller		\$ 100.20
Duy Nguyen		\$ 86.00
Dylan Marshall		\$ 73.00
EDD (Employment Development Dept.)		\$ 29,738.44
Eddie Hwang		\$ 187.00
Edpuzzle, Inc.		\$ 3,140.00
Eduardo Basto		\$ 395.00
Eduardo Galan		\$ 107.00
Educational Networks		\$ 2,706.59
Educational Theatre Association	\$ 2,010.00	\$ 2,139.00
Educatus International (Attn Paul McLaughlin)		\$ 18,500.00
Edwin Ramirez		\$ -
EF Explore America, Inc.		\$ 13,533.00
Effectual Educational Consulting Services	\$ 522.50	\$ 2,282.50
Efren Avila		\$ 375.00
Elaine Yang		\$ 125.00
Eli Shtrum		\$ 229.00
Elvis R Merida		\$ 4,900.00
Ely Bryant		\$ 81.00
Emily Simms	\$ 75.00	\$ 75.00
Emmanuel Lomeli		\$ 480.64
Employment Development Department		\$ 8,155.06
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde		\$ 373.00
Enriqueta Loera		\$ 987.81
Environmental Network Corporation (ENCORP)		\$ 1,800.00
Epic Sports, Inc.	\$ 1,793.63	\$ 5,428.37
Eric Choi		\$ 1,278.52
Eric Patyk		\$ 360.00
Erica Boatman-Dixon		\$ 404.48
Erica Budniak		\$ 331.39
Erin Jundef		\$ 360.71
Errol Colin		\$ 98.00
Esther Yanez		\$ 686.00
Ethan Norof		\$ 267.00
Evan Coleman		\$ 1,145.29
Evelyn Velarde		\$ 7,180.00
Evgeny Sedov		\$ 375.00
EWC California, Inc. (AAA Label Factory)		\$ 2,714.45
Ewing Irrigation Products, Inc.		\$ 2,898.52
ExploreLearning, LLC		\$ 920.00
Extra Mile Timing / Corr-Robinett, Scott		\$ 2,325.00
Family, Career and Community Leaders of America, Inc		\$ -
FancyCups		\$ 240.00
Fannin Musical Productions LLC		\$ 2,000.00
FedEx	\$ 79.42	\$ 170.71

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Fence Factory Rentals	\$ 2,790.00	\$ 4,814.00
Fernando Delgado		\$ 1,670.48
Festivals of Music, Inc.		\$ 6,138.00
Figdes Services and Maintenance Inc.		\$ 6,462.50
Figdesign Inc	\$ 10,539.06	\$ 56,739.79
First Class Events		\$ 158,002.00
Flexin' In My Complexion		\$ 1,500.00
Flinn Scientific Inc.	\$ 863.60	\$ 4,480.28
Floral Passion LLC		\$ 2,772.54
Fred J. Miller, Inc		\$ 662.30
Freddie Alexander		\$ 96.00
Fresno County Superintendent of Schools	\$ 12,500.00	\$ 22,013.80
Front Porch. Inc dba Get More Math		\$ 18,306.00
GA Technical Services, Inc		\$ 36,396.42
Gabriel Bruskoff		\$ 139.00
Gail Nettels		\$ 924.20
Gail Zatz	\$ 275.00	\$ 275.00
Garbanzo		\$ 1,490.00
Gardena Valley News	\$ 2,700.26	\$ 7,283.84
Garth Sanders		\$ 168.00
Gatekey Mfg. Inc (dba Muhl Tech)		\$ 1,400.00
Geary Darling Lessee, Inc. (The Marker Hotel)		\$ 4,889.96
Genifer Sibbald		\$ 150.00
George Borgardt		\$ 149.56
German Hernandez		\$ 5,725.70
Gevork Gevorkyan		\$ 302.00
Gilbert Acedo		\$ 208.00
Gillian M Perez		\$ 1,000.00
Gimkit, Inc		\$ 1,000.00
Global Alumni Corp	\$ 2,755.00	\$ 2,755.00
GoDog Sports, Inc.		\$ 4,972.00
Gold Star Brigade		\$ 850.00
Golden Star Technology, Inc	\$ 36,208.37	\$ 171,660.00
Golf Team Products		\$ 1,133.51
Gopher		\$ 8,138.86
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 5,746.00	\$ 84,932.78
GoTo Communications, Inc.	\$ 5,380.59	\$ 5,380.59
Grace Brethren Jr/Sr High School		\$ 480.00
GraceNotes LLC		\$ 513.00
Grad Awards LLC		\$ 2,997.86
Granada Hills Charter High School		\$ 2,450.83
Grand G&G Inc.		\$ 23,410.43
Grant A. Horn		\$ 7,190.00
Greenfield Forever, Inc.		\$ 14,792.00
Greg Yamin		\$ 196.00
Guadalupe Paez		\$ 93.98
Guardian International Solutions Inc		\$ 77,672.02
Hagop Dembekjian		\$ 88.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Haley Smith		\$ 924.20

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Harborlites Chapter of Sweet Adelines International		\$ 500.00
Hardwoods Specialty Products US LP		\$ 17,285.05
Harland Clarke	\$ 210.52	\$ 392.98
Harris School Solutions, a division of N. Harris Computer Corporation	\$ 2,847.51	\$ 5,508.71
Harris Systems USA Inc. (MealTime/Harris School Solutions)		\$ 450.00
Harrow Sports, Inc. (Next Level Resource Partners, LLC)		\$ 2,523.88
Hart High School		\$ 1,750.00
HD Print Design		\$ 5,331.80
Healy Awards		\$ 2,003.39
Heidi Hutson	\$ 144.03	\$ 1,927.25
Henry Carpio		\$ 88.00
Henry J Bongiovi		\$ 6,000.00
Henry Matute		\$ 234.00
Henry Rosales	\$ 2,000.00	\$ 4,000.00
Herff Jones LLC	\$ 18,551.50	\$ 61,625.44
Hilda Rodriguez		\$ 65.70
Hi-Pod, Inc		\$ 108.70
Hot Dogger Tours, Inc. (Gold Coast Tours)		\$ 6,812.50
Houghton Mifflin Harcourt		\$ 3,687.70
Hrag Yazijian		\$ 88.00
Hudl		\$ 3,299.00
Hueneme HS		\$ 350.00
Human Rights Campaign Foundation		\$ 7,500.00
Hyatt Place Garden City		\$ 10,988.36
Hye J Kim		\$ 547.40
Hype Socks, LLC		\$ 538.81
IAM Compton LLC		\$ 1,000.00
ICON School Management	\$ 3,500.00	\$ 42,000.00
Imagists Inc		\$ 6,000.00
Iman Khorramian		\$ 161.00
Imani Geck	\$ 73.11	\$ 73.11
Impact Cheer & Tumbling		\$ 8,923.00
Impact Philanthropy Group (Sage SoCal)	\$ 38,000.00	\$ 367,724.00
Infinity Communications & Consulting, Inc		\$ 47,651.54
Infobase Holdings, Inc.		\$ 11,760.38
Ingraham Trophies and Gifts		\$ 555.15
Inspire Communication, Inc	\$ 24,310.00	\$ 202,655.00
Instructure, Inc		\$ 2,436.00
International Academy of Science(CybrSchool LLC)		\$ 15,980.00
Interquest Detection Canines	\$ 700.00	\$ 7,575.00
Interscholastic Equestrian League		\$ 150.00
Irene Paez		\$ 427.67
ITHAKA Harbors Inc.		\$ 1,040.00
J Schnelldorfer PSAD		\$ 1,025.00
Jackson Lewis P.C.	\$ 2,860.00	\$ 9,212.50
Jacqueline Thomas		\$ 1,000.00
JaMarr J Johnson		\$ 2,500.00
James Brook	\$ 98.00	\$ 98.00
James Gillis		\$ 229.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
James Hartt		\$ 89.00
JAMS, INC.		\$ 4,975.00
Janeth Arenas		\$ 212.00
Japanese American National Museum		\$ 330.00
Jared Allan Hocson Manuel		\$ 300.00
Jason Camp		\$ 251.52
Jason Grider		\$ 295.63
Jason Sabolic		\$ 2,140.17
Javier Bustos		\$ 139.00
Jeanne Scola		\$ 46.00
Jeff Porter		\$ 144.00
Jeffrey Gold	\$ 451.00	\$ 451.00
Jerry Burns		\$ 148.00
Jersey Mike's (MAC SUBS, Inc)	\$ 544.00	\$ 6,473.25
Jesus Alfaro		\$ 2,628.00
Jesus Contreras	\$ 29.73	\$ 2,497.71
Jesus Olivar		\$ 278.00
Jim Russell		\$ 155.00
Jive Communications, Inc. (LogMeIn Communications)		\$ 8,053.43
Joachim Paul		\$ 7,000.00
Jodi Borenstein		\$ 2,127.50
Joe Franiak		\$ 187.00
Joe Galeano		\$ 116.00
Johanna Isom		\$ 283.40
John A. Pinelo Sr.		\$ 28,939.64
John C (Vinyl Effex)		\$ 918.27
John Dall		\$ 84.00
John Estrada		\$ 400.00
John Orlando Vazquez		\$ 344.88
John Rayburn		\$ 84.00
John Wiley & Sons, Inc		\$ 26,176.33
Johnny Wong	\$ 27.98	\$ 27.98
Jon Stein		\$ 234.00
Jonah Cruanas		\$ 154.50
JONATHAN WASSER		\$ 246.12
Jones School Supply Co Inc		\$ 114.36
Jonny Joseph		\$ 301.00
Jordan Aynat		\$ 73.00
Jose Alvarado		\$ 150.00
Jose Casas		\$ 192.00
Jose Jimenez		\$ 1,356.37
Jose Soto		\$ 240.00
Joseph Conte		\$ 168.00
Josephine Torres		\$ 347.55
Josh Shipp Production, LLC (Top Youth Speakers)		\$ 8,960.00
Joshua Dixon		\$ 600.00
Joshua Lorimer		\$ 96.00
Joshua Markarian	\$ 1,223.02	\$ 1,364.08
Jostens, Inc		\$ 602.25
Joubel AS		\$ 570.00

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

Vendor Name	Jun 2024	YTD TOTAL
JR Castro		\$ 88.00
Juan Alba		\$ 49.99
Juan Gonzalez		\$ 2,400.00
Juan Piedra		\$ 294.00
Judith Ponce	\$ 14.20	\$ 14.20
Judy McLean	\$ 2,487.50	\$ 25,100.00
Jules Seltzer Associates		\$ 113,634.89
Junior Achievement of Southern California, Inc		\$ 4,200.00
Justin Adams		\$ 32.83
Justin Graham		\$ 29.75
JW Pepper & Son, Inc		\$ 2,941.99
Kaitlyn Conte		\$ 1,372.00
Kami		\$ 10,850.00
Kardent	\$ 6,225.00	\$ 20,675.00
Katelyn Crane		\$ 1,000.00
Kathleen S Kapukchyan		\$ 1,000.00
Kayla O Solomon		\$ 850.00
Kayla Safavi		\$ 11,500.00
Ken Ashford		\$ 363.00
Ken Lee		\$ 186.00
Kena Worthen		\$ -
Kenneth Euken		\$ 176.00
Kent Jacobsen		\$ 84.00
Kevin E Bradley		\$ 935.00
Kevin Farr		\$ 312.00
Kevin Godin		\$ 89.00
Kevin Melbourne		\$ 122.00
Kevin Meyer		\$ 168.00
Kevin Thurow		\$ 5,698.42
Kevon Lee		\$ 2,000.00
Kirk A West		\$ 526.00
Knight Sound & Lighting, Inc.		\$ 3,807.98
Kristy Sundberg		\$ 21.99
Kurt Keller		\$ 57.00
Kurt Kerby		\$ 187.00
Kyra Smolik	\$ 83.88	\$ 83.88
L.A Door Co.		\$ 600.00
L.A. City Dept. of Recreation And Parks		\$ 6,085.10
L.A. Floors Removal, Inc.		\$ 96,125.00
LA Master Chorale		\$ 250.00
LA Party Rents, Inc.		\$ 13,009.40
LACOE, Los Angeles County Office of Education	\$ 4,000.00	\$ 10,660.00
LADWP		\$ 48,579.77
Laguna Hills HS		\$ 375.00
Larry Crino		\$ 196.00
Larry Zerg		\$ 150.00
Las Virgenes Unified School District (Agoura High School)		\$ 120.00
LAUSD - Maintenance & Operations	\$ 101,733.01	\$ 1,004,382.48
Law Offices of Young, Minney & Corr, LLP	\$ 46,562.68	\$ 179,775.56
Lee Barnathan		\$ 558.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Lee Jordan		\$ 73.00
Legacy Awards		\$ 191.63
Levon Dermendjian		\$ 146.00
Liliana Murcia		\$ 203.62
Lilith Faucher	\$ 376.00	\$ 376.00
Liminex, Inc. (GoGuardian)		\$ 14,667.00
Linda Robbins		\$ 107.19
Lindsay Imber		\$ 249.00
Lindsey C. Surendranath Granted, Inc	\$ 2,250.00	\$ 20,835.52
Live Athletics Wellness		\$ 6,500.00
LOC Enterprises LLC		\$ 1,979.32
LogMein USA, Inc.		\$ 20,618.60
Los Angeles Cable Television Access Corp.		\$ 10,000.00
Los Angeles County Department of Public Health		\$ 394.00
Los Angeles County Metropolitan Transportation Authority		\$ 14,308.00
Los Angeles County Sheriffs Department		\$ 160.00
Los Angeles County Tax Collector		\$ 54,774.76
Los Angeles Pierce College		\$ 28,073.00
Los Angeles School Police Department		\$ 12,616.33
Los Angeles Science and Engineering Fair		\$ 150.00
Love to Snack, LLC		\$ 2,481.84
LRP Publications, Inc (LRP Media Group)		\$ 2,145.00
Luciano Pilato		\$ 289.00
Luis Zepeda		\$ 289.00
Luisa Ferrer		\$ 1,300.40
Luz Maria Herrera Aguilera		\$ 1,500.00
Lynsey R Shano		\$ 1,422.43
Lynsey Shano		\$ 129.38
M & S Technology Group, LLC (The Circle)		\$ 93,160.04
M&M Paper Co.		\$ 14,973.38
MAA American Mathematics Competitions		\$ 788.00
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS		\$ 283,660.47
Madoian Enterprises Inc. (Rooter Man Plumbing)		\$ 21,625.00
Magdy Abdalla		\$ 150.00
Maggiano's Inc., an Illinois corporation		\$ 2,824.32
MakerBot Industries, LLC		\$ 2,293.57
Mallerlyn Kosmidis		\$ 2,249.98
Manhattan Stitching		\$ 4,491.97
Manuel Muro		\$ 134.00
Marc Anthony M Guerra		\$ 1,500.00
Margaret R Joyce		\$ 935.00
Marielle T Flores		\$ 46.07
Marissa Dominguez		\$ 448.06
Mark Arthur		\$ 399.00
Mark Cavarretta		\$ 205.00
Mark Hayes		\$ 89.00
Mark S Nilan Sr.		\$ 100.00
Mark Sawyer		\$ 520.00
Marko Jankovic		\$ 298.00
Marriot Riverside Hotel		\$ 3,669.30

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Marta Franco		\$ 60.00
Mary M Bush	\$ 6,757.50	\$ 50,605.53
Matthew Tays		\$ 356.00
Matthew Wright		\$ 1,454.14
McCalla Company		\$ 3,487.13
McGraw-Hill Education, Inc.		\$ 68,311.37
Medieval Times USA, Inc.		\$ 2,623.80
Megan Rayzor		\$ 218.70
Melissa Ann Charters	\$ 1,204.91	\$ 3,676.25
Melissa Gregorio	\$ 65.01	\$ 65.01
Melissa Harr		\$ 590.83
Melissa L Cleal		\$ 283.40
Melissa Montejano		\$ 62.00
Merit Oil Company		\$ 1,488.07
MG Express Inc.	\$ 5,400.00	\$ 382,290.00
Mia Narvades	\$ 19.12	\$ 38.24
Michael Clarke		\$ 178.00
Michael Consoletti		\$ 12,543.35
Michael Daniels		\$ 301.00
Michael Fishman		\$ 84.00
Michael Frey		\$ 312.00
Michael Goode		\$ 210.00
Michael Jeff		\$ 6,300.00
Michael Robinson		\$ 10,500.00
Michelle A Buchanan		\$ 250.00
Michelle Harris		\$ 73.00
Mike Miyashima		\$ 161.00
Mike Venarde		\$ 84.00
Mike Wagner		\$ 178.00
MILE26 Sports Inc		\$ 374.97
Minita Clark	\$ 69.67	\$ 267.71
Mirna Janet Mejia		\$ 279.00
Missael Corral		\$ 249.00
Mitchell R Cohen		\$ 154.80
Modesta Cruz	\$ 144.64	\$ 144.64
Mohamed Ibrahim		\$ 78.00
Mohammad Ordoubadi		\$ 73.00
Monroe High School		\$ 390.00
Montserrat Peralta		\$ 750.00
Monte Murray		\$ 196.00
Moon Grad Services		\$ 2,776.07
Moore, John		\$ 249.00
Moorpark College		\$ 400.00
Morro Bay High School		\$ 650.00
Moxie Road, Inc (Five Star Painting of Woodland Hills)		\$ 127,765.02
Mt. San Antonio College		\$ 450.00
Music Theatre International		\$ 2,920.00
Mutual of Omaha	\$ 1,095.49	\$ 13,158.58
N2Y LLC		\$ 9,099.87
Nannie Thirteen		\$ 2,000.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Nasco Education LLC		\$ 1,077.08
NASSP		\$ 770.00
Natalie Mekjian		\$ 414.14
Nathan McClung		\$ 122.00
Nathan Shibata		\$ 1,687.07
Nelson Bae		\$ 218.00
Nettime Solutions LLC		\$ 650.00
Newbury Park High School		\$ 1,875.00
Niche.com, Inc.		\$ 11,242.50
Nicole Gamez		\$ 1,698.18
Niki Watrin		\$ 236.14
Niky's Sports - Santa Monica, Inc.	\$ 151.11	\$ 151.11
Noah Barnett		\$ 15.00
NoRedInk Corp.	\$ 10,450.00	\$ 21,750.00
Northwest Evaluation Association		\$ 51,525.00
Novel Electronic Designs, Inc.		\$ 449.00
Oaks Christian School		\$ 325.00
Old New York & Deli Bakery Co., Inc		\$ 487.23
Olivia Amigo		\$ 2,000.00
OnSolve Intermediate Holding Company		\$ 9,900.00
Ontario HS		\$ 400.00
ORACLE Enterprises	\$ 14,912.70	\$ 74,030.64
Oscar Cabrera		\$ 208.00
Oscar Dorado		\$ 83.00
Pablo Mejia		\$ 98.00
Pablo T Sela		\$ 550.00
Pacific Appliance Repair Services Inc.		\$ 926.00
Pacific Floor Company, Inc		\$ 17,250.00
Pacifica HS NJROTC		\$ 10,741.45
Palmer Hamilton LLC		\$ 821,144.36
Paragon MSP LLC		\$ 25,000.00
Parrish Higa		\$ 149.00
Pat Bresnahan		\$ 4,500.00
Paul Cohen		\$ 196.00
Paul Gonzalez		\$ 146.00
Paul Mar		\$ 139.00
Paul Roberts		\$ 73.00
Paul Rodarte		\$ 208.00
Paul Scola		\$ 20.50
PBWS Architects, LLP		\$ 11,693.00
Pearison Incorporated (Band Shoppe)		\$ 1,422.65
Pearson Education NCS Pearson, Inc.		\$ 620.00
PenServ Plan Services	\$ 36,390.87	\$ 340,478.21
Petri Byrd		\$ 1,000.00
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 388.64	\$ 4,769.75
Phillip Galindo		\$ 97.00
Picture Perfect Graphics		\$ 4,665.36
Piece of Mind Care Services	\$ 232,214.85	\$ 1,079,871.55
Pinstripes, Inc.		\$ 14,297.85
Pitney Bowes		\$ 2,083.96

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
PNK enterprises, Inc (Anderson Trophy Co.)		\$ 602.09
Poghos Baliyan		\$ 278.00
Poria Rakhsha		\$ 150.00
Porta Phone Company, Inc.		\$ 1,351.25
Porter Valley Country Club		\$ 5,343.50
PowerSchool Holdings LLC (PowerSchool Group LLC)		\$ 31,903.03
PPLSI	\$ 165.60	\$ 1,656.00
Privatizer Technologies, LLC		\$ 1,340.13
Pro Quick Draw, LLC		\$ 435.81
Pro-Ed, Inc.		\$ 83.00
Project Lead The Way, Inc.		\$ 14,253.63
ProjectRISEmusic.com LLC		\$ 2,750.00
PTM Document Systems, Inc.		\$ 1,085.12
Puja Savla		\$ 149.22
Purchase Power (Pitney Bowes)	\$ 520.99	\$ 2,756.16
Pyramid Pipe & Supply Co.		\$ 2,160.55
Rachel M Markenson		\$ 1,000.00
Rafael Bonilla		\$ 151.00
Rajan Dosaj		\$ 286.00
Ralph Jordan		\$ 146.00
Ralph Peck		\$ 196.00
Randy Sreden		\$ 98.00
Rares Simedrea		\$ 13,500.00
Raudel Ramirez		\$ 86.46
Raul Flores		\$ 234.00
Ray Allen Holt		\$ 455.00
Ray Lombardo		\$ 312.00
Redondo Union High School		\$ 450.00
Remo System Inc		\$ 525.00
Rent-It		\$ 4,058.66
Republic Services, Inc. (Advanced Chemical Transport LLC		\$ 3,837.52
Respondus, Inc.		\$ 4,045.00
Restore Worldwide, Inc.		\$ 2,500.00
Ric Collingwood		\$ 294.00
Ricardo Jimenez		\$ 89.00
Richard A Lozano		\$ 222.00
Richard Guzman	\$ 98.00	\$ 98.00
Richard Russell		\$ 241.56
Ridge Sports		\$ 1,932.00
Riverside Assessments, LLC (Riverside Insights)		\$ 1,369.98
Robert Guzman		\$ 661.00
Robert Hacker		\$ 98.00
Robert Jiron		\$ 481.00
Robert L Clayton III		\$ 73.00
Robert Neal Brannon		\$ 500.00
Robert Potter		\$ 98.00
Robert Quirarte		\$ 98.00
Robert Ritter		\$ 139.00
Robolink, Inc.		\$ 11,656.62
Robotics Education and Competition Foundation, Inc		\$ 1,680.00

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

Vendor Name	Jun 2024	YTD TOTAL
Robyn Lyon		\$ 1,107.13
Rockler Companies, Inc.		\$ 8,200.57
Roger Nelson		\$ 98.00
Ronald Cole		\$ 122.00
Ronald Flaherty		\$ 26,189.40
Rosalinda Montague		\$ 15.96
Roth Staffing Companies, LP	\$ 5,797.89	\$ 17,882.44
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 9,850.00	\$ 64,475.00
Rudolph Nicolas Brown		\$ 443.56
Ruel Poticar		\$ 161.00
Russell Paje	\$ 350.31	\$ 350.31
Ryan Fobel		\$ 234.00
Ryan Guinto		\$ 3,609.33
Sacramento County of Education		\$ 240.00
Sacred Heart High School (Cross Country)		\$ 480.00
Samira Sharifi		\$ 25.00
Samuel Crutcher		\$ 100.00
San Joaquin County Office of Education		\$ 1,200.00
San Pedro High School Student Body		\$ 186.04
Sandra Delgado	\$ 107.15	\$ 151.44
Santa Clara High School		\$ 475.00
Santa Monica Mountains Youth Cycling, Inc.		\$ 800.00
Sara Ramadan		\$ 89.00
Sarah Kwon		\$ 150.00
Savage, Adam		\$ 192.00
Savvas Learning Company LLC		\$ 334,616.26
Scenario Learning, LLC (Vector Solutions)		\$ 8,096.70
SCHEIB Pest Solutions inc	\$ 1,000.00	\$ 10,362.00
Scholastic, Inc		\$ 680.96
School Nurse Supply		\$ 1,239.28
School Services of California, Inc.		\$ 5,385.00
Scoot Education Inc	\$ 472,780.09	\$ 1,486,478.43
Scott Billbruck		\$ 1,200.00
Scott Harrold		\$ 208.00
SCSBOA		\$ 2,400.00
Sebastian Torres		\$ 85.00
Security Alarm Specialists, Inc.	\$ 28,650.83	\$ 42,976.24
Sedi Amirkhani		\$ 149.00
Seema Cecil		\$ 88.80
Self Insured Schools of California	\$ 350,400.78	\$ 4,298,910.31
Self Insured Schools of California - Flex Plan		\$ 4,249.80
Seroj Baghrmian		\$ 78.00
Shahin Torosian		\$ 413.00
Shannon McDonald		\$ 139.92
Sharon Lenderman		\$ 25.00
Sharon Markenson		\$ 3,000.00
Sharp Remodeling Inc Db a Dr. Roof		\$ 24,502.50
Shay Diamant		\$ 85.00
Shayan Afzali		\$ 151.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
Sheikh, Adil		\$ 161.00
Sheraton Mission Valley		\$ 9,100.24
Sierra Ferrante		\$ 500.00
Simi Valley High School		\$ 1,550.00
Simone M Mueller		\$ 25,673.25
Simun Psychological Assessment Group PC		\$ 6,000.00
Sisters of Notre Dame - La Reina High School & Middle School		\$ 330.00
SJM Industrial Radio		\$ 395.00
Slam Jam Basketball		\$ 1,050.00
Sly Graphics Corp	\$ 3,412.90	\$ 8,762.20
Smart & Final	\$ 92.17	\$ 3,418.55
SoCal Yearbooks Workshop	\$ 3,920.00	\$ 6,035.00
SoCalGas	\$ 20.05	\$ 263.07
Soccer.com (Sports Endeavors, Inc.)		\$ 8,518.29
Softchoice Corporation		\$ 20,379.68
Solupay Merchant		\$ 6,192.76
Solutions TechNType Inc.		\$ 1,300.00
Sophia Pham		\$ 14.06
Sophia Saravia		\$ 348.34
SOS Survival Products, Inc.		\$ 7,717.76
Southern California Journalism Education Association		\$ 375.00
Southern California News Group		\$ 3,250.00
Southern California Vocal Association		\$ 1,100.00
Southwest Restaurant Supply	\$ 27,500.36	\$ 27,500.36
Spectrum Enterprise 4201		\$ 674.25
Spectrum Enterprise 7801		\$ 11,024.35
Splashtop Inc.		\$ 1,596.00
Sportboardz LLC		\$ 535.00
Sports Warehouse (Tennis Warehouse)		\$ 4,616.05
Square Signs LLC dba Front Signs		\$ 1,400.00
Sreeja Dorepally		\$ 500.00
St Francis High School		\$ 500.00
Staples Business Advantage		\$ 7,792.26
Stats Medic LLC		\$ 2,293.90
Stefanie Bero	\$ 340.91	\$ 2,502.34
Steno Agency, Inc.	\$ 1,057.30	\$ 3,889.65
Stephanie Bedran		\$ 7.50
Stephanie Cruz		\$ 176.00
Stephanie Franklin		\$ 22,246.28
Sterling Venue Ventures LLC (Canyon Club)		\$ 11,826.00
Steven Montalvo		\$ 276.00
Stonefire Grill		\$ 2,729.54
STS education		\$ 2,244.76
Sunway, Inc		\$ 1,958.95
SUSAN MOCHIRFATEMI		\$ 437.05
Suzanne Lee Schuster		\$ 318.90
Sweetwater Sound Inc.		\$ 81,807.13
Sylvia Yi		\$ 165.38
Taft CHS	\$ 493.84	\$ 493.84
Tara Knight		\$ 431.80

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
TBP Productions, LLP (SNO Sites)		\$ 895.00
Team Play Events		\$ 19,107.17
Ted Lamoureaux		\$ 122.00
Telemedia Trainco Holdings LLC (eFoodHandlers)	\$ 2,300.00	\$ 5,240.00
Terrence Littlefield		\$ 208.00
Tessondra Williams		\$ 234.00
Texas Life Insurance Company	\$ 482.93	\$ 8,423.80
TGP Enterprises, Inc. (Trans Gas Propane)	\$ 383.12	\$ 383.12
The AmGraph Group		\$ 10,657.47
The Cleaning Company Inc. (Squeaky Cleaning)		\$ 395.00
The College Board		\$ 400.00
The Cruz Center		\$ 1,718.75
The Help Group-North Hills Prep School	\$ 12,505.08	\$ 68,800.64
The Home Depot Commercial Account		\$ 5,059.26
The Honor Cord Company		\$ 428.00
The Master's University and Seminary		\$ 600.00
The Memory Project		\$ 450.00
The Print Spot		\$ 23,197.28
The Ronald Reagan Presidential Foundation		\$ 1,254.30
The Shredders	\$ 438.00	\$ 3,255.00
The Webstaurant Store, Inc.		\$ 719.27
Thomas Praxedes		\$ 555.00
Thomas Tenney		\$ 98.00
Thomas W. O'Mara Plumbing Inc		\$ 1,500.00
Thousand Oaks High School		\$ 900.00
Tina's Flower & Gifts		\$ 312.55
T-Mobile US, Inc.	\$ -	\$ 17,361.84
TNI Architects Inc.		\$ 22,433.75
Tom Nassraway		\$ 77.00
Tomik Baghrmian		\$ 278.00
Tony Campos		\$ 122.00
Tony Crittendon		\$ 245.00
Total Education Solutions (TES Therapy)	\$ 625.00	\$ 2,077.50
TPW, Inc. (Super Worksheets(DBA), I know It(DBA)		\$ 375.00
Training Industry, Inc		\$ 1,895.00
Triad Sports Group Inc (Bownet Sports, ICE20)		\$ 1,156.04
Trophyman/Best Buy Trophy		\$ 974.56
Troy E Allen		\$ 1,000.00
Turf Team, Inc.		\$ 38,796.00
Turnitin, LLC		\$ 38,700.00
Ty Green		\$ 73.00
Tyler Trapani		\$ 246.38
Tyrone Clark		\$ 122.00
U.S Bank PARS Account #6746022400		\$ 19,227.64
U.S. Bank National Association	\$ 31,095.33	\$ 292,855.90
U.S. Bank National Association (OPEB)	\$ 220,000.00	\$ 2,640,000.00
UC Regents (UCLA)		\$ 500.00
UCLA Extension		\$ 2,100.00
ULINE, INC.		\$ 12,035.43
Underwood Family Farms		\$ 360.00

El Camino Real Charter High School
Vendor YTD
June 2024

Vendor Name	Jun 2024	YTD TOTAL
United Rentals (North America), INC		\$ 5,320.32
United States Academic Decathlon		\$ 1,953.38
UTLA	\$ 17,621.16	\$ 192,526.13
Valencia High School		\$ 550.00
Valley High School and Learning Cetner, Inc.		\$ 2,163.38
Valley Industry Commerce Association		\$ 1,300.00
Van Nuys HS		\$ 240.00
Vania Rodriguez		\$ 70.69
Varsity Spirit Fashions		\$ 10,939.76
Ventura County Office of Education Business		\$ 23,825.00
Verizon Wireless		\$ 6,347.84
Veronica Ocana		\$ 10,596.92
Vex Robotics, Inc		\$ 2,173.23
Victor Balderas		\$ 234.00
Victor Garay		\$ 159.30
Victor Garay		\$ 120.40
Victory Team Apparel, INC (OMNI CHEER)		\$ 380.74
Vidigami Inc. (Picaboo Yearbooks)		\$ 129.61
Village Christian		\$ 675.00
Vincent Duran	\$ 98.00	\$ 98.00
Vincent Ramirez		\$ 299.00
Vindiyani Senarathne	\$ 45.92	\$ 45.92
Vista Paint Corporation		\$ 2,856.71
Vynell Henderson		\$ 210.00
Wall Brothers Construction, Inc.		\$ 34,300.00
Wallwisher, Inc. (Padlet)		\$ 1,250.00
Walsworth Yearbooks		\$ 600.00
Wendy Rivera		\$ 73.00
Wenger Corporation		\$ 8,349.71
Wes Charek (Wespower Electrical, Inc.)	\$ 2,537.38	\$ 9,663.22
Wespac Plan Services, LLC		\$ 250.00
West Hills Communication Corp		\$ 1,415.13
West Music Company, Inc DBA Percussion Source		\$ 4,009.74
West Ranch High School Band Boosters		\$ 250.00
Westlake High School		\$ 564.80
White's Studios, Inc.		\$ 3,299.79
Wilfred Molina		\$ 88.00
Will Geer's Theatricum Botanicum		\$ 1,087.50
Will Shill		\$ 84.00
William Cherigate		\$ 295.00
William Wong		\$ 700.00
Winter Guard Association of Southern California		\$ 725.00
Winter Guard International (WGI Sport of the Arts)		\$ 545.00
WM Corporate services, INC	\$ 440.75	\$ 9,366.25
Wolcott, Chuck		\$ 83.00
Woodbridge High School		\$ 550.00
Woodland Hills Country Club		\$ 16,549.85
Wooly Learning, Inc. (Senor Wooly)		\$ 810.00
World Unispec		\$ 12,029.85
WorldStrides Specialty Travel Programs		\$ 148,392.00

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

Vendor Name	Jun 2024	YTD TOTAL
Xavier Deckard		\$ 123.00
Yantzer brothers heating and air inc		\$ 28,408.87
Youth Communication New York Center, Inc.		\$ 55.00
Zach Kozek		\$ 312.00
Zevy Malmeth	\$ 2,000.00	\$ 10,340.00
Ziat Zahur		\$ 178.07
Zuhair Falod	\$ 24.74	\$ 24.74
Grand Total	\$ 2,055,135.70	\$ 22,864,602.67

Check Register

Account: 1796 Checking

El Camino Real HS

July 2024

Grand Total \$ **958,840.35**

Check									
Date	Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID	
7/2/2024	19536	Marissa Dominguez	CharterSAFE Summit	83.19	Jul 2024	General Operations	Conference		
7/2/2024	19537	Sally Duffy	05/24 Reimbursement Peer Counselor Meeting	126.74	Jul 2024	General Operations	Non Instructional Materials		
7/2/2024	19538	Total Education Solutions (TES Therapy)	02/24 INV 7455616 TES Therapy	500.00	Jul 2024	Special Education	Instructional Consulting		
7/2/2024	19539	Cart Mart Inc.	INV 25576 Golf Cart Repair	3,992.16	Jul 2024	General Operations	Repairs		
7/2/2024	19540	Mutual of Omaha	INV 001719846730 Voluntary Disability Insurance 06/24	1,213.24	Jul 2024	General Operations	Benefits		
7/2/2024	19541	School)	DUBNOFF 04/24	5,538.32	Jul 2024	Special Education	Instructional Consulting		
7/2/2024	19542	Administrative Services CO-OP DbA Yellow Cab	INV 18950 04/24	2,688.00	Jul 2024	Special Education	Transportation		
7/3/2024	19543	AT&T (CALNET)	05/24 INV#000021742256 BAN#9391080024 Phone Line	29.12	Jul 2024	General Technology	Communications		
7/3/2024	19544	AT&T 9132	05/24 Inv# 9123039805 Acct# 831-000-9132 154 5G Line	1,781.50	Jul 2024	General Technology	Communications		
7/3/2024	19545	Security Alarm Specialists, Inc.	Audio System for the Football Field 75% Deposit	100,238.80	Jul 2024	General Operations	Capital		
7/3/2024	19546	Sweetwater Sound Inc.	40989674 instructional student supplies	7,675.75	Jul 2024	Arts/Music Block Grant	Instructional Supplies		
7/3/2024	19547	AT&T (CALNET)	05/24 INV#000021742258 BAN#9391080027 Phone Line	29.13	Jul 2024	General Technology	Communications		
7/3/2024	19548	Prisila Canales	Softball Pizza	36.04	Jul 2024	General Athletics	Non Instructional Materials		
7/3/2024	19549	The Help Group-North Hills Prep School	INV ELC0424NHP Special Ed Services 04/24	6,327.54	Jul 2024	Special Education	Instructional Consulting		
7/8/2024	19550	Sweetwater Sound Inc.	inv 40988687 sweet water supplies	6,318.11	Jul 2024	Arts/Music Block Grant	Instructional Supplies		
7/8/2024	19551	Sweetwater Sound Inc.	inv 41143635 sweet water supplies	10,219.62	Jul 2024	Arts/Music Block Grant	Instructional Supplies		
7/8/2024	19552	Sweetwater Sound Inc.	inv 41143636 sweet water supplies	3,853.31	Jul 2024	Arts/Music Block Grant	Instructional Supplies		
7/8/2024	19553	Sweetwater Sound Inc.	inv 41144022 instructional student supplies	72.28	Jul 2024	Arts/Music Block Grant	Instructional Supplies		
7/8/2024	19554	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	inv 27849260 2023 Order for English Textbooks	13,903.30	Jul 2024	General Academic	Textbooks		
7/8/2024	19555	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	inv 29260728 2023 Order for English Textbooks	13,731.55	Jul 2024	General Academic	Textbooks		
7/8/2024	19556	Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	inv 29913594 2023 Order for English Textbooks	13,903.30	Jul 2024	General Academic	Textbooks		
7/8/2024	19557	Total Education Solutions (TES Therapy)	05/24 INV 8040391 TES Therapy	125.00	Jul 2024	Special Education	Instructional Consulting		
7/8/2024	19558	FedEx	06/14/24 INV 8-531-05982 FedEx Express Services	50.87	Jul 2024	General Operations	Communications		
7/8/2024	19559	Effectual Educational Consulting Services	INV 12467 Consulting Services 04/24	165.00	Jul 2024	Special Education	Instructional Consulting		
7/8/2024	19560	AFSCME District Council 36	05/24 Union Dues	0.00	Jul 2024	General Operations	Benefits	Voided	
7/8/2024	19561	U.S Bank PARS Account #6746022400	05/24 #6746022400 PARS Contributions	1,223.20	Jul 2024	General Operations	Benefits		
7/8/2024	19562	Sharon Markenson	INV 735 2024 Coaching	3,000.00	Jul 2024	General Operations	Non Instructional Consulting		
7/8/2024	19563	CONFIDENTIAL	07/07/24 Settlement agreement	0.00	Jul 2024	Special Education	Legal	Voided	
7/8/2024	19564	Alyssa Lee	INV 6062 Graduation information video	600.00	Jul 2024	General Operations	Non Instructional Materials		
7/8/2024	19565	Alyssa Lee	INV 6063 Award Booklets	165.00	Jul 2024	General Operations	Non Instructional Materials		
7/9/2024	19566	The Shredders	05/24 INV CINV-053153 Shredding	252.00	Jul 2024	General Operations	Non Instructional Consulting		
7/9/2024	19567	WM Corporate services, INC	07/24 inv 0670340-4801-6 Waste Management Services on Shoup	446.08	Jul 2024	General Operations	Utilities		
7/9/2024	19568	Emilie Larew	LRP Special Education Legal Conference	226.06	Jul 2024	Special Education	Conference		
7/9/2024	19569	AT&T (CALNET)	06/24 INV#000021887980 BAN#9391080024 Phone Line	29.12	Jul 2024	General Technology	Communications		
7/9/2024	19570	AT&T (CALNET)	05/24 INV#000021887981 BAN#9391080026 Phone Line	32.82	Jul 2024	General Technology	Communications		
7/9/2024	19571	AT&T (CALNET)	06/24 INV# 000021887984 BAN#9391080076 Phone Line	28.99	Jul 2024	General Technology	Communications		
7/9/2024	19572	LADWP	24-Jun 6968788886 Shoup Utilities	7,556.08	Jul 2024	General Operations	Utilities		
7/9/2024	19573	M & S Technology Group, LLC (The Circle)	04/24 inv 186752 MPS	2,251.78	Jul 2024	General Technology	Repairs		
7/9/2024	19574	Wes Charek (Wespower Electrical, Inc.)	inv 2456 Electrical outlet remodel for the new media center	25,000.00	Jul 2024	General Operations	Capital		
7/9/2024	19575	AT&T (CALNET)	06/24 INV#000021887982 BAN#9391080027 Phone Line	29.13	Jul 2024	General Technology	Communications		
7/9/2024	19576	Countdown Printables	INV 31931-1 Stoles for Senior Awards	3,632.83	Jul 2024	General Academic	Non Instructional Materials		
7/9/2024	19577	Vex Robotics, Inc	INV 740974 Supplies for Robotics	548.61	Jul 2024	Scholastic Groups	Non Instructional Supplies		
7/9/2024	19578	Brad Wright	09/2023 meeting meals reimbursement	36.00	Jul 2024	General Operations	Non Instructional Materials		
7/9/2024	19579	Brad Wright	23-24 meeting meals reimbursement	369.48	Jul 2024	General Operations	Non Instructional Materials		
7/9/2024	19580	Patrick Carew	INV 1158 graduation filming	1,250.00	Jul 2024	General Operations	Non Instructional Consulting		
7/10/2024	19581	Barbara Stanoff	Step Team Competition	0.00	Jul 2024	Scholastic Groups	Field Trips	Voided	
7/10/2024	19582	Ryan Guinto	Santa Monica High School Site Visit	202.68	Jul 2024	General Operations	Mileage		
7/10/2024	19583	Henry Schein	inv 45938638 Athletic Trainer Supplies	2,411.19	Jul 2024	General Athletics	Non Instructional Materials		
7/10/2024	19584	Henry Schein	inv 46276019 Athletic Trainer Supplies	641.46	Jul 2024	General Athletics	Non Instructional Materials		
7/10/2024	19585	Henry Schein	inv 45938632 Athletic Trainer Supplies	3,336.60	Jul 2024	General Athletics	Non Instructional Materials		
7/10/2024	19586	Westlake High School	2024 Conejo Valley Kickoff Tournament Girls Basketball Make Checks Payable to: WHS GBB Booster Club	885.00	Jul 2024	General Athletics	Fees		
7/10/2024	19587	College Board	inv A251015791 AP Testing Supplies	4,720.00	Jul 2024	General Academic	Fees		
7/10/2024	19588	Burroughs Girls Basketball	2024 Burroughs Girls Summer League	0.00	Jul 2024	General Athletics	Fees	Voided	
7/10/2024	19589	Alyssa Lee	INV 6061 Presidential certificates	702.55	Jul 2024	General Operations	Non Instructional Materials		
7/10/2024	19590	McCaia Company	INV 126287A	1,870.15	Jul 2024	General Operations	Operations Supplies		
7/15/2024	19591	Arac Promotions	For self-selected reading and diversity materials	4,599.00	Jul 2024	Lottery Restricted	Textbooks		

Check Register

Account: 1796 Checking

El Camino Real HS

July 2024

Grand Total \$ 958,840.35

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
7/15/2024	19592	T-Mobile US, Inc.	24-July 969604280 - WiFi Student Hot Spots	400.00	Jul 2024	ESSER III	Communications	
7/15/2024	19593	SoCalGas	06/24 Gas Charges for Shoup Acct 163 513 3769 2	20.41	Jul 2024	General Operations	Utilities	
7/16/2024	19594	So Cal Resurfacing Inc	2897 Refinishing Tennis Courts deposit	0.00	Jul 2024	General Operations	Repairs	Voided
7/16/2024	19595	Purchase Power (Pitney Bowes)	inv 0017360421 Meter Refill Acct # 8000 9090 0876 5336	209.36	Jul 2024	General Operations	Communications	
7/16/2024	19596	FedEx	06/24 FedEx Express Services	50.54	Jul 2024	General Operations	Communications	
7/16/2024	19597	Purchase Power (Pitney Bowes)	06/24 Meter Refill Acct # 8000 9090 0876 5336	440.59	Jul 2024	General Operations	Communications	
7/16/2024	19598	LACOE, Los Angeles County Office of Education	24*1866 FY2023-2024 billing for network services	0.00	Jul 2024	General Operations	Non Instructional Consulting	Voided
7/16/2024	19599	Chris Valencia	Reimbursement	108.16	Jul 2024	General Operations	Operations Supplies	
7/17/2024	19600	Moxie Road, Inc (Five Star Painting of Woodland Hills)	INV 11025-1 Mail Boxes Repair & Refinish	3,680.00	Jul 2024	General Operations	Repairs	
7/17/2024	19601	CIF LA City Section	Inv#1824 CIF fees 2024-25	0.00	Jul 2024	General Athletics	Fees	Voided
7/17/2024	19602	The Help Group-North Hills Prep School	INV ELC0624NHP Special Ed Services 05/24	6,477.54	Jul 2024	Special Education	Instructional Consulting	
7/17/2024	19603	Valley High School and Learning Center, Inc.(Dubnoff School)	DUBNOFF 03/24	4,153.74	Jul 2024	Special Education	Instructional Consulting	
7/17/2024	19604	Valley High School and Learning Center, Inc.(Dubnoff School)	DUBNOFF 05/24	5,797.92	Jul 2024	Special Education	Instructional Consulting	
7/17/2024	19605	Christy White Accountancy Corporation (Christy White, Inc.)	INV 21408 22-23 Audit	2,046.50	Jul 2024	General Operations	Legal	
7/18/2024	19606	Child and Family Guidance Center	06/24 Special Ed Services Northpoint	2,879.32	Jul 2024	Special Education	Instructional Consulting	
7/19/2024	19607	Accelerate Education Incorporated	INV 7059 contract 24-25 for Accelerate curriculum for Independent Study Progra	625.00	Jul 2024	Lottery Unrestricted	Subscriptions	
7/19/2024	19608	Eduardo Pulido	2024 Gradnight Refund	275.00	Jul 2024	ASB General	Field Trips	
7/19/2024	19609	The Help Group-North Hills Prep School	INV ELC0624NHP Special Ed Services 06/24	1,513.70	Jul 2024	Special Education	Instructional Consulting	
7/19/2024	19610	AP fb0 EdLogical Group Corp	06/24 INV 901723 Non-Special Edlogical Services	9,117.50	Jul 2024	ESSER III	Instructional Consulting	
7/18/2024	19611	Aeries Software	CALPADS EOY 1, 2 & 3 - Reporting & Analysis / CALPADS EOY 1, 2 & 3 - Reporting & Analysis	100.00	Jul 2024	Lottery Unrestricted	Subscriptions	
7/18/2024	19612	Alison Yedor	AP Span Lang Materials Bundle	497.00	Jul 2024	General Academic	Instructional Materials	
7/18/2024	19613	Alison Yedor	Materials for W.L. Retreat	120.23	Jul 2024	General Academic	Instructional Materials	
7/19/2024	19614	California State University, Northridge	INV UI524871 08/15/23-06/01/24 Acct number 200004049	9,000.00	Jul 2024	General Operations	Non Instructional Consulting	
7/19/2024	19615	Henry Rosales	06/24 Gardening Invoice for Shoup	1,000.00	Jul 2024	General Operations	Non Instructional Consulting	
7/22/2024	19616	Child and Family Guidance Center	05/24 Special Ed Services Northpoint	6,502.29	Jul 2024	Special Education	Instructional Consulting	
7/22/2024	19617	Bargreen Ellingson Inc	Account=30925759	0.00	Jul 2024	Cafeteria	Supplies	Voided
7/22/2024	19618	Aeries Software	Software Annual License: 2024-2025 Aeries (SIS) cloud hosting services	0.00	Jul 2024	Lottery Unrestricted	Subscriptions	Voided
7/23/2024	19619	Sweetwater Sound Inc.	inv 39922353 Band Equipment	7,694.56	Jul 2024	Arts/Music Block Grant	Instructional Supplies	
7/18/2024	19620	Zabrina Zahariades	Supplies for Classroom	0.00	Jul 2024	General Academic	Instructional Supplies	Voided
7/24/2024	19621	AssistX Education, LLC	2024-2025 Instructional Application Renewal: ClassPolicy	6,000.00	Jul 2024	Lottery Unrestricted	Subscriptions	
7/24/2024	19622	SkillsUSA, Inc.	INV 33250 Learning curriculum	3,375.00	Jul 2024	CTE	Instructional Supplies	
7/24/2024	19623	Edpuzzle, Inc.	INV 14569 Instructional Application Renewal: Edpuzzle 2024-2025	3,360.00	Jul 2024	Lottery Unrestricted	Subscriptions	
7/24/2024	19624	St. Moritz Security Services, Inc.	INV 14139069 & 14140222 Security through 05/10-06/06	9,248.10	Jul 2024	General Operations	Security	
7/24/2024	19625	St. Moritz Security Services, Inc.	INV 14137093 & 14138017 Security through 04/12-05/09/2024	10,253.55	Jul 2024	General Operations	Security	
7/24/2024	19626	Moxie Road, Inc (Five Star Painting of Woodland Hills)	INV 11078-1 Deferred Maintenance: Painting for Student Store	9,170.00	Jul 2024	Deferred Maintenance	Repairs	
7/24/2024	19627	Moxie Road, Inc (Five Star Painting of Woodland Hills)	Deferred Maintenance: Re-painting of the tennis court	18,325.00	Jul 2024	Deferred Maintenance	Capital	
7/24/2024	19628	Moxie Road, Inc (Five Star Painting of Woodland Hills)	Deferred Maintenance: Painting for Plant Manager's office	8,270.00	Jul 2024	Deferred Maintenance	Repairs	
7/24/2024	19629	Wall Brothers Construction, Inc.	inv 521B Stadium Audio Speaker and Amplifier concrete pads	0.00	Jul 2024	General Operations	Capital	Voided
7/25/2024	19630	Victor Garay	Buildings and Grounds Supplies	27.64	Jul 2024	General Operations	Operations Supplies	
7/25/2024	19631	Guadalupe Paez	Home Depot	0.00	Jul 2024	General Operations	Operations Supplies	Voided
7/25/2024	19632	Guadalupe Paez	Home Depot	41.36	Jul 2024	General Operations	Operations Supplies	
7/29/2024	19633	Michelle A Buchanan	INV 200 Test questions and indexed answer keys	250.00	Jul 2024	General Academic	Instructional Materials	
7/29/2024	19634	Justin Adams	Supplies for PM Office and Mailroom	76.66	Jul 2024	General Operations	Operations Supplies	
7/29/2024	19635	Adam C Luna	INV 300 Test questions and indexed answer keys	250.00	Jul 2024	General Academic	Instructional Materials	
7/29/2024	19636	Adam Markenson	INV 300 Test questions and indexed answer keys	250.00	Jul 2024	General Academic	Instructional Materials	
7/29/2024	19637	Jostens, Inc	INV 2705 ECR Decathlon Champ Rings	2,311.96	Jul 2024	Scholastic Groups	Non Instructional Materials	
7/29/2024	19638	WGY Solutions LLC	ECRCHS-2024-07 Additional Materials for the PA system installation	1,348.30	Jul 2024	General Operations	Capital	
7/29/2024	19639	E3 Diagnostics Inc.	Hearing device Calibration	190.00	Jul 2024	Special Education	Non Instructional Consulting	
7/29/2024	19640	Law Offices of Young, Minney & Corr, LLP	INV 11041 Legal Services 07/02/24	25,782.25	Jul 2024	General Operations	Legal	
7/30/2024	19641	Elvis R Merida	07/2024 Services	2,250.00	Jul 2024	General Operations	Non Instructional Consulting	
7/30/2024	19642	Shelley Mark	Reimbursement for health Benefits Overpayment	40.15	Jul 2024	General Operations	Benefits	
7/30/2024	19643	UTLA	06/24 UTLA Union Dues	17,494.34	Jul 2024	General Operations	Benefits	
7/30/2024	19644	U.S Bank PARS Account #6746022400	06/24 #6746022400 PARS Contributions	4,041.16	Jul 2024	General Operations	Benefits	
7/30/2024	19645	AFSCME District Council 36	05/24 Union Dues	1,929.96	Jul 2024	General Operations	Benefits	
7/30/2024	19646	Wes Charek (Wespower Electrical, Inc.)	Football Field Audio System Electrical	1,965.40	Jul 2024	General Operations	Capital	

Check Register

Account: 1796 Checking

El Camino Real HS

July 2024

Grand Total \$ 958,840.35

Check									
Date	Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID	
7/30/2024	19647	Rockler Companies, Inc.	inv 11977257 Equipment Replenishment	2,738.15	Jul 2024	CTE	Instructional Materials		
7/30/2024	19648	Rockler Companies, Inc.	inv 11977713 Equipment Replenishment	459.88	Jul 2024	CTE	Instructional Materials		
7/30/2024	19649	Marta Franco	7/23/24 Notary Service	15.00	Jul 2024	General Operations	Non Instructional Consulting		
7/30/2024	19650	AP fbo EdLogical Group Corp	05/24 INV 901601 Special Ed Services	5,422.13	Jul 2024	Special Education	Instructional Consulting		
7/30/2024	19651	AP fbo EdLogical Group Corp	05/24 INV 901602 Non-Special Edlogical Services	35,549.66	Jul 2024	ESSER III	Instructional Consulting		
7/30/2024	19652	Gardena Valley News	INV 35487 news paper printing	925.63	Jul 2024	General Academic - Scholastic Groups	Non Instructional Materials		
7/31/2024	19654	Veronica Ocana	INV 2467 PE Clothes for New School Year 2024-2025	11,135.44	Jul 2024	ASB General	ASB Supplies		
7/8/2024	SPACH2498	Self Insured Schools of California	06/30/24 SISC Flex FSA Fees	3,679.11	Jul 2024	General Operations	Benefits		
7/8/2024	SPACH2499	Figdesign Inc	INV 3623 Restoring, paining& rebranding scoreboard balance	4,993.37	Jul 2024	General Athletics	Capital		
7/8/2024	SPACH2500	Piece of Mind Care Services	INV 00309 ELD Dept. Students Support Services 00/00	425.00	Jul 2024	ESSER III	Instructional Consulting		
7/8/2024	SPACH2501	2563-4428	06/24 403(B) Plan 2563-4428 Charles Schwab	5,225.00	Jul 2024	General Operations	Benefits		
7/8/2024	SPACH2502	Instructure, Inc	INV 588533 Administrative Application Renewal: Canvas 2024-2025	34,840.00	Jul 2024	Lottery Unrestricted	Subscriptions		
7/8/2024	SPACH2503	AV Masters, Inc	INV 2405715 Graduation sound system, video, live streaming	37,039.05	Jul 2024	General Operations	Non Instructional Consulting		
7/8/2024	SPACH2504	Nicole Gamez	Food Handlers Card for summer school	60.00	Jul 2024	CTE	Instructional Materials		
7/8/2024	SPACH2505	Piece of Mind Care Services	INV 00000169 Independent Study Services 06/24	1,778.00	Jul 2024	ESSER III	Instructional Consulting		
7/9/2024	SPACH2506	Smart & Final	2023-2024 May Monthly Classroom 07-2024	130.72	Jul 2024	CTE	Instructional Supplies		
7/9/2024	SPACH2507	Niche.com, Inc.	INV15888 Marketing services	3,747.50	Jul 2024	Lottery Unrestricted	Marketing		
7/9/2024	SPACH2508	Scout Education Inc	6/12/24 inv 82663 Substitutes	2,260.00	Jul 2024	General Academic	Substitutes		
7/10/2024	SPACH2509	Judy McLean	INV 3219 Payroll Services 06/24	2,700.00	Jul 2024	General Operations	Non Instructional Consulting		
7/10/2024	SPACH2510	Front Porch. Inc dba Get More Math	INV2024-102370 School licensing 2024-2027	61,560.00	Jul 2024	Lottery Unrestricted	Subscriptions		
7/10/2024	SPACH2511	AWS	05/24 INV 1717032105 Amazon Web Services	2,989.02	Jul 2024	General Technology	Subscriptions		
7/10/2024	SPACH2512	Adobe Systems Incorporated	INV 2776657722 Software License: 2024-2025 Adobe Sign License	2,400.00	Jul 2024	Lottery Unrestricted	Subscriptions		
7/10/2024	SPACH2513	Scout Education Inc	5/29/24 inv 81170 Substitutes	2,260.00	Jul 2024	General Academic	Substitutes		
7/16/2024	SPACH2514	Amazon	INVOICE-1VWY-PY49-63HM	200.72	Jul 2024	General Operations	Non Instructional Materials		
7/16/2024	SPACH2515	Lindsey C. Surendranath Granted, Inc	CTE Services June - 322	2,250.00	Jul 2024	CTE	Non Instructional Consulting		
7/16/2024	SPACH2516	The Print Spot	inv 8137 9" x 12" pocket folders	2,538.75	Jul 2024	General Operations	Non Instructional Materials		
7/17/2024	SPACH2517	Piece of Mind Care Services	INV 00000168 Students Support Services 06/2024	16,839.15	Jul 2024	Special Education	Instructional Consulting		
7/17/2024	SPACH2518	Amazon	INVOICE-1VXF-MMFX-73TM	129.06	Jul 2024	General Operations	Non Instructional Materials		
7/17/2024	SPACH2519	AWS	06/24 INV 1749737885 Amazon Web Services	2,898.83	Jul 2024	General Technology	Subscriptions		
7/17/2024	SPACH2520	Cross Country Staffing, Inc.	INV DE102046 Psych Services - Special Ed Services 05/31/24	315.18	Jul 2024	Special Education	Instructional Consulting		
7/17/2024	SPACH2521	Infinity Communications & Consulting, Inc	(Re-issue Payment on hold) INV 15313 E-Rate Consulting Services Fee for FY202	12,750.00	Jul 2024	General Technology	Non Instructional Consulting		
7/17/2024	SPACH2522	ChildCare Careers, LLC (The Education Team)	INV 723932 Substitutes 06/03-06/07/2024	2,296.85	Jul 2024	Special Education	Substitutes		
7/18/2024	SPACH2523	SCHIEB Pest Solutions inc	Pest Control Services 11223 6/4/2024	1,000.00	Jul 2024	General Operations	Non Instructional Consulting		
7/18/2024	SPACH2524	Stephanie Franklin	Acadeca	1,476.77	Jul 2024	General Academic - Scholastic Groups	Field Trips		
7/18/2024	SPACH2525	Scout Education Inc	6/5/24 inv 82142 Substitutes	27,766.00	Jul 2024	General Academic	Substitutes		
7/19/2024	SPACH2526	Amazon	Alt Ed Supplies	399.25	Jul 2024	General Operations	Non Instructional Materials		
7/19/2024	SPACH2527	College Board	invoice-101579	2,925.36	Jul 2024	General Academic	Fees		
7/19/2024	SPACH2528	Amazon	Tech Supplies	465.66	Jul 2024	General Technology	Non Instructional Materials		
7/19/2024	SPACH2529	Softchoice Corporation	2024-2025 Microsoft Annual License Renewal	22,094.76	Jul 2024	Lottery Unrestricted	Subscriptions		
7/19/2024	SPACH2530	ChildCare Careers, LLC (The Education Team)	INV 717013 Substitutes 05/13-05/17/2024	2,296.85	Jul 2024	Special Education	Substitutes		
7/20/2024	SPACH2531	Amazon	invoice-1hxm-34ld-7xqv	91.38	Jul 2024	General Technology	Non Instructional Materials		
7/20/2024	SPACH2532	Scout Education Inc	5/29/24 inv 81169 Substitutes	45,834.00	Jul 2024	General Academic	Substitutes		
7/22/2024	SPACH2533	Inspire Communication, Inc	INV EC20240630 Speech-Language Services 06/24	7,055.00	Jul 2024	Special Education	Instructional Consulting		
7/23/2024	SPACH2534	Chartwells Division Services	inv 4034900198 6/17/24 Mr. Wood Meeting	28.00	Jul 2024	General Operations	Non Instructional Materials		
7/23/2024	SPACH2535	Project Lead The Way, Inc.	inv 440757 participation fee for 2023-24	5,400.00	Jul 2024	General Academic	Instructional Materials		
7/23/2024	SPACH2536	Active Internet Technologies LLC.	INV 066590 Comm. Core platform	9,000.00	Jul 2024	Lottery Unrestricted	Subscriptions		
7/24/2024	SPACH2537	Self Insured Schools of California	07/15 SISC Flex FSA Fees	202.23	Jul 2024	General Operations	Benefits		
7/24/2024	SPACH2538	Splashtop Inc.	INV23278773 2024-2025 Technology Application Renewal: Splashtop	1,691.76	Jul 2024	Lottery Unrestricted	Subscriptions		
7/24/2024	SPACH2539	Chartwells Division Services	inv 4034900188 5/7/24 Teacher Appreciation Luncheon	30.00	Jul 2024	General Operations	Non Instructional Materials		
7/25/2024	SPACH2540	Chartwells Division Services	inv 4034900160 11/14/23 Mr. Wood-Mr. Hussey Meeting	24.00	Jul 2024	General Operations	Non Instructional Materials		
7/25/2024	SPACH2541	Turnitin, LLC	2024-2025 Instructional Application Renewal: Turnitin	39,861.57	Jul 2024	Lottery Unrestricted	Subscriptions		
7/25/2024	SPACH2542	Stephanie Franklin	Acadeca Event	736.00	Jul 2024	General Academic - Scholastic Groups	Field Trips		
7/25/2024	SPACH2543	Chartwells Division Services	inv 4034900167 2/29/24 LAUSD Meeting (Mr. Wood)	48.00	Jul 2024	General Operations	Non Instructional Materials		
7/25/2024	SPACH2544	Amazon	For Ziat Zahur	148.39	Jul 2024	General Academic	Instructional Materials		

Check Register

Account: 1796 Checking

El Camino Real HS

July 2024

Grand Total \$ 958,840.35

Check								
Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
7/29/2024	SPACH2545	Harris School Solutions, a division of N. Harris Computer Corporation	ETRX0010499 - ELC900	1,582.50	Jul 2024	Cafeteria	Subscriptions	
7/29/2024	SPACH2546	Chartwells Division Services	INV 4034900192 Chemistry PLC retreat for 05/23/24	46.00	Jul 2024	General Operations	Non Instructional Materials	
7/29/2024	SPACH2547	GoTo Communications, Inc.	IN7103047615 VOIP Phone system	2,703.19	Jul 2024	General Technology	Communications	
7/31/2024	SPACH2548	Kami	2024-2025 Instructional Application Renewal: Kami	10,172.50	Jul 2024	Lottery Unrestricted	Subscriptions	
7/31/2024	SPACH2549	Sweetwater Sound Inc.	inv 40585801 Music Supplies	2,281.09	Jul 2024	Arts/Music Block Grant	Instructional Supplies	
7/31/2024	SPACH2550	Figdesign Inc	inv E2023-1933 A-G Posters deposit	2,164.97	Jul 2024	General Operations	Non Instructional Materials	
7/31/2024	SPACH2551	Biztech	Project IQ - Odoo ERP	24,540.00	Jul 2024	General Technology	Non Instructional Consulting	
7/31/2024	SPACH2552	Sweetwater Sound Inc.	sweet water supplies drama balance	36,616.05	Jul 2024	Arts/Music Block Grant	Instructional Supplies	

Check Register

Account: 1796 Checking

El Camino Real HS

June 2024

Grand Total \$ 1,389,447.57

Check									
Date	Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID	
6/3/2024	19456	Countdown Printables	INV 31925-1 Cords for seniors	\$ 6,422.17	Jun 2024	General Academic	Non Instructional Supplies		
6/3/2024	19457	AP fbo EdLogical Group Corp	03/24 INV 901314 Non-Special Edlogical Services	\$ 15,594.59	Jun 2024	ESSER III	Instructional Consulting		
6/3/2024	19458	AP fbo EdLogical Group Corp	03/24 INV 901313 Special Ed Services	\$ 4,542.63	Jun 2024	Special Education	Instructional Consulting		
6/3/2024	19459	AP fbo EdLogical Group Corp	04/24 INV 901459 Special Ed Services	\$ 4,690.50	Jun 2024	Special Education	Instructional Consulting		
6/3/2024	19460	Effectual Educational Consulting Services	INV 12311 Consulting Services 03/24	\$ 165.00	Jun 2024	Special Education	Instructional Consulting		
6/3/2024	19461	The Help Group-North Hills Prep School	INV ELC0124NHP Special Ed Services 01/24	\$ 4,663.84	Jun 2024	Special Education	Instructional Consulting		
6/3/2024	19462	Effectual Educational Consulting Services	INV 11987 Consulting Services 01/24	\$ 110.00	Jun 2024	Special Education	Instructional Consulting		
6/4/2024	19463	Jersey Mike's (MAC SUBS, Inc)	INV 1159 Mastery Connect Pilot Program 6/4/24	\$ 544.00	Jun 2024	General Academic	Non Instructional Consulting		
6/4/2024	19464	Roth Staffing Companies, LP	INV 16151384 dtd 04/26/2024	\$ 1,430.58	Jun 2024	General Operations	Non Instructional Consulting		
6/5/2024	19465	Angel Lerma	Padres Latinos Event	\$ 263.35	Jun 2024	ESSER III	Non Instructional Supplies		
6/5/2024	19466	Roth Staffing Companies, LP	INV 16146253	\$ 1,079.68	Jun 2024	General Operations	Non Instructional Consulting		
6/5/2024	19467	Henry Rosales	04/24-05/24 Gardening Invoice for Shoup	\$ 2,000.00	Jun 2024	General Operations	Non Instructional Consulting		
6/5/2024	19468	Law Offices of Young, Minney & Corr, LLP	05/24 Legal Services INV 10375	\$ 24,539.63	Jun 2024	General Operations	Legal		
6/5/2024	19469	Child and Family Guidance Center	04/24 Special Ed Services Northpoint	\$ 3,737.02	Jun 2024	Special Education	Instructional Consulting		
6/5/2024	19470	AP fbo EdLogical Group Corp	04/24 INV 901565 Non-Special Edlogical Services	\$ 22,673.55	Jun 2024	ESSER III	Instructional Consulting		
6/5/2024	19471	The Shredders	01/24 INV CINV-048404 Shredding	\$ 190.00	Jun 2024	General Operations	Non Instructional Consulting		
6/5/2024	19472	Niky's Sports - Santa Monica, Inc.	INV 102423 Replacement wheels	\$ 151.11	Jun 2024	General Athletics	Non Instructional Materials		
6/5/2024	19473	Mutual of Omaha	INV 001706201951 Voluntary Disability Insurance 05/24	\$ 1,095.49	Jun 2024	General Operations	Benefits		
6/5/2024	19474	The Help Group-North Hills Prep School	INV ELC1223NHP Special Ed Services 12/23	\$ 3,300.14	Jun 2024	Special Education	Instructional Consulting		
6/5/2024	19475	Flinn Scientific Inc.	2023-2024 Dissection Materials	\$ 863.60	Jun 2024	General Academic	Instructional Supplies		
6/5/2024	19476	Gardena Valley News	INV 32996, 33069 & 33377 News paper printing	\$ 2,700.26	Jun 2024	General Academic	Non Instructional Consulting		
6/6/2024	19477	Sly Graphics Corp	INV 10163 Balloons for graduation	\$ 3,412.90	Jun 2024	General Operations	Non Instructional Supplies		
6/6/2024	19478	Fence Factory Rentals	INV 667321 & 667322 fencing and ADA toilets for graduation	\$ 2,790.00	Jun 2024	General Operations	Rentals		
6/6/2024	19479	Bill Ferrell Co.	INV 38541 Stage assembly and removal for graduation ceremony	\$ 2,840.00	Jun 2024	General Academic	Non Instructional Supplies		
6/6/2024	19480	Sandra Delgado	Prof. Development - Lunch	\$ 107.15	Jun 2024	General Academic	Non Instructional Supplies		
6/6/2024	19481	The Shredders	12/23 Shredding INV CINV-046324	\$ 248.00	Jun 2024	General Operations	Non Instructional Consulting		
6/10/2024	19482	David L Hussey	Graduation Supplies	\$ 4,617.34	Jun 2024	General Academic	Non Instructional Supplies		
6/10/2024	19483	SoCalGas	05/24 Gas Charges for Shoup Acct 163 513 3769 2	\$ 20.05	Jun 2024	General Operations	Utilities		
6/10/2024	19484	WM Corporate services, INC	inv 0662586-4801-4 Waste Management Services on Shoup	\$ 440.75	Jun 2024	General Operations	Utilities		
6/10/2024	19485	Interquest Detection Canines	05/24 INV ECRCHS-0624 Canine Inspection	\$ 700.00	Jun 2024	Title IV	Non Instructional Consulting		
6/10/2024	19486	T-Mobile US, Inc.	24-June 969604280 - WiFi Student Hot Spots	\$ -	Jun 2024	ESSER III	Communications	VOID	
6/10/2024	19487	Purchase Power (Pitney Bowes)	05/24 Meter Refill Acct # 8000 9090 0876 5336	\$ 520.99	Jun 2024	General Operations	Communications		
6/11/2024	19488	Stefanie Bero	Check reissue PD	\$ 340.91	Jun 2024	Anti-Bias Grant	Non Instructional Supplies		
6/11/2024	19489	Roth Staffing Companies, LP	Invoice 16156468 dtd 5/10/24	\$ 809.76	Jun 2024	General Operations	Non Instructional Consulting		
6/12/2024	19490	Kardent	inv 2024309 Architectural, Structural, and Electrical Engineering plans	\$ 6,225.00	Jun 2024	General Operations	Non Instructional Consulting		
6/12/2024	19491	FedEx	inv 9-673-88972, 9-673-78553, 8-474-69257 FedEx Express Services	\$ 79.42	Jun 2024	General Operations	Communications		
6/13/2024	19492	Roth Staffing Companies, LP	INV# 16164086 - 5/26/24	\$ 809.76	Jun 2024	General Operations	Non Instructional Consulting		
6/13/2024	19493	Jackson Lewis P.C.	Invoice#8513161 dtd 5/15/2024	\$ 1,402.50	Jun 2024	General Operations	Legal		
6/12/2024	19494	NoRedInk Corp.	2024-2025 Virtual Training INV 23150	\$ 10,450.00	Jun 2024	Title II	Conference		
6/12/2024	19495	Baron Championship Rings Ltd.	INV 72434 Champ Rings	\$ 4,666.69	Jun 2024	General Athletics	Non Instructional Supplies		
6/12/2024	19496	Roth Staffing Companies, LP	INV 16159013 dtd 05/17/2024	\$ 809.76	Jun 2024	General Operations	Non Instructional Consulting		
6/13/2024	19497	Minita Clark	PD Meeting Reimbursement	\$ 69.67	Jun 2024	General Academic	Non Instructional Materials		
6/13/2024	19498	California Charter Schools Association	CCSA 2024	\$ -	Jun 2024	General Academic	Conferece	VOID	
6/13/2024	19499	Taft CHS	Track Fees: April 26, 2024 & May 3, 2024 Make Check payable to Taft CHS	\$ 493.84	Jun 2024	General Athletics	Fees		
6/13/2024	19500	AT&T 0810	24-Jun 818 716-0810 246	\$ 371.34	Jun 2024	General Technology	Communications		
6/14/2024	19501	The Help Group-North Hills Prep School	INV ELC0324NHP Special Ed Services 03/24	\$ 4,541.10	Jun 2024	Special Education	Instructional Consulting		
6/14/2024	19502	Phase II Systems (Public Agency Retirement Services - PARS	INV 55470 PARS ARS Fees Plan A5 - ARS11A 2/21	\$ -	Jun 2024	General Operations	Benefits	VOID	
6/14/2024	19503	Phase II Systems (Public Agency Retirement Services - PARS	INV 55470 PARS ARS Fees Plan A5 - ARS11A 2/21	\$ 388.64	Jun 2024	General Operations	Benefits		
6/14/2024	19504	TGP Enterprises, Inc. (Trans Gas Propane)	INV 336016 Propane	\$ 383.12	Jun 2024	General Operations	Non Instructional Supplies		
6/14/2024	19505	LACOE, Los Angeles County Office of Education	C-23538 LACOE Services 23-24 PD	\$ 4,000.00	Jun 2024	Title II	Conference		
6/14/2024	19506	Herff Jones LLC	cap and gowns for graduation 2024	\$ 18,551.50	Jun 2024	General Academic	Non Instructional Supplies		
6/14/2024	19507	Wes Charek (Wespower Electrical, Inc.)	Additional Electrical Outlet and Circuit for the library	\$ 2,537.38	Jun 2024	General Operations	REpairs		
6/14/2024	19508	California Charter Schools Association	CCSA 2024	\$ 5,800.00	Jun 2024	General Academic	Conferece		
6/14/2024	19509	Telemedia Trainco Holdings LLC (eFoodHandlers)	INVOICE-T-38727	\$ 2,300.00	Jun 2024	CTE	Fees		
6/17/2024	19510	818 Cleaners	INV 159041 FCCLA Jacket Cleaning	\$ 247.20	Jun 2024	CTE	Non Instructional Consulting		
6/17/2024	19511	Steno Agency, Inc.	INV 838096 dtd 01/19/2024	\$ 1,057.30	Jun 2024	General Operations	Legal		
6/17/2024	19512	CONFIDENTIAL	Legal Settlement Student #130028	\$ -	Jun 2024	Special Education	Legal	VOID	
6/17/2024	19513	Fresno County Superintendent of Schools	2024-2025 Cyber High subscription	\$ 12,500.00	Jun 2024	General Academic	Subscriptions		
6/17/2024	19514	Dora Rojas	Padres Latinos Event 5/5/2024	\$ 96.40	Jun 2024	ESSER III	Non Instructional Supplies		

Check Register

Account: 1796 Checking

El Camino Real HS

June 2024

Grand Total \$ 1,389,447.57

Check									
Date	Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID	
6/17/2024	19515	Jesus Contreras	Swim Equipment Storage Bins	\$ 29.73	Jun 2024	General Athletics	Non Instructional Supplies		
6/18/2024	19516	CONFIDENTIAL	Legal Settlement Student #130028	\$ 4,412.50	Jun 2024	Special Education	Legal		
6/18/2024	19517	Effectual Educational Consulting Services	INV 12137 Consulting Services 02/24	\$ 247.50	Jun 2024	Special Education	Instructional Consulting		
6/18/2024	19518	ICON School Management	INV 1697 06/2024 Charter School Consulting	\$ 3,500.00	Jun 2024	General Operations	Non Instructional Consulting		
6/20/2024	19519	Southwest Restaurant Supply	Invoice-30906	\$ 18,960.96	Jun 2024	Cafeteria	Non Capitial Equipment		
6/21/2024	19520	Southwest Restaurant Supply	INV30905 Cafeteria Supplies	\$ 8,539.40	Jun 2024	Cafeteria	Non Capitial Equipment		
6/24/2024	19521	UTLA	05/2024 UTLA Union Dues	\$ 17,621.16	Jun 2024	General Operations	Benefits		
6/25/2024	19522	Security Alarm Specialists, Inc. Harris School Solutions, a division of N. Harris Computer Corporation	inv 2644 Capitalization Project: 50% equipment shipping	\$ 28,650.83	Jun 2024	General Operations	Capital		
6/25/2024	19523		INVETRMN0003513	\$ 2,847.51	Jun 2024	Cafeteria	Subscriptions		
6/26/2024	19524	Global Alumni Corp	06/2024 leadership Workshop	\$ 2,755.00	Jun 2024	General Academic	Conference		
6/26/2024	19525	215 1 SUSAN MOCHIRFATEMI	American Association of Teachers of French	\$ 182.50	Jun 2024	General Academic	Non Instructional Supplies		
6/26/2024	19526	Roth Staffing Companies, LP	INV 16153921 dtd 5/3/24	\$ 858.35	Jun 2024	General Operations	Non Instructional Consulting		
6/26/2024	19527	Department of Justice (State of CA)	INV 741272 & 727872 Fingerprint Apps 04- 05/24	\$ 320.00	Jun 2024	General Operations	Fingerprinting		
6/26/2024	19528	Jackson Lewis P.C.	INV 8532614 dtd 06/13/2024	\$ 1,457.50	Jun 2024	General Operations	Legal		
6/26/2024	19529	Total Education Solutions (TES Therapy)	04/24 INV 78446950 TES Therapy	\$ 281.25	Jun 2024	Special Education	Instructional Consulting		
6/26/2024	19530	Total Education Solutions (TES Therapy)	03/24 INV 7685152 TES Therapy	\$ 343.75	Jun 2024	Special Education	Instructional Consulting		
6/27/2024	19531	AT&T 6340	24-May 818 888-6340 TES	\$ 371.34	Jun 2024	General Technology	Communications		
6/27/2024	19532	AT&T 8815	24-Jun 818 884-8815 516	\$ 420.40	Jun 2024	General Technology	Communications		
6/27/2024	19533	AT&T 9221	24-May 818 887-9221 130	\$ 740.91	Jun 2024	General Technology	Communications		
6/28/2024	19534	Law Offices of Young, Minney & Corr, LLP	INV 10546 Legal Services 06/24	\$ 15,866.05	Jun 2024	General Operations	Legal		
6/28/2024	19535	Law Offices of Young, Minney & Corr, LLP	INV 10851 SPED Legal Services 06/24	\$ 6,157.00	Jun 2024	General Operations	Legal		
6/21/2024	ACH240621-01	Harland Clarke	INV # 5038536 FOR 05/24	\$ 210.52	Jun 2024	General Operations	Non Instructional Supplies		
6/21/2024	ACH240621-02	U.S. Bank National Association	CC payment 6539 05-27-2024	\$ 31,095.33	Jun 2024	General Operations	Various		
6/1/2024	SPACH2411	ChildCare Careers, LLC (The Education Team)	INV 712457 Substitutes 04/29/24-05/03/2024	\$ 2,296.85	Jun 2024	General Academic	Substitutes		
6/1/2024	SPACH2412	ChildCare Careers, LLC (The Education Team)	INV 714883 Substitutes 05/06/24-05/10/2024	\$ 2,296.85	Jun 2024	General Academic	Substitutes		
6/1/2024	SPACH2413	Figdesign Inc	Backdrops for graduation ceremony	\$ 1,386.81	Jun 2024	General Academic	Non Instructional Supplies		
6/1/2024	SPACH2414	Scout Education Inc	INV 58350 - 11/20/23	\$ 40,636.00	Jun 2024	General Academic	Substitutes		
6/1/2024	SPACH2415	Piece of Mind Care Services	INV 0000164 Students Support Services 04/24	\$ 106,832.10	Jun 2024	Special Education	Instructional Consulting		
6/4/2024	SPACH2416	Figdesign Inc	E2023-1885 graduation tickets and programs	\$ 1,606.17	Jun 2024	General Academic	Non Instructional Supplies		
6/4/2024	SPACH2417	MG Express Inc.	INV 2440 Field Trips	\$ 5,400.00	Jun 2024	General Academic	Field Trip		
6/5/2024	SPACH2418	Amazon	INVOICE-1GKQ-PHPP-13J4	\$ 1,549.19	Jun 2024	General Academic	Instruconal Supplies		
6/5/2024	SPACH2419	Melissa Ann Charters	CTEIG Grant	\$ 1,204.91	Jun 2024	CTE	Field Trip		
6/5/2024	SPACH2420	Amazon	INVOICE-1DYN-H4FY-66NX	\$ 2,953.76	Jun 2024	General Academic	Instruconal Supplies		
6/5/2024	SPACH2421	Amazon	INVOICE-11K6-VGXD-3GMX	\$ 370.69	Jun 2024	General Technology	Non Instructional Supplies		
6/5/2024	SPACH2422	Amazon	INVOICE-17P9-D7LQ-4PXY	\$ 261.12	Jun 2024	General Operations	Non Instructional Supplies		
6/5/2024	SPACH2423	Amazon	I would like to order supplies for the ECR Flex Program	\$ 426.38	Jun 2024	General Academic	Instruconal Supplies		
6/5/2024	SPACH2424	Amazon	INVOICE-1KPG-NY3N-7DTL	\$ 594.17	Jun 2024	General Academic	Instruconal Supplies		
6/5/2024	SPACH2425	Amazon	INVOICE-1RRC-Q6RC-3RQG	\$ 469.16	Jun 2024	General Operations	Non Instructional Supplies		
6/5/2024	SPACH2426	Smart & Final	2023-2024 May Monthly Classroom	\$ 92.17	Jun 2024	CTE	Instructional Supplies		
6/5/2024	SPACH2427	Amazon	INVOICE-14XJ-19FJ-YPPC	\$ 131.88	Jun 2024	General Operations	Non Instructional Supplies		
6/5/2024	SPACH2428	Amazon	Precut tennis balls for graduation chairs	\$ 525.57	Jun 2024	General Operations	Non Instructional Supplies		
6/5/2024	SPACH2429	Amazon	Supplies for Biology Department Experiments and Student Supplies	\$ 863.92	Jun 2024	General Academic	Instructional Supplies		
6/5/2024	SPACH2430	Amazon	INVOICE-1G1J-3NMP-3TPF	\$ 50.13	Jun 2024	General Academic	Instruconal Supplies		
6/5/2024	SPACH2431	RPS El Camino Real Charter HS Charles Schwab & Co, Inc.	2563-4428						
6/5/2024	SPACH2432	Chartwells Division Services	03/29/24 403(B) Plan 2563-4428 Charles Schwab	\$ 4,925.00	Jun 2024	General Operations	Benefits		
6/5/2024	SPACH2433	Chartwells Division Services	INV 4034900194 Senior awards Night 5/30/24	\$ 33.00	Jun 2024	General Academic	Non Instructional Supplies		
6/7/2024	SPACH2433	Scout Education Inc	INV 71897 - LONG TERM SUBS - 3/20/24	\$ 2,260.00	Jun 2024	General Academic	Substitutes		
6/7/2024	SPACH2434	Scout Education Inc	INV# 75938 - LONG TERM SUB 4/24/24	\$ 2,712.00	Jun 2024	General Academic	Substitutes		
6/7/2024	SPACH2435	Amazon	inspection mirrors for graduation	\$ 101.82	Jun 2024	General Operations	Non Instructional Supplies		
6/7/2024	SPACH2436	Scout Education Inc	INV 74940 - LONG TERM SUBS 4/17/24	\$ 2,260.00	Jun 2024	General Academic	Substitutes		
6/7/2024	SPACH2437	Amazon	honors cords for AP Art seniors	\$ 348.75	Jun 2024	General Academic	Instruconal Supplies		
6/7/2024	SPACH2438	Amazon	INVOICE-1FF9-PYX-7NCN	\$ 526.50	Jun 2024	General Academic	Instruconal Supplies		
6/8/2024	SPACH2439	Scout Education Inc	LONG TERM SUB - 2/20/24	\$ 904.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2440	Scout Education Inc	INV 71896 - 3/20/24	\$ 34,423.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2441	Scout Education Inc	SPECIAL ED SUBS - 2/14/24	\$ 1,315.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2442	RPS El Camino Real Charter HS Charles Schwab & Co, Inc.	2563-4428						
6/8/2024	SPACH2443	RPS El Camino Real Charter HS Charles Schwab & Co, Inc.	05/31/24 403(B) Plan 2563-4428 Charles Schwab	\$ 4,925.00	Jun 2024	General Operations	Benefits		
6/8/2024	SPACH2443	Scout Education Inc	INV# 75937 - SUBS 4/24/24	\$ 43,077.00	Jun 2024	General Academic	Substitutes		

Check Register

Account: 1796 Checking

El Camino Real HS

June 2024

Grand Total \$ 1,389,447.57

Check									
Date	Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID	
6/8/2024	SPACH2444	Scoot Education Inc	INV #78024 - LONG TERM SUBS	\$ 2,260.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2445	Scoot Education Inc	INV# 76970 - SUBS 5/1/24	\$ 36,959.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2446	Scoot Education Inc	INV# 78023 - 5/8/24	\$ 37,831.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2447	Scoot Education Inc	SUBS - 2/20/2024	\$ 38,791.00	Jun 2024	General Academic	Substitutes		
6/8/2024	SPACH2448	Scoot Education Inc	INV# 76971 - LONG TERM SUBS 5/1/24	\$ 1,808.00	Jun 2024	General Academic	Substitutes		
6/10/2024	SPACH2449	Scoot Education Inc	SUBS - 2/28/24	\$ 28,523.29	Jun 2024	General Academic	Substitutes		
6/10/2024	SPACH2450	Scoot Education Inc	SUBS - 2/14/24	\$ 33,140.55	Jun 2024	General Academic	Substitutes		
6/12/2024	SPACH2451	Figdesign Inc	E2023-1886 street corner signs and banners for graduation	\$ 415.90	Jun 2024	General Academic	Non Instructional Supplies		
6/12/2024	SPACH2452	Amazon	invoice-1pvj-94ll6q7	\$ 451.29	Jun 2024	General Technology	Non Instructional Supplies		
6/12/2024	SPACH2453	Figdesign Inc	3620 Backdrops for graduation ceremony remaining balance	\$ 1,386.81	Jun 2024	General Academic	Non Instructional Supplies		
6/12/2024	SPACH2454	Judith Ponce	Mileage	\$ 14.20	Jun 2024	General Operations	Mileage		
6/12/2024	SPACH2455	Scoot Education Inc	INV 74939 - SUBS 4/17/24	\$ 37,208.25	Jun 2024	General Academic	Substitutes		
6/12/2024	SPACH2456	Self Insured Schools of California	05/31/24 SISC Flex FSA Fees	\$ 4,049.11	Jun 2024	General Operations	Benefits		
6/12/2024	SPACH2457	Amazon	Order for rosalia montague	\$ 201.04	Jun 2024	General Academic	Instructional Supplies		
6/12/2024	SPACH2458	Figdesign Inc	E2023-1884 Installation and removal of graduation banners	\$ 750.00	Jun 2024	General Academic	Non Instructional Supplies		
6/12/2024	SPACH2459	Lindsey C. Surendranath Granted, Inc	CTE Services May - 321	\$ 2,250.00	Jun 2024	CTE	Non Instructional Consulting		
6/13/2024	SPACH2460	ChildCare Careers, LLC (The Education Team)	INV 719690 Substitutes 05/20-05/24/2024	\$ 2,296.85	Jun 2024	General Academic	Substitutes		
6/13/2024	SPACH2461	Mary M Bush	05/01-06/07/2024 Counseling	\$ 6,757.50	Jun 2024	Special Education	Instructional Consulting		
6/14/2024	SPACH2462	Epic Sports, Inc.	Boys Volleyball 2024 Order Quote#267457	\$ 1,793.63	Jun 2024	General Athletics	Non Instructional Supplies		
6/15/2024	SPACH2463	Amazon	Culinary Supplies	\$ 654.07	Jun 2024	CTE	Instructional Supplies		
6/15/2024	SPACH2464	Amazon	student council	\$ 1,875.60	Jun 2024	ASB General	Instructional Supplies		
6/17/2024	SPACH2465	Impact Philanthropy Group (Sage SoCal)	June 1, 2024 Health Mental Services	\$ 38,000.00	Jun 2024	ESSER III	Instructional Consulting		
6/17/2024	SPACH2466	Allied Private Investigations & Security Services, LLC	INV ELC 2316 Security Services 04/01-04/30/24	\$ 64,621.50	Jun 2024	General Operations	Security		
6/17/2024	SPACH2467	Golden Star Technology, Inc	INV INV96725 Main campus Outdoor and Shoup access points	\$ 36,208.37	Jun 2024	General Technology	Capital		
6/17/2024	SPACH2468	GoTo Communications, Inc.	INV IN7102980829 VOIP Phone system	\$ 2,698.81	Jun 2024	General Technology	Communications		
6/18/2024	SPACH2469	Amazon	I would like to order supplies for the ECR Flex Program	\$ 28.35	Jun 2024	General Academic	Instructional Supplies		
6/18/2024	SPACH2470	Amazon	INVOICE-1HLV-4LV7-FPPF	\$ 76.63	Jun 2024	General Academic	Instructional Supplies		
6/18/2024	SPACH2471	Amazon	office supplies for Dean's Office	\$ 54.69	Jun 2024	General Academic	Instructional Supplies		
6/18/2024	SPACH2472	Amazon	INVOICE-1TVH-NHPW-6FTX	\$ 28.46	Jun 2024	General Academic	Instructional Supplies		
6/18/2024	SPACH2473	GoTo Communications, Inc.	INV IN7102877304 VOIP Phone system	\$ 2,681.78	Jun 2024	General Technology	Communications		
6/18/2024	SPACH2474	Amazon	invoice-1CN3-NDG3-J44W	\$ 156.94	Jun 2024	General Academic	Instructional Supplies		
6/21/2024	SPACH2475	Piece of Mind Care Services	INV 00308 ELD Dept. Students Support Services 00/00	\$ 5,163.75	Jun 2024	Title I	Instructional Consulting		
6/21/2024	SPACH2476	Piece of Mind Care Services	INV 00000167 Independent Study Services 05/24	\$ 11,936.75	Jun 2024	ESSER III	Instructional Consulting		
6/21/2024	SPACH2477	Judy McLean	05/2024 Payroll Services INV 3217	\$ 2,487.50	Jun 2024	General Operations	Non Instructional Consulting		
6/21/2024	SPACH2478	Piece of Mind Care Services	INV 00000166 Students Support Services 05/24	\$ 108,282.25	Jun 2024	Special Education	Instructional Consulting		
6/24/2024	SPACH2479	Cross Country Staffing, Inc.	INV DE101398 Psych Services - Special Ed Services 05/7/24	\$ 235.23	Jun 2024	Special Education	Instructional Consulting		
6/24/2024	SPACH2480	Self Insured Schools of California	06/15/24 SISC Flex FSA Fees	\$ 572.23	Jun 2024	General Operations	Benefits		
6/25/2024	SPACH2481	Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	INV 21576681 dtd 05/15/2024	\$ 5,746.00	Jun 2024	General Operations	Legal		
6/25/2024	SPACH2482	Scoot Education Inc	6/5/24 inv 82143 Substitutes	\$ 1,808.00	Jun 2024	General Academic	Substitutes		
6/25/2024	SPACH2483	SCHIEB Pest Solutions inc	INV 11151 Pest Solution inspections 5/6/2024	\$ 1,000.00	Jun 2024				
6/25/2024	SPACH2484	Cross Country Staffing, Inc.	INV DE101518 Psych Services - Special Ed Services 05/15/24	\$ 175.10	Jun 2024	Special Education	Instructional Consulting		
6/25/2024	SPACH2485	Figdesign Inc	E2023-1908 50% DEPOSIT - SCOREBOARD REBRAND/RESTORE	\$ 4,993.37	Jun 2024	General Athletics	Non Capital Equipment		
6/25/2024	SPACH2486	Scoot Education Inc	6/18/24 inv 833330 Substitutes	\$ 1,320.00	Jun 2024	General Academic	Substitutes		
6/25/2024	SPACH2487	Scoot Education Inc	5/15/24 inv 79046 Substitutes	\$ 2,260.00	Jun 2024	General Academic	Substitutes		
6/25/2024	SPACH2488	Inspire Communication, Inc	INV EC2024531 Speech-Language Services 05/24	\$ 24,310.00	Jun 2024	Special Education	Instructional Consulting		
6/26/2024	SPACH2489	Scoot Education Inc	6/12/24 inv 82662 Substitutes	\$ 32,742.00	Jun 2024	General Academic	Substitutes		
6/27/2024	SPACH2490	Amazon	NICOLE GAMEZ BAKING CLASS	\$ 654.07	Jun 2024	CTE	Instructional Supplies		
6/27/2024	SPACH2491	Amazon	For Sukhbir Dhilon	\$ 78.64	Jun 2024	General Academic	Instructional Supplies		
6/27/2024	SPACH2492	Amazon	OFFICE SUPPLIES FOR MAIN OFFICE	\$ 382.76	Jun 2024	General Operations	Non Instructional Supplies		
6/27/2024	SPACH2493	Amazon	Name plates	\$ 38.29	Jun 2024	General Operations	Non Instructional Supplies		
6/29/2024	SPACH2494	Scoot Education Inc	5/22/24 inv 80109 Substitutes	\$ 43,987.00	Jun 2024	General Academic	Substitutes		
6/29/2024	SPACH2495	Scoot Education Inc	5/22/24 inv 80110 Substitutes	\$ 2,260.00	Jun 2024	General Academic	Substitutes		
6/29/2024	SPACH2496	Scoot Education Inc	5/15/24 inv 79045 Substitutes	\$ 44,295.00	Jun 2024	General Academic	Substitutes		
6/29/2024	SPACH2497	LAUSD - Maintenance & Operations	INV 8617-2024-3 Facilities M & O Services performed at ECRCHS	\$ 101,733.01	Jun 2024	General Operations	Repairs		

Coversheet

Review and Vote on June and July 2024 Credit Card Statements

Section: V. Finance
Item: B. Review and Vote on June and July 2024 Credit Card Statements
Purpose: Vote
Submitted by:
Related Material: V.B - Credit Card - July 2024.pdf
V.B - Credit Card - June 2024.pdf

Credit Card Charges - 6/24/24 - 7/23/24

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2024/06/27	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$114.06	CTE	Instructional Supplies
2024/06/26	HOMEDEPOT.COM	Drama-Stage Equipment	DAVID HUSSEY	H.HUTSON	\$98.78	Prop 28- Arts Music	Instructional Supplies
2024/06/26	HOMEDEPOT.COM	Drama-Stage Equipment	DAVID HUSSEY	H.HUTSON	\$51.07	Prop 28- Arts Music	Instructional Supplies
2024/06/27	HOMEDEPOT.COM	Drama-Stage Equipment	DAVID HUSSEY	H.HUTSON	\$423.77	Prop 28- Arts Music	Instructional Supplies
2024/06/28	YOUCANBOOK.ME	Calendars	DAVID HUSSEY	F DELGADO	\$134.40	General Technology	Subscriptions
2024/07/01	GOOGLE ADS3277186211	Marketing ads	DAVID HUSSEY	R COVARRUBIAS	\$218.60	General Operations	Marketing
2024/07/03	365 DISPOSAL AND RECYCLIN	Rental	DAVID HUSSEY	R GUIINTO	\$76.30	General Operations	Rentals
2024/07/03	FILEMAKER.INC.	2024-2025 Instructional Application Renewal: Claris database for STS (Alt. Ed.)	DAVID HUSSEY	R GUIINTO	\$1,665.00	General Technology	Subscriptions
2024/07/02	THE HOME DEPOT #6632	Light Bulbs	DAVID HUSSEY	F DELGADO	\$1,075.83	General Operations	Supplies
2024/07/02	THE HOME DEPOT #6632	Light Bulbs	DAVID HUSSEY	F DELGADO	\$184.77	General Operations	Supplies
2024/07/05	365 DISPOSAL AND RECYCLIN	3 40yd rental - deposit	DAVID HUSSEY	R GUIINTO	(\$500.00)	General Operations	Rentals
2024/07/05	365 DISPOSAL AND RECYCLIN	3 40yd rental - deposit	DAVID HUSSEY	R GUIINTO	(\$287.50)	General Operations	Rentals
2024/07/08	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$270.49	General Operations	Supplies
2024/07/09	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$456.78	CTE	Instructional Supplies
2024/07/09	SCCOE CREDENTIAL PROGRAM	Special Ed Credential Program	DAVID HUSSEY	E LAREW	\$640.00	Special Ed COP	Conference
2024/07/11	FIVERR	June Board Meeting Minutes	DAVID HUSSEY	R GUIINTO	\$147.70	General Operations	Non Instructional Consutling
2024/07/12	YOUNG, MINNEY & CORR	Alt Ed Training	DAVID HUSSEY	D BENNETT	\$75.00	General Operations	Conference
2024/07/19	DIY HOME CENTER #13 AG	Light Bulbs	DAVID HUSSEY	F DELGADO	\$836.00	General Operations	Supplies
2024/07/23	EB TITLE IX TRAINING	Human Resource Training	DAVID HUSSEY	V RODRIGUEZ	\$100.00	General Operations	Conference
				HUSSEY TOTAL	\$ 5,781.05		
2024/07/03	SMARTANDFINAL 324	Food Class Supplies	GREGORY WOOD	N GAMEZ	\$390.10	CTE	Instructional Supplies
2024/07/05	NYLAS	Communications platform	GREGORY WOOD	R GUIINTO	\$495.78	Lottery Unrestricted	Subscriptions
2024/07/11	JETBLUE 2792158130403	DRAMA-Conference-New York	GREGORY WOOD	H HUSTON	\$651.21	Prop 28- Arts Music	Conference
2024/07/11	JETBLUE 2794448616583	DRAMA-Conference-New York	GREGORY WOOD	H HUSTON	\$25.00	Prop 28- Arts Music	Conference
2024/07/11	SMARTANDFINAL 324	Food Class Supplies	GREGORY WOOD	N GAMEZ	\$452.06	CTE	Instructional Supplies
2024/07/12	MAILCHIMP	Email blast	GREGORY WOOD	R GUIINTO	\$410.00	Lottery Unrestricted	Subscriptions
2024/07/16	DISCOUNTMUGS.COM	Teachers -PD Day	GREGORY WOOD	M CLARK	\$8,556.76	General Fundraising	Non Instructional Supplies
2024/07/23	REVOLVE LED	LED Stadium Lights	GREGORY WOOD	R GUIINTO	\$38,789.43	General Operations	Supplies
2024/07/23	CIVILIAN HOTEL	DRAMA-Conference-New York	GREGORY WOOD	H HUSTON	\$2,279.50	Prop 28- Arts Music	Conference
				WOOD TOTAL	\$ 52,049.84		
				Previous Balance	\$ 36,097.75		
				Monthly Total	\$ 57,830.89		
				Payments	\$ -		
				Statement Total	\$ 93,928.64		



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER
STATEMENT DATE 07-25-2024
AMOUNT DUE \$93,928.64
NEW BALANCE \$93,928.64
PAYMENT DUE ON RECEIPT



000002049 01 SP 106481095105618 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 009392864 009392864

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	\$36,097.75	\$58,618.39	\$0.00	\$0.00	\$0.00	\$787.50	\$0.00	\$93,928.64

NEW ACTIVITY

DAVID HUSSEY CREDITS PURCHASES CASH ADV TOTAL ACTIVITY
\$787.50 \$6,568.55 \$0.00 \$5,781.05

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24231684179012502063425	SMARTANDFINAL 324 510-851-8548 CA	114.06
06-28	06-26	24943014179010189071231	HOMEDEPOT.COM 800-430-3376 GA	98.78
06-28	06-26	24943014179010189293025	HOMEDEPOT.COM 800-430-3376 GA	51.07
07-01	06-27	24943014180010186627586	HOMEDEPOT.COM 800-430-3376 GA	423.77
07-01	06-28	74208474180000038203240	YOUCANBOOK.ME BEDFORD	134.40
07-02	07-01	24204294183001439992082	GOOGLE ADS3277186211 650-2530000 CA	218.60
07-04	07-03	24013394185000645004184	365 DISPOSAL AND RECYCLIN 888-4830836 CA	76.30
07-04	07-03	24692164185105036560408	FILEMAKER,INC. 800-325-2747 CA	1,665.00
07-04	07-02	24943014185010186251036	THE HOME DEPOT #6632 WOODLAND HLS CA	1,075.83
07-04	07-02	24943014185010186251580	THE HOME DEPOT #6632 WOODLAND HLS CA	184.77
07-08	07-05	74013394187001073011660	365 DISPOSAL AND RECYCLIN SUN VALLEY CA	500.00 CR
07-08	07-05	74013394187001073011686	365 DISPOSAL AND RECYCLIN SUN VALLEY CA	287.50 CR
07-08	07-08	24692164190108850231307	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
07-10	07-09	24231684191023810080104	SMARTANDFINAL 324 510-851-8548 CA	456.78
07-10	07-09	24493984192006908668902	SCCOE CREDENTIAL PROGRAM 408-453-6500 CA	640.00
07-11	07-11	24492154193719743225809	FIVERR 954-368-2267 NY	147.70
07-15	07-12	24492164194000041523130	YOUNG, MINNEY & CORR WWW.YMCLLEGAL. CA	75.00
07-22	07-19	24492154202011686476600	DIY HOME CENTER #13 AG 818-717-6323 CA	836.00
07-24	07-23	24492154205719816909780	EB TITLE IX TRAINING 801-413-7200 CA	100.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE DISPUTED AMOUNT
07/25/24 .00

PREVIOUS BALANCE 36,097.75
PURCHASES &
OTHER CHARGES 58,618.39

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

AMOUNT DUE

93,928.64

CREDITS 787.50
PAYMENTS .00

ACCOUNT BALANCE 93,928.64

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: 07-25-2024

NEW ACTIVITY					
GREGORY WOOD		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$52,049.84	\$0.00	\$52,049.84
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-04	07-03	24231684185018307439928	SMARTANDFINAL 324 510-851-8548 CA	390.10	
07-08	07-05	24011344187000070252089	NYLAS NYLAS.COM CA	495.78	
07-12	07-11	24055234193025775031522	JETBLUE 2792158130403 8005382583 NY HEIDI MS HUTSON 07-18-24 LAX B6 R EWR B6 V LAX	651.21	
07-12	07-11	24055234193025775032025	JETBLUE 2794448616583 8005382583 NY HEIDI MS HUTSON 12-31-22 JFK B6 V ORH	25.00	
07-12	07-11	24231684193025709063230	SMARTANDFINAL 324 510-851-8548 CA	452.06	
07-15	07-12	24793384194000003593071	MAILCHIMP 678-9990141 GA	410.00	
07-17	07-16	24000774198000013190865	DISCOUNTMUGS.COM DISCOUNTMUGS. FL	8,556.76	
07-24	07-23	24492164206000007877955	REVOLVE LED 171-43267705 GA	38,789.43	
07-24	07-23	24755424206732068137412	CIVILIAN HOTEL 551-2041659 NY 29875073 ARRIVAL: 07-18-24	2,279.50	

Department: 00000 Total: \$57,830.89
 Division: 00000 Total: \$57,830.89

Credit Card Charges - 5/24/24 - 6/24/24

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2024/05/27	AGUAVIDA PREMIUM WATER	staff water	DAVID HUSSEY	J CAMP	\$ 270.49	General Operations	Supplies
2024/05/27	AVIS RENT-A-CAR	STEP Team Car Rental	DAVID HUSSEY	DAVID HUSSEY	\$ 2,018.94	ASB	Trust - STEP
2024/05/27	AVIS RENT-A-CAR	STEP Team Car Rental	DAVID HUSSEY	DAVID HUSSEY	\$ 1,071.93	ASB	Trust - STEP
2024/05/28	YOUCANBOOK.ME	ADMISSIONS CALENDAR	DAVID HUSSEY	DAVID HUSSEY	\$ 134.40	General Technology	Subscriptions
2024/05/29	WWW.CASBO.ORG	CASBO Membership	DAVID HUSSEY	F DELGADO	\$ 4,375.00	ESSER III	Memberships
2024/05/29	FIVERR	April Board Meeting Minutes Transcription	DAVID HUSSEY	R GUINTO	\$ 89.68	General Technology	Non Instructional Consulting
2024/05/30	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$ 206.68	CTE	Instructional Materials
1900/12/08	WALMART.COM	student council	DAVID HUSSEY	M CLARK	\$ 343.16	ASB	Trust - Student Council
2024/06/01	GOOGLE*ADS3277186211	Marketing	DAVID HUSSEY	R COVARRUBIAS	\$ 209.11	General Operations	Marketing
2024/06/02	AVIS RENT-A-CAR	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 390.55	ASB	Trust - NJROTC
2024/06/02	HOLIDAY INN EXP BOUNTIFU	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 297.84	ASB	Trust - NJROTC
2024/06/02	HOLIDAY INN EXP BOUNTIFU	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 320.42	ASB	Trust - NJROTC
2024/06/02	HOLIDAY INN EXP BOUNTIFU	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 320.42	ASB	Trust - NJROTC
2024/06/03	TARGET.COM *	student council	DAVID HUSSEY	M CLARK	\$ 328.39	ASB	Trust - Student Council
2024/06/03	SOCAL NEWSPAPER GRP ADV	Advertising	DAVID HUSSEY	R COVARRUBIAS	\$ 324.81	General Operations	Marketing
2024/06/04	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$ 373.25	CTE	Instructional Materials
2024/06/04	ETOLLAVIS U73409010	STEP Team Car Rental	DAVID HUSSEY	E COLEMAN	\$ 134.80	ASB	Trust - STEP
2024/06/04	ETOLLAVIS U73409009	STEP Team Car Rental	DAVID HUSSEY	E COLEMAN	\$ 181.68	ASB	Trust - STEP
2024/06/04	DG LUMBER GROUP INC	FOOTBALL FIELD-PLYWOOD	DAVID HUSSEY	F DELGADO	\$ 4,418.00	General Operations	Supplies
2024/06/04	LOWES #01162*	LIGHTBULBS	DAVID HUSSEY	F DELGADO	\$ 932.41	General Operations	Supplies
2024/06/03	HOLIDAY INN CELEBRATION	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 572.80	ASB	Trust - NJROTC
2024/06/03	HOLIDAY INN CELEBRATION	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 529.68	ASB	Trust - NJROTC
2024/06/03	HOLIDAY INN CELEBRATION	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 529.68	ASB	Trust - NJROTC
2024/06/03	HOLIDAY INN CELEBRATION	NJROTC COMPETITION	DAVID HUSSEY	R FLAHERTY	\$ 572.80	ASB	Trust - NJROTC
2024/06/05	LOWES #01162*	LIGHTBULBS	DAVID HUSSEY	F DELGADO	\$ (290.35)	General Operations	Supplies
2024/06/05	STAPLS7633792133000001	FLEX-PROGRAM	DAVID HUSSEY	E COLEMAN	\$ 119.68	General Academic	Supplies
2024/06/05	LOWES #01162*	LIGHTBULBS	DAVID HUSSEY	F DELGADO	\$ 489.22	General Operations	Supplies
2024/06/04	PORTO'S BAKERY NORTHRI	PD-DAY END OF SCHOOL YEAR	DAVID HUSSEY	M CLARK	\$ 2,414.05	General Operations	Non Instructional Materials
2024/06/06	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$ 154.32	CTE	Instructional Materials
2024/06/06	DG LUMBER GROUP INC	WOOD-FOOTBALL FIELD PLYWOOD	DAVID HUSSEY	F DELGADO	\$ 1,049.75	General Operations	Supplies
2024/06/05	THE HOME DEPOT #1070	DRAMA EQUIPMENT	DAVID HUSSEY	H HUSTON	\$ 170.79	Arts/Music Block Grant	Supplies
2024/06/05	THE HOME DEPOT #1070	DRAMA EQUIPMENT	DAVID HUSSEY	H HUSTON	\$ 178.97	Arts/Music Block Grant	Supplies
2024/06/10	AGUAVIDA PREMIUM WATER	staff water	DAVID HUSSEY	J CAMP	\$ 270.49	General Operations	Supplies
2024/06/07	GOOGLE*ADS3277186211	Marketing	DAVID HUSSEY	R COVARRUBIAS	\$ 350.00	General Operations	Marketing
2024/06/12	FIVERR	6-6-24 Speical Board Meeting Minutes	DAVID HUSSEY	R GUINTO	\$ 34.65	General Technology	Non Instructional Consulting
2024/06/14	KNACK.COM	Tech application renewal	DAVID HUSSEY	R GUINTO	\$ 742.50	General Technology	Subscriptions
2024/06/15	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$ 337.09	CTE	Instructional Materials
2024/06/17	GOOGLE ADS3277186211	Marketing	DAVID HUSSEY	R COVARRUBIAS	\$ 500.00	General Operations	Marketing
2024/06/22	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUINTO	\$ 575.00	General Operations	Rentals
2024/06/22	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUINTO	\$ 500.00	General Operations	Rentals
2024/06/22	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUINTO	\$ 500.00	General Operations	Rentals

Credit Card Charges - 5/24/24 - 6/24/24

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2024/06/22	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUIINTO	\$ 575.00	General Operations	Rentals
2024/06/24	AGUAVIDA PREMIUM WATER	staff water	DAVID HUSSEY	J CAMP	\$ 270.49	General Operations	Supplies
2024/06/24	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUIINTO	\$ 500.00	General Operations	Rentals
2024/06/24	365 DISPOSAL AND RECYCLIN	3 40 yd Dumpster	DAVID HUSSEY	R GUIINTO	\$ 575.00	General Operations	Rentals
				HUSSEY TOTAL	\$ 28,963.57		
2024/06/05	NYLAS	Communications Data	GREGORY WOOD	R GUIINTO	\$ 495.78	General Technology	Subscriptions
2024/06/06	WIX.COM 1117044531	Football - Team website renewal	GREGORY WOOD	J SABOLIC	\$ 348.00	ASB	Trust - Football
2024/06/12	MAILCHIMP	E-mail communications blast	GREGORY WOOD	R GUIINTO	\$ 340.00	General Technology	Subscriptions
2024/06/11	PAYPAL *AALRR	Education Law On-Demand Summer Series	GREGORY WOOD	V RODRIGUEZ	\$ 299.00	General Operations	Conference
2024/06/25	SENNCO SOLUTIONS INC.	Tech Supplies	GREGORY WOOD	J ADAMS	\$ 5,921.89	ESSER III	Tech Supplies
				WOOD TOTAL	\$ 7,404.67		
				Previous Balance	\$ 31,095.33		
				Monthly Total	\$ 36,097.75		
				Payments	\$ (31,095.33)		
				Statement Total	\$ 36,097.75		



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER	
STATEMENT DATE	06-25-2024
AMOUNT DUE	\$36,097.75
NEW BALANCE	\$36,097.75
PAYMENT DUE ON RECEIPT	

000002340 01 SP 106481068671841 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

486691455526539 003609775 003609775

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	\$31,095.33	\$36,388.10	\$0.00	\$0.00	\$0.00	\$290.35	\$31,095.33	\$36,097.75

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS				TOTAL CORPORATE ACTIVITY	
				\$31,095.33CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-20	06-20	74798264172417200009505	PAYMENT-THANK YOU Q	31,095.33 PY	

NEW ACTIVITY

DAVID HUSSEY	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$290.35	\$28,983.43	\$0.00	\$28,693.08
Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-28	05-27	24941354149825734090090	AVIS RENT-A-CAR JAMAICA NY U734090092	2,018.94
05-28	05-27	24941354149825734090108	AVIS RENT-A-CAR JAMAICA NY U734090103	1,071.93
05-29	05-28	74208474149000035138688	YOU CAN BOOK.ME BEDFORD	134.40

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

ACCOUNT SUMMARY

STATEMENT DATE	DISPUTED AMOUNT
06/25/24	.00

PREVIOUS BALANCE	31,095.33
PURCHASES & OTHER CHARGES	36,388.10
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	290.35
PAYMENTS	31,095.33
ACCOUNT BALANCE	36,097.75

AMOUNT DUE

36,097.75

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: 06-25-2024

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-30	05-29	24011344151000004934747	WWW.CASBO.ORG WWW.CASBO.ORG CA	4,375.00
05-30	05-29	24492154150713795656798	FIVERR 954-368-2267 NY	89.68
05-31	05-30	24231684151083165129409	SMARTANDFINAL 324 510-851-8548 CA	206.68
06-03	06-01	24692164153108178683754	WALMART.COM 800-925-6278 AR	343.16
06-03	06-01	24803944154920006413695	GOOGLE*ADS3277186211 CC GOOGLE.COM CA	209.11
06-03	06-02	24941354155825746625819	AVIS RENT-A-CAR SALT LAKE CIT UT U746625810	390.55
06-03	06-02	24943004155796325461125	HOLIDAY INN EXP BOUNTIFU 3853242128 UT 0015263853242128 ARRIVAL: 05-31-24	297.84
06-03	06-02	24943004155796325484580	HOLIDAY INN EXP BOUNTIFU 3853242128 UT 0015273853242128 ARRIVAL: 05-31-24	320.42
06-03	06-02	24943004155796325505202	HOLIDAY INN EXP BOUNTIFU 3853242128 UT 0015283853242128 ARRIVAL: 05-31-24	320.42
06-04	06-03	244310641550830777322208	TARGET.COM * 800-591-3869 MN	328.39
06-04	06-03	24493984156886904001008	SOCAL NEWSPAPER GRP ADV 888-454-9588 CA	324.81
06-05	06-04	24231684156083165801770	SMARTANDFINAL 324 510-851-8548 CA	373.25
06-05	06-04	24430994157962584590620	ETOLLAVIS U73409010 800-482-0159 NY	134.80
06-05	06-04	24430994157962971090622	ETOLLAVIS U73409009 800-482-0159 NY	181.68
06-05	06-04	246392341569000011581599	DG LUMBER GROUP INC 818-7008844 CA	4,418.00
06-05	06-04	24692164156100692323998	LOWES #01162* WEST HILLS CA	932.41
06-05	06-03	24943004156970500146012	HOLIDAY INN CELEBRATION 4073964222 FL 0044874073964222 ARRIVAL: 04-18-24	572.80
06-05	06-03	24943004156970500546336	HOLIDAY INN CELEBRATION 4073964222 FL 0044904073964222 ARRIVAL: 04-18-24	529.68
06-05	06-03	24943004156970501161044	HOLIDAY INN CELEBRATION 4073964222 FL 0044934073964222 ARRIVAL: 04-18-24	529.68
06-05	06-03	24943004156970501431140	HOLIDAY INN CELEBRATION 4073964222 FL 0044964073964222 ARRIVAL: 04-18-24	572.80
06-06	06-05	74692164157101436622384	LOWES #01162* WEST HILLS CA	290.35 CR
06-06	06-05	24164074157105441604829	STAPLS7633792133000001 877-8267755 NJ	119.68
06-06	06-05	24692164157101619623527	LOWES #01162* WEST HILLS CA	489.22
06-06	06-04	24941684157400284019680	PORTO'S BAKERY NORTHRI GLENDALE CA	2,414.05
06-07	06-06	24231684158083165808609	SMARTANDFINAL 324 510-851-8548 CA	154.32
06-07	06-06	24639234158900012082538	DG LUMBER GROUP INC 818-7008844 CA	1,049.75
06-07	06-05	24943014158010196151187	THE HOME DEPOT #1070 WEST HILLS CA	170.79
06-07	06-05	24943014158010196152359	THE HOME DEPOT #1070 WEST HILLS CA	178.97
06-10	06-10	24692164162105138118292	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
06-10	06-07	24803944160920009306864	GOOGLE*ADS3277186211 CC GOOGLE.COM CA	350.00
06-13	06-12	24492154164745077877985	FIVERR 954-368-2267 NY	34.65
06-14	06-14	24011344166000011827978	KNACK.COM HTTPSWWW.KNAC.NC	742.50
06-17	06-15	24231684167004015262820	SMARTANDFINAL 324 510-851-8548 CA	337.09
06-18	06-17	24204294169000857490080	GOOGLE ADS3277186211 650-2530000 CA	500.00
06-24	06-22	24013394174005029008704	365 DISPOSAL AND RECYCLIN 888-4830836 CA	575.00
06-24	06-22	24013394174005029008712	365 DISPOSAL AND RECYCLIN 888-4830836 CA	500.00
06-24	06-22	24013394174005029008720	365 DISPOSAL AND RECYCLIN 888-4830836 CA	500.00
06-24	06-22	24013394174005029008787	365 DISPOSAL AND RECYCLIN 888-4830836 CA	575.00
06-24	06-24	24692164176106958150641	AGUAVIDA PREMIUM WATER 747-444-9637 CA	270.49
06-25	06-24	24013394176005442015458	365 DISPOSAL AND RECYCLIN 888-4830836 CA	500.00
06-25	06-24	24013394176005442015508	365 DISPOSAL AND RECYCLIN 888-4830836 CA	575.00

GREGORY WOOD

CREDITS
\$0.00

PURCHASES
\$7,404.67

CASH ADV
\$0.00

TOTAL ACTIVITY
\$7,404.67

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-06	06-05	24011344157000066087792	NYLAS NYLAS.COM CA	495.78
06-07	06-06	24011344158000065089640	WIX.COM 1117044531 WWW.WIX.COM CA	348.00
06-13	06-12	24793384164002303106071	MAILCHIMP 678-9990141 GA	340.00
06-14	06-11	24198804165423192716373	PAYPAL *AALRR 4029357733 CA	299.00
06-25	06-25	24692164177107771498869	SENNCO SOLUTIONS INC. 815-577-3400 IL	5,921.89



Company Name: EL CAMINO REAL CHS
Corporate Account Number:
Statement Date: 06-25-2024

Department: 00000 Total:	\$36,097.75
Division: 00000 Total:	\$36,097.75

Coversheet

Review and Vote on 2024-2025 Proposition 30 EPA Budget

Section: V. Finance
Item: C. Review and Vote on 2024-2025 Proposition 30 EPA Budget
Purpose: Vote
Submitted by:
Related Material: V.C - 2024-25 EPA Budget .pdf

**El Camino Real Charter High School
Education Protection Act Budget, 24-25**

62 - Charter School Enterprise Fund		1400
A. REVENUES		
1. LCFF Sources		
State Aid - Current Year	8011	0.00
Education Protection Account (EPA) - Current Year	8012	6,564,700.00
Total, LCFF Sources		6,564,700.00
6. TOTAL REVENUES		6,564,700.00
B. EXPENDITURES		
1. Certificated Salaries		
Certificated Teachers' Salaries	1100	4,350,000.00
Total, Certificated Salaries		4,350,000.00
3. Employee Benefits		
State Teachers' Retirement System, certificated	3101	830,850.00
OASDI/Medicare/Alternative, certificated	3301	63,075.00
Health & Welfare Benefits, certificated	3401	1,320,775.00
Total, Employee Benefits		2,214,700.00
9. TOTAL EXPENDITURES		6,564,700.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		0.00

Coversheet

Approve new Bank Account for Arbiter Pay

Section: V. Finance
Item: D. Approve new Bank Account for Arbiter Pay
Purpose: Vote
Submitted by:
Related Material: V.D - Trust Agreement — Arbiterpay.pdf



[Solutions](#) [Resources](#) [Pricing](#)
[Contact Us](#) [Sign Up Today](#)

[Login](#)

TRUST AGREEMENT

This TRUST AGREEMENT (this “**Agreement**”), dated as of November 30, 2020 (the “**Effective Date**”), is entered into by and between ArbiterSports, LLC dba ArbiterPay, a Utah limited liability company (the “**ArbiterSports**”), and Cache Valley Bank, a Utah corporation and Utah state chartered bank, not in its individual capacity but solely as trustee (“**Trustee**”).

RECITALS

WHEREAS, ArbiterSports operates an online scheduling and third-party payment processing business;

WHEREAS, Trustee is a state chartered bank authorized to accept and remit payments; and

WHEREAS, this Agreement sets forth the terms and conditions for the provision of the trust services (the “**Services**”) described herein and as set forth in the User Agreements for ArbiterPay Payors and Payees (collectively, the “**User Agreements**”) in place from time to time;

NOW, THEREFORE, in consideration of the premises and mutual covenants and agreements contained herein, the parties hereby agree as follows:

1. Trust Account

Trustee shall establish an account for the purpose of holding funds received in connection with this Agreement for the benefit of ArbiterPay Payors (as defined in the User Agreements) (the “**Trust Account**”). Trustee is a fiduciary of and owes its fiduciary duties to ArbiterPay Payors pursuant to the terms of the User Agreement. Notwithstanding its fiduciary responsibility to ArbiterPay Payors, upon proper instructions of ArbiterSports, as agent for the ArbiterPay Payors under the User Agreements, Trustee shall maintain the Trust Account; receive the deposited property; collect and receive the income and principal related to the property; and invest, disburse or otherwise dispose of the property or its proceeds. Trustee is not required to

[Solutions](#) [Resources](#) [Pricing](#)[Contact Us](#) [Sign Up Today](#)[Login](#)

2. Instructions from ArbiterSports

Outside of its normal responsibilities as Trustee, Trustee will not take any action unless instructed in writing by ArbiterSports, which instruction may be delivered electronically. Trustee shall have no liability for acting in accordance with such instructions. Trustee shall not be obligated to follow any instructions from ArbiterSports that, in the judgment of Trustee, may subject Trustee to liability or expense or require Trustee to prosecute or defend any action unless Trustee is indemnified in a manner and amount satisfactory to Trustee. In the event of any ambiguity or uncertainty in any notice, instruction or other communication received by Trustee, Trustee is authorized to refrain from taking any action other than retaining possession of the property in the Trust Account until Trustee receives written instructions from ArbiterSports that eliminate such ambiguity or uncertainty.

3. User Agreement

The parties agree that the User Agreements are hereby made a part of this Agreement and agree to be bound by their terms and conditions. ArbiterSports agrees to not make changes to any User Agreement that may affect the duties or liabilities of Trustee without obtaining the prior written approval of Trustee and that any such attempted change to a User Agreement without Trustee's prior written approval will be not be effective. ArbiterSports agrees promptly to inform Trustee of any changes to User Agreements that do not affect the duties or liabilities of Trustee, and to provide Trustee with an electronic copy of each modified User Agreement.

4. Investment Responsibility

ArbiterSports acknowledges and agrees that Trustee does not assume investment management responsibilities for the Trust Account. Trustee will only take instructions from the ArbiterSports regarding the investment of the property in the Trust Account as such instructions comply with this Agreement.

5. Responsibility of ArbiterSports; Regulatory Compliance



[Solutions](#) [Resources](#) [Pricing](#)

[Contact Us](#) [Sign Up Today](#)

[Login](#)

funds to be held in the Trust Account or (iii) receive funds from the Trust Account (any such individual or entity is herein referred to as a **"User"**). Examples of such laws and regulations include, but are not limited to, those set forth in the Patriot Act, the US Bank Secrecy Act and all relevant US Treasury rules and regulations, including those enforced by the Office of Foreign Assets Control (**"OFAC"**) and other agencies. Without limiting the general obligations set forth above, ArbiterSports specifically agrees to do the following:

- provide Trustee with copies of ArbiterSports' regulatory compliance policies upon request;
- provide Trustee with access to User account information, including copies of all "know your customer" information and documentation collected by ArbiterSports;
- conduct regular and ongoing OFAC monitoring on all Users and provide the results of such monitoring to Trustee upon request; and
- perform all 314(a) checks as required.

6. Trust Account Property

Trustee is not required to take direction from Users and will direct inquiries from Users to ArbiterSports.

7. Binding Effect

Trustee's actions taken in accordance with the instructions of ArbiterSports shall be valid and binding upon all persons claiming by, through or under ArbiterSports.

8. Notice

Notice to either party may be made by certified, regular, or overnight mail; facsimile; or e-mail according to the contact information in this Agreement. Such notices shall be effective upon delivery.



[Solutions](#) [Resources](#) [Pricing](#)
[Contact Us](#) [Sign Up Today](#)

[Login](#)

Logan, Utah 84321

Email mmiller@cachevalleybank.com

If to ArbiterSports:

ArbiterSports, LLC

9815 S Monroe Street, Suite 204

Sandy, Utah 84070

attn: Kyle Ford

(385) 295-8823

Email: kyle.ford@arbitersports.com

9. Fees; Expenses

ArbiterSports will compensate Trustee for the Services in accordance with the written fee schedule agreed to between the parties (the "**Compensation**"), as such Compensation may be adjusted from time to time by written agreement of the parties. Trustee agrees to provide ArbiterSports prior written notice of its intent to adjust its Compensation not later than two hundred ten (210) days prior to the end of the initial term, or any renewal term, under Section 12. ArbiterSports is responsible for and will reimburse Trustee upon demand for all expenses, disbursements and advances incurred or made by Trustee in connection with this Agreement. SEE EXHIBIT A.

10. Statements; Accounting

Trustee will provide account statements to ArbiterSports via online access. Such statements will reflect all activity and account assets in the Trust Account. ArbiterSports waives any requirements regarding written notification of individual Trust Account transactions and will rely solely on monitoring Trust Account activity through online access.

11. Disclosure Statement

Property held in the Trust Account:

[Solutions](#) [Resources](#) [Pricing](#)[Contact Us](#) [Sign Up Today](#)[Login](#)

12. Termination

The term of this Agreement will be two (2) years from the date hereof, provided that such term shall automatically renew for successive one (1) year terms unless either party provides the other party not less than one-hundred eighty (180) days' written notice of its intent to terminate this Agreement as of the end of the then-current term. ArbiterSports may also terminate this Agreement and replace Trustee as trustee for the ArbiterPay Payors for "Just Cause." For purposes of this agreement, "Just Cause" shall include: (i) an action or omission of the Trustee which constitutes a material breach of or failure to perform the duties articulated in this Agreement which is not cured within fifteen (15) calendar days after receiving written notice from ArbiterPay; (ii) fraud, embezzlement, misappropriation of funds or breach of trust in connection with Trustees services; (iii) any charge by governmental authority which involves dishonesty or breach of trust; (iv) gross negligence in connection with the performance of the Trustees duties which is not cured within fifteen (15) calendar days after receiving written notice from ArbiterPay. Upon termination, Trustee shall deliver the property then held in the Trust Account in accordance with ArbiterSports' written direction when all sums due to Trustee from ArbiterSports are paid and Trustee is indemnified against liabilities incurred in the administration of the Trust Account in a manner and an amount satisfactory to Trustee. As between ArbiterSports and Trustee, the provisions of this Section 12 shall supersede any inconsistent provisions of the User Agreements but, as between ArbiterSports and the Users, the provisions of the User Agreement shall govern the rights of ArbiterPay to replace the Trustee.

13. Limited Duties

ArbiterSports acknowledges and agrees that Trustee (i) shall be obligated only for the performance of such duties as are expressly and specifically set forth in this Agreement, each of which is ministerial in nature and no implied or inferred duties or obligations of any kind shall be read into this Agreement against or on the part of the Trustee, (ii) shall not be required to, and shall not, expend or risk any of its own funds or otherwise incur any financial liability in the performance of any of its duties thereunder and (iii) will hold funds in the Trust Account.

[Solutions](#) [Resources](#) [Pricing](#)[Contact Us](#) [Sign Up Today](#)[Login](#)

this Agreement except in the case of Trustee's gross negligence or willful misconduct. In no event shall Trustee be liable for acting in accordance with or relying upon any instruction, notice, demand, certificate or documents from ArbiterSports, or from any entity ArbiterSports has previously notified Trustee in writing is authorized to act on its behalf. ArbiterSports shall indemnify and hold harmless Trustee, its directors, stockholders, officers, employees, successors and permitted assigns against any and all loss, liability, judgment, causes of action, obligation, damage, claim, penalty, tax or expense (including reasonable attorneys' fees and expenses) of any kind or nature whatsoever either directly or indirectly arising out of related to or in connection with this Agreement.

15. Force Majeure

Neither party shall incur any liability or be responsible to the other for delays or failures in performance resulting from acts beyond its control with respect to this Agreement. Such acts shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, power failures, earthquakes, acts of terrorism or other disasters.

16. Severability

If any provision of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall continue in full force and effect and not in any way be affected or impaired thereby.

17. Governing Law; Venue

This Agreement shall be construed and interpreted according to the laws of the State of Utah. Any dispute related to this Agreement shall be heard and decided by a court of competent jurisdiction located in the State of Utah.

18. Amendment; Waiver



[Solutions](#) [Resources](#) [Pricing](#)

[Contact Us](#) [Sign Up Today](#)

[Login](#)

This Agreement may not be assigned and the duties hereunder may not be delegated by either party without the written consent of the other party, and any such attempted assignment or delegation without the written consent of the other party is of no effect and void; provided that ArbiterSports may assign this Agreement and the User Agreements without consent in connection with a merger, acquisition or sale of substantially all of the assets of ArbiterSports' ArbiterPay business.

20. Entire Agreement

This Agreement is the entire agreement between the parties concerning the subject matter of this Agreement. Any other agreements between or other statements, representations, promises or inducements made by either party which are not in this Agreement are not valid or binding, are superseded by this Agreement and are canceled by mutual consent.

[Privacy Policy](#)

[Terms & Conditions](#)

[Trust Agreement](#)

Sales

sales@arbitersports.com

1-800-576-2799

9815 S Monroe Street, STE

204

Sandy, Utah 84070

Support

support@arbitersports.com

1-800-311-4060

© 2015-2024 ArbiterSports

Coversheet

Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2024-2025

Section: VI. School Business
Item: A. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2024-2025
Purpose: Vote
Submitted by:
Related Material:
VI._A._2024-2025_ECRCHS_EE_HB__redline_7.15.24___4882-0310-3185.v2_.pdf

EMPLOYEE HANDBOOK



Revised August 2024
Board Approved

FOREWORD

Dear Valued Employee:

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

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

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

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

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

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

Again, welcome!

David Hussey
Executive Director, ECRCHS

Table of Contents

1.1	Who Are We?	1
1.2	This Employee Handbook	1
1.3	Policy Changes	1
1.4	No Guarantee of Employment	1
1.5	At-Will Employment	2
2.1	Employee Classification Categories	3
2.2	Confidentiality	4
2.3	Confidential Information	4
2.4	Student Information	4
2.5	Conflicts of Interest	5
2.6	Employment of Relatives and Personal Relationships	5
2.7	Personnel Files.....	5
2.8	Child Abuse and Neglect Reporting / Additional Training.....	6
2.9	Criminal Background Checks.....	7
2.10	Tuberculosis Testing.....	7
2.11	Healthcare Information	8
2.12	Immigration Compliance	8
2.13	Political Views.....	8
2.14	Termination and Change of Employment Status	9
2.15	Return of ECRCHS Property	9
2.16	Rehire	10
2.17	Labor Unions	10
3.1	Payment of Wages	11
3.2	Overtime Pay	11
3.3	Payroll Withholdings.....	11
3.4	Faithful Performance	13
3.5	Outside Work.....	13
3.6	Expense Reimbursements	13
3.7	Meal Breaks.....	14
3.8	Rest Breaks.....	14
3.9	Lactation Accommodation.....	15
3.10	Time Reporting.....	15
3.11	Attendance.....	15
3.12	Performance Reviews and Pay Increases	16
3.13	Payroll Policies.....	16
4.1	Equal Employment Opportunity	17
4.2	Professional Boundaries: Staff/Student Interaction Policy	18
4.3	Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation	21
4.4	Whistleblower Policy.....	24
4.5	Standards of Conduct and Discipline.....	24
4.6	Giving and Accepting Gifts	26
4.7	Internal Promotions and Transfers	27
4.8	Dress Code.....	27
4.9	Safety.....	27
4.10	Fire Safety	28
4.11	Closed Circuit Television System (CCTV)	28
4.12	Identification Badges	28
4.13	Workplace Bullying.....	28
4.14	Workplace Violence	28
4.15	Drug-Free Workplace	29
4.16	Drug Testing.....	29

4.17 Searches..... 30

4.18 Smoke-Free Workplace 30

4.19 Computer and Electronic Communication Policy..... 31

4.20 Social Media..... 32

4.21 Personal Phone Calls and Cell Phone Use 33

4.22 ECRCHS Equipment and Property 33

4.23 Parking 34

4.24 Solicitations in the Workplace 34

5.1 Benefits Generally 35

5.3 Medical and Dental Insurance 35

5.4 COBRA..... 36

5.5 Worker’s Compensation 37

5.6 State Disability Insurance 38

5.7 Social Security..... 38

5.8 Unemployment Insurance 38

5.9 Flexible Spending Account..... 38

5.10 Tuition Reimbursement 39

5.11 Retiree Benefits 39

6.1 Work Calendar..... 40

6.2 Holiday Time Off 40

6.3 Requesting Leave 40

6.4 Vacation Leave..... 41

6.5 Sick Leave 41

6.6 Personal Necessity Leave 43

6.7 Family Care and Medical Leave 44

6.8 California Paid Family Leave 49

6.9 Pregnancy Disability Leave..... 49

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

6.12 Bereavement Leave 54

6.13 Jury Duty 55

6.14 Voting Leave..... 55

6.15 School Appearance and Activities Leave 55

6.16 Bone Marrow and Organ Donor Leave..... 56

6.17 Victims of Abuse Leave 56

APPENDIX A Harassment/Discrimination/Retaliation Complaint Form

APPENDIX B Internal Complaint Form

APPENDIX C Workplace Violence Complaint Form

Employee Acknowledgement

SECTION I - Introduction

1.1 Who Are We?

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

1.2 This Employee Handbook

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

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

1.3 Policy Changes

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

1.4 No Guarantee of Employment

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

1.5 At-Will Employment

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

SECTION II - Employment Policies

2.1 Employee Classification Categories

All ECRCHS employees are either classified as exempt or nonexempt.

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

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

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

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

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

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

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

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

2.2 Confidentiality

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

2.3 Confidential Information

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

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

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

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

2.4 Student Information

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

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

2.5 Conflicts of Interest

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

2.6 Employment of Relatives and Personal Relationships

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

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

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

2.7 Personnel Files

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

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

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

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

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

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

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

2.8 Child Abuse and Neglect Reporting / Additional Training

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

ECRCHS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to

employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the School year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail or by a fine of One Thousand Dollars (\$1,000.00), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each School year or within the first six (6) weeks of that employee's employment.

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

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

2.9 Criminal Background Checks

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

2.10 Tuberculosis Testing

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

the exam will be borne by the applicant.

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

2.11 Healthcare Information

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

2.12 Immigration Compliance

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

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

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

2.13 Political Views

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

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

2.14 Termination and Change of Employment Status

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

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

2.15 Return of ECRCHS Property

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

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

2.16 Rehire

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

2.17 Labor Unions

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

SECTION III - Payroll Practices

3.1 **Payment of Wages**

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

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

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

3.2 **Overtime Pay**

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

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

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

3.3 **Payroll Withholdings**

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

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

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

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

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

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

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

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

3.4 Faithful Performance

All employees are expected to promote the School's operational interests at all times and to devote their full time and attention during working hours to faithfully and efficiently performing their assigned duties to the fullest extent possible within their individual means and talents.

3.5 Outside Work

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

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

The following types of additional employment elsewhere are strictly prohibited:

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

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

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

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

3.6 Expense Reimbursements

ECRCHS reimburses employees' reasonable pre-approved expenses incurred while conducting ECRCHS business. All purchases made by an employee must be accompanied by an original or electronic receipt. When receipts are lost, employees must make every effort to retrieve a copy of the receipt or provide a document with comparable detail. There are a few exceptions for which credit card receipts or cancelled checks will be considered sufficient, as itemized descriptions of these expenses would likely not show details of personal use (i.e., taxi fares on conference days and parking fees incurred the day an employee attended workshops or other work events). For non-student-related meals, detailed receipts are a requirement. Employees are allowed to tip up to eighteen (18%) of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

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

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

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

3.7 **Meal Breaks**

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

3.8 **Rest Breaks**

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

Supervisors may choose to stagger rest breaks as needed to manage operations. Rest breaks must be taken at the assigned times. Rest breaks may not be accumulated or combined with other break periods into longer rest or meal breaks, and employees may

not use rest breaks to cover their late arrival or early departure from their shifts. Employees must immediately inform their supervisor if they are prevented from taking their rest period.

3.9 **Lactation Accommodation**

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

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

3.10 **Time Reporting**

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

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

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

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

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

3.11 **Attendance**

The School's success relies on employees arriving on time and regularly attending work. Employees must notify their supervisor in advance of the scheduled starting time if the employee will not be able to attend work that day for any reason or will be arriving late. Failure to notify a supervisor in advance will result in an unexcused absence, which is serious misconduct. ECRCHS may consider an employee's job abandoned and their employment status voluntarily resigned for any unexcused absence lasting three (3) or more consecutive days you are scheduled to work. Employees must also receive prior supervisor approval should they need to leave work early for any reason. Employees who display a pattern of excessive absences or tardiness may be disciplined despite not having used all of their accrued leave.

3.12 **Performance Reviews and Pay Increases**

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

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

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

3.13 **Payroll Policies**

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

SECTION IV - Standards of Conduct

4.1 Equal Employment Opportunity

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

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

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

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

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

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

4.2 Professional Boundaries: Staff/Student Interaction Policy

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

Corporal Punishment

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

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

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

- A. Examples of PERMITTED actions (NOT corporal punishment):
 - 1. Stopping a student from fighting with another student;
 - 2. Preventing a pupil from committing an act of vandalism;
 - 3. Defending yourself from physical injury or assault by a student;
 - 4. Forcing a pupil to give up a weapon or dangerous object;
 - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

- B. Examples of PROHIBITED actions (corporal punishment):
 - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 - 3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

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

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

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

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

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

Duty to Report Suspected Misconduct

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

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

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

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

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

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

Cautionary Staff/Student Behaviors

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

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

Acceptable and Recommended Staff/Student Behaviors

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

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

4.3 Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

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

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

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

When ECRCHS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a

manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. ECRCHS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

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

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

Prohibited Unlawful Sexual Harassment

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

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

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

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

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults; and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience;
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct; and
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - Reading publicly or otherwise publicizing in the work environment materials that are in anyway sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

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

While not all harassment, discrimination and abusive conduct is unlawful, it is always against School policy.

4.4 Whistleblower Policy

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

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

4.5 Standards of Conduct and Discipline

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

All employees are responsible for knowing and abiding by applicable ECRCHS rules and policies. ECRCHS prides itself on its ability to meet high standards of ethical

and personal conduct throughout its operations. Therefore, employees are expected to maintain the highest ethical standards and perform their duties in good faith and to the best of their abilities at all times when engaged in ECRCHS business.

Where warranted under the circumstances, ECRCHS will seek to use progressive discipline to correct, improve upon, and prevent future recurrences of conduct falling below our standards. At the School's discretion, progressive discipline may proceed along the following line: verbal warning, written warning, conduct evaluation period, suspension with or without pay, demotion, reassignment, and termination. A conduct evaluation period, if instituted for an employee, will be a discretionary set period in which the employee will receive counseling and monitoring by a supervisor with the aim of targeting possible causes and correcting the poor performance. Depending upon the employee's performance during the conduct evaluation period, further discipline or corrective action may occur at the end of the period, including termination.

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

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

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

- Unsatisfactory job performance, including poor quality or quantity of work.
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor.
- Repeatedly arriving tardy or starting work late.
- Repeated unexcused absences.

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

4.6 Giving and Accepting Gifts

Employees may not give or accept gifts, services, entertainment, or favors from a ECRCHS competitor, client, customer, supplier, government entity, or other

organization which has a business relationship with ECRCHS. However, employees may receive gifts that are lawful, customary, and up to maximum value of \$50, when ECRCHS so authorizes in advance. For example, an employee may accept meals and refreshments of nominal value given in connection with business activities. When in doubt, employees should consult a supervisor, and notify a member of management if they do receive a gift of more than nominal value.

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

4.7 Internal Promotions and Transfers

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

4.8 Dress Code

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

4.9 Safety

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

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

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

4.10 Fire Safety

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

4.11 Closed Circuit Television System (CCTV)

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

4.12 Identification Badges

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

4.13 Workplace Bullying

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

4.14 Workplace Violence

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

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

See **Appendix C** for the “Workplace Violence Reporting Form.” This form should be used to report any incidence of workplace violence that any employee of ECRCHS witnesses at the workplace or any work-related event.

4.15 Drug-Free Workplace

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

Drug and alcohol abuse are serious threats to ECRCHS operations and success, not to mention employee health and safety. In order to provide a safe and productive workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on ECRCHS property or while engaged in ECRCHS business. Likewise, employees may not consume alcohol at any time on ECRCHS property or while engaged in ECRCHS business, except for reasonable and moderate alcohol consumption during ECRCHS business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their bodily systems at work. The prohibitions in this policy apply whether employees are at a work facility, operating an ECRCHS vehicle, or conducting off-site work.

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

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

4.16 Drug Testing

In order to maintain a safe and productive workplace, ECRCHS may conduct drug or

alcohol testing of any employee where circumstances or job responsibilities justify such testing. Regardless of job responsibilities, employees may be required to submit to drug or alcohol testing when circumstances warrant, including, but not limited to, the following:

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

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

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

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

4.17 Searches

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

4.18 Smoke-Free Workplace

In conformance with state law, ECRCHS prohibits smoking on all ECRCHS premises,

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

4.19 Computer and Electronic Communication Policy

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

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

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

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

Employees must use the School's electronic communications and devices in strict compliance with the confidentiality policy described herein. Take care not to disclose confidential information to inappropriate persons or without authorization via the School's electronic communications or devices, especially when sending emails to

outside parties. ECRCHS may use its electronic communications and devices according to the needs of the business and applicable law.

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

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

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

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

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

4.20 Social Media

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

Social media refers to any social interaction via the internet or similar platforms, such as Snapchat, YouTube, Facebook, Twitter, LinkedIn, Instagram, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media employees should conduct themselves in a professional and courteous manner at all times and respect the views of others, as your statements may reflect on the School's reputation and public image. Employees should take care to distinguish any personal opinions they may have from those of ECRCHS. For

instance, by inserting, “The opinions I have included here are my own and do not necessarily represent the opinions of my employer,” into an employee’s social media account’s biography section. Employees are prohibited from creating content on social media that could be considered discriminating, harassing, or obscene, or that may damage the School’s reputation or public image. Employees are prohibited from posting photos of students without the approval of the students’ parents/guardians. Employees also may not use social media for personal use during work. ECRCHS may monitor employee use of social media and may ask an employee to delete or change any ECRCHS-related content found to be inappropriate or not in the School’s best interest.

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

4.21 Personal Phone Calls and Cell Phone Use

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

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

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

4.22 ECRCHS Equipment and Property

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

Employees who handle ECRCHS equipment or property improperly, negligently, or

in an unsafe manner may be disciplined, and employees may be required to reimburse ECRCHS for damages they cause directly or indirectly to ECRCHS property.

4.23 Parking

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

4.24 Solicitations in the Workplace

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

SECTION V - Employee Benefits

5.1 Benefits Generally

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

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

5.2 STRS/PERS Certificated Employees: STRS

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

Classified Employees: PERS

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

Other Employees

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

5.3 Medical and Dental Insurance

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

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

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

5.4 COBRA

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

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

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

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

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

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

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

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

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

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

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

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

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

5.5 Workers' Compensation

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

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

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

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

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

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

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

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

5.6 State Disability Insurance

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

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

5.7 Social Security

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

5.8 Unemployment Insurance

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

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

5.9 Flexible Spending Account

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

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

5.10 Tuition Reimbursement

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

ECRCHS offers the following:

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

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

5.11 Retiree Benefits

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

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

6.1 Work Calendar

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

6.2 Holiday Time Off

Most employees will receive **fourteen (14)** paid holidays per year. To receive a paid holiday, an employee must be in paid status both before and after the occurrence of a holiday.

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

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

6.3 Requesting Leave

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

must give notice as soon as possible under the circumstances.

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

6.4 Vacation Leave

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

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

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

6.5 Sick Leave

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

Paid sick leave is available to all salaried and hourly ECRCHS employees. Eligible employees shall accrue sick leave as follows:

- Full-time employees working twelve (12) months per year may accrue up to thirteen (13) sick days per year. Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Any full-time employee working less than twelve (12) months per year will accrue .05 sick hours per hour worked, including vacations, holidays (overtime). Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Part-time employees will accrue one (1) hour of sick time for every thirty (30) hours worked and may accrue up to 48 hours per year. Accrued and unused paid sick leave may carry over to the following year of employment and will be capped at eighty (80) hours. Part-time employees are allotted twenty-four (24) sick hours upfront on July 1st of each year. Unused, accrued sick leave for part-time employees does not carry over.

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

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

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

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

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

6.6 Personal Necessity Leave

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

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

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

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

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

6.7 Family Care and Medical Leave

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

- Employee Eligibility Criteria

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

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

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

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

- b. “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
 - c. “Incapacity” means the inability to work, attend School, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. “Designated person” refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.
 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member
 5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 1. FMLA/CFRA leave can be taken in one (1) or more periods but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for anyone, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.
 3. The “twelve-month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the

commencement of any FMLA/CFRA leave.

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

- Pay during FMLA/CFRA Leave

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

- Health Benefits

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

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

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

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have “failed to return from leave” if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and
2. The employee’s failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

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

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative’s serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School’s request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient, and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee’s health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee’s own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA Leave

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

conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.

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

- Employment during Leave

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

6.8 California Paid Family Leave

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

6.9 Pregnancy Disability Leave

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

- Employee Eligibility Criteria

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

- Events That May Entitle an Employee to Pregnancy Disability Leave

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

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four (4) months total. “Four months” means the number of days the employee would normally work within four (4) months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 ¹/₃ weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, “four months” means 346.5 hours of leave entitlement (20 hours per week times 17 ¹/₃ weeks). For an employee who normally works forty-eight (48) hours per week, “four months” means 832 hours of leave entitlement (48 hours per week times 17 ¹/₃ weeks).

At the end or depletion of an employee’s pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance

benefits, will not extend the length of pregnancy disability leave.

3. Vacation and sick pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

ECRCHS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. ECRCHS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.
2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.

- Requesting and Scheduling Pregnancy Disability Leave

1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to Human Resources. An

employee asking for a Request for Leave form will be referred to the School's pregnancy disability leave policy.

2. An employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:
 - a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
 - b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School

will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A “comparable” position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee’s original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with ECRCHS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

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

6.10 Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

6.11 Military and Military Spousal Leave of Absence

ECRCHS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, ECRCHS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if the employee left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if the employee left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling their covered service obligation under the USERRA or California law shall be credited, upon the return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

ECRCHS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

6.12 Bereavement Leave

Eligible employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave, including up to three (3) days of paid leave, due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). In addition, if travel of more than 200 miles one way is required to attend the funeral or otherwise deal with the death of an immediate family member, an additional two (2) days' paid leave shall be granted. Bereavement leave will be paid at an employee's base pay rate multiplied by the number of hours that the employee would have worked if not absent. Employees should notify their supervisor immediately if they wish to take bereavement leave. An employee may, with the supervisor's approval, use any available vacation for additional time off as necessary. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered

family member.

6.13 Jury Duty

Employees are obligated to perform jury service at the request of local courts. Employees must present the questionnaire or summons notice as soon as possible to their supervisor to determine what arrangements can be made to avoid excessive work disruptions. Full pay for up to twenty (20) days is allowed while on jury service if the employee is a regular employee. As a condition for paid absence, employees must seek postponement of the jury service so that it can be performed during the employee's recess or at other times convenient for the School. Based on individual circumstances, the Executive Director may waive the twenty (20) day limit. Employees must repay ECRCHS an amount equal to the compensation they received as a juror, exclusive of mileage, for any dates that they received pay as an employee. Jury duty time off will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. If an employee receives health insurance benefits, such benefit will normally be maintained during jury duty.

Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. Time off for jury duty should be reported and appropriately logged in each employee's time records. Employees should notify their supervisor that they have been selected for jury duty as soon as possible.

6.14 Voting Leave

ECRCHS encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. When this is not possible due to scheduling conflicts, employees will receive up to two (2) hours of paid leave to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Voting leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent, up to the two (2) hour maximum. Time off to vote should be reported and appropriately logged in each employee's time records. When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days' notice.

6.15 School Appearance and Activities Leave

As required by law, ECRCHS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of School children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per School year (up to eight (8) hours in any calendar month of the School year) to participate in activities of a child's School or child care. If more than one (1) parent or guardian is an employee of ECRCHS, the employee who first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the School requires the employee(s) appearance.

The employee requesting School leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for School activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's School requesting the presence of the employee.

6.16 Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that the employee is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation and up to thirty (30) days of leave for organ donation maybe paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

6.17 Victims of Abuse Leave

ECRCHS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety, or welfare, or that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide ECRCHS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide ECRCHS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, ECRCHS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

SECTION VII – Internal Complaint Review

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints (Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce the complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Director, the complainant may file the complaint in a signed writing to the Chair of the School’s Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board Chair or investigator will report the findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee’s satisfaction. However, the School values each employee’s ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees (Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board Chair (if the complaint

concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or Board Chair.

Please review the School’s policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

ECRCHS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date:

Print Name

Received by: _____

Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____

APPENDIX C

**EL CAMINO REAL CHARTER HIGH SCHOOL
WORKPLACE VIOLENCE REPORTING FORM**

This form should be used to report any incidence of workplace violence that any employee of ECRCHS witnesses at the workplace or any work-related event. Employees are required to report any workplace violence they witness and will not be subject to any retaliation for reporting workplace violence.

“Workplace Violence” includes but is not limited to the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; (iii) the following four workplace violence types:

- Type 1: violence committed by a person with no legitimate business at the worksite;
- Type 2: violence directed at employees by students, parents, contractors, volunteers, or visitors;
- Type 3: violence against an employee by a present or former employee, supervisor, or manager;
- Type 4: violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

“Workplace Violence” does not include lawful acts of self-defense or defense of others.

If you have witnessed a workplace violence incident, please enter as much of the following information as you can:

Date of Report: _____ **Date(s) of Incident:** _____

Reporter’s Name: _____

Reporter’s Job Title: _____

Reporter’s email address or telephone number: _____

Victim Name(s) (if other than Reporter): _____

Victim’s Job Title (If other than Reporter): _____

Victim’s email address or telephone number: _____

Approximate Place of Incident: _____

Approximate Time of Incident: _____

Narrative Description of Workplace Violence Incident: _____

Type of Workplace Violence (see definitions above): _____

Name, Description, or other information about Perpetrator(s): _____

Thank you for submitting this information. You may be contacted by administration to provide further information. Please sign below to verify the accuracy of the information provided on this form.

Reporter’s Signature

EMPLOYEE ACKNOWLEDGMENT

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook identified with a revised date of July, 2024, and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on Child Abuse and Neglect Reporting, confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

- That this Employee Handbook contains important ECRCHS policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult the Business Office if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.
- That, unless expressly stated to the contrary in a written employment agreement between myself and ECRCHS or unless I am part of a labor union that is subject to a collective bargaining agreement, **this is an at-will employment relationship, and as such, either ECRCHS or I may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify my at-will employment relationship with ECRCHS.
- That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.
- That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.
- That ECRCHS reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, ECRCHS reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time. Any such changes shall be consistent with any applicable collective bargaining agreement provisions and other legal requirements.
- That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not affected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, ECRCHS will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

Employee Signature: _____ Date: _____

Printed Name: _____

4882-0310-3185, v. 1

Coversheet

Discussion and Vote on Request for One Period Coach Authorization During 2024-2025

Section:	VI. School Business
Item: During 2024-2025	C. Discussion and Vote on Request for One Period Coach Authorization
Purpose:	Vote
Submitted by:	
Related Material:	VI._C._One_Period_Coach_Authorization.pdf

FISCAL YEAR: 2024-2025

**El Camino Real Charter High School
Athletics Office**

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	King, Camille	Employee No:	170117881
---	---------------	--------------	-----------

Competitive Team Sport Requested: cross country

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330909	9-12	Cross Country

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Camie Jusan Position Title: Administrative Director
 Administrator's Signature: Camie Jusan Date: 8.16.24

TEACHER CONSENT TO THE ASSIGNMENT (Must be completed by teacher)

I, Camille King, agree to teach the above listed courses during the 2024-2025 fiscal year.
(print name – first name, last name)
 Teacher's Signature: Camille King Date: 8/16/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrhs.net

FISCAL YEAR: 2024-2025

**El Camino Real Charter High School
Athletics Office**

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	<u>King Camille</u>	Employee No:	<u>170117881</u>
---	---------------------	--------------	------------------

Competitive Team Sport Requested: Track & Field

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
<u>6</u>	<u>330935</u>	<u>9-12</u>	<u>Track & Field</u>

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Camp Jason Position Title: Administrative Director
 Administrator's Signature: Jason Camp Date: 8.26.24

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Camille King, agree to teach the above listed courses during the 2024-2025 fiscal year.
(print name - first name, last name)
 Teacher's Signature: Camille King Date: 8/26/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name <small>(first name_last name):</small>	CHOI, ERIC	Employee No:	110715791
--	------------	--------------	-----------

Competitive Team Sport Requested: BOY'S GOLF

Period No. <small>(Only one allowed)</small>	Course Number	Grade Level	Course Title
6	330915	9-12	GOLF, VAR BOYS

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): CAMP JASON Position Title: Administrative Director
 Administrator's Signature: *Jason Camp* Date: 8.26.24

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Eric Chor, agree to teach the above listed courses during the 2024-2025 fiscal year.
(print name - first name, last name)
 Teacher's Signature: *[Signature]* Date: 8/26/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	<u>CHOI, ERIC</u>	Employee No:	<u>110715791</u>
---	-------------------	--------------	------------------

Competitive Team Sport Requested: Girl's Soccer

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
<u>6</u>	<u>330925</u>	<u>9-12</u>	<u>SOCCER, V GIRL</u>

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): CAMP, JASON Position Title: Administrative Director
 Administrator's Signature: Jason Camp Date: 8.16.24

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Eric Choi, agree to teach the above listed courses during the 20242025 fiscal year.
(print name - first name, last name)
 Teacher's Signature: [Signature] Date: 8/19/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	<u>CHOI, ERIC</u>	Employee No:	<u>110715791</u>
---	-------------------	--------------	------------------

Competitive Team Sport Requested: GIRL'S GOLF

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
<u>6</u>	<u>330917</u>	<u>9-12</u>	<u>GOLF, THE GIRL</u>

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): CAMP JASON Position Title: Administrative Director
 Administrator's Signature: Jason Camp Date: 8.16.24

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Eric Choi, agree to teach the above listed courses during the ~~2024~~ 2023 fiscal year.
(print name - first name, last name)
 Teacher's Signature: [Signature] Date: 8/19/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	<u>Sabolie Jason</u>	Employee No:	<u>11 0208 801</u>
---	----------------------	--------------	--------------------

Competitive Team Sport Requested: Football

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
<u>6</u>	<u>585,566</u>	<u>9 thru 12</u>	<u>Football JV/Var.</u>

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Camp Jason Position Title: Administrative Director
 Administrator's Signature: Jan Cap Date: 8-16-24

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Jason Sabolic agree to teach the above listed courses during the ~~2024-2025~~ ²⁰²⁴⁻²⁰²⁵ fiscal year.
(print name - first name, last name)
 Teacher's Signature: Jason Sabolic Date: 8/19/24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	CAMP JASON	Employee No:	170504711
---	------------	--------------	-----------

Competitive Team Sport Requested: water polo

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330409	9-12	Water Polo

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): David Hussey Position Title: Administrative Director
 Administrator's Signature: [Signature] Date: 8/19/2024

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Camp Jason, agree to teach the above listed courses during the 2024-2025 fiscal year.
(print name – first name, last name)
 Teacher's Signature: [Signature] Date: 8-16-24

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

FISCAL YEAR: 2024-2025

El Camino Real Charter High School
Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	CAMP JASON	Employee No:	170405711
---	------------	--------------	-----------

Competitive Team Sport Requested: Aquatics

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
7	330403	9-12	aquatics

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): DAVID HUSSEY Position Title: Administrative Director
 Administrator's Signature: [Signature] Date: 8/26/2024

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, CAMP JASON, agree to teach the above listed courses during the ~~2024~~ 2025 fiscal year.
(print name - first name, last name)
 Teacher's Signature: Jason Camp Date: 8.26.22

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): David Hussey
 ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Coversheet

Annual Performance-based Charter School Division Oversight Visit Report for 2023-2024

Section: VI. School Business
Item: D. Annual Performance-based Charter School Division Oversight Visit
Report for 2023-2024
Purpose: Discuss
Submitted by:
Related Material:
[VI_D._ELCMNO_8617_Annual_Performance-Based_Oversight_Visit_Report_2023-2024.pdf](#)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT*

2023-2024 SCHOOL YEAR

FOR

EL CAMINO REAL CHARTER HIGH - 8617

Name and Location Code of Charter School

LAUSD Vision

L.A. Unified will be a progressive global leader in education, providing a dynamic and inspiring learning experience where all students graduate ready for success.

CSD Mission

The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values

We believe that our success depends on:

- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

* Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management. Elements of the oversight process may be modified as LAUSD continues to respond to the COVID-19 pandemic. To support the well-being of all at a school site, all are expected to follow applicable COVID-19 public health guidelines, including related District requirements for operations at District facilities. The assigned CSD Administrator will provide any updated information reach out with more details, as needed.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Charter School Name:	El Camino Real Charter High			Location Code:	8617
Current Address:	City:	ZIP Code:	Phone:	Fax:	
5440 Valley Circle Blvd. 7401 Shoup Ave.	Woodland Hills West Hills	91367 91307	818-595-7500 818-857-5119	818-595-7501 818-595-7519	
Current Term of Charter¹:	LAUSD Board District:		LAUSD Region:		
July 1, 2021 to June 30, 2027	3		North		
Number of Students Currently Enrolled:	Enrollment Capacity Per Charter:	Number Above/Below Enrollment Capacity (day of visit):		Below by 673	
3127	3800				
Grades Currently Served:	Grades To Be Served Per Charter:	Percent Above/Below Enrollment Capacity (day of visit):		Below by 17.71%	
9-12	9-12				
Norm Enrollment Number:	3171				
Total Number of Staff Members:	275	Certificated:	158	Classified:	117
Charter School's Leadership Team Members:	David Hussey, Executive Director; Dean Bennett: Administrative Director; Juan Alba, Administrative Director; Jason Camp, Administrative Director; Dr. Minita Clark, Administrative Director; Emilie Larew, Administrative Director; Gregory Wood, Chief Business Officer; Vania Rodriguez, Director of Human Resources; Fernando Delgado, Chief Operating Officer				
Charter School's Contact for Special Education:	Emilie Larew, Administrative Director	SELPA & Option:		LAUSD SELPA & MOU Option 3	
CSD Assigned Administrator:	Imelda Phillips	CSD Fiscal Oversight Manager:		Sally Ngov	
Other School/CSD Team Members:	Christine Kae, CSD Specialist				
Oversight Visit Date(s):	February 29, 2024		Fiscal Review Date (if different):	N/A	
Is school located on a District facility? If so, please indicate the applicable program (e.g., Prop 39, PSC, conversion, etc.):	Yes; Sole Occupancy Agreement		LAUSD Co-Location Campus(es) (if applicable):	N/A	
Certificate of Occupancy (COO) or Temporary Certificate of Occupancy Type: (if a TCO, please note expiration date)	N/A		COO/TCO Approved Grade Levels and Occupancy Loads:	N/A	

SUMMARY OF RATINGS			
<i>(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory</i>			
Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
4, Accomplished	3, Proficient	3, Proficient	4, Accomplished

¹ Education Code section 47607.4 provides that “all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years, and all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year.”



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605, 47607, and 47607.2, in order to renew a charter, the District must determine whether the charter school has met specific renewal criteria prescribed in statute. .

REPORT GUIDE

LAUSD's oversight procedures are intended to balance a charter school's autonomy of operation with its accountability to the public. LAUSD utilizes a holistic, performance-based approach to evaluate all charter schools, guided principally by making decisions in the best interest of students. The CSD observes and monitors each charter school in accordance with applicable laws, regulations, LAUSD policy, memoranda of understanding, and the school's operative charter. Information gathered through oversight serves as part of the charter school's ongoing record for the District to make informed decisions about charter school authorization, renewal, material revisions, sharing of promising practices, and if need be, revocation. While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own Governing Board. The Governing Board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders. In designing this document, the District has considered California charter school law, as well as the *LAUSD Policy and Procedures for Charter Schools*, California State Board of Education's criteria for evaluating charter schools, and the National Association of Charter School Authorizers' *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

Governance – demonstrating fulfillment of the Governing Board's fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school's full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education

Student Achievement and Educational Performance – demonstrating positive academic achievement and growth for all students

Organizational Management, Programs, and Operations – demonstrating effective leadership and implementation of the governing board's policies and procedures, as well as the school's educational program and systems and procedures for the day-to-day operations of the school

Fiscal Operations – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered at the time of the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide 2023-2024*. The "Sources of Evidence" sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school's performance in each category: (4) *Accomplished*, (3) *Proficient*, (2) *Developing*, and

(1) *Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress (Note: potential "promising practices" are identified within this section with an asterisk [*]); (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under "Corrective Action Required," the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school's approved charter. **If the report includes any findings under "Corrective Action Required," the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its "tiered intervention" approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those "promising practices" that the school believes have contributed to its success, in order to support the CSD's ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across all LAUSD schools.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

GOVERNANCE	RATING*
Summary of School Performance	4, Accomplished
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - EDUCATIONAL PROGRAM - The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.).</p> <ul style="list-style-type: none"> Review of governance documentation in Folder I included evidence that meetings of the school’s governing board regularly include agenda items for updates/reports regarding student achievement and other key aspects of school performance and operations from the organization’s Executive Director, Chief Business Officer, Administrative Directors, and other school staff. Folder I also included documentation of board training participation by all board members during Fall of 2023, which covered topics such as <i>Fiscal Control Policies and Best Practices for Public Charter Schools, Brown Act, Conflict of Interest Laws, Public Records Act, and Best Governance Practices</i>. Review of agenda and minutes included evidence that the Executive Director gave a presentation and lead a discussion on the school’s <i>California School Dashboard Status Levels</i>, the Audio/Video upgrade for B-10 culinary class, and the <i>Survey Results for IB Programme</i> during the December 21, 2023 board meeting. Additionally, as witnessed by CSD staff, the Executive Director discussed LAUSD Annual Performance-Based Oversight Visit report scores during the August 30, 2023 board meeting. Board agendas/minutes include evidence that the school’s 2023-2024 LCAP was discussed and approved as part of the consent agenda at the June 22, 2023 meeting following a presentation from the school’s administrative director of curriculum. Also, during the June 22, 2023 board meeting, the board took action on the <i>Approval of Additional Biology Textbooks</i>. Under the board’s governance, the school has achieved positive measurable pupil outcomes. The school has achieved above the state DFS average schoolwide on all academic indicators as evidenced the <i>California School Dashboard</i> for both 2022 and 2023. <p>G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff.</p> <ul style="list-style-type: none"> Review of documentation in Folder I included evidence that the school’s governing board monitors the school’s staffing needs and compliance with applicable credentialing, clearance, and training requirements, as evidenced by review and certification of relevant aspects of the <i>Compliance Monitoring and Certification of Board Compliance Review</i> form at its December 21, 2023 board meeting and demonstrated compliance in clearances and credentialing. Additional evidence included the employee handbook, which is reviewed and voted on every year by El Camino’s board and submission of the UTLA Collective Bargaining Agreement highlighting <i>EMPLOYMENT CLASSIFICATION</i>. 	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

- Governance documentation also included evidence that the school's governing board has established procedures to evaluate El Camino's Executive Director through the submission of the Executive Director's evaluation tool. Evidence was also provided that the Board evaluates/supports performance of the Executive Director at multiple points throughout the year. For example:
 - May 25, 2023 board meeting agenda shows Executive Director's evaluation.
 - June 22, 2023 board meeting agenda shows Executive Director's contract approval.
 - August 30, 2024 board meeting shows the establishment of the Executive Director Evaluation Committee.
- Review of documentation in Folder I also included evidence of systems for evaluating and tools for evaluating school-based staff including, but not limited to teachers, administrative directors, clerical staff, special education assistants, and campus safety officers. Per school leadership, "Teachers are evaluated by the administrator in charge of their department. The evaluation system includes the submission of an initial planning sheet, a conference, observations and conferences throughout the year, and a final evaluation and conference...The timeline for these items follows the LAUSD/UTLA dates."

Areas Noted for Further Growth and/or Improvement

None noted at this time.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

None.

***NOTE: -**

- *A charter school may receive a rating of 1 in this category for any of the following reasons: (1) Evidence of conflict (s) of interest within the organization (i.e. Governing Board, staff, contracted external parties, etc.), (2) School is in breach of the operative charter, including Federal, State, and District Required Language, (3) School is "Not in Good Standing," and/or (4) If there are serious concerns related to fiscal matters (e.g., negative financial condition, fiscal mismanagement, and/or significant audit findings, etc.).*
- *A charter school cannot receive a rating greater than 3 in this category if it receives an overall rating of 2 or 1 in any other category (Student Achievement and Educational Performance; Organizational Management, Programs, and Operations; or Fiscal Operations).*



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

G1: GOVERNANCE STRUCTURE AND COMPLIANCE MONITORING – QUALITY INDICATOR

The Governing Board has implemented the organizational structure, roles, and responsibilities set forth in the approved charter and applicable law, including:

- Governing Board composition, structure, roles, and responsibilities as set forth in the approved charter
- Governing Board committees/councils are implemented as described in the school’s charter (e.g., Finance, Human Resources, Academics, etc.)
- The Governing Board has a system in place to ensure compliance with the public-integrity statutes including laws requiring open meetings and laws forbidding financial and other conflicts of interest.
- The Governing Board reviews and certifies the *Compliance Monitoring and Certification of Board Compliance Review* form

	Rubric	Sources of Evidence
Performance	<input checked="" type="checkbox"/> The Governing Board has fully implemented the organizational structure set forth in the school’s operative charter, including all committees/councils; and has a system in place to ensure it consistently complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has implemented the organizational structure set forth in the school’s operative charter, including committees/councils; and has a system in place to ensure it complies with the applicable open meeting requirements for local agencies (e.g., Brown Act,. Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has partially implemented the organizational structure set forth in the school’s operative charter; and/or has an ineffective system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) <input type="checkbox"/> The Governing Board has not implemented the organizational structure set forth in the school’s operative charter; and/or has no system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	<input checked="" type="checkbox"/> Organizational chart in approved charter <input checked="" type="checkbox"/> Organizational chart (current) <input checked="" type="checkbox"/> Board member roster <input checked="" type="checkbox"/> Bylaws (current) <input checked="" type="checkbox"/> Board Committee(s) Calendar(s) <input checked="" type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review <input checked="" type="checkbox"/> Observation of Governing Board meeting(s) <input checked="" type="checkbox"/> Discussion with leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)

G2: DUE PROCESS – QUALITY INDICATOR

The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school’s charter, and LAUSD charter school policy, to honor and protect the rights of students, employees, parents, and the public in the following areas:

- Student discipline
- Employee grievances and discipline
- Stakeholder complaint resolution pursuant to the Uniform Complaint Procedures (UCP)
- Parent/stakeholder complaint resolution for complaints outside regulatory scope of UCP



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input checked="" type="checkbox"/> The Governing Board has systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has partially developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public <input type="checkbox"/> The Governing Board has minimal or no systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	<input checked="" type="checkbox"/> Student Discipline Policy <input checked="" type="checkbox"/> Employee Grievance and Discipline Policy <input checked="" type="checkbox"/> Uniform Complaint Procedures Policy and form(s) <input checked="" type="checkbox"/> Stakeholder complaint procedures and form(s) <input checked="" type="checkbox"/> Observation of Governing Board meeting(s) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)

G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - EDUCATIONAL PROGRAM - QUALITY INDICATOR

<p><i>The Governing Board has systems in place to ensure ongoing:</i></p> <ul style="list-style-type: none"> Review and use of academic performance data (e.g., CA School Dashboard, internal assessments, etc.) and other school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence Monitoring of the school’s implementation of its Local Control and Accountability Plan (LCAP) and additional school plans (e.g., Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), School Plan for Student Achievement (SPSA), and action plans for making progress toward LCAP goals) Transparent governance and accountability to stakeholders, including compliance with the LAUSD BOE’s Charter School Transparency Resolution, as well as consideration of input from the school’s committees/councils and stakeholders 	
Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<input checked="" type="checkbox"/> The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board inconsistently considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) <input type="checkbox"/> The Governing Board seldom or does not consider school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)	<input checked="" type="checkbox"/> Board meeting agendas, minutes, and/or documentation <input checked="" type="checkbox"/> Board member and executive leadership training <input checked="" type="checkbox"/> Observation of Governing Board meeting(s) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)
--------------------	--	---

G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – STAFFING AND EVALUATIONS - QUALITY INDICATOR

The Governing Board has systems in place to ensure ongoing:

- Monitoring of staffing needs and the school’s compliance with all applicable credentialing, clearance, and training requirements
- Evaluation procedures with clear performance standards for all school-based staff, including but not limited to administrators, certificated staff, and classified staff
- Evaluation of executive level leadership (including, but not limited to, those positions reporting to the Governing Board, as indicated in Element 4 of the approved charter, such as Executive Director, Area Superintendent, Principal, etc.)

Rubric	Sources of Evidence
---------------	----------------------------



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff <input type="checkbox"/> The Governing Board monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a system for the evaluation of all school-based staff and executive level leadership staff <input type="checkbox"/> The Governing Board inconsistently monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has partially implemented a system for the evaluation of all school-based staff and/or executive level leadership staff <input type="checkbox"/> The Governing Board seldom monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has not implemented a system for the evaluation of all school-based staff and/or executive level leadership staff 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Human Resources Policies and Procedures <input checked="" type="checkbox"/> Board meeting agendas, minutes, and/or documentation <input checked="" type="checkbox"/> Evaluation of Executive Leadership <input checked="" type="checkbox"/> Evaluation of all school-based staff <input checked="" type="checkbox"/> Compliance Monitoring and Certification of Board Compliance Review <input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024</i> form (“ESSA Grid”) <input checked="" type="checkbox"/> Observation of Governing Board meeting(s) <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)
--------------------	--	--



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

G5: FISCAL CONDITION - QUALITY INDICATOR

The Governing Board has a system in place to ensure fiscal viability:

- The school is fiscally strong and net assets are positive in the prior two independent audit reports.
- If applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s).

	Rubric	Sources of Evidence
Performance	<p><input checked="" type="checkbox"/> The school is fiscally strong with positive net assets and meets the four (4) recommended financial ratios (identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section below for the rating of 4, <i>Accomplished</i>) in the most current two independent audit reports, <u>and</u>, if applicable, all LAUSD Board of Education-approved fiscal-condition related benchmark(s) are met by the required deadline(s)</p> <p><input type="checkbox"/> The school is fiscally stable, with positive net assets in the most current independent audit report*</p> <p><input type="checkbox"/> The school is fiscally weak or unstable**, net assets are negative in the most current independent audit report, or the school does not have an independent audit report or audited financial result for its first operative year on file with the Charter Schools Division*</p> <p><input type="checkbox"/> The school is consistently fiscally weak, net assets are negative in the prior two independent audit reports, or the school does not have an independent audit report or audited financial result for its first operative year on file with the Charter Schools Division*</p> <p>*Additional considerations that could influence the rating may include: inadequate cash flow; financial condition and/or enrollment reflecting a downward trend and/or beginning to show signs of deteriorating financial health potentially leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years; multi-year reliance on financing resources for the school’s operations (e.g., factoring of receivables, intraorganizational loans, third party loans, continuing deficit spending, etc.); or that the school may not be able to carry out quality educational programs when the student enrollment drops to a certain level.</p> <p>**For example, the school’s financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years.</p>	<p><input checked="" type="checkbox"/> Board meeting agendas and minutes</p> <p><input checked="" type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances</p> <p><input checked="" type="checkbox"/> Observation of Governing Board meeting</p> <p><input checked="" type="checkbox"/> Discussion with leadership</p> <p><input checked="" type="checkbox"/> Independent audit report(s)</p> <p><input checked="" type="checkbox"/> Other financial information submitted by the school</p> <p><input checked="" type="checkbox"/> Other: (see Fiscal Operations section below)</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

G6: FISCAL MANAGEMENT AND ACCOUNTABILITY - QUALITY INDICATOR

The Governing Board has a system in place to ensure sound fiscal management and accountability:	
<ul style="list-style-type: none"> • The school adheres to the Governing Board approved fiscal policies and procedures, and does not have any areas noted for improvement. • The two most current annual independent audits show no material weaknesses, deficiencies, and/or findings. 	
Performance	Rubric
Performance	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The school consistently adheres to the Governing Board approved fiscal policies and procedures, does not have any areas noted for improvement, and the two most current annual independent audits show no material weaknesses, deficiencies, and/or findings <input type="checkbox"/> The school generally adheres to the Governing Board approved fiscal policies and procedures, but has areas noted for improvement, and the most current annual independent audit shows no material weaknesses, deficiencies, and/or findings <input type="checkbox"/> The school is not adhering to the Governing Board approved fiscal policies and procedures, and has areas noted for improvement, or has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings, unresolved recurring issues, potential conflicts of interest, etc.) <input type="checkbox"/> The school is continuously not adhering to the Governing Board approved fiscal policies and procedures, or has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings, potential conflicts of interest, etc.)
Sources of Evidence	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board meeting agendas and minutes <input checked="" type="checkbox"/> Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances <input checked="" type="checkbox"/> Observation of Governing Board meeting <input checked="" type="checkbox"/> Discussion with leadership <input checked="" type="checkbox"/> Independent audit report(s) <input checked="" type="checkbox"/> Other: (see Fiscal Operations section below) 	
Progress on LAUSD Board of Education Benchmarks and/or MOU related to GOVERNANCE (if applicable):	
N/A	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3, Proficient
California Department of Education’s (CDE) Charter School’s Performance Category (as published in 2024)	Middle Performing
<p>The state identified the charter school as qualifying for Differentiated Assistance (DA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Differentiated Assistance is technical assistance provided to Local Education Agencies (LEA) that the state has identified for underperformance. DA is targeted support that is available to LEAs that meet the eligibility requirements set by the State Board of Education (SBE).</p>	
<p>The charter school is a state-identified school under the Every Student Succeeds Act (ESSA). <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, the school’s identification: (See additional information within “Notes” section below) <input type="checkbox"/> Comprehensive Support and Improvement (CSI) <input type="checkbox"/> Additional Targeted Support and Improvement (ATSI)</p>	
<p><u>Areas of Demonstrated Strength and/or Progress</u></p> <p>A1: DASHBOARD SCHOOLWIDE ELA - The schoolwide Dashboard ELA Indicator color is Green as compared to the state’s color of Orange.</p> <ul style="list-style-type: none"> The school’s 2023 schoolwide ELA DFS (40.0 DFS) is higher than the state average (-13.6 DFS). <p>A2: DASHBOARD STUDENT GROUP ELA – The majority of the school’s numerically significant student groups have DFS scores above their respective statewide student group average DFS scores.</p> <ul style="list-style-type: none"> The 2023 average DFS in ELA for the school’s Socioeconomically Disadvantaged student group (17.7 DFS) is higher than the state average (-42.6 DFS). The 2023 average DFS in ELA for the school’s Latino student group (15.6 DFS) is higher than the state average (-40.2 DFS). The 2023 average DFS in ELA for the school’s Students with Disabilities student group (-58.0 DFS) is higher than the state average (-96.3 DFS). The 2023 average DFS in ELA for the school’s Asian student group (74.5 DFS) is higher than the state average (61.8 DFS). The 2023 average DFS in ELA for the school’s Two or More Races student group (44.0 DFS) is higher than the state average (24.3 DFS). The 2023 average DFS in ELA for the school’s Filipino student group (76.9 DFS) is higher than the state average (44.0 DFS). The 2023 average DFS in ELA for the school’s White student group (52.6 DFS) is higher than the state average (20.8 DFS). The 2023 average DFS in ELA for the school’s Black or African American student group (14.5 DFS) is higher than the state average (-59.6 DFS). The 2023 average DFS in ELA for the school’s English Learner student group (-92.1 DFS) is lower than the state average (-67.7 DFS). <p>A3: DASHBOARD SCHOOLWIDE MATH - The schoolwide Dashboard Math Indicator color is Green, as compared to the state’s color of Orange.</p> <ul style="list-style-type: none"> The school’s 2023 schoolwide Math DFS (-30.2 DFS) is higher than the state average (-49.1 DFS). 	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

A6: DASHBOARD SCHOOLWIDE COLLEGE/CAREER (CCI) - The schoolwide Dashboard College/Career Indicator Status is Medium, as compared to the state's Status of Medium.

- The school's 2023 percentage of students prepared for college or a career (48.6%) is higher than the state average (43.9%).

A9: DASHBOARD SCHOOLWIDE GRADUATION RATE - The schoolwide Dashboard Graduation Rate Indicator color is Yellow, as compared to the state's color of Orange.

- The school's 2023 Graduation Rate (91.9%) is higher than the state average (86.4%).

Areas Noted for Further Growth and/or Improvement

A4: DASHBOARD STUDENT GROUP MATH - Less than the majority of the school's numerically significant student groups have DFS scores above their respective statewide student group average DFS scores.

- The 2023 average DFS in Math for the school's Socioeconomically Disadvantaged student group (-58.8 DFS) is higher than the state average (-80.8 DFS).
- The 2023 average DFS in Math for the school's Latino student group (-62.9 DFS) is higher than the state average (-80.8 DFS).
- The 2023 average DFS in Math for the school's Students with Disabilities student group (-127.4 DFS) is lower than the state average (-127.3 DFS).
- The 2023 average DFS in Math for the school's Asian student group (35.3 DFS) is lower than the state average (50.8 DFS).
- The 2023 average DFS in Math for the school's Two or More Races student group (-16.2 DFS) is lower than the state average (-7.4 DFS).
- The 2023 average DFS in Math for the school's Filipino student group (-5.5 DFS) is lower than the state average (7.4 DFS).
- The 2023 average DFS in Math for the school's White student group (-14.5 DFS) is lower than the state average (-11.1 DFS).
- The 2023 average DFS in Math for the school's Black or African American student group (-78.1 DFS) is higher than the state average (-104.5 DFS).
- The 2023 average DFS in Math for the school's English Learner student group (-150.6 DFS) is lower than the state average (-93.4 DFS).

In light of these results, school leadership reports the following:

- *We've formulated a data team to help teachers with analyzing classroom and schoolwide data. This will in turn allow us to better inform instruction, make instructional decisions, necessary systemic improvements.*
- *We have provided Instructional Assistants in the majority of College Prep Algebra I classes and some Geometry classes. Research indicates that the incorporation of Instructional Assistants into courses can lead to greater student learning and performance... Our Instructional Assistants provide direct support to students individually and in small groups at the direction of the certificated teachers.*
- *Our PLC process in Math has allowed the math department to work more closely towards curriculum alignment which will help with providing clear expectations and consistency in how content is presented... PLCs provide time for course-alike teachers to share ideas and learn from each other. At monthly meetings, teachers bring classroom data to review and make informed instructional decisions. Further, CFAs are developed, unit tests and math exemplars (sic) explored. The math department is constantly working to improve the way they approach teaching and learning by modernizing the curriculum and upgrading their teaching skills through the PLC process.*



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

A7: DASHBOARD STUDENT GROUP COLLEGE/CAREER (CCI) - Less than the majority of the school's numerically significant student groups have CCI percentages above their respective statewide student group percentages.

- The 2023 percentage of the school's Latino student group prepared for college or a career (41.2%) is higher than the state average (35.5%).
- The 2023 percentage of the school's Socioeconomically Disadvantaged student group prepared for college or a career (47.3%) is higher than the state average (35.4%).
- The 2023 percentage of the school's Students with Disabilities student group prepared for college or a career (11.0%) is lower than the state average (12.3%).
- The 2023 percentage of the school's African American student group prepared for college or a career (37.1%) is higher than the state average (25.1%).
- The 2023 percentage of the school's Two or More Races student group prepared for college or a career (50.0%) is lower than the state average (52.9%).
- The 2023 percentage of the school's White student group prepared for college or a career (49.5%) is lower than the state average (53.2%).
- The 2023 percentage of the school's Asian student group prepared for college or a career (67.7%) is lower than the state average (75.8%).
- The 2023 percentage of the school's Filipino student group prepared for college or a career (75.5%) is higher than the state average (65.2%).

In light of these results, school leadership reports the following:

- *To improve outcomes in preparing our students for college and career, ECR's college and career center has begun introducing our 9th graders to Naviance's career assessments through CCR/Health class presentations, and we are currently having all 9th graders complete career assessments on Naviance. These various tasks/assessments introduce students to possible career matches and allow them to start thinking about their post-secondary options and fulfill their career pathways.*

A10: DASHBOARD SCHOOLWIDE SUSPENSION RATE INDICATOR - The schoolwide Dashboard Suspension Rate Indicator color is Orange, as compared to the state's color of Orange.

- The school's 2023 percentage of students suspended at least one day (1.7%) is lower than the state average (3.5%).

In light of these results, school leadership reports the following:

- *The school is continuing to implement a PBIS system. This has been featured in professional developments and behavioral reminders (signs, murals) can be found in many areas of campus. Restorative justice and conflict resolution techniques have resulted in a much lower suspension rate so far this year... There has also been increased collaboration between the Student Support Services office, Deans, and counselors.*

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

College/Career Indicator (CCI) is scored based on 2023 Status level data as reported on the 2023 Dashboard.

English Learner (EL) Reclassification:

As of the time of the issuance of this Annual Performance-Based Oversight Visit Report, the state has not published the "Annual Reclassification (RFEP) Counts and Rates" for the 2021-2022 and 2022-2023 academic years. Please note that, depending on the release date of the 2021-2022 and 2022-2023 RFEP counts and rates, the District may elect to update and reissue a revised 2023-2024 Annual Performance-Based Oversight Visit Report.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

***NOTE: A charter school cannot receive a rating in this category greater than a 1 if the school has been identified as a Low Performing charter school based on the state’s published list.**

A1: DASHBOARD SCHOOLWIDE ELA - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide ELA data (CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Blue <input checked="" type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Green; or Yellow and at/above statewide Distance From Standard (“DFS”) <input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Yellow and below statewide DFS; or Orange <input type="checkbox"/> The schoolwide Dashboard ELA Indicator color is Red <input type="checkbox"/> Not Available - No color assigned for the ELA Indicator on the Dashboard	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)

A2: DASHBOARD STUDENT GROUP ELA - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant student groups (30 or more students) on the California School Dashboard ELA (Students with Disabilities, English Learners, Socioeconomically Disadvantaged, etc.)(CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> All numerically significant student groups have “Status/DFS” scores above the statewide DFS <input checked="" type="checkbox"/> The majority of numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> Less than a majority of the numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> None of the school’s numerically significant student groups have “Status/DFS” scores above the statewide DFS <input type="checkbox"/> Not Available - No assessment of performance for this indicator	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)

A3: DASHBOARD SCHOOLWIDE MATH - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide Math data (CDE)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The schoolwide Dashboard Math Indicator color is Blue <input checked="" type="checkbox"/> The schoolwide Dashboard Math Indicator color is Green; or Yellow and at/above statewide DFS <input type="checkbox"/> The schoolwide Dashboard Math Indicator color is Yellow and below statewide DFS; or Orange <input type="checkbox"/> The schoolwide Dashboard Math Indicator color is Red <input type="checkbox"/> Not Available - No color assigned for the Math Indicator on the Dashboard	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)

A4: DASHBOARD STUDENT GROUP MATH - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant student groups (30 or more students) on the California School Dashboard Math (Students with Disabilities, English Learners, Socioeconomically Disadvantaged, etc.) (CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> All numerically significant student groups have "Status/DFS" scores above the statewide DFS <input type="checkbox"/> The majority of numerically significant student groups have "Status/DFS" scores above the statewide DFS <input checked="" type="checkbox"/> Less than a majority of the numerically significant student groups have "Status/DFS" scores above the statewide DFS <input type="checkbox"/> None of the school's numerically significant student groups have "Status/DFS" scores above the statewide DFS <input type="checkbox"/> Not Available - No assessment of performance for this indicator	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)

A5: DASHBOARD SCHOOLWIDE ENGLISH LEARNER PROGRESS (ELPI) - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide ELPI data (CDE)

Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<input type="checkbox"/> The schoolwide Dashboard ELPI color is Blue <input type="checkbox"/> The schoolwide Dashboard ELPI color is Green; or Yellow and at/above statewide percentage <input type="checkbox"/> The schoolwide Dashboard ELPI color is Yellow and below statewide percentage; or Orange <input type="checkbox"/> The schoolwide Dashboard ELPI color is Red <input checked="" type="checkbox"/> Not Available - No color assigned for the ELPI on the Dashboard	<input type="checkbox"/> California School Dashboard Report (CDE) <input type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)

A6: DASHBOARD SCHOOLWIDE COLLEGE/CAREER (CCI) - (GRADES 9-12) - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide CCI data (CDE)

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Very High <input checked="" type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is High; or Medium and at/above the statewide percentage <input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Medium and below the statewide percentage; or Low <input type="checkbox"/> The schoolwide Dashboard CCI Indicator Status is Very Low <input type="checkbox"/> Not Available – No assessment of performance for this indicator <input type="checkbox"/> Not Applicable - CCI is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)

A7: DASHBOARD STUDENT GROUP COLLEGE/CAREER (CCI) - (GRADES 9-12) - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- Performance of all numerically significant student groups (30 or more students) on the California School Dashboard CCI (Students with Disabilities, English Learners, and Socioeconomically Disadvantaged, etc.)(CDE)

Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<input type="checkbox"/> All numerically significant student groups have “Status/percent” scores above the statewide averages <input type="checkbox"/> The majority of numerically significant student groups have “Status/percent” scores above the statewide averages <input checked="" type="checkbox"/> Less than a majority of the numerically significant student groups have “Status/percent” scores above the statewide averages <input type="checkbox"/> None of the school’s numerically significant student groups have “Status/percent” scores above the statewide averages <input type="checkbox"/> Not Available – No assessment of performance for this indicator <input type="checkbox"/> Not Applicable - CCI is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)
--------------------	---	---

A8: DASHBOARD SCHOOLWIDE CHRONIC ABSENTEEISM - (GRADES K-8) - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide Chronic Absenteeism Indicator data (CDE)

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The schoolwide Dashboard Chronic Absenteeism Indicator color is Blue <input type="checkbox"/> The schoolwide Dashboard Chronic Absenteeism Indicator color is Green; or Yellow and at/below statewide percentage <input type="checkbox"/> The schoolwide Dashboard Chronic Absenteeism Indicator color is Yellow and above statewide percentage; or Orange <input type="checkbox"/> The schoolwide Dashboard Chronic Absenteeism Indicator color is Red <input type="checkbox"/> Not Available - No color assigned for the Chronic Absenteeism Indicator on the Dashboard <input checked="" type="checkbox"/> Not Applicable - The Chronic Absenteeism Indicator is not applicable for the grade levels assigned at the charter school	<input type="checkbox"/> California School Dashboard Report (CDE) <input type="checkbox"/> LAUSD Office of Data & Accountability’s Data Set <input type="checkbox"/> Other: (Specify)

A9: DASHBOARD SCHOOLWIDE GRADUATION RATE - (GRADES 9-12) - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide Graduation Rate Indicator data (CDE)

	Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<input type="checkbox"/> The schoolwide Dashboard Graduation Rate Indicator color is Blue <input checked="" type="checkbox"/> The schoolwide Dashboard Graduation Rate Indicator color is Green; or Yellow and at/above statewide percentage <input type="checkbox"/> The schoolwide Dashboard Graduation Rate Indicator color is Yellow and below statewide percentage; or Orange <input type="checkbox"/> The schoolwide Dashboard Graduation Rate Indicator color is Red <input type="checkbox"/> Not Available - No color assigned for the Graduation Rate Indicator on the Dashboard <input type="checkbox"/> Not Applicable - The Graduation Rate Indicator is not applicable for the grade levels assigned at the charter school	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)
--------------------	--	---

A10: DASHBOARD SCHOOLWIDE SUSPENSION RATE INDICATOR - QUALITY INDICATOR

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Schoolwide Suspension Rate Indicator data (CDE)

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The schoolwide Dashboard Suspension Rate Indicator color is Blue <input type="checkbox"/> The schoolwide Dashboard Suspension Rate Indicator color is Green; or Yellow and at/below statewide percentage <input checked="" type="checkbox"/> The schoolwide Dashboard Suspension Rate Indicator color is Yellow and above statewide percentage; or Orange <input type="checkbox"/> The schoolwide Dashboard Suspension Rate Indicator color is Red <input type="checkbox"/> Not Available - No color assigned for the Suspension Rate Indicator on the Dashboard	<input checked="" type="checkbox"/> California School Dashboard Report (CDE) <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Set <input type="checkbox"/> Other: (Specify)

A11: INTERNAL ASSESSMENT – VERIFIED DATA IMPLEMENTATION – QUALITY INDICATOR

The information provided in this report on internal assessments is to determine the charter school's verified data implementation, as applicable. As part of renewal, as applicable, for charter schools that are identified by the California Department of Education (CDE) as Middle or Low Performing, the LAUSD Board shall consider schoolwide performance and performance of all student groups on the California School Dashboard and shall also consider clear and convincing evidence, demonstrated by verified data, showing either a) the school achieved measurable increases in academic achievement, as defined by at least one year's progress for each in school or b) strong postsecondary outcomes equal to similar peers.

The LAUSD Board shall only consider verified data adopted by the State Board of Education pursuant to Education Code section 47607.2(c) (Link: [Approved List](#)). In addition, staff's review of the charter school's submitted materials will be based on the verified data sources and related information adopted by the State Board of Education (Ed. Code, § 47607.2(c)(3).) Charter schools submitting verified data for this purpose must adhere to the state-approved criteria.

The information below is based on charter school's self-reported data and will not be scored.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

The charter school did provide Verified Data for consideration.

Academic Progress Indicator(s) for the 2022-2023 School Year:

Academic Progress Indicator (ELA): California Assessment of Student Performance and Progress (English Language Arts/Literacy and Mathematics, Grades 3–8 and Grade 11)	Grade Levels: 11	Assessment Administration: Spring	95% Participation Met*: <input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met
Academic Progress Indicator (Math): California Assessment of Student Performance and Progress (English Language Arts/Literacy and Mathematics, Grades 3–8 and Grade 11)	Grade Levels: 11	Assessment Administration: Spring	95% Participation Met*: <input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met

*If the charter school did not meet the 95% participation, the charter school’s plan to address the participation is included in the Notes below.

1. The charter school disaggregated student performance data for the following student groups: All Students, Asian, Hispanic, Two or More Races, Socioeconomically Disadvantaged, Filipino, White, African American, Students with Disabilities, and English Learners.
 The charter school did not disaggregate student performance data by student groups.
2. The charter school affirmed that the assessments were administrated as intended, consistent with the test publishers’ administration and test security procedures.
3. The charter school provided the following verified data report(s):
 - i-Ready K-8 by Curriculum Associates: *Diagnostic Growth*
 - MAP Growth by NWEA: *Student Growth Summary Report*
 - Star Assessment by Renaissance: *Star Growth Report*
 - Other: California Assessment of Student Progress ELA and Math
 - The charter school did not provide the correct report from the publisher to determine one year’s growth.

Postsecondary Outcomes (high school only):

1. The charter school uses the Choose an item. data source and included the results of at least 95% of eligible students.
 - a. If the charter school did not meet the 95% participation rate, the charter school’s plan to address the participation is included in the Notes below.
2. The charter school included the number of eligible students and missing or non-participating students.
3. The charter school provided evidence of comparing the data to similar peers (which may include, but not limited to, similar demographics, pupil student groups, first-time college attendance, or other similar circumstances and if not available, comparison to statewide data).

Notes:
N/A

Progress on LAUSD Board of Education Benchmarks and/or MOU related to STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE (if applicable):



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

On December 8, 2020, the Los Angeles Unified School District (LAUSD) Board of Education voted to approve with benchmarks the charter renewal petition of El Camino Real Charter High.

1. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard’s English Language Arts (ELA) Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school’s annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

Benchmark Met.

2. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard’s Math Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school’s annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

Benchmark Met.

LOCAL CONTROL ACCOUNTABILITY PLAN 2023-2024 (For Informational Purposes Only)

<i>The CSD reviewed the Local Control Accountability Plan.</i>	
All requested template information and descriptions were provided:	Sources of Evidence
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> LCFF Budget Overview for Parents <input checked="" type="checkbox"/> Plan Summary <input checked="" type="checkbox"/> Engaging Educational Partners <input checked="" type="checkbox"/> Goals and Actions <input checked="" type="checkbox"/> Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students <input checked="" type="checkbox"/> Action Tables 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local Control Accountability Plan <input checked="" type="checkbox"/> Board Agenda and Minutes
Notes:	
N/A	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	3, Proficient
<p><u>Areas of Demonstrated Strength and/or Progress</u></p>	
<p>O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM - The school has fully implemented the educational program, including key features, outlined in the school’s charter and aligned to California State Content Standards specific to the grade levels served; and has achieved an overall rating of “3” or “4” in the Student Achievement and Educational Performance category of this year’s oversight report.</p> <ul style="list-style-type: none"> • School leaders highlighted the following key features (but not limited to) of the educational program: <ul style="list-style-type: none"> ○ <i>Wellness and Counseling Support</i> - We added counselors to lower the student-to-counselor ratio and added a third full-time college counselor so we could meet the needs of our underclassmen as well as our seniors. We have both a full-time licensed and credentialed School Nurse and a full-time Licensed Vocational Nurse (LVN) on staff to assist with student medical issues, IEPs, and athletic eligibility. Beginning in the 2022-2023 school year, the school has four full-time school-based therapists. We have one school-wide Intervention Coordinator, a Latinx Intervention Coordinator, an African-American Intervention Coordinator, and a SWD/LGBT Intervention Coordinator. ○ <i>Experience based learning programs</i> - We feed our students’ curiosity through Experience based learning programs such as Science, Technology, Engineering, and Math (STEM), Visual and Performing Arts (VPA), Film Studies, ROTC, and Food and Nutrition Sciences. These programs drive the application of concepts and puts students in challenging projects and performances that bring out the best of their abilities and skills. In addition, students learn soft skills like teamwork, leadership, communication, and time management through our experiential learning programs. ○ <i>Academic Innovation</i> - ECR is proud to offer strong academic programs that focus on the whole child and incorporate a variety of instructional strategies and methods. Specific strategies include collaborative teams, peer tutoring, differentiated instruction, and leadership development. Standards-based instruction in all classrooms offer a successful system that clearly aligns curriculum and instruction expectations for teachers and students. ○ <i>We have also been able to offer increased summer school offerings including an AP Bridge program to increase the confidence of students to take AP classes and a Bridge Program to increase the math and ELA skills of incoming freshmen.</i> • Review of documentation in Folder III, discussions with school leaders, and classroom observations included evidence of implementation of these key features, which were included in this year’s areas of focus: <ul style="list-style-type: none"> ○ <i>Curricular alignment in core classes</i> ○ <i>PBIS – teachers at doors, positive comments</i> <p>O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE - The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 4.5% for the Students with Disabilities or African American student groups.</p> <ul style="list-style-type: none"> • Per the <i>LAUSD Office of Data & Accountability’s Data Sets for suspension, expulsion, and disproportionality</i>, the school’s 2022-2023 suspension event rate was less than 3% and zero expulsions. Review of documentation in Folder III, discussions with school leaders, and classroom/campus observations 	



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

included evidence of systems to promote a positive school climate. School leadership shared the following incentives as part of its *School Positive Behavior and Support System*:

- *Good attendance qualifies juniors and seniors for lunch passes*
- *Student-athletes are ineligible until the next grading period if they have more than one “U” in citizenship on progress reports and report.*
- *We utilize the “On the Spot Recognition” program so that teachers and students can send words of encouragement to each other.*
- *Kindness Counts program recognizes and rewards students who are exhibiting positive/exemplary behaviors. (Students given “front of the line” cafeteria passes).*
- *Additionally, school leadership shared the following System for Data Monitoring and Analysis:*
 - *Suspension data is reviewed periodically by Deans Office staff and administrative staff. It is also reviewed at Safety Committee meetings.*
 - *The school has a system that generates reports in real time in an interactive dashboard. These reports are available continuously and are emailed periodically to intervention staff.*

Areas Noted for Further Growth and/or Improvement

None noted at this time.

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

O1 – Per the *Los Angeles Daily News*, “El Camino Real Charter High School team won the 2024 U.S. National Academic Decathlon on Saturday, April 27 in Pittsburgh, Pennsylvania, for the second year in a row,” making it its 10th national championship and “holding the most academic decathlon championships in the U.S.”

***NOTE:**

- *A charter school cannot receive a rating in this category greater than 1 for any of the following reasons: (1) Failed to complete criminal background clearances for any new staff and/or sole proprietor (as defined on the Certification of Clearances, Credentialing, and Mandated Training) prior to employment; and/or failed to obtain DOJ clearance certification, as appropriate, from a vendor; (2) Failed to have Health, Safety, and Emergency Plan; (3) Failed to have an appropriate Certificate of Occupancy, or equivalent; and/or (4) The school is in breach of the operative charter, including Federal, State, and District Required Language related to this section.*
- *A charter school cannot receive a rating in this category greater than 2 for any of the following reasons: (1) Failed to conduct child abuse mandated reporter training in accordance with Education Code 44691; (2) Any teacher of the instructional program is not appropriately credentialed and assigned per legal requirements and the school’s operative charter at any time during the academic year; and/or (3) Failed to provide evidence of any item on the “Review of Health and Safety Compliance Items” checklist below.*
- *A charter school cannot receive a rating in this category greater than 3 for the following reason: Failed to provide evidence of any item on the “Review of Transparency and Stakeholder Information Compliance Items” checklist below.*



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM – QUALITY INDICATOR

The school has systems in place to ensure alignment to the curricular and educational program outlined in the approved charter by:

- Implementing key features of the educational program described in the charter
- Implementing standards-based instruction in accordance with the California State Content Standards specific to the grade levels served and aligned with the needs of students
- Implementing assessments to measure the development of grade-level appropriate academic and non-academic skills
- Reviewing and analyzing school and student progress towards annual goals (schoolwide and for all student groups that the school serves) that are consistent with the educational performance measured by the California School Dashboard and state assessments
- Providing teacher, staff, and administrator professional development specific to supporting desired student outcomes and key features outlined in the school’s charter
- Implementing a system to monitor student progress toward, and completion of, graduation and A-G requirements (**high schools only**)

Rubric	Sources of Evidence
--------	---------------------



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<input checked="" type="checkbox"/> The school has fully implemented the educational program, including key features, outlined in the school’s charter and aligned to California State Content Standards specific to the grade levels served; and has achieved an overall rating of “3” or “4” in the Student Achievement and Educational Performance category of this year’s oversight report <input type="checkbox"/> The school has implemented the educational program, including key features, outlined in the school’s charter and aligned to California State Content Standards specific to the grade levels served <input type="checkbox"/> The school has partially implemented the educational program, including key features, outlined in the school’s charter and aligned to California State Content Standards specific to the grade levels served <input type="checkbox"/> The school has minimally implemented, or not at all, the educational program, including key features, outlined in the school’s charter and aligned to California State Content Standards specific to the grade levels served	<input checked="" type="checkbox"/> Key Features of the Educational Program <input checked="" type="checkbox"/> Standards-Based Instructional Program <input checked="" type="checkbox"/> Master Schedule/Course Schedule <input checked="" type="checkbox"/> Student Achievement Data Analysis <input checked="" type="checkbox"/> Professional Development documentation <input checked="" type="checkbox"/> Classroom/site Observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify) High School: <input checked="" type="checkbox"/> System for monitoring student progress toward and completion of graduation and A-G Requirements <input checked="" type="checkbox"/> WASC Accreditation Notification Letter <input checked="" type="checkbox"/> UC Doorways course approval <input checked="" type="checkbox"/> Graduation Requirement/Policy <input checked="" type="checkbox"/> Math Placement Assessment Policy <input checked="" type="checkbox"/> Advanced Placement Exam: Participation Rate and Passage Rate <input checked="" type="checkbox"/> College acceptance and enrollment rates, and other postsecondary indicators
--------------------	---	--

O2: MEETING THE NEEDS OF ALL STUDENTS; STUDENT GROUP DATA ANALYSIS - QUALITY INDICATOR

<p><i>The school has a system in place to ensure:</i></p> <ul style="list-style-type: none"> • Implementation of differentiated instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all numerically significant student groups identified in the school’s LCAP and by the CDE • Implementation of internal student assessments aligned with instructional outcomes to determine student mastery of California State Content Standards • Disaggregation and analysis of data on a regular basis to address individual student needs and guide instructional planning and use of interventions • Implementation, review, and modification, as appropriate, of its Master Plan for English Learners (EL identification, standards-based designated and integrated ELD instruction, progress monitoring, assessment, and reclassification) 	
Rubric	Sources of Evidence



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Performance	<p><input type="checkbox"/> The school has a well-developed system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; evidence of systems to modify instruction based on data analysis; and has achieved an overall rating of “3” or “4” in the Student Achievement and Educational Performance category of this year’s oversight report</p> <p><input checked="" type="checkbox"/> The school has a system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; and evidence of systems to modify instruction based on data analysis</p> <p><input type="checkbox"/> The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or limited evidence of systems to modify instruction based on data analysis</p> <p><input type="checkbox"/> The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or no evidence of systems to modify instruction based on data analysis</p>	<p><input checked="" type="checkbox"/> Implementation of differentiated instructional strategies</p> <p><input checked="" type="checkbox"/> Intervention/Enrichment Program during the instructional day</p> <p><input checked="" type="checkbox"/> Student Group data analysis</p> <p><input checked="" type="checkbox"/> Professional Development documentation</p> <p><input checked="" type="checkbox"/> Classroom/site Observation</p> <p><input checked="" type="checkbox"/> Discussion with school leadership</p> <p><input type="checkbox"/> Other: (Specify)</p> <p>English Learners</p> <p><input checked="" type="checkbox"/> Master Plan for English Learners</p> <p><input checked="" type="checkbox"/> Designated English Language Development (ELD) schedule</p> <p><input checked="" type="checkbox"/> Documentation of implementation of the school’s Master Plan for English Learners</p> <p><input checked="" type="checkbox"/> Implementation of a data analysis system</p>
--------------------	--	---



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

O3: SPECIAL EDUCATION - QUALITY INDICATOR

The school has a system in place to ensure that the school:

- Provides special education programs and services in accordance with students' IEPs
- Provides special education training for staff
- Conducts a special education self-review annually, using the Special Education Self-Review Checklist
- Maintains mandated IEP timeline records and accurate service provision records in Welligent

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school has a well-developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with regular and ongoing professional development/training to support implementation of its special education program; and, as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records <input checked="" type="checkbox"/> The school has a system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with professional development/training to support implementation of its special education program; and, as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records <input type="checkbox"/> The school has a partially developed system in place for implementation and monitoring of its special education processes and program in compliance with all requirements <input type="checkbox"/> <input type="checkbox"/> The school has a minimal or no system in place for implementation and monitoring of its special education processes and program in compliance with all requirements <input type="checkbox"/> Not Applicable - Charter school participates in LAUSD's Option 1 SELPA <input type="checkbox"/> Charter school does not participate in LAUSD's SELPA	<input checked="" type="checkbox"/> Welligent IEP Timeline and Service Tracking Reports <input checked="" type="checkbox"/> District Validation Review (DVR) <input checked="" type="checkbox"/> Annual Self-Review Checklist <input checked="" type="checkbox"/> Professional Development documentation <input checked="" type="checkbox"/> Discussion with school leadership



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

04: SCHOOL CLIMATE AND STUDENT DISCIPLINE - QUALITY INDICATOR

The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:

- Align with principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, schoolwide positive behavior support, and data monitoring
- Provide positive opportunities for student wellness, growth, and success, aimed at making the school safe, welcoming, supportive, and inclusive
- Minimize discretionary suspensions and expulsions
- Reduce or eliminate suspension disproportionality for student groups
- Minimize chronic absenteeism for all students and student groups
- Procedures for preventing acts of bullying, including cyberbullying, in accordance with the requirements of Ed. Code, §§ 32283.5 and 234.4

	Rubric	Sources of Evidence
Performance	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 4.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, as demonstrated by schoolwide suspension event rate data less than 4.5%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups <input type="checkbox"/> The school has a partially developed and/or minimally effective school climate and student discipline system that is only partially aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights <input type="checkbox"/> The school has a minimally developed school climate and student discipline system as demonstrated by one or more of the following: the issuance of repeated CSD Notices to Cure (tiered intervention) related to suspension/expulsion; noted concerns related to ensuring due process rights when implementing suspension/expulsion practices; violation of law or policy. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Positive school climate system and Restorative Justice documentation <input checked="" type="checkbox"/> Documentation of systems to prevent acts of bullying <input checked="" type="checkbox"/> Professional Development documentation <input checked="" type="checkbox"/> LAUSD Office of Data & Accountability's Data Sets for suspension, expulsion, and disproportionality <input checked="" type="checkbox"/> Classroom/site Observation <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT - QUALITY INDICATOR

The school has a system for stakeholder engagement, including gathering input, facilitating, and encouraging involvement, sharing information, and resolving concerns, which:

- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school’s charter, and the school LCAP
- Implements a School Site Council (SSC), English Learner Advisory Committee (ELAC), and/or Parent Advisory Committee (PAC) in accordance with applicable legal requirements (e.g., member composition of committee/council, legally required topics, etc.), if applicable
- The liaison for students experiencing homelessness has identified this population through outreach and coordination activities with other organizations, and provided related referral of services to families, children, and youth experiencing homelessness

	Rubric	Sources of Evidence
Performance	<input type="checkbox"/> The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements <input checked="" type="checkbox"/> The school provided evidence of a system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements <input type="checkbox"/> The school provided limited evidence of a system for stakeholder engagement, sharing information, and resolving concerns <input type="checkbox"/> The school provided little to no evidence of a system for stakeholder engagement, sharing information, and resolving concerns	<input checked="" type="checkbox"/> Yearlong Calendar of stakeholder engagement events/meetings. <input checked="" type="checkbox"/> Stakeholder Engagement <input checked="" type="checkbox"/> Stakeholder Consultation <input checked="" type="checkbox"/> School Site Council (SSC) documentation <input checked="" type="checkbox"/> Parent Advisory Committee (PAC) documentation <input checked="" type="checkbox"/> English Learners Advisory Committee (ELAC) documentation <input checked="" type="checkbox"/> Foster Youth/Students Experiencing Homelessness Designee <input checked="" type="checkbox"/> School website <input checked="" type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Stakeholder focus group <input type="checkbox"/> Other: (Specify)

O6: CLEARANCES AND CREDENTIALING COMPLIANCE - QUALITY INDICATOR

The school is in compliance with applicable law and the terms of its approved charter regarding clearances and credentialing:

- All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times
- Individuals who have been continuously employed in a teaching position since the 2019–20 school year obtain the appropriate certificate, permit, or other document for their certificated assignment no later than July 1, 2025 (Ed. Code § 47605.4(a))
- The school has obtained all necessary employee clearances, including criminal background and tuberculosis (TB) risk assessments/clearances, prior to employment, and keeps all clearances current
- The school has obtained all necessary vendor clearances, including criminal background and tuberculosis (TB) risk assessments/clearances as applicable, prior to the provision of service, and keeps all clearances current



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

- School employees and other mandated reporters working on behalf of the school receive annual training on child abuse awareness and reporting, in accordance with the requirements of Ed. Code, § 44691
- Staff receive annual training in Pupil Suicide Prevention and Awareness (as applicable) pursuant to Ed. Code §215
- Staff receive annual training in bloodborne pathogens, per 8 California Code of Regulations (“CCR”), § 5193
- The school has conducted volunteer clearances in accordance with applicable law and policy, including criminal background clearances for all volunteers who perform school site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students

Rubric		Sources of Evidence
Performance	<input type="checkbox"/> The school has implemented an effective system which includes procedures to continually monitor and maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements at all times, which has led to clear and accurate record keeping/documentation of its compliance <input checked="" type="checkbox"/> The school has implemented and monitors systems and procedures that maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has partially implemented and/or intermittently monitors systems and procedures leading to inconsistent compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements <input type="checkbox"/> The school has not implemented and/or does not monitor systems and procedures to maintain compliance with applicable law, including but not limited to clearance, credentialing, and assignment requirements Note: The rating of this indicator incorporates the ESSA Grid and evidence provided by the charter school in its Triannual submission and at the time of the oversight visit for those staff and/or vendors not included in the Triannual submission.	<input checked="" type="checkbox"/> <i>Certification of Clearances, Credentialing, and Mandated Reporter Training 2023-2024</i> form (“ESSA Grid”) <input checked="" type="checkbox"/> Staff roster <input checked="" type="checkbox"/> School master schedule <input checked="" type="checkbox"/> Custodian(s) of Records documentation <input checked="" type="checkbox"/> Criminal Background Clearance Certifications <input checked="" type="checkbox"/> Teaching credential/authorization documentation <input checked="" type="checkbox"/> Vendor clearances and credentialing certifications <input checked="" type="checkbox"/> Volunteer (TB) risk assessment/clearance certification <input type="checkbox"/> Discussion with school leadership <input type="checkbox"/> Other: (Specify)

Progress on LAUSD Board of Education Benchmarks and/or MOU related to ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS (if applicable):

N/A



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Review of Health and Safety Compliance Items

The items below are expected to be evident at the charter school to ensure the protection of student and staff health and safety. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

A charter school cannot receive a rating in this category greater than 1 if the items below are not evident.

Item	Evident	Not Evident
A current, comprehensive, site-specific comprehensive Health, Safety, and Emergency School Safety Plan per requirements of Ed. Code, §§ 47605(c)(5)(F), 32282(a)(2)(A)(J), and 35179.4, as applicable. (Note: For schools co-located with a District school, the charter school participates in and complies with the District school’s Integrated Safe School Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A current site-specific Certificate(s) of Occupancy or equivalent that authorizes the current use of the site	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A charter school cannot receive a rating in this category greater than 2 if any of the items below are not evident.

If several (i.e., two or more) items below are not evident, charter school may receive an overall rating of 1 in this category.

Item	Evident	Not Evident
School has sufficient emergency supplies in the event of a natural disaster or other emergency (Ed. Code § 32280)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School conducts annual emergency drills and trainings as legally required to prepare for a natural disaster or other emergency, per Ed. Code §§ 32001 and 32282	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provision and documentation of health screenings (e.g., vision, hearing, and scoliosis) per current applicable law and terms of the charter (Ed. Code § 49450 et seq, as referenced in FSDRL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p>Stock and maintenance of the required number and type of emergency epinephrine auto-injectors (“epi-pen”) onsite and training has been provided to volunteer staff member(s) in the storage and emergency use, per Ed. Code § 49414 and § 4119.2 of the Business and Professions Code</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Provision of at least two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility, per Ed. Code § 49501.5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>A Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), requirements per of Ed. Code § 215. Suicide Prevention Lifeline and National Domestic Violence Hotline on at least one side of Student ID cards, as specified in Ed. Code § 215.5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>For schools offering an interscholastic athletic program, at least one automated external defibrillator (AED) is onsite, and available at on-campus athletic activities or events per Ed. Code §§ 35179.4 and 35179.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Notes: None.</p>		



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Review of Transparency and Stakeholder Information Compliance Items

The items below are expected to be evident at the charter school to ensure that it operates in a transparent manner and keeps all stakeholders informed. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and impact the overall rating in the Organizational Management, Programs, and Operations category.

A charter school cannot receive a rating in this category greater than 3 if any of the items below are not evident.

Item	Evident	Not Evident
The following information posted to the school’s website: <input type="checkbox"/> LCAP, per Ed. Code § 47606.5(h) <input type="checkbox"/> Current Board agenda in compliance with Brown Act, per Gov. Code, §54954.2(a)(1) <input type="checkbox"/> Policy on Pupil Suicide Prevention per Ed. Code § 234.6 <input type="checkbox"/> Title IX information, including a link to CDE’s Title IX website per Ed. Code § 234.6 <input type="checkbox"/> Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including: anti-cyberbullying procedures, social media anti-bullying procedures, and a link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provides all stakeholders with appropriate, accessible, and relevant information about individual student and schoolwide academic progress and performance Ed. Code § 35256	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access to approved charter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Documentation of informing parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements (high schools only), per Ed. Code § 47605	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Informing parents/guardians of human trafficking prevention resources (grades 6-12), per Ed. Code § 49381	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Notification of access to available mental health services, per Ed. Code § 49428. Additionally, charter schools serving any of the grades 6 to 12, shall prominently and conspicuously display a poster that identifies approaches and shares resources regarding pupil mental health in appropriate public areas that are accessible to, and commonly frequented by, pupils, per Ed. Code § 49428.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Notes:
None



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **2/29/2024**

8617 El Camino Real Charter High	2019-2020					2020-2021					2021-2022				
	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents		12,528,799	12,729,061	27,178,283	13,282,107		28,320,081	30,832,911	45,785,550	24,535,106		29,698,121	21,939,977	51,345,897	23,373,143
Accounts Receivable		2,537,163	2,537,163	3,749,170	4,342,430		7,634,139	9,298,062	3,321,893	3,321,894		1,725,356	1,725,356	79,075	1,550,223
Other Current Assets		906,845	906,845	842,971	842,971		842,971	0	176,551	176,551		135,241	7,591,990	1,260,888	6,874,049
Total Current Assets		15,972,807	16,173,069	31,770,424	18,467,508		36,797,191	40,130,973	49,283,994	28,033,551		31,558,718	31,257,323	52,685,860	31,797,415
Fixed and Other Assets		7,171,062	7,171,062	7,143,296	6,664,512		6,965,458	6,937,309	6,364,427	6,363,656		6,317,733	6,317,733	6,232,487	6,232,487
Total Assets		23,143,869	23,344,131	38,913,720	25,132,020		43,762,649	47,068,279	55,648,421	34,397,207		37,876,451	37,575,056	58,918,346	38,029,902
Deferred Outflows of Resources		0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities		2,430,130	2,430,130	2,827,354	2,716,644		619,128	1,156,375	2,829,888	3,068,305		5,174,488	5,174,488	6,118,645	5,860,387
Other Long Term Liabilities		0	0	193,596	0		4,009,296	4,048,391	0	0		232,691	232,691	243,890	0
Unfunded OPEB Liabilities		12,535,595	12,535,595	30,003,560	16,387,765		31,344,005	32,037,227	32,697,438	11,447,081		10,446,629	10,446,629	26,203,640	5,744,200
Total Liabilities		14,965,725	14,965,725	33,024,510	19,104,409		35,972,429	37,202,898	39,575,717	14,515,386		15,853,808	15,853,808	32,566,175	11,604,587
Deferred Inflows of Resources		0	0	0	0		0	0	0	0		0	0	0	0
Net Assets		8,178,144	8,378,406	5,889,210	6,027,611		7,790,220	9,865,381	16,072,704	19,881,821		22,022,643	21,721,248	26,352,171	26,425,315
Total Revenues	40,240,990	40,675,142	41,199,091	42,804,025	44,713,827	36,391,318	42,355,205	42,043,494	48,420,536	53,706,696	45,751,865	49,082,103	46,196,939	43,083,110	51,199,804
Total Expenditures	40,053,513	40,222,624	40,543,347	44,637,477	46,408,878	36,112,422	40,464,195	38,077,323	38,375,445	39,852,486	43,409,347	43,132,164	44,357,512	36,612,760	44,656,310
Net Income / (Loss)	187,477	452,518	655,744	(1,833,452)	(1,695,051)	278,896	1,891,010	3,966,171	10,045,091	13,854,210	2,342,518	5,949,939	1,839,427	6,470,350	6,543,494
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	10,000	10,000	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	187,477	452,518	655,744	(1,833,452)	(1,695,051)	278,896	1,901,010	3,976,171	10,045,091	13,854,210	2,342,518	5,949,939	1,839,427	6,470,350	6,543,494
Net Assets, Beginning	12,232,664	5,889,210	5,889,210	5,889,210	6,027,611	8,378,406	5,889,210	5,889,210	5,889,210	6,027,611	15,237,560	16,072,704	16,072,705	16,072,705	19,881,821
Adj. for restatement / Prior Yr Adj	0	0	(2,964)	(2,964)	0	0	0	0	138,403	0	0	0	3,809,116	3,809,116	0
Net Assets, Beginning, Adjusted	12,232,664	5,889,210	5,886,246	5,886,246	6,027,611	8,378,406	5,889,210	5,889,210	6,027,613	6,027,611	15,237,560	16,072,704	19,881,821	19,881,821	19,881,821
Net Assets, End	12,420,141	6,341,728	6,541,990	4,052,794	4,332,560	8,657,302	7,790,220	9,865,381	16,072,704	19,881,821	17,580,078	22,022,643	21,721,248	26,352,171	26,425,315
Unrestricted Net Assets		8,178,144	8,378,406	5,889,210	6,027,611		7,790,220	9,865,381	14,865,054	19,881,821		21,974,947	21,110,252	25,613,255	26,425,315
Restricted Net Assets		0	0	0	0		0	0	1,207,650	0		47,696	610,996	738,916	0

8617 El Camino Real Charter High	Audited Financials					2022-2023					2023-2024				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents	13,282,107	24,535,106	23,373,143	31,155,388	0		27,596,670	27,523,694	63,975,626	31,155,388		36,000,000	37,569,124	0	0
Accounts Receivable	4,342,430	3,321,894	1,550,223	1,847,701	0		535,513	30,554,932	1,847,280	1,847,701		600,000	8,530,000	0	0
Other Current Assets	842,971	176,551	6,874,049	7,259,604	0		6,596,328	177,256	321,981	7,259,604		7,765,403	2,344,403	0	0
Total Current Assets	18,467,508	28,033,551	31,797,415	40,262,693	0		34,728,511	58,255,882	66,144,888	40,262,693		44,365,403	46,333,527	0	0
Fixed and Other Assets	6,664,512	6,363,656	6,232,487	6,740,587	0		6,267,754	6,301,569	6,740,588	6,740,587		7,108,079	7,168,079	0	0
Total Assets	25,132,020	34,397,207	38,029,902	47,003,280	0		40,996,265	64,557,451	72,885,475	47,003,280		51,473,482	53,501,606	0	0
Deferred Outflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities	2,716,644	3,068,305	5,860,387	5,914,678	0		6,100,885	5,003,335	5,758,869	5,914,678		2,849,519	2,493,889	0	0
Other Long Term Liabilities	0	0	0	0	0		243,890	243,890	266,936	0		243,890	243,890	0	0
Unfunded OPEB Liabilities	16,387,765	11,447,081	5,744,200	1,881,947	0		6,642,503	28,597,049	26,722,139	1,881,947		6,642,503	6,642,503	0	0
Total Liabilities	19,104,409	14,515,386	11,604,587	7,796,625	0		12,987,278	33,844,274	32,747,944	7,796,625		9,735,912	9,380,282	0	0
Deferred Inflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Net Assets	6,027,611	19,881,821	26,425,315	39,206,655	0		28,008,987	30,713,177	40,137,531	39,206,655		41,737,570	44,121,324	0	0
Total Revenues	44,713,827	53,706,696	51,199,804	62,083,145	0	48,321,627	51,797,198	55,018,033	61,447,080	62,083,145	54,636,848	53,278,893	55,400,421	0	0
Total Expenditures	46,408,878	39,852,486	44,656,310	49,301,805	0	47,870,517	50,140,382	50,730,171	47,734,864	49,301,805	52,599,850	51,678,854	50,485,752	0	0
Net Income / (Loss)	(1,695,051)	13,854,210	6,543,494	12,781,340	0	451,110	1,656,816	4,287,862	13,712,216	12,781,340	2,036,998	1,600,039	4,914,669	0	0
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	(1,695,051)	13,854,210	6,543,494	12,781,340	0	451,110	1,656,816	4,287,862	13,712,216	12,781,340	2,036,998	1,600,039	4,914,669	0	0
Net Assets, Beginning	7,722,662	6,027,611	19,881,821	26,425,315	0	21,721,248	26,352,171	26,352,171	26,352,171	26,425,315	33,163,702	40,137,531	40,137,531	0	0
Adj. for restatement / Prior Yr Adj	0	0	0	0	0	0	0	73,144	73,144	0	0	0	(930,876)	0	0
Net Assets, Beginning, Adjusted	7,722,662	6,027,611	19,881,821	26,425,315	0	21,721,248	26,352,171	26,425,315	26,425,315	26,425,315	33,163,702	40,137,531	39,206,655	0	0
Net Assets, End	6,027,611	19,881,821	26,425,315	39,206,655	0	22,172,357	28,008,987	30,713,177	40,137,531	39,206,655	35,200,700	41,737,570	44,121,324	0	0
Unrestricted Net Assets	6,027,611	19,881,821	26,425,315	39,206,655	0		0	348,051	34,501,009	39,206,655		35,792,662	38,371,782	0	0
Restricted Net Assets	0	0	0	0	0		0	1,057,472	5,636,522	0		5,944,909	5,749,542	0	0



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

FISCAL OPERATIONS

You have been assessed by the Fiscal Oversight team and you are receiving the rating of **4, Accomplished**.

Other circumstances and information could influence the rating and are noted in this evaluation.

Financial Highlights

El Camino Real Charter High's (ECRCH) fiscal condition is positive and has been upward trending since the 2019-2020 fiscal year.

FINANCIAL HIGHLIGHTS					
El Camino Real Charter High School	2019-2020 (Audited Actuals)	2020-2021 (Audited Actuals)	2021-2022 (Audited Actuals)	2022-2023 (Audited Actuals)	2023-2024 (Second Interim)
Net Assets *	\$6,027,611	\$19,881,821	\$26,425,315	\$39,206,655	\$44,121,324
Net Income / (Loss) *	(\$1,695,051)**	\$13,854,210	\$6,543,494	\$12,781,340	\$4,914,669
Transfers In / Out	\$0	\$0	\$0	\$0	\$0
Prior Year Adjustment(s)	\$0	\$0	\$0	\$0	\$0
Cash and Cash Equivalents	\$13,282,107	\$24,535,106	\$23,373,143	\$31,155,388	\$37,569,124
Unrestricted Net Assets	\$6,027,611	\$19,881,821	\$26,425,315	\$39,206,655	\$38,371,782
Norm Enrollment Reported by the School	3,517	3,652	3,567	3,479	3,171
FINANCIAL RATIO ANALYSIS					
Fund Reserve (Reserve for Economic Uncertainty) (Unrestricted Net Assets /Total Expenditures) <i>3% - 5% and greater is recommended (depending on the school's ADA)</i>	12.99%	48.89%	59.17%	79.52%	76.01%



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Cash Reserve Level (Cash Balance/Total Expenditures) <i>5% and greater is recommended</i>	28.62%	61.56%	52.34%	63.19%	74.42%
Current Ratio (Working Capital Ratio) (Current Assets/Current Liabilities) <i>At least 1.2 or 120% is recommended</i>	679.79%	913.65%	542.58%	680.73%	1857.88%
Debt Ratio (Total Liabilities/Total Assets) <i>Lower than 1.0 or 100% is recommended</i>	76.02%	42.20%	30.51%	16.59%	17.53%

*The Net Asset and Net Income figures represent the school’s financial condition including its actuarial Other Post-Employment Benefits (OPEB) liability and related expenses for the respective fiscal years, as required by Financial Accounting Standards Board Accounting Standards Codification 715 (ASC 715). According to the latest ASC 715 Actuarial Valuation Report for the fiscal year ending June 30, 2023 (issued by a certified actuary on August 10, 2023), and the 2022-2023 independent audit report, as of June 30, 2023, the school’s net accumulated post-retirement benefit obligation was estimated at \$1,881,947. Per ECRCH, its accrued OPEB expenses were \$2,771,411, \$3,238,176, \$2,911,705, and \$1,138,515 for Fiscal Years 2019-2020, 2020-2021, 2021-2022, and 2022-2023, respectively.

Per ECRCH, the school made annual contributions to its OPEB in the amount of \$2,640,000, during Fiscal Years 2019-2020, 2020-2021, 2021-2022, and 2022-2023, respectively. Per ECRCH’s ASC 715 Actuarial Valuation Report (as well as its 2022-2023 annual independent audit report), as of June 30, 2023, the market value of ECRCH’s plan assets earmarked for its OPEB funds on deposit with its third-party administrator*** was reported at \$25.3M, which exceeds the estimated future benefit payments under the school’s OPEB plan over the next 10 years. Based on the June 30, 2023, ASC 715 Actuarial Valuation Report and the 2022-2023 independent audit report, the expected retiree payments (mainly the actual pay-as-you-go costs) were estimated at \$6.0M over the next 10 years (i.e., from fiscal years ending June 30, 2024, through June 30, 2033).

The school reported a net loss of **(\$1,695,051) in Fiscal Year 2019-2020 when factoring in its obligation for OPEB and the related accrued expenses, as required by ASC 715. When excluding the school’s actuarial OPEB liability and related expenses, the school had positive operational net income of \$1,076,360 (and net assets of \$22,415,376).

*** Per documentation provided and per the ECRCH Chief Business Officer (CBO), ECRCH’s OPEB plan assets are held in an Irrevocable Trust in the name of “El Camino Real Healthcare Trust” managed by a third-party administrator (US Bank).

Areas of Demonstrated Strength and/or Progress:

1. The school’s fiscal condition is positive. Please refer to the Financial Highlights table above.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024**Areas Noted for Further Growth and/or Improvement:**

No significant items noted.

Other Observations (Items described in this section, which may not have been addressed in the charter school's Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).**1. Associated Student Body Account (ASB):**

Based on the CSD's review of the ASB trust accounts, the CSD summarizes the following observations and recommendations:

A: Observation: Inactive Associated Student Body Trust (Club/Graduating Class and Scholarships) - Lack of Written Policy on How to Treat Inactive Clubs and Graduating Class

- **Source(s) of Document Reviewed: Charter Operator's Fiscal Policies, and Procedures.**
- **Description of Observation:** CSD's review of ECRA's ASB trust accounts, the school has 104 clubs, graduating classes and scholarship accounts. According to the student store manager, some are inactive trust accounts that have balances remaining and the CSD was informed that ECRA has no written policy on how to handle these inactive ASB trust accounts. Lack of Written Policy on How to Treat Inactive Policy and Procedures on Inactive Clubs and Graduating Class
- **Charter Operator's Fiscal Policies and Procedures:** None stated
- **Charter School's or Charter Operator's Response:** "We experienced a transition in teachers in our student council/ASB program. The former teacher resigned and now the new teachers are working on establishing policies on how to treat inactive graduating class money. In the past, the students would formally vote each year, the students voted on a different action plan to take."
- **CSD's Recommendations/Comments:** Page 25 of the 2015 FCMAT Associated Student Body Accounting Manual ("FCMAT ASB Manual") states: "All ASB trust accounts are part of the general ASB, so if a club becomes inactive or closes, any remaining funds would revert to the general student council unless stated otherwise in the club's constitution or a decision made by students before the club became inactive provides specific instructions to do otherwise. It is best if the district's ASB board policy or the ASB constitution and bylaws state what is to be done with the funds of a club that has become inactive (for example, the funds should be transferred to the general student council). If the board policy and constitution are silent about inactive clubs, it is appropriate for the general student council to decide on the use of the funds after a reasonable amount of time has passed (e.g., 18 months). If possible, the funds should be used for the same type of purpose for which they were originally raised. If that proves too difficult because the club is now inactive, FCMAT recommends that the funds be used in a way that will benefit the most students at the school."

B: Requests for Expenditures of ASB Funds-Lack of ASB Representatives' Signatures:

- **Source(s) of Document Reviewed: Check Register.**
- **Description of Observation:** CSD observation of ASB expenditures revealed that they lacked student representatives' signatures.
- **Charter Operator's Fiscal Policies and Procedures:** None stated
- **Charter School's or Charter Operator's Response:** ASB revenue and expenditures are integrated into the school's financials, they are not processed separate from the system. ASB expenditures go through the same purchase order approval process as everything else. In addition, the



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Monthly Expenditures from ASB are provided to the Board and Public as part of the Fiscal reports. Finally, Trust Balances for all Student Clubs and Teams are also included in ECRA's monthly reports to the Board and Stakeholders.

CSD's Recommendations/Comments: Page 11 of the FCMAT ASB Manual states: Expenditures cannot be made from ASB funds without appropriate approval. For organized ASB that approval must come with three required signatures. These three signatures meet the requirements for approval in Education Code section 48933(b). These signatures must include a student representative, a board designee (principal) and a certificated advisor.

C: The Student Council Duties Are Not Clearly Defined in School's Policy:

- **Source(s) of Document Reviewed: Charter Operator's Fiscal Policies, and Procedures.**

Description of Observation: During CSD segregation of duty interview, ECRA's Chief Executive Officer (CEO) and CBO both stated the student council does not develop and adopt the ASB budget, but the leadership team are aware of the requirement from the education code and will implement the procedure.

- **Charter Operator's Fiscal Policies and Procedures:** None stated

- **Charter School's or Charter Operator's Response:** We're aware an organized ASB duties and responsibility but we're not quite ready to implement the policy and procedure and requiring the leadership class to develop and adopt ASB budget. "The policies and procedures listed in the school's financial policies and procedures guide are applicable to the student body as well. Purchase orders, administrative approval are delineated in the FPP and the administrator with ASB oversight (or Executive Director) ins required to approve ASB related transactions."

- **CSD's Recommendations/Comments;** Pages 10 and 11 of the FMCAT ASB Manual state that the main responsibilities of the student council include the following:

- Developing and adopting the annual budget for the student council/leadership class.
- Authorizing the budgets for all student clubs.
- Authorizing fundraising events for all student clubs, with additional authorization from the principal/school administrator if required in that District. In some districts, the student council is not given this authority; rather, it is notified of what the principal/school administrator has approved.
- Approving expenditures, in addition to approval from a board designee and the ASB advisor. In some districts the student council will approve expenditures from all student funds before the spending occurs; in others the general student council approves after the fact; and in others it does not approve any expenditures (for student clubs) but is informed of them. The student council must approve its own expenditures before spending occurs.
- Reviewing financial reports and bank reconciliations from all student clubs.
- Approving new clubs (in addition to approval from the principal/school administrator).
- Approving who will be student council auxiliary members of other functions, such as head of lighting and head of sound.
- Approving the student council's policies and procedures and determining how student council members will perform their duties, as well as the consequences for nonperformance of duties.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

The CSD recommends the school implement policies and procedures which take into consideration the guidance established by FCMAT, including the afore-mentioned areas concerning the school’s ASB accounts and activities to ensure that ASB funds raised and spent are properly approved, accounted for, and monitored in accordance with sound business practices.

The Charter Schools Division will review the recommended updates to the school’s fiscal policies by or during the next oversight visit. The results may be factored into the school’s rating for next year. This is the second consecutive year in which the student body accounts were noted as observations.

Corrective Action Required:

None noted that require immediate action to remedy concerns in this report.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

N/A



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Notes:

I. Review of Fiscal Documentation (Non-Fiscal Preparation Guide Items)

1. Reviewed independent audit report for the Fiscal Year ended June 30, 2023, and noted the following:
 - a. Audit opinion: Unmodified/Unqualified.
 - b. Material weaknesses: None Reported.
 - c. Deficiencies/Findings: None Reported.
 - d. Lack of a Going Concern: None Reported.
2. The 2022-2023 audited and unaudited actuals do not mirror each other. There were audit adjustments and reclassification for 1] a reduction of both Investment and the OPEB Unfunded Liability in the amount of \$27.2M; 2] Cash in County Treasury reduced for interest rate risk \$544K. The school's reported Norm Enrollment was 3,517, 3,652, 3,567, 3,479, and 3,171 students for Fiscal Years 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023-2024 respectively, representing an accumulated decrease in enrollment of 346 students (or 9.8%) since Fiscal Year 2019-2020. The school's reported Norm Enrollment for Fiscal Year 2023-2024 is 3,171 students, which is 455 students (or approximately 12.5%) below its projected student enrollment for Fiscal Year 2023-2024 (i.e., 3,626 students) per the school's petition enrollment roll-out plan in its operative charter. In response to the CSD's observations regarding the school's declining Norm Enrollment since Fiscal 2020-2021 per Norm Enrollment History table below, ECRCH stated: "The school experienced lower-than expected students' enrollment in the last year due to a larger graduating senior and a significant smaller incoming freshmen student. Enrollment is important but sometimes it's better to have a smaller class size. Recruitment Strategies to address and improve the declining students' enrollment are continued advertising on Facebooks, social media, reach out to the Spanish communities and posting school's name on its own buses to get our name out there."

The school's Norm Enrollment history is summarized below.

El Camino Real Charter High's Norm Day Enrollment History					
Grade Level	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
9	916	916	840	845	681
10	898	942	888	841	807
11	854	910	923	885	806
12	849	886	916	908	877
Total Enrollment	3517	3652	3567	3479	3171
Increase/(Decrease) in Enrollment from Prior Year	N/A	135	(85)	(88)	(308)
Enrollment Growth/(Decrease) (%)	N/A	3.8%	(2.3%)	(2.5%)	(8.9%)



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

As noted above, the school has maintained a balanced budget for Fiscal Year 2022-2023, and projects a balanced budget for Fiscal Year 2023-2024 per its 2023-2024 Second Interim Financials. The CSD will continue to monitor the school's student enrollment through oversight.

3. A Segregation of Duties (SOD) review(s) was conducted in person at El Camino Real Charter High. No discrepancies were noted.
4. The school has a lease agreement with LAUSD on a District site (Sole Occupancy). According to the District Charter Schools Accounting Unit's record, as of 4/8/2024, the school owes Facilities Service, Division-Maintenance and Operation Branch \$14,874.

II. Review of 2023-2024 Fiscal Preparation Guide

1. Most current fiscal reports presented to the charter school's governing board at one of the meetings held in 2023-2024: a) Balance Sheet; b) Income Statement (Statement of Activities), and c) Monthly Cash Flow Projections were provided.
2. Minutes of the meeting and the board packet when the above fiscal reports (i.e., Items 1a., 1b., and 1c.) were presented to and approved by the charter school's governing board were provided.
3. Audit/fiscal reports issued by any public agency or third-party organizations, and the school's governing board minutes of all meetings reflecting the discussion of any of the fiscal reports and applicable audit findings resolution/corrective action were provided.
4. Minutes of the meeting when the 2023-2024 budget was adopted were provided.
5. Evidence of the benefits that the charter school is offering postemployment healthcare benefits (medical, dental, and vision) to eligible retirees and eligible covered spouses and pays a portion of the cost, STRS, PERS, and Social Security to its employees, and that this is done in a manner that is consistent with the charter terms and the Charter Schools Act (Education Code 47611) was provided.
6. Minutes of the meeting reflecting the selection of the independent auditor were provided.
7. Minutes of the meeting reflecting the discussion of the most current independent audit report were provided.
8. Minutes of the meeting reflecting the receipt, review, and discussion of the most current three interim financial reports (i.e., first interim and second interim financial reports, and unaudited actuals) submitted to LAUSD were provided.
9. Minutes of the meeting reflecting the discussion and resolution of complaints received from staff or vendors, if any, within the last year (i.e., 2022-2023) or since the last disclosure period, whichever is later were not provided as the charter school has indicated not applicable.
10. Minutes of the meeting reflecting the receipt, review, and discussion of the most current Annual Performance-Based Oversight Visit report. were provided.
11. A copy of the most current fiscal policies and procedures was provided.
12. Minutes of the meeting reflecting approval of the current fiscal policies and procedures and, if applicable, minutes of the meeting reflecting the approval of the current procurement policies and procedures were provided.
13. A copy of the charter school's organizational chart that depicts the current reporting structure of the charter school, including but not limited to, any board members, charter management organization (CMO) employees (when applicable), and/or school employees, who handle day-to-day finances and/or have responsibilities outlined within the charter school's fiscal policies and procedures was provided.
14. A summary of the total compensation paid in Fiscal Year 2022-2023, with a breakdown that includes the name of the employee, job title, regular pay, overtime pay, other pay, benefits, and total pay and benefits, for all executives, school leaders, administrators, directors, and non-certificated staff, who may have decision-making authority over the charter school, either employed directly by the charter school or the entity managing the charter school as defined by Education Code section 47604.1, including the organization's home office, CMO, any related party was provided.
15. A description of the relationship (legal, business or otherwise) the charter school maintains with any related party as defined in the CSD's 2023-2024 Fiscal Preparation Guide Item 14 was not provided as the charter school has indicated not applicable.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter HighAnnual Performance-Based Oversight Visit ReportDATE OF VISIT: 2/29/2024

16. Copies of any and all of the most current signed and executed agreements/contracts within the last year (i.e., 2022-2023) or since the last update, whichever is later (including attachments and exhibits that accompany the agreements/contracts) with the administrative services provider and/or the back office services provider, or the charter school's operator and/or charter school's home office (e.g., management contracts, service agreements, license agreements, affiliation agreements, contract amendments, etc.) were provided.
17. Minutes of the meeting reflecting approval of the management fees, licensing fees, or any other fees were not provided as the charter school has indicated not applicable.
18. A copy of the sole statutory member's by-laws, and a copy of the sole statutory member's articles of incorporation were not provided as the charter school has indicated not applicable.
19. The most current accounts payable aging report listing the balances owed, vendor names, invoice numbers, invoice dates, number of days outstanding, and, if applicable, explanations for 90+ days outstanding invoice(s) or outstanding invoices exceeding the number of days in accordance with the charter school's fiscal policies and procedures was provided. No discrepancies were noted.
20. Check registers, or a list of all issued checks/cash disbursements, including voided checks (when the school's payments are outsourced to a third-party provider), documenting all checks and electronic debit transactions for the prior 12 months (spanning from 12/2022 to 12/2023) were provided. Reviewed 31 checks (and 5 electronic credit/debit transactions). No discrepancies were noted.
21. a) A list of all active credit card account(s), b) All credit card statements for the most current six months (spanning from 7/2023 to 12/2023) were provided. Selected the months of 7/2023 through 11/2023 and reviewed 25 credit card transactions for sample testing. No discrepancies were noted.
22. a) A list of all active school bank account(s), b) Monthly bank statements and reconciliation reports for the most current six months (spanning from 7/2023 to 12/2023), were provided. Selected the months of 7/2023 through 12/2023 for sample testing. No discrepancies were noted.
23. Student body financial records (including ASB policies and procedures, budgets, cash flow statements and projections, bank statements with reconciliations for the most current six months, audit reports, and other fiscal reports, if applicable) were provided. Reviewed student body financial records from 12/2022 through 12/2023. The CSD's observations were noted under Other Observations.
24. The most current inventory listing for both capitalized and non-capitalized equipment, including equipment description/type, brand/model, tag number, acquisition date, purchasing price, book value, asset life, and location of use was provided.
25. The webpage address where the charter school posts the Education Protection Account (EPA) revenue and expenditures report pertaining to the prior fiscal year (i.e., 2022-2023) (as required by Article XIII, Section 36, Subdivision (e), Paragraph (6) of the California Constitution) was provided.
26. The webpage address(es) where the charter school posts (1) Audited Financials, and (2) Local Control and Accountability Plan (LCAP), respectively, (or the school's assertion that its Audited Financial Statements are made available to members of the public) in accordance with Education Code section 47606.5(h) and/or LAUSD's Charter School Transparency Resolution were provided.
27. Documents pertaining to the charter operator's/school's financing/borrowing activities were not provided as the charter school has indicated not applicable.
28. A copy of the current facility lease agreement(s) for the school's private site(s), if applicable, along with the approved meeting minutes of the school governing board's approval of the lease agreement(s) were not provided as the charter school has indicated not applicable.
29. The charter school's plan(s) for the purchase, new lease, relocation, and/or expansion to new school site(s), facilities-related expansions, and/or major improvements to the existing and/or new school site(s) and pertinent documents such as financing documents, copies of construction contract, a copy of the lease agreement (if applicable), and the following information, as appropriate: were not provided as the charter school has indicated not applicable.
30. Disclosure of legal issues was provided. According to ECRCH management and their legal counsel, all pending litigation is not expected to have a material adverse effect on the overall financial position of the school.



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

Fiscal Operations Rubrics

Existing School – a charter school that was/is in operation/active in the preceding school year(s) and the current school year. Existing schools may receive a rating of 1, 2, 3, or 4.

New School – a charter school that is in its first year of operation in the current school year and does not have an independent audit report or audited financial result for its first operative year on file with the Charter Schools Division. New schools are evaluated based on current year information. New schools may receive a rating of 1 or 2.

<p><i>An existing school that, at a minimum, meets all of the Required and Supplemental Criteria listed below would be assessed eligible to be considered as <u>Accomplished [Rating of 4].</u></i></p>	<p><i>An existing school that, at a minimum, meets all of the Required Criteria and at least five of the Supplemental Criteria listed below would be assessed eligible to be considered as <u>Proficient [Rating of 3].</u></i></p>
<p><u>Existing Schools (based on the most current annual audit):</u></p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net assets are positive in the prior two audits; 2. The cash balance at the beginning of the school year is positive; 3. The two most current annual independent audits show no material weaknesses, deficiencies, and/or findings; 4. If applicable, federal, state, and other public agency audits/reviews (e.g., California State Teachers’ Retirement System (CalSTRS), California Public Employees’ Retirement System (CalPERS), Fiscal Crisis & Management Assistance Team (FCMAT), United States Department of Education (USDE), California Department of Education (CDE), etc.), at the time of the oversight visit, show no outstanding material weaknesses, deficiencies, and/or findings; 5. Vendors and staff are consistently paid in a timely manner; 6. Governing board approves Fiscal Policies and Procedures, at a minimum, once prior to each charter renewal term; 7. Charter school consistently adheres to the governing board-approved Fiscal Policies and Procedures; 8. Governing board adopts the annual budget; 9. Governing board reviews and/or discusses reports (e.g., first interim, second interim, unaudited actuals, audited financial statements, etc.) submitted to LAUSD; 10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 11. There is no apparent conflict of interest; 	<p><u>Existing Schools (based on the most current annual audit):</u></p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net assets are positive in the most current audit; 2. The cash balance at the beginning of the school year is positive; 3. The most current annual independent audit shows no material weaknesses, deficiencies and/or findings; 4. If applicable, federal, state, and other public agency audits/reviews (e.g., CalSTRS, CalPERS, FCMAT, USDE, CDE, etc.), at the time of the oversight visit, show outstanding findings, and the school is able to demonstrate evidence of remedies in addressing these findings; 5. Vendors and staff are generally paid in a timely manner; 6. Governing board approves Fiscal Policies and Procedures, at a minimum, once prior to each charter renewal term; 7. Charter school generally adheres to the governing board-approved Fiscal Policies and Procedures; 8. Governing board adopts the annual budget; 9. Governing board reviews and/or discusses reports (e.g., first interim, second interim, unaudited actuals, audited financial statements, etc.) submitted to LAUSD; 10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD; 11. There is no apparent conflict of interest; 12. The Education Protection Account allocation and expenditures, audited financial statements, and the most current governing board-approved LCAP are posted on the charter school’s website; 13. The LCAP is submitted to the appropriate agencies;



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p><i>An existing school that, at a minimum, meets all of the Required and Supplemental Criteria listed below would be assessed eligible to be considered as <u>Accomplished [Rating of 4].</u></i></p>	<p><i>An existing school that, at a minimum, meets all of the Required Criteria and at least five of the Supplemental Criteria listed below would be assessed eligible to be considered as <u>Proficient [Rating of 3].</u></i></p>
<ol style="list-style-type: none"> 12. The Education Protection Account allocation and expenditures, audited financial statements, and the most current governing board-approved LCAP submitted to the appropriate agencies, are posted on the charter school's website; 13. The LCAP is submitted to the appropriate agencies; 14. Reasonable requests for information made by the Charter Schools Division and LAUSD are consistently processed or submitted by the charter school in a timely manner; 15. There are no items cited in Areas Noted for Further Growth and/or Improvement and there are no more than five (5) items cited in Other Observations for the most current year; 16. If applicable (when audited and unaudited actuals do not mirror each other), adequate explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements; 17. Proper segregation of duties is consistently in place; 18. If applicable, there are no outstanding fiscal-related tiered intervention notices issued to the school; or the school has no tiered intervention notices as of the oversight report issuance date; and 19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are fully met by the required deadline(s); or the school has no fiscal benchmarks in its current charter term. 	<ol style="list-style-type: none"> 14. Reasonable requests for information made by the Charter Schools Division and LAUSD are generally processed or submitted by the charter school in a timely manner; 15. There are no significant recurring issues cited in the Areas Noted for Further Growth and/or Improvement; 16. If applicable (when audited and unaudited actuals do not mirror each other), at least partial explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements; 17. Proper segregation of duties is generally in place; 18. If applicable, the charter school is in the process of resolving outstanding fiscal issues cited in a Notice issued by the CSD as part of its tiered intervention process; and 19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are partially met by the required deadline(s).
<p>Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.</p>	<p>Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.</p>
<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (<u>5 CCR § 15450 Reserves</u>) (i.e., unrestricted fund balance divided by total expenditures) in the most current two annual independent audits; 	<p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (<u>5 CCR § 15450 Reserves</u>) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit;



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p><i>An existing school that, at a minimum, meets all of the Required and Supplemental Criteria listed below would be assessed eligible to be considered as <u>Accomplished</u> [Rating of 4].</i></p>	<p><i>An existing school that, at a minimum, meets all of the Required Criteria and at least five of the Supplemental Criteria listed below would be assessed eligible to be considered as <u>Proficient</u> [Rating of 3].</i></p>
<ol style="list-style-type: none"> 2. The cash balance at the beginning of the school year is at least 5% of the prior year’s expenses in the most current two annual independent audits; 3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current two annual independent audits; 4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the two most current annual independent audits; 5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.); 6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings; 7. The most current annual independent audit is submitted to the appropriate agencies, including the school’s chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)), or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and 8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school’s charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5). 	<ol style="list-style-type: none"> 2. The cash balance at the beginning of the school year is at least 5% of the prior year’s expenses in the most current annual independent audit; 3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit; 4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit; 5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.); 6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings; 7. The most current annual independent audit is submitted to the appropriate agencies, including the school’s chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and 8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school’s charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

<p><i>An existing school that, at a minimum, meets all of the Required Criteria, and at least four of the Supplemental Criteria listed below would be assessed eligible to be considered as <u>Developing</u> [Rating of 2].</i></p>	<p><i>An existing school would be assessed as <u>Unsatisfactory</u> [Rating of 1] based on the statements below:</i></p>
<p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Net Assets are positive in the most current audit; net assets are negative with strong trend towards becoming positive (be positive at the end of the third year per the applicable interim financials); or the 	<p><i>An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:</i> A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for <i>Accomplished</i>, <i>Proficient</i>, or <i>Developing</i>. The charter</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p><i>An existing school that, at a minimum, meets all of the Required Criteria, and at least four of the Supplemental Criteria listed below would be assessed eligible to be considered as <u>Developing</u> [Rating of 2].</i></p>	<p><i>An existing school would be assessed as <u>Unsatisfactory</u> [Rating of 1] based on the statements below:</i></p>
<p>school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years;</p> <ol style="list-style-type: none"> 2. The cash balance at the beginning of the school year is positive; and 3. Governing board approves Fiscal Policies and Procedures, at a minimum, once prior to each charter renewal term. <p><u>Note:</u> Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.</p> <p style="text-align: center;"><u>SUPPLEMENTAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (<u>5 CCR § 15450 Reserves</u>) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit; 2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit; 3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit; 4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit; 5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, etc.); 	<p>school was given a certain period of time to address the fiscal concerns of LAUSD, but failed to provide a satisfactory response. The charter school has shown no <i>feasible</i> financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.</p> <p>Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p><i>An existing school that, at a minimum, meets all of the Required Criteria, and at least four of the Supplemental Criteria listed below would be assessed eligible to be considered as Developing [Rating of 2].</i></p>	<p><i>An existing school would be assessed as Unsatisfactory [Rating of 1] based on the statements below:</i></p>
<ol style="list-style-type: none"> 6. Fiscal reports (e.g., balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings; 7. The most current annual independent audit is submitted to the appropriate agencies, including the school’s chartering authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and 8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school’s charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5). 	

<p><i>A new school that, at a minimum, meets all of the Required Criteria listed below would be assessed eligible to be considered as Developing [Rating of 2].</i></p>	<p><i>A new school would be assessed as Unsatisfactory [Rating of 1] based on the statements below:</i></p>
<p><u>New Schools:</u></p> <p style="text-align: center;"><u>REQUIRED CRITERIA</u></p> <ol style="list-style-type: none"> 1. Interim reports and/or unaudited actuals project positive net assets; 2. Projected debt, if any, is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school; 3. If enrollment is significantly below the enrollment per the school’s <i>Pupil Estimates for New or Significantly Expanding Charters</i> report and/or its approved petition budget, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised viable three-year budget and three-year cash flow projections; 4. Governing Board adopts the annual budget; 5. The governing board reviews and discusses the charter school’s financial reports as evidenced by the governing board meeting minutes; 	<p><u>New Schools:</u></p> <p><i>An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:</i></p> <p>A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for <i>Developing</i>. The charter school was given a certain period of time to address the fiscal concerns of LAUSD but failed to provide a satisfactory response. The charter school has shown no <i>feasible</i> financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school’s operation to mitigate the negative fiscal condition. The charter school’s governing board members and/or leadership lack fiscal capacity.</p> <p>Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.</p>



LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: El Camino Real Charter High

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: 2/29/2024

<p><i>A new school that, at a minimum, meets all of the Required Criteria listed below would be assessed eligible to be considered as <u>Developing</u> [Rating of 2].</i></p>	<p><i>A new school would be assessed as <u>Unsatisfactory</u> [Rating of 1] based on the statements below:</i></p>
<p>6. Reasonable requests for information made by the Charter Schools Division and LAUSD are processed or submitted by the charter school in a timely manner;</p> <p>7. The most current governing board-approved LCAP is posted on the charter school’s website; and</p> <p>8. The LCAP is submitted to the appropriate agencies.</p> <p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>	<p><u>Note:</u> Other circumstances and information could influence the rating and will be noted in the evaluation.</p>

Coversheet

Discuss and Vote on the Declaration of Need for an annual requirement of LEAs to obtain an emergency and limited assignment permit.

Section: VI. School Business
Item: E. Discuss and Vote on the Declaration of Need for an annual requirement of LEAs to obtain an emergency and limited assignment permit.
Purpose: Vote
Submitted by:
Related Material: 240910 SIGNED DON.pdf



State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-2025

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: El Camino Real Charter High School District CDS Code: 64733 1932623

Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 9/10/2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Marissa Dominguez

Name

Signature

Human Resources Specialist

Title

818-595-7501

Fax Number

818-595-7538

Telephone Number

9/10/2024

Date

5440 Valley Circle Blvd. Woodland Hills, CA 91367

Mailing Address

m.dominguez@ecrchs.net

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	2 _____
Bilingual Authorization (applicant already holds teaching credential)	2 _____
List target language(s) for bilingual authorization: _____	
Resource Specialist	0 _____
Teacher Librarian Services	0 _____
Emergency Transitional Kindergarten (ETK)	0 _____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	2
Special Education	0
TOTAL	0

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture	0	Mathematics	0
Art	0	Music	1
Business	0	Physical Education	1
Dance	0	Science: Biological Sciences	0
English	0	Science: Chemistry	0
Foundational-Level Math	0	Science: Geoscience	0
Foundational-Level Science	0	Science: Physics	0
Health	0	Social Science	0
Home Economics	0	Theater	0
Industrial & Technology Education	0	World Languages (specify)	0

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an internship program.

Alliant University

If no, explain why you do not participate in an internship program.

