



# El Camino Real Charter High School

## Finance and Investment Board meeting

November 13, 2024 Finance and Investment Board meeting

---

### Date and Time

Wednesday November 13, 2024 at 5:30 PM PST

### Location

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

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

---

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

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Alexandra Ramirez	1 m
<b>B.</b> Record Attendance and Guests		Ryan Guinto	1 m
<b>C.</b> Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
Mr. Hussey will lead meeting participants in the Pledge of Allegiance to the United States of America (USA).			
<b>D.</b> Public Comments	Discuss	Alexandra Ramirez	30 m
<b>E.</b> CBO Report	Discuss	Gregory Wood	10 m
Mr. Wood, ECRCHS CBO, will provide his CBO Report to the Committee.			

	Purpose	Presenter	Time
<b>II. Consent</b>			<b>6:13 PM</b>
<b>A.</b> Approve Minutes of October 16, 2024, Finance and Investment Committee Meeting	Approve Minutes	Alexandra Ramirez	1 m
<b>III. Investment</b>			<b>6:14 PM</b>
<b>A.</b> Investment Update	Discuss	Gregory Wood / Mike Breller	10 m
Mr. Wood, CBO, and Mike Breller will present the October, 2024, ECRCHS Investment Update.			
<b>IV. Finance</b>			<b>6:24 PM</b>
<b>A.</b> Discussion and Vote to Recommend to the Full Board Approval of the October, 2024, Check Registers	Vote	G. Wood/A. Ilyas	10 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, will review the October 2024, check registers from ECRA's City National Bank Accounts.			
<b>B.</b> Discussion and Vote to Recommend to the Full Board Approval of the October, 2024, Credit Card Charges.	Vote	G. Wood/A. Ilyas	10 m
Prior to the Vote to recommend Approval, Mr. Wood, CBO, will review the October 2024, credit card charges.			
<b>C.</b> Discussion of ECRCHS's Fiscal Policies and Procedures	Discuss	G. Wood	20 m
Mr. Wood, CBO, will discuss ECRCHS's Fiscal Policies and Procedures.			
<b>V. School Business</b>			<b>7:04 PM</b>
<b>A.</b> RFP Bid Award: Campus Security Services	Vote	Jason Camp	15 m
Prior to the vote, Jason Camp, Administrative Director, will present the RFP Bid award for the Campus Security Services.			

	Purpose	Presenter	Time
<b>VI. Closing Items</b>			<b>7:19 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Alexandra Ramirez	1 m

# Coversheet

## CBO Report

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. CBO Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	I.E - 2024-2025 Cafeteria Report to Oct 2024.pdf I.E - 2024-2025 ADA Report to Month 3.pdf

**ECRCHS Cafeteria  
Financial Summary  
SY 2025**

Beginning Balance	\$	198,728.80				
# of Serving Days	13	14	20	20	54	
# of Instructional Days	13	14	20	20	178	
Month	July-24	August-24	September-24	October-24	FY 2025	
Students Approved for FRPM	1,575	1,385	1,450		1,450	
Breakfast Count	357	11,914	19,605	22,781	54,657	
Lunch Count	3,160	16,334	23,888	25,512	68,894	
<b>Total Meals Served</b>	<b>3,517</b>	<b>28,248</b>	<b>43,493</b>	<b>48,293</b>	<b>123,551</b>	
<b>Avg. Meals/Day 24-25</b>	<b>-</b>	<b>2,018</b>	<b>2,175</b>	<b>2,415</b>	<b>2,288</b>	
<b>Avg Meals/Day 23-24</b>	<b>-</b>	<b>1,874</b>	<b>2,226</b>	<b>2,392</b>	<b>2,229</b>	
					<b>2.65%</b>	
<b>REVENUE:</b>						
Federal Reimbursement	\$ 7,042	\$ 47,123	\$ 73,538	\$ 71,290	\$ 198,992	
State Reimbursement	\$ 11,531	\$ 82,598	\$ 123,480	\$ 145,294	\$ 362,903	
Total CNIPS Claim	\$ 18,572	\$ 129,721	\$ 197,017	\$ 216,584	\$ 561,894	
Snacks/Seconds	\$ 368.50	\$ 3,230.00	\$ 2,911	\$ 2,334	\$ 8,843	
Adult Meals		\$ 847.50	\$ 445	\$ 441	\$ 1,734	
Total A La Carte	\$ 368.50	\$ 4,077.50	\$ 3,356.25	\$ 2,774.50	\$ 10,577	
<b>Total Revenue</b>	<b>\$ 18,941</b>	<b>\$ 133,798</b>	<b>\$ 200,374</b>	<b>\$ 219,359</b>	<b>\$ 572,471</b>	
<b>EXPENSES:</b>						
Chartwells - Food Cost (54%)	\$ 8,277.09	\$ 58,111.53	\$ 87,274.04	\$ 95,566.19	\$ 249,229	
Chartwells - Labor Cost (46%)	\$ 7,050.86	\$ 49,502.41	\$ 74,344.55	\$ 81,408.23	\$ 212,306	
Chartwells Invoice -Gross	\$ 15,327.95	\$ 107,614	\$ 161,619	\$ 176,974	\$ 461,535	
Commodities Credit		\$ (8,453)		\$ (8,453)	\$ (16,907)	
Chartwells Invoice-NET	\$ 15,327.95	\$ 99,160.54	\$ 161,619	\$ 168,521	\$ 444,628	
FDP/USDA - Food Shipping Invoice					\$ -	
Salary Expense		\$ 2,951	\$ 3,510	\$ 3,498	\$ 9,958	
Other Expense (repairs/operations)				\$ 15,355	\$ 15,355	
<b>Total Expense (Before Investments)</b>	<b>\$ 15,328</b>	<b>\$ 102,111</b>	<b>\$ 165,128</b>	<b>\$ 187,374</b>	<b>\$ 469,941</b>	
<b>Net Gain/Loss - Before Investments</b>	<b>\$ 3,613</b>	<b>\$ 11,123</b>	<b>\$ 35,245</b>	<b>\$ 31,984</b>	<b>\$ 102,530</b>	
<b>Net Per Meal (before investments)</b>	<b>1.03</b>	<b>\$ 0.39</b>	<b>\$ 0.81</b>	<b>\$ 0.66</b>		
Cafeteria Infrastructure Investments		\$ 20,564			\$ 20,564	
<b>Total Expense (w/investments)</b>	<b>\$ 15,328</b>	<b>\$ 122,675</b>	<b>\$ 165,128</b>	<b>\$ 187,374</b>	<b>\$ 490,505</b>	
<b>Net Gain/Loss - After Investments</b>	<b>\$ 3,613</b>	<b>\$ 11,123</b>	<b>\$ 35,245</b>	<b>\$ 31,984</b>	<b>\$ 81,966</b>	
<b>Net Per Meal (after investments)</b>	<b>1.03</b>	<b>0.39</b>	<b>0.81</b>	<b>0.66</b>		

## 2024-2025

					2023-2024	Difference
By Grade Level 2024-2025	9th	656	660	654	682	-28
	10th	693	695	695	797	-102
	11th	776	776	773	804	-31
	12th	820	819	815	876	-61
	Enrollment	2,945	2,950	2,937	3,159	(222)

## Coversheet

### Approve Minutes of October 16, 2024, Finance and Investment Committee Meeting

<b>Section:</b>	II. Consent
<b>Item:</b>	A. Approve Minutes of October 16, 2024, Finance and Investment
Committee Meeting	
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance and Investment Board Meeting on October 16, 2024





# El Camino Real Charter High School

## Minutes

### Finance and Investment Board Meeting

October 16, 2024 Finance and Investment Board meeting

---

#### Date and Time

Wednesday October 16, 2024 at 5:30 PM

#### Location

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

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

---

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

---

**Committee Members Present**

Alexandra Ramirez, Gregg Solkovits

**Committee Members Absent**

Steven Kofahl

**Guests Present**

Ryan Guinto

---

**I. Opening Items**

**A. Call the Meeting to Order**

Alexandra Ramirez called a meeting of the Finance and Investment Committee of El Camino Real Charter High School to order on Wednesday Oct 16, 2024 at 5:30 PM.

**B. Record Attendance and Guests**

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

David Hussey 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

**E. CBO Report**

Mr. Wood, ECRCHS CBO, provided his CBO Report to the Committee

**Audits:** The audited actuals discussed the previous month are being completed, while preparations are underway for the ongoing audit due by December 15th. Everything is progressing well.

**Charter school division visit:** On November 21st, the charter school division will visit to review both finance and instructional information. A packet containing 29 items has been prepared for the charter school division. The items reviewed remain consistent from year to year, so CBO feels we are well-prepared for the visit.

**Upcoming Financial Report:** The first interim report for the year, based on data through the end of October, is due in December.

**Enrollment:** After two full months of school, there are 2,950 students enrolled, an increase of five students from the first month but a decrease of 217 from the previous year's 3,167 for the same period. The average daily attendance (ADA) for these two months is approximately 2,737 students, or about 92-93%, which is strong compared to others in the 80% range, though 96% would be ideal.

School had budgeted for a funded level of 2,731 students, but the number is currently at 2,738, which is slightly above the budget for the two months. However, it was noted that enrollment and attendance often trend downward over time, so these numbers are being monitored closely for budgeting purposes.

**II. Consent**

**A. Approve Minutes of September 19, 2024, Finance and Investment Committee Meeting**

Gregg Solkovits made a motion to approve the minutes from Finance and Investment Board Meeting on 09-19-24.

Alexandra Ramirez seconded the motion.

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

### III. Investment

#### A. Investment Update

Mr. Gregory Wood, CBO, presented the September, 2024, Investment Update.

The Board was informed that Beacon Pointe, the investment advisor, will attend next month's meeting to present a detailed report on the funds.

**OPEB Account:** At the start of the first quarter of the school year, the OPEB account, which funds healthcare for retirees and their spouses, had a balance of \$30,844,295. Active retirees monthly healthcare payments are averaging \$50,000, totaling \$154,794 over the last three months.

A strong stock market this quarter contributed to gains of \$1,770,912, increasing the investment by 5.5%. As of September 30th, the OPEB account's balance stood at \$32,460,414, marking an overall increase of 5.2%.

This account is designed to be self-sustaining, with the goal of supporting retiree benefits without additional contributions. An actuary regularly evaluates the fund's adequacy by assessing projected increases in healthcare costs, which typically rise by about 5% annually, alongside expected investment returns. The account continues to be in a favorable position for sustainability.

**General Funds and Other Investments:** General funds totaled \$7,128,621 at the end of September. Additional investments include a \$423,991 annuity and a \$420,030 T-bill, bringing the total for mid-to-long-term investments outside accounts to nearly \$8 million.

### IV. Finance

#### A. Financial Update

Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, presented the September, 2024, Financial Update.

**Cafeteria:** In August, the cafeteria served 28,248 meals, increasing to 43,493 meals in September. Federal and state funding provided support of \$129,721 in August and \$197,017 in September. Additional revenue came from snack and à la carte sales. Total revenue for August was \$133,798, with expenses of \$102,111. In September, revenue reached \$200,374, while expenses were \$165,128.

The cafeteria fund is designated exclusively for cafeteria needs, with any profits reinvested in improvements, such as equipment, benches, and infrastructure upgrades. It was reported that new information is being tracked now - the number of Free and Reduced is almost at 50% /1,450 students, the highest it's ever been.

The student council was encouraged by **Mr. Hussey** to suggest upgrades or additions to the cafeteria, reminding them that the cafeteria funds are available for improvements that they, and the students would like to see.

Despite a decrease in the overall student population, more meals are being served, suggesting that a larger proportion of current students are eating at the cafeteria.

**Mr. Hussey** also highlighted that fee waivers for SAT, ACT, and AP tests are available for students who qualify for Free and Reduced meals and encouraged eligible students and families to take advantage of these waivers.

## **B. Discussion and Vote to Recommend to the Full Board Approval of the September, 2024, Check Registers**

1. Prior to the Vote, Ms. Ilyas and Mr. Wood reviewed the September 2024, check registers from ECRA's City National Bank Accounts.

The check registers are presented to the finance committee each month, showing purchases, purposes, and which accounts funded them.

**ASB Register:** This register includes funds generated from the student store and all trust accounts. Approximately \$96,000 in checks were written.

The report details payees, purposes, the corresponding trust account, and amounts.

Common expenses include sports-related costs and items for the student council, as well as ASB general expenses. Coaches' gear - like jackets, sweats, or game apparel - is funded from their respective trust accounts. Football teams raise funds through events, donations, and parent contributions.

**General Account:** This account covers large recurring expenses, such as health premiums and employee benefits. In September, the total expenditure was \$435,581. The "classified" category in the report represented retired non-teachers, such as custodians, office, and tech staff. The "certificated" category included retired teachers, administrators, and counselors. The total for the two categories was \$52,463.

It was noted that the "Self-Insured Schools of California" amount (\$341,734 ), was for active employees' monthly health premiums.

Payments for active employees are typically made from the school's general fund, while payments for retirees which amounted to \$52,463, come from the OPEB account.

Although the insurance company sends one bill for both active employees and retirees, two separate payments are normally made because the funds originate from separate accounts.

**Checking Register:** Payments from the main account totaled \$1,427,012, and the report detailed expenditures, funding sources, and categories.

Because it's football season, payments were made for football officials.

Regarding 'scout reimbursement,' if a student wishes to take an AP course not offered by the school, the counseling office arranges for a program called UC Scout. Initially, parents pay, and reimbursement is provided through the APG Success Grant once the student completes the course and earns a grade.

The voluntary disability listed is supplemental insurance available for teachers, reflected in the payroll reduction.

The \$29,459 theater expense was for a projector purchase, funded by Prop 28.

**Vendor YTD:** The year-to-date (YTD) report showed vendor payments totaling \$1,986,732 for September and \$5,481,437 since the start of the school year, spanning all accounts (ASB Trust, General, and Checking). A notable expenditure was \$515,173 to Golden Star Technology for laptops.

**Trust Balances:** The Trust balance report showed a total balance of \$536,377. Some accounts are in the negative, indicating pending reimbursements to the school as teams hold fundraisers. Coaches have acknowledged the negative balances.

**Mr. Solkovits** expressed concern about fairness, suggesting this disadvantages other programs. Ms. Ilyas proposed encouraging coaches to discuss with the student council, potentially seeking loans from the ASB General Fund whenever they funds they don't have. Mr. Hussey agreed.

**The balance from the class of 2024** has been cleared by transferring the funds to the classes of 2025 and 2026.

**The ASB income**, generated from snack and merchandise sales at the student store, amounted to \$108,782. After expenses of \$26,825, the remaining balance in the General Fund is \$81,957, which can be allocated for school-wide events for the student body. Gregg Solkovits made a motion to recommend the approval of September 2024 Check Registers.

Alexandra Ramirez seconded the motion.

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

#### C. Discussion and Vote to Recommend to the Full Board Approval of the September, 2024, Credit Card Charges.

The school's credit cards are used for expenses that cannot be paid via check. The report outlined the charges, detailing who used the card, the amounts spent, and descriptions of the purchases. Only Mr. Hussey and Mr. Wood have corporate school credit cards. When vendors require credit card payments, an enhanced procedure is followed. This includes submitting backup paperwork demonstrating that payment via check was not feasible. Before any charges are made, either Mr. Hussey or Mr. Wood reviews the documentation to ensure compliance.

In September, Mr. Hussey's card had a total of \$6,961 in charges, while Mr. Wood's card totaled \$5,119. These expenses are detailed for board members to review and cross-check against the credit card statements for accuracy and transparency.

Gregg Solkovits made a motion to recommend the approval of the September, 2024, Credit Card Charges.

Alexandra Ramirez seconded the motion.

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

#### D. Discussion on the status of the ECRCHS CARES and ESSER Funds

Prior Mr. Wood CBO and Ms. Ilyas, Director of Accounting and Finance, led a discussion on the ECRCHS CARES and ESSER Funds.

Ms. Ilyas gave an update on the ECRCHS CARES and ESSER funds which are funds received due to COVID-19 and the associated spending deadlines. The deadline to spend these funds was September 30, 2024, and the state had been informed that the funds have been utilized in accordance with the established rules and regulations.

There are several remaining grants, including the Educator Effectiveness Block Grant for teacher development, the Arts, Music & Instructional Materials Discretionary Block Grant, the A-G Completion Grant: Access/Success, the A-G Completion Grant: Learning Loss Mitigation, and the Learning Recovery Emergency Block Grant. These are one-time funds, and details were provided regarding allocations, expenditures, remaining amounts, and deadlines for spending.

Many of these funds fall under restricted categories and can only be used for specific purposes outlined in the grants. The typical process involves developing a spending plan as a school, presenting it to the Board for approval, and then proceeding with the expenditures.

#### **E. Discussion of ECRCHS's Fiscal Policies and Procedures**

Prior to the vote, Mr. Wood, and Ms. Ilyas, presented the ECRCHS's Fiscal Policies and Procedures

The organization has created Fiscal Policy Procedures (FPP) as guidelines for expense reports, purchase orders, and other financial matters. These procedures serve as an instruction list that outlines the proper spending guidelines and restrictions.

The FPP is reviewed and updated annually. In this meeting, the organization was notified that this is the beginning of the FPP review process and that Board members and other individuals in the organization were invited to suggest any changes they believed should be made. The proposed changes would be presented in the next meeting, and subsequently, in the following meeting, the revisions would be submitted to the Board for approval.

### **V. School Business**

#### **A. 2024-2025 Capitalization Project: Classroom/Hallway Modernization**

Prior to the vote, Ryan Guinto, Director of Technology, presented the updates on the Classroom/Hallway Modernization



**Classroom modernization:** Last school year, Mr. Guinto, Mr. Hussey, and Mr. Fernando visited every classroom to assess the modernization status. Out of roughly 119 classrooms, 65 had been modernized, leaving about 54 still needing updates. The estimated cost per classroom was provided in the material, along with a breakdown of classrooms with and without new furniture.

Feedback has been gathered from teachers about preferred furniture options.

It was reported that proposals were received from different manufacturers. The primary reason for wanting to continue with the current standard was the warranty. Herman Miller, the manufacturer of the existing furniture, provides a 12-year warranty and has established a good relationship with the school. They typically visit monthly to address any furniture issues and have a designated representative who repairs damaged items at no cost, as long as they are within warranty. In contrast, the other manufacturer offered only a one-year warranty, making repairs more challenging.

The total cost for this project was estimated at \$484,000 for 20 classrooms, fitting well within budget, and planned to be spread over three years to manage expenses.

**Mr. Solkovits** questioned why the project wasn't completed all at once, given the budget. **Mr. Guinto** replied that if the Board approved by October 24, they could have all furniture delivered and installed during winter break.

**Mr. Hussey** and **Mr. Solkovits** suggested exploring the possibility of completing the remaining classrooms in one go next year.

**Hallway modernization:** The main hallway has already been updated, and plans are in place to continue this for the department hallways. Initial designs have been shared with department chairs for input, leading to revisions based on feedback. For example, the VAPA department emphasized showcasing instruments, while the English department preferred quotes instead of book images.

Although not yet finalized, the costs for modernizing the hallways is expected to remain relatively similar. This update is only intended to show the progress made so far, with the figure posted on the agenda being nearly final.

It was noted that part of the teachers' requests included more seating areas in the hallways, particularly in the nooks where students often gathered before school, sometimes sitting on the floor. The additional seating caused costs to increase by approximately \$31,000, and guidance was sought on whether the finance committee would recommend this additional expenditure.

**Mr. Solkovits** inquired about availability of electrical outlets in the proposed additional seating areas for student laptops. He acknowledged that this might be an extra cost, but he thinks the students will need this. **Mr. Guinto** agreed and stated that while these

specific vendors did not provide electrical work, the school has an electrician who could assist with this.

On whether the additional sitting in the hallways should be fixed or movable, the Board members generally agreed that fixed seating would be preferable.

When asked about his thoughts on the additional costs, **Mr. Wood** indicated that while hallway improvements were slightly above budget because of the additional \$31,000 request for extra sitting and electrical outlets, it was manageable as long as the overall capital budget remained at \$2.5 million.

**Mr. Hussey** added that, while it wasn't a topic of discussion for that day, there should be consideration given to identifying the outside of the buildings. He noted that this was a concern raised by the Safety Committee regarding the importance of clearly labeling the buildings to facilitate quicker identification during a lockdown. He suggested using names such as "Anderson Hall Building," "B Building," "C Building," or "T Building" for external identification.

Mr. Guinto concluded his presentation by stating that once costs were finalized and approved, the initial timeline could be maintained with a goal for completion during winter break.

**Mr. Guinto** stated that once the costs were finalized and approval was received with the additional costs included, they could keep the timeline on track, aiming for completion during the winter break.

Gregg Solkovits made a motion to Recommend to the Full Board Approval of the 2024-2025 Capitalization Project for Classroom & Hallway Modernization with the additional electrical and extra seating costs.

Alexandra Ramirez 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.

Gregg Solkovits 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 6:54 PM.

Respectfully Submitted,  
Ryan Guinto

# Coversheet

## Investment Update

<b>Section:</b>	III. Investment
<b>Item:</b>	A. Investment Update
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	III.A - October 2024 Investment Summary.pdf III.A - YTD September 2024 Investment Review-Beacon Pointe.pdf

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

**2024-2025**

2024-2025		Year End		Contributions													
				Jul-24	Aug-24	Sep-24	Oct-24			Executive Summary-OPEB							
										\$ 30,844,295 Beginning Balance at 07/01/24							
		Jun-24															
OPEB Retiree Pmts.		\$	(52,368)	\$	(49,963)	\$	(52,463)	\$	(49,293)	\$ (204,087) OPEB Payments							
										Month	\$ 1,059,777	Gains/Losses	3.3%	Invest. Change			
ECRA	OPEB Trust	\$	30,844,295	\$	31,378,239	\$	31,992,397	\$	32,460,414	\$	31,699,985	-2.3%	\$ 31,699,985	Current Ending	2.8%	Total Change	
Investment Managers:										Month	YTD						
Polen Capital Mgt		\$	263	\$	332	\$	333	\$	335	\$	-	0.3%	N/A	Xfer to Beacon Pt. 06/12/24			
Fiduciary Mgt		\$	2,516,457	\$	2,593,778	\$	2,638,742	\$	2,674,664	\$	2,590,575	1.7%	4.9%				
Beacon Pointe		\$	28,327,575	\$	28,784,129	\$	29,353,321	\$	29,785,415	\$	29,109,410	2.0%	3.6%				
El Camino Real CHS General																	
Investment Managers:										Month	YTD						
Polen Capital Mgt		\$	62	\$	78	\$	79	\$	79	\$	-	NA	NA	Xfer to Beacon Pt. 06/12/24			
Fiduciary Mgt		\$	453,636	\$	467,578	\$	475,652	\$	482,087	\$	466,761	1.4%	2.9%				
Beacon Pointe		\$	6,328,388	\$	6,448,131	\$	6,555,104	\$	6,646,456	\$	6,498,423	1.4%	2.7%				
US Bank Holdings		\$	6,782,086	\$	6,915,787	\$	7,030,834	\$	7,128,621	\$	6,965,184	-2.3%	2.7%				
Annuity 3 Yr. (8/26)Fixed @ 4.80%		Midland	\$	418,910	\$	420,685	\$	422,306	\$	423,991	\$	425,628	0.4%	1.6%			
3 Yr. (10/25)@ 4.89%		CNB /T-Bill	\$	405,898	\$	407,583	\$	408,834	\$	420,030	\$	420,097	0.0%	3.5%			
Combined		\$	7,606,893	\$	7,744,056	\$	7,861,974	\$	7,972,642	\$	7,810,909	1.4%	2.7%				
Month End -Combined		\$	38,451,189	\$	39,122,295	\$	39,854,371	\$	40,433,056	\$	39,510,894	-2.3%	2.8%				



# El Camino Real Charter High School

## As of SEPTEMBER 30, 2024

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

## FIRM OVERVIEW

Our combined experience, culture of service, firm stability, and size enable our clients to meet their long-term growth and income objectives.

**20+ Years**

Institutional Investing and  
Consulting Experience

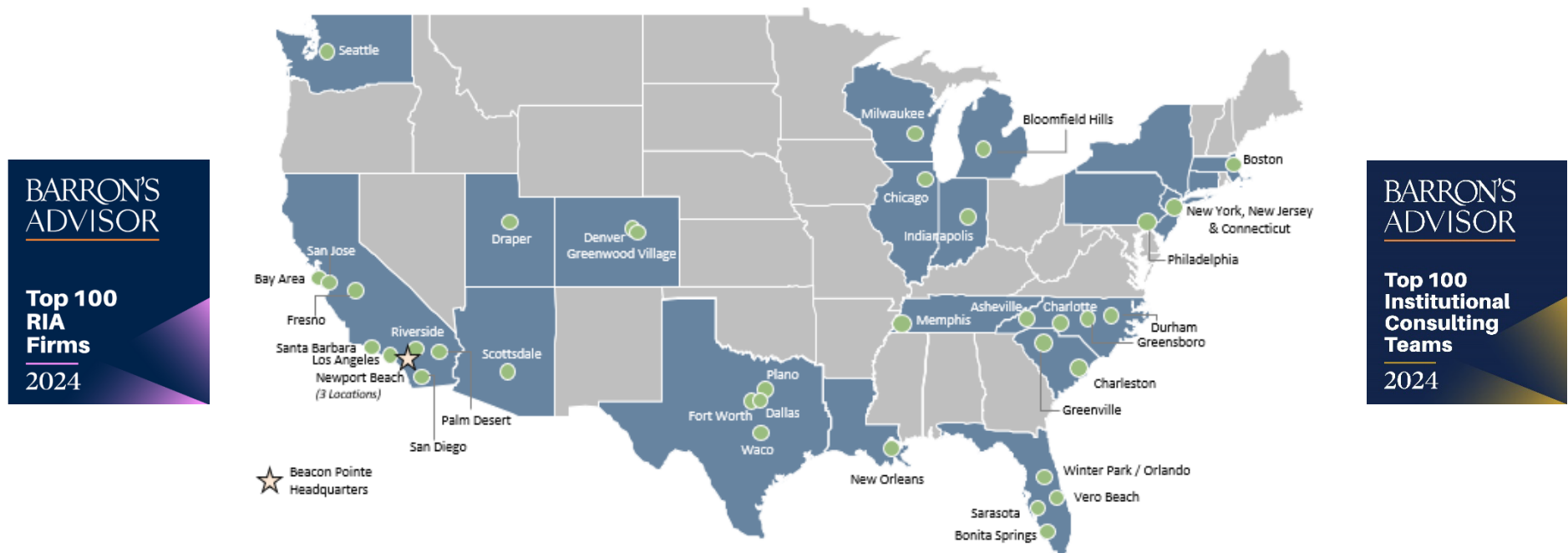
**\$36.2B**

Assets Under  
Advisement\*

**520**

Investment Professionals  
Across 50+ Regional Offices

### Beacon Pointe Offices



# MARKET PERFORMANCE 3Q24

## U.S. Equities

- The S&P 500 continued its strong performance in 3Q24, posting a +5.9% return. Year-to-date the index is up +22.1% and the one-year performance is up a stellar +36.4%.
- The “Fed pivot” in December 2023 – along with an apparent “soft landing” for the economy – were the main drivers of the S&P’s continued excellent performance in 2024.
- Utilities led all GICS sectors in the third quarter, finishing up +19.4%. Technology was flat after leading all sectors in 2Q24.
- Value (+9.4%) outperformed Growth (+3.2%) during the quarter, making up ground on the performance gap between the two. A few mega-tech and AI-related stocks continue to drive the strong performance across equities YTD. Over a one-year period, Growth (+42.2%) outperformed Value (+27.8%) by a remarkable +14.4%.

## Non-U.S. Equities

- Unhedged Non-U.S. Developed equities posted positive returns of +7.3% in 3Q24, outperforming domestic equities by +1.4%. Year-to-date, Non-U.S. Developed equities (+13.0%) continue to lag the U.S. by -9.1%.
- Emerging Market (EM) equities outperformed both domestic and non-U.S. developed in 3Q24, returning +8.7%. Year-to-date EM has outperformed Non-U.S. Developed by +3.9%; however, EM still lags the U.S. by -5.2%.
- The global economic and monetary policy outlook remains uncertain and our forecast for the U.S. dollar is evolving. Historically cheap valuations point to outperformance of Non-U.S. equities versus the U.S., but momentum and a preponderance of high-growth companies in the U.S. is a potent counterweight.

## U.S. Fixed Income

- Core taxable U.S. bonds returned +5.2% in the quarter, +4.4% year-to-date. U.S. Muni bonds were up +2.7% in the quarter and are now positive year-to-date (+2.3%). Higher go-forward yields - and high *real* yields – are positive valuation signals for bonds.
- Yields fell across all maturities in 3Q24 as the curve dis-inverted in September. U.S. Treasury 10-year notes ended the quarter down -62 basis points to 3.78% and 2-year notes down -111 basis points to 3.64%. Hence the yield curve (2x10 year) steepened by 50 basis points in the quarter and remains modestly positively sloped.
- Investment Grade Corporate bonds returned +5.8%, while spreads tightened during the quarter by -5 basis points to +89 basis points. U.S. High Yield bonds lagged Investment Grade, posting a positive +5.3% return in 3Q24 as spreads tightened by -14 basis points, ending the quarter at +295 basis points.

## Non-U.S. Fixed Income

- Global Developed Market bonds returned +7.0% for the quarter, outperforming U.S. Core taxable bonds by +1.8% given their longer duration. Year to date (+3.6%) Global bonds lag the U.S. Aggregate Index by -0.9%. Yields on the Global Aggregate ended the quarter at 3.33%, with spreads about flat (-3 basis points) in the quarter.
- Emerging Markets Sovereign bonds (EM) finished with a positive return of +5.8%, underperforming Global Developed Markets -1.2% in 3Q24. The yield on EM sovereign debt ended the quarter at 6.28%, with spreads tightening by -15 basis points.



# ECONOMIC PERFORMANCE 3Q24

## U.S. Economy

- U.S. GDP increased at a rate of 3.0% in 2Q24, showing surprising resilience. Economists expect GDP to slow slightly to 2.1% in 3Q24. The probability of a recession remained steady during the quarter at 30%. We believe that the U.S. may experience a slowdown in 2025, but a “soft landing” is increasingly the base case.
- The Fed cut interest rates by 50 basis points during the quarter, the first rate cut since the hiking cycle that began in March 2022. The next move for the Fed is likely to be continued easing, with at least one more cut in 2024 priced in. There is increasing debate about where the neutral policy rate ( $r^*$ ) is in the current environment.
- The ISM Manufacturing PMI averaged 47.1 during 3Q24, down -1.7 points from the prior quarter. The ISM Services PMI averaged 52.6, up +1.9 points from the prior quarter average, showing signs of increasing economic strength while ISM Manufacturing is trending in the opposite direction. A value below 50 indicates contraction.

## Employment

- Job openings fell in the quarter to just under 8 million, well below the peak of 12 million seen in March 2022. The “quits rate” averaged 2.5% in the quarter, up +0.2% from 2Q24. Both metrics indicate a reasonably strong labor market that is normalizing after being mismatched for several years.
- Non-farm payrolls averaged +186K per month in 3Q24, up +38K from the prior quarter.
- The U.S. Unemployment Rate averaged 4.2% during 3Q24, up +0.2% from the prior quarter average. Average hourly earnings for the quarter were +3.8%, down -0.1% from 2Q24 and still a little too “hot” for the Fed but moving in the right direction.

## U.S. Inflation

- Inflation is coming down to the Fed’s target, with the U.S. Consumer Price Index (CPI Headline) averaging 2.6% for the quarter, down -0.6% from the prior quarter average. Expectations for next quarter of 2.5% indicate further deceleration in price pressures.
- U.S. Core CPI (less food and energy) averaged 3.2% for the quarter, down -0.2% from the 2Q24 average and remains the focus of markets given its “stickiness.” “Supercore” inflation (Core Services inflation less housing, Jay Powell’s favored inflation metric) declined -0.4% to 4.4%, still higher than the Fed would like.
- The U.S. Personal Consumption Expenditure Core Price Index (PCE Core), the Fed’s inflation target measure, averaged 2.7% during the quarter, unchanged from the prior.
- Inflation expectations – an important contributor to *realized* inflation - remains within the Fed’s comfort zone.

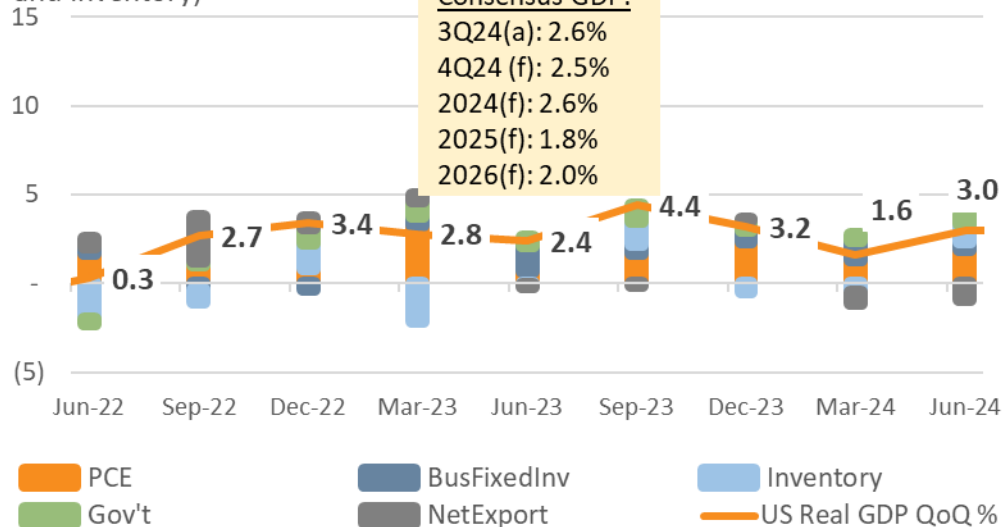
## Financial Conditions/Recession Probabilities

- Financial conditions tightened during the quarter and now year-to-date, in line with the Fed’s intentions to slow activity. The unwind of the yen carry trade in August contributed to the tightening.
- The Fed wants to slow economic activity and marginally increase the unemployment rate to achieve their 2.0% PCE Core inflation target. The U.S. economy is notoriously difficult to “fine-tune,” and the Fed has caused recessions in the past by over-tightening. Their task in the current environment is complicated by the debate over the neutral rate of interest, or  $r^*$ . It is difficult to “land the plane” if you don’t know where the airport is.

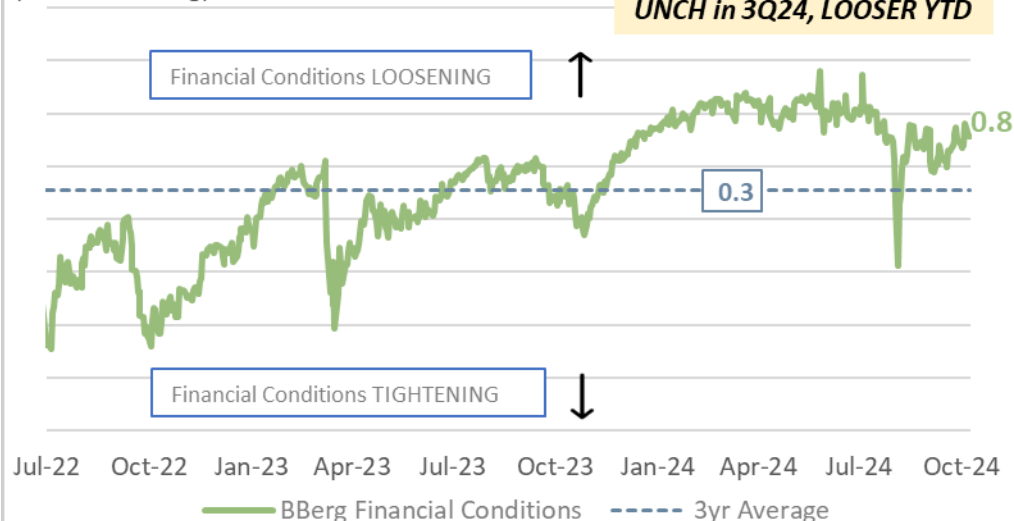


# U.S. ECONOMIC REVIEW

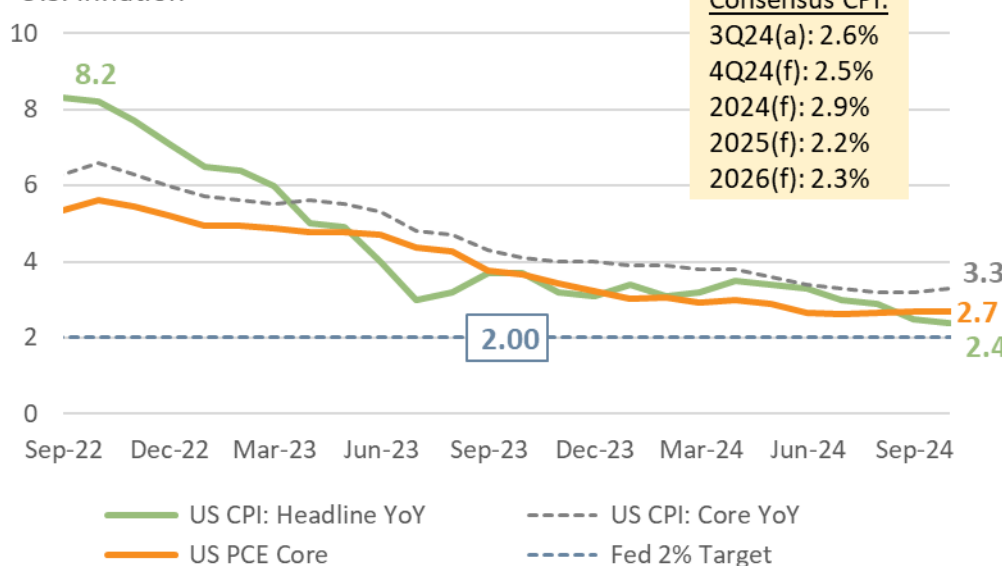
U.S. Real GDP, QoQ Annualized, with Contributions (C+I+G+X and Inventory)



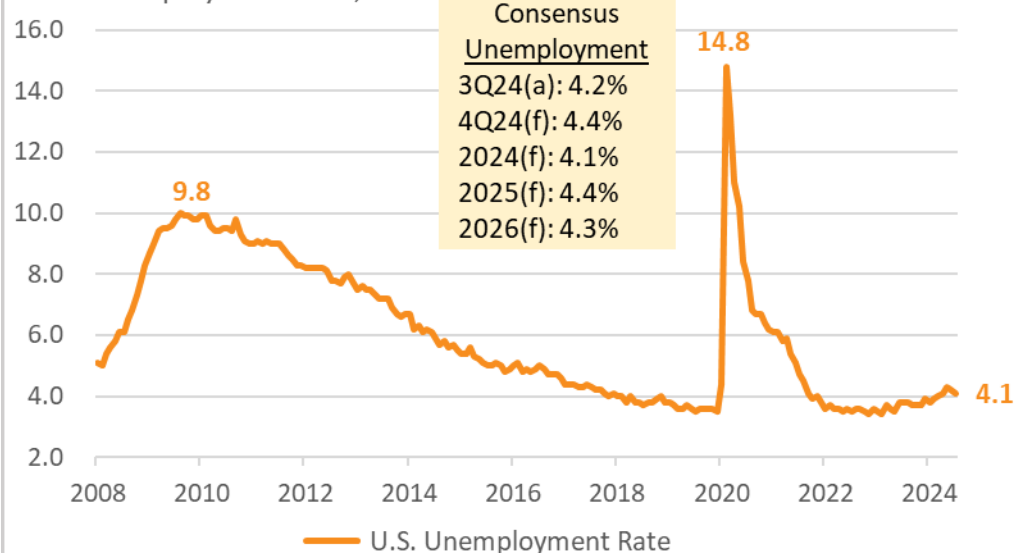
Bloomberg Financial Conditions Index, level (UP is loosening)



U.S. Inflation




U.S. Unemployment Rate, %



## POINTE OF VIEW

**Secular Theme:** *“Financial Repression”*

**Cyclical Theme:** *“Late Cycle Dynamics”*



“Financial Repression”<sup>1</sup> remains our primary secular thesis. Over our cyclical horizon, maximum employment has become the Fed’s main target. The budget deficit remains an area of great attention, but little action. Dealing with the fiscal deficit may become more of a priority if the market demand for U.S. Treasury securities fades.

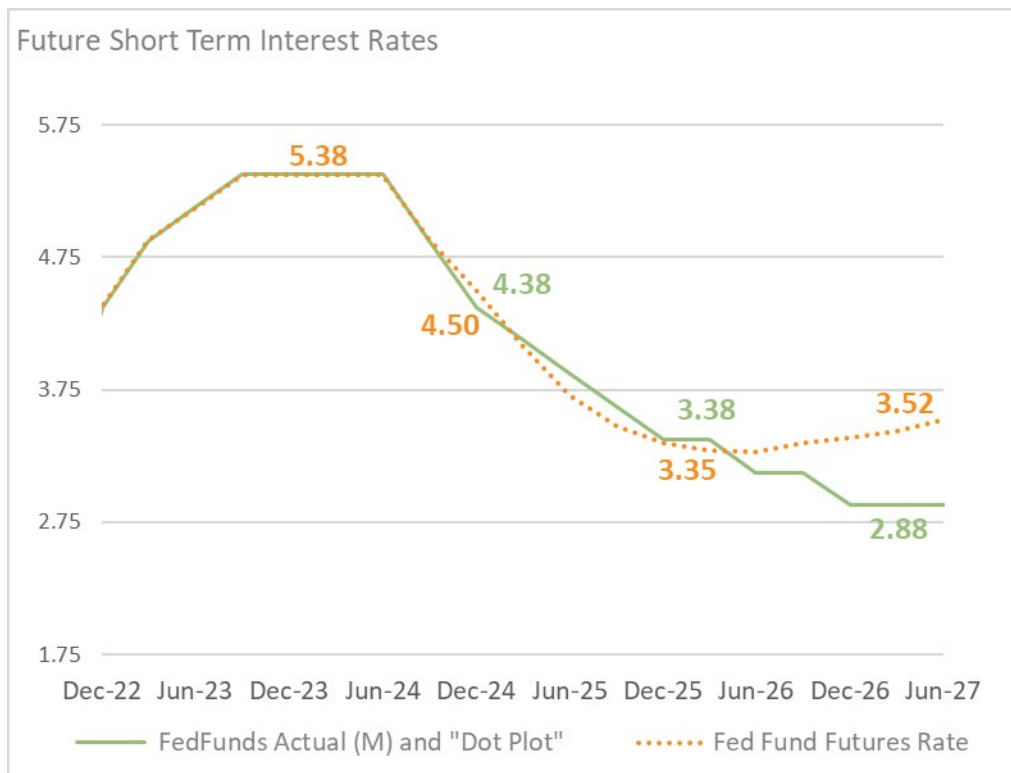
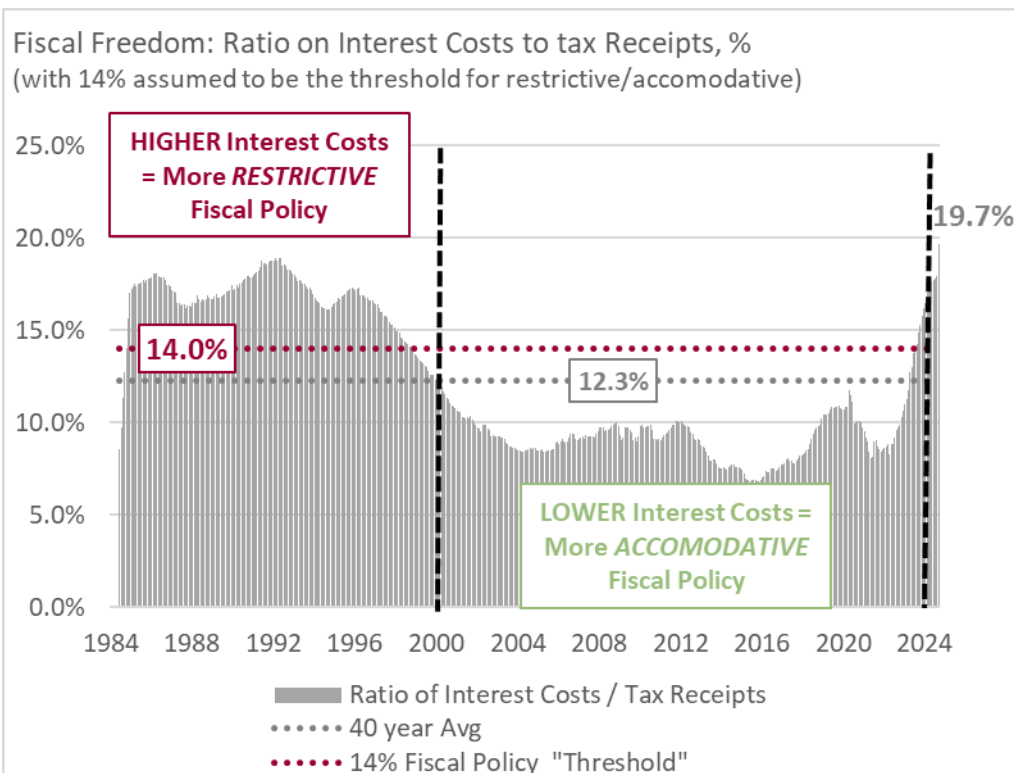
Inflation remains higher than the Fed’s 2.0% target but has recently shown signs of deceleration, with inflation expectations remaining reasonably well-anchored. The neutral real rate of interest (or  $r^*$ ) may be higher than in recent history, complicating monetary policy. The Fed will likely continue to cut rates in coming quarters as long as inflation remains subdued. The economy - and markets - have been resilient thus far.

Restrictive monetary policy is cooling the labor market. Risk assets shrugged off higher interest rates and continue to surprise to the upside. Policymaker’s ability to continue to normalize interest rates will determine whether the Fed can engineer a “soft landing” – an increasing probability given inflation dynamics and continued real GDP growth.

We are going “risk on” given the lack of an economic slowdown and risk asset momentum. Relative valuations favor maintaining our Overweight allocation to U.S. Large Cap Value over U.S. Large Cap Growth. In International equities, we prefer EM over EAFE for their greater diversification benefit. Fixed Income yields are attractive, but we are moving Underweight bonds to fund our “risk on” posture. We continue to like alternatives for their illiquidity premium return profile and ability to reduce volatility.

Source: Beacon Pointe As of October 18, 2024. <sup>1</sup> For more information on Financial Repression, see “Investing in the Age of Financial Repression”, <https://beaconpointe.com/investing-in-the-age-of-financial-repression/>, July 2020. Financial Repression is characterized by government policies that produce historically low *NOMINAL* interest rates and higher inflation = negative *REAL* rates

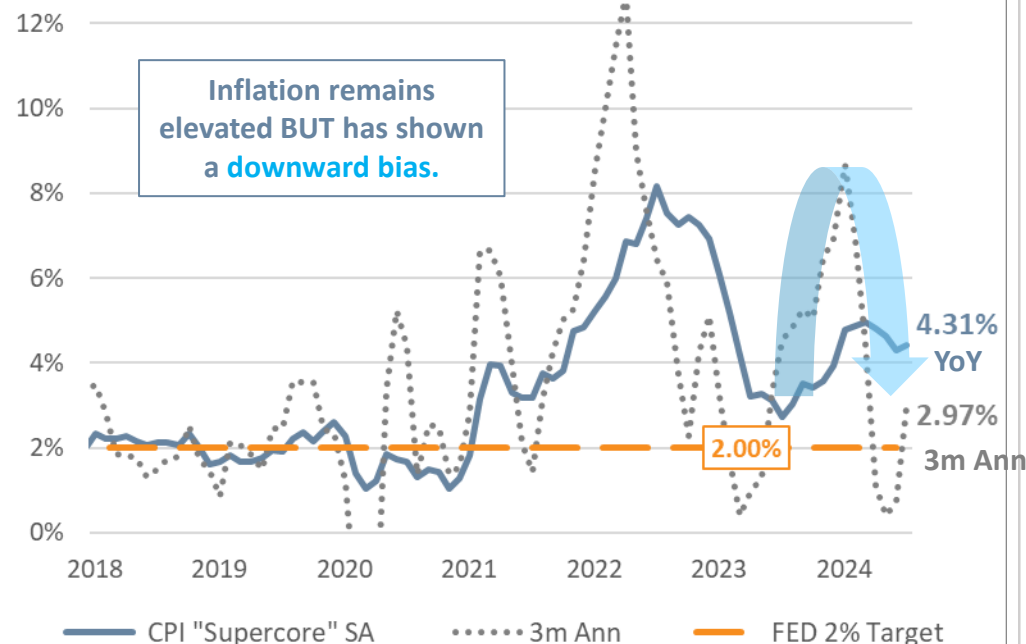
# FISCAL FREEDOM AND FED FUND TRAJECTORY



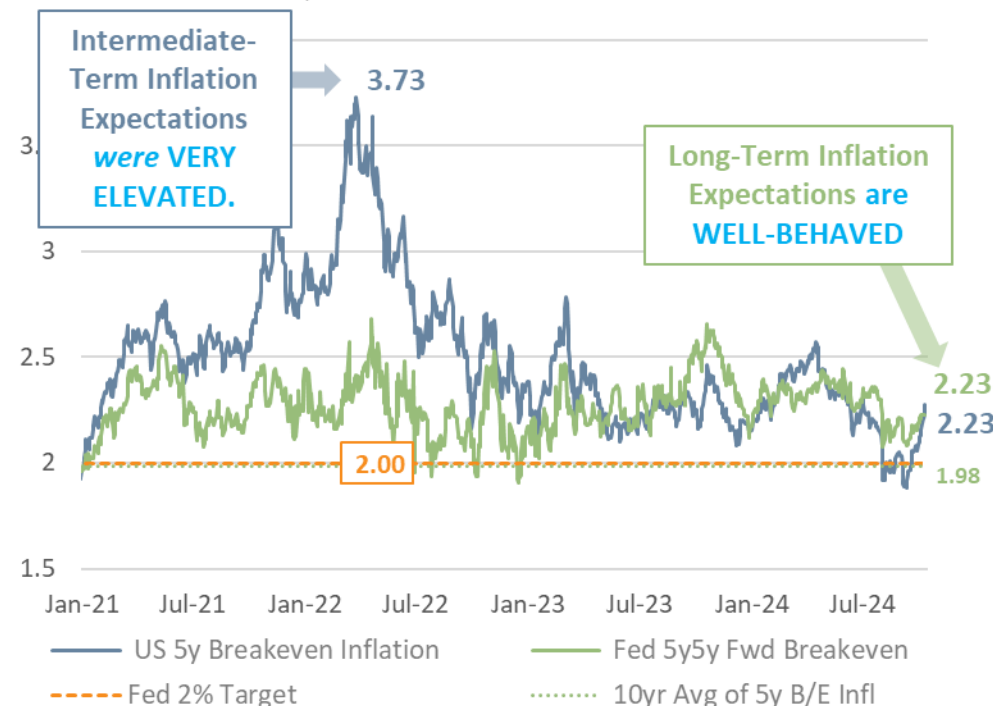
- When a significant portion of tax revenues is allocated to interest payments, it limits the government's flexibility to fund other priorities, which can have long-term economic implications.
- Fewer fiscal degrees of freedom with interest costs as a % of total tax revenue above the significant 14% threshold. The next President and Congress may be forced to deal with the debt. The last time Congress and the President were "forced" to consider austerity was in the nineties.
- Both the market and the Fed anticipate substantial rate cuts over the coming year. However, the market's pricing reflects expectations of a higher terminal neutral rate compared to the Fed's projections. This divergence in the anticipated neutral rate will have significant implications for long-term interest rates.

# U.S. INFLATION: JOB ALMOST DONE?

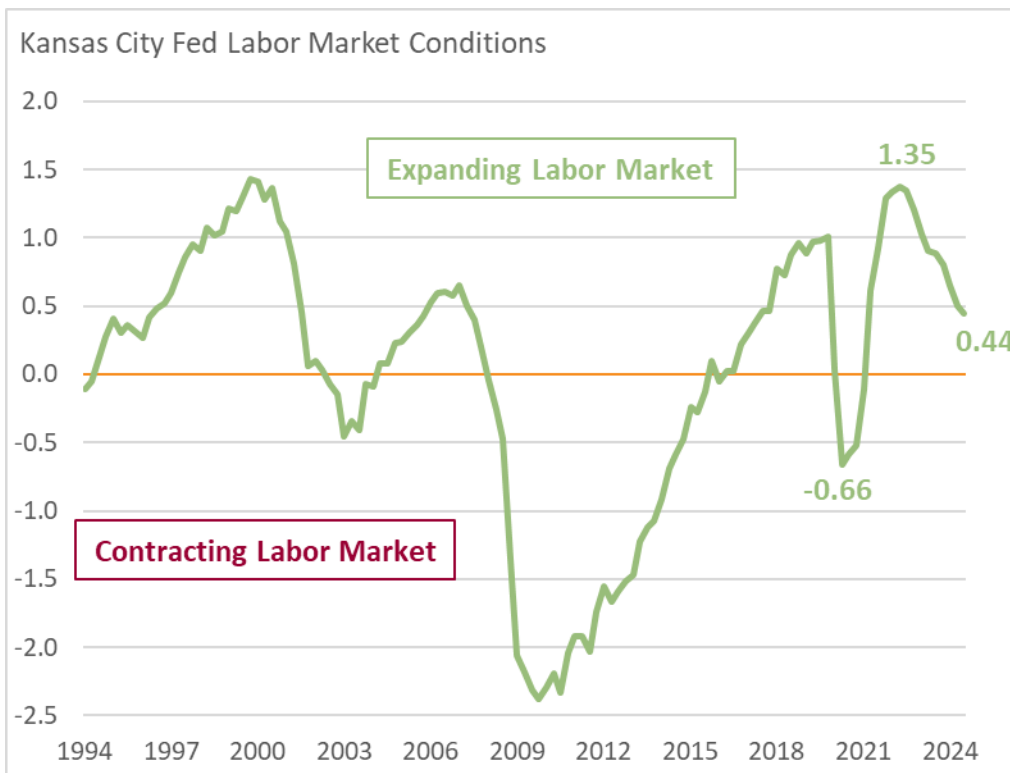
CPI "Supercore" SA, YoY and 3m change, annualized %



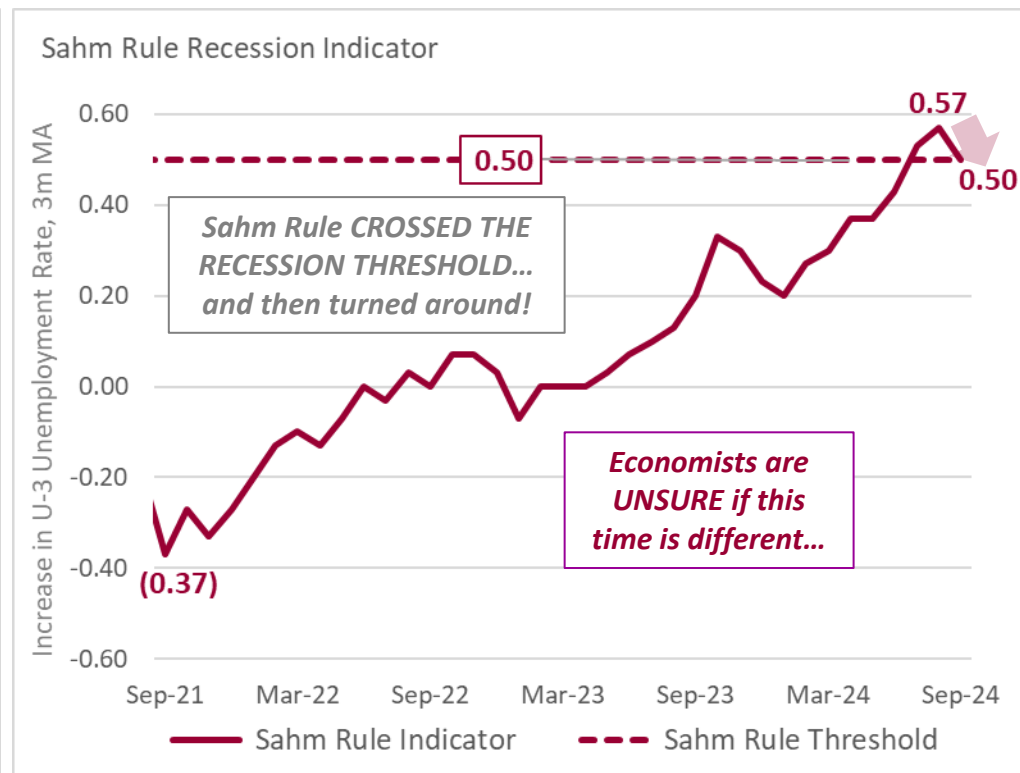
U.S. Breakeven Inflation, Market Measures



- Inflation reached 40-year highs during the summer of 2022 as a result of stimulative fiscal and monetary policies, the shift in consumer spending from services to goods, robust employment, supply chain disruptions, the Ukraine war, and China's zero-COVID policies. The Fed responded starting in March 2022 by raising interest rates to tighten financial conditions. They kept raising rates to protect their hard-won inflation-fighting credibility and to contain longer-term inflation expectations.
- The Fed is focused on "supercore" inflation, or core service prices minus food, energy, and housing. Supercore inflation remains elevated but has shown a downward bias. Despite persistent elevation in supercore inflation, the Fed assesses that the risk of inflation reaccelerating is lower than the risk of further deterioration in the labor market. As a result, it has initiated a rate-cutting cycle.



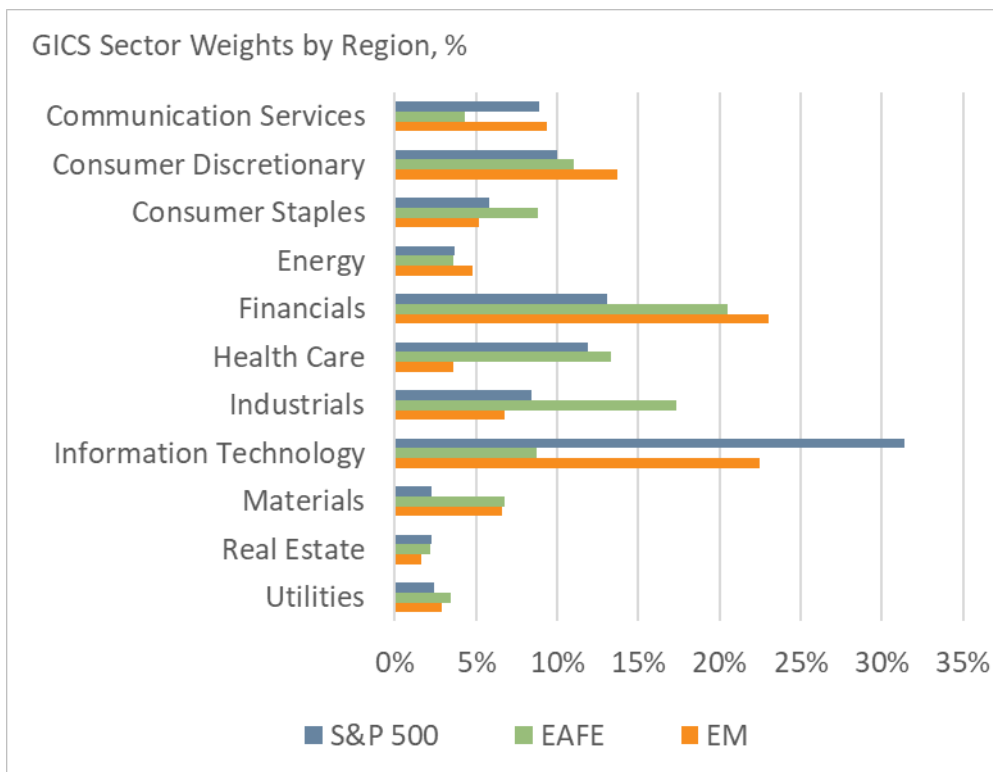
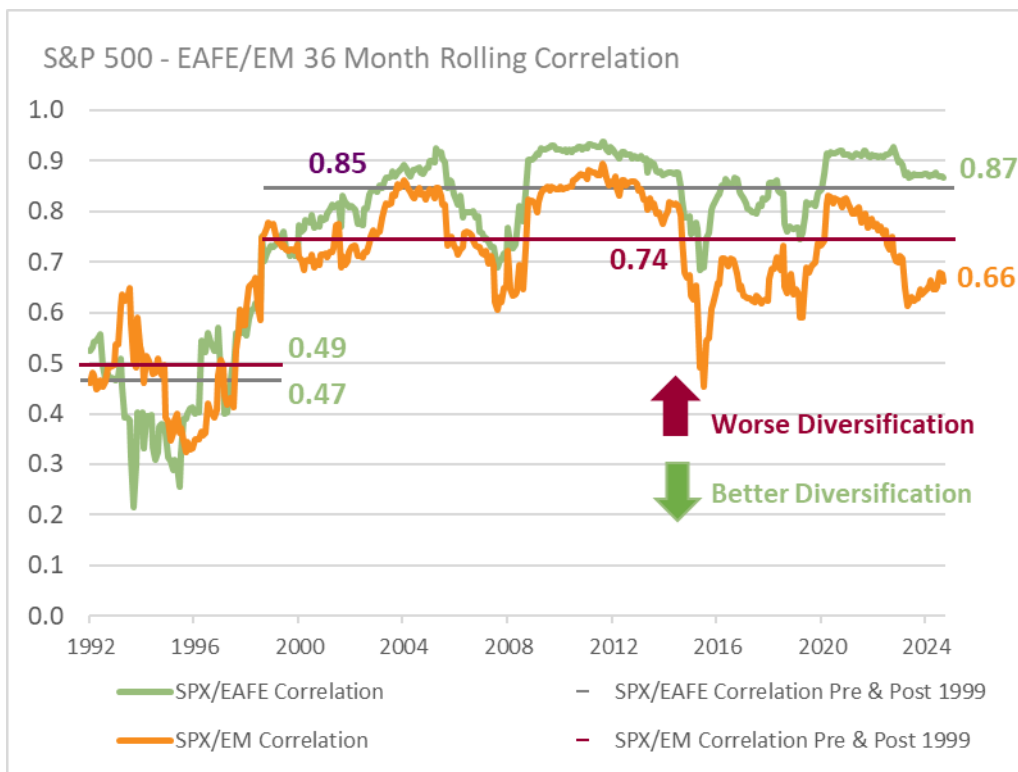
The Kansas City Fed's LMCI uses 24 variables to measure labor market activity and momentum. These variables capture various aspects of employment, unemployment, wages, and other labor market dynamics.



Sahm Recession Indicator signals the start of a recession when the three-month moving average of the national unemployment rate (U3) rises by 0.50 percentage points or more relative to its low during the previous 12 months.

- The Kansas City Fed Labor Market Conditions Indicators suggest the level of activity and momentum were little changed in September at 0.44, still above its historical average, though lower than its pre-pandemic level.
- The rise in the unemployment rate to 4.3% in July, announced on August 2, raised the Sahm Rule indicator to 0.57, surpassing its recessionary trigger threshold. However, the September labor market report, released on October 4, showed a decline in the unemployment rate to 4.1%, which reduced the indicator to 0.50. This development suggests a potential deviation from the usual predictive reliability of the Sahm Rule in this instance.

# U.S. EQUITY EXCEPTIONALISM – WHERE GROWTH GETS FUNDED



- U.S. equities account for approximately 65% of the global equity market - allocations to non-U.S. equities are necessary to capture the entire global equity opportunity set and may improve the efficiency of portfolios.
- While EAFE is showing a correlation factor that fluctuates between 0.8 and 0.9 in the last two decades, EM has been less correlated within a 0.5 to 0.8 range.
- The U.S. market is heavily weighted towards technology companies, which have been significant drivers of growth and innovation. In contrast, EAFE has a higher concentration of traditional industries like financials and industrials. This explains the earnings growth differential between the U.S. and international equities.

# MARKET PERFORMANCE SUMMARY

As of September 30, 2024

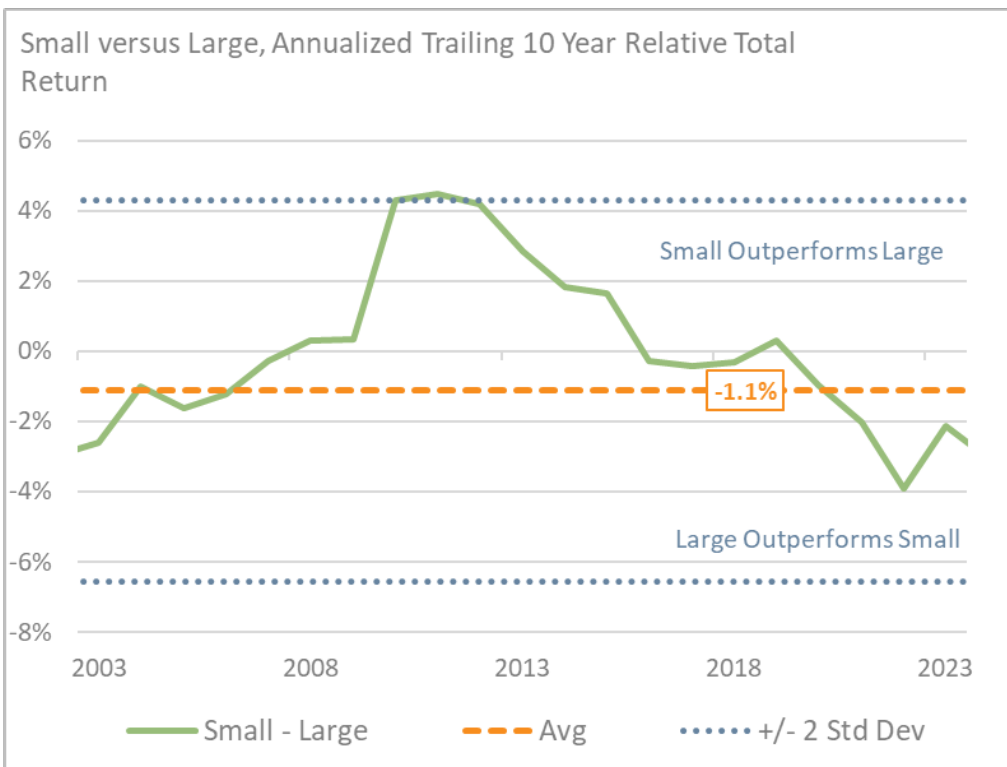
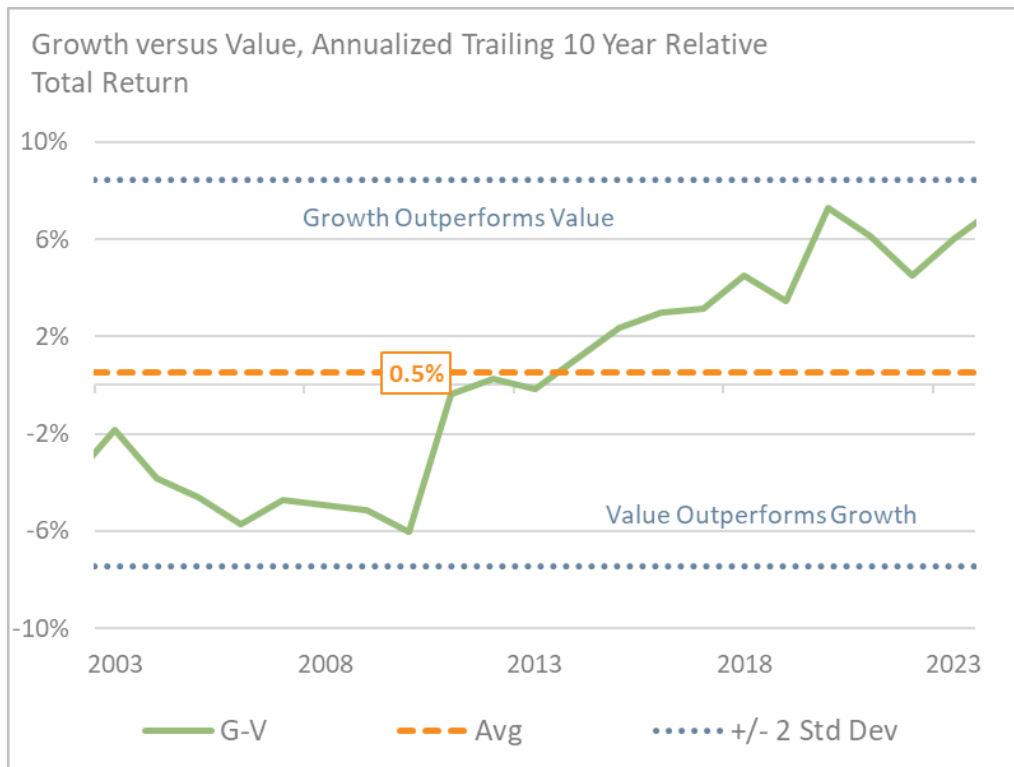
	Quarter Return	YTD Return	1 Year Return	3 Year Return	5 Year Return	7 Year Return	10 Year Return
<b>Portfolio Benchmarks</b>							
60% MSCI ACWI: 40% U.S. Aggregate Bond				4.4	7.6	6.9	6.5
70% MSCI ACWI: 30% U.S. Aggregate Bond				5.3	8.7	7.8	7.3
<b>Equity</b>							
S&P 500	5.9	22.1	36.4	11.9	16.0	14.5	13.4
Russell 1000 Growth	3.2	24.5	42.2	12.0	19.7	18.2	16.5
Russell 1000	6.0	20.8	35.1	10.3	15.1	13.6	12.5
Russell 1000 Value	9.4	16.7	27.8	9.0	10.7	9.5	9.2
Russell Mid Cap	9.2	14.6	29.3	5.8	11.3	10.5	10.2
Russell 2000	9.3	11.2	26.8	1.8	9.4	7.4	8.8
Russell 3000	6.2	20.6	35.2	10.3	15.3	13.7	12.8
MSCI ACWI Ex USA	8.1	14.2	25.4	4.1	7.6	5.4	5.2
MSCI ACWI	6.6	18.7	31.8	8.1	12.2	10.2	9.4
MSCI EAFE	7.3	13.0	24.8	5.5	8.2	6.0	5.7
MSCI EM	8.7	16.9	26.1	0.4	5.7	3.7	4.0
<b>Fixed Income</b>							
U.S. Aggregate Bond	5.2	4.4	11.6	-1.4	0.3	1.5	1.8
U.S. Municipal Bond	2.7	2.3	10.4	0.1	1.4	2.2	2.5
U.S. Treasury Bill 3m	1.4	4.0	5.5	3.5	2.3	2.2	1.6
U.S. TIPS	4.1	4.9	9.8	-0.6	2.6	2.9	2.5
U.S. Investment Grade Corporate	5.8	5.3	14.3	-1.2	1.2	2.4	2.9
US High Yield	5.3	8.0	15.7	3.1	4.7	4.7	5.0
Global Aggregate Bonds	7.0	3.6	12.0	-3.1	-0.8	0.3	0.6
EM Sovereign Debt USD	5.8	8.2	16.9	-0.2	1.4	2.2	3.2
<b>Alternatives</b>							
FTSE NAREIT Composite	16.5	13.9	34.0	3.2	4.8	6.8	7.8
S&P Global Natural Resources	3.6	3.9	7.7	8.6	10.5	7.6	5.7
Bloomberg Commodity	0.7	5.9	1.0	3.7	7.8	4.9	0.0

Source: Beacon Pointe, Morningstar. Data as of September 30, 2024.

**Disclosure:** The commentary is not intended as a guarantee of profitable outcomes. Any forward-looking statements are based on certain expectations and assumptions that are susceptible to changes in circumstances. Past performance is no guarantee of future results. The portfolio Benchmark returns are net of 1% Beacon Pointe fees. The Asset Class performance data is presented as reported, without any adjustment for fees.



## SIZE – SMALL UNDERPERFORMS, GROWTH OVERVALUED



- The Russell 1000 Growth is up 42.2% over the past twelve months, outperforming the Russell 1000 Value (up 27.8%) by 14.4%.
- Value remains very cheap versus Growth based on rolling 10-year relative performance.
- The Russell 2000 (small cap index) is up 26.8% over the past twelve months, underperforming the Russell 1000 (up 35.1%) by 8.3%.
- The Russell 1000 has outperformed the Russell 2000 on average by 1.1% over the past 30 years of rolling 10-year periods. Small-Cap equities remain undervalued relative to Large-Cap.



# U.S. EQUITY SECTOR REVIEW

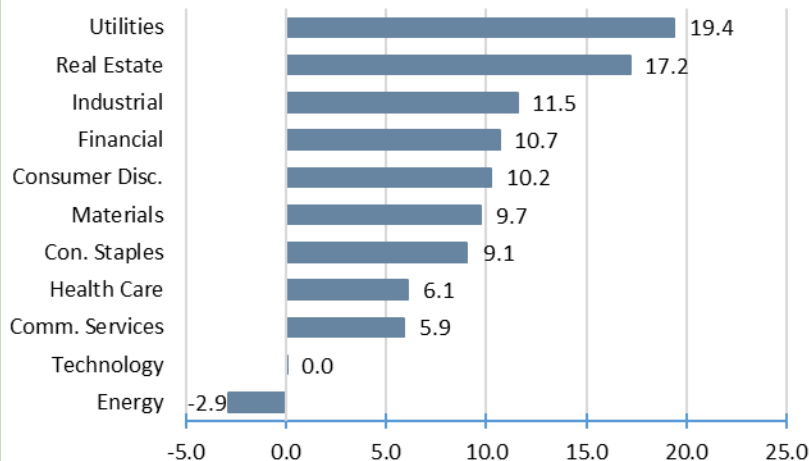
## 3Q24 Value Core Growth

Large	9.4	6.0	3.2
Mid	10.1	9.2	6.5
Small	10.2	9.3	8.4

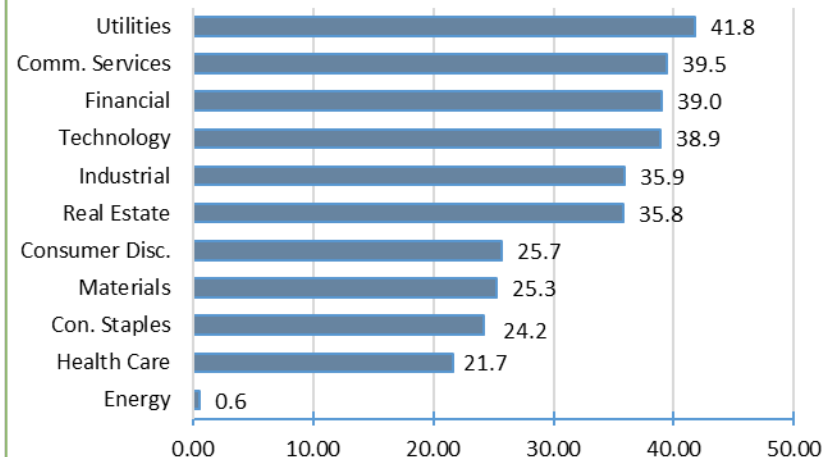
## One-Year Value Core Growth

Large	27.8	35.1	42.2
Mid	29.0	29.3	29.3
Small	25.9	26.8	27.7

3Q24 S&P Sector Returns



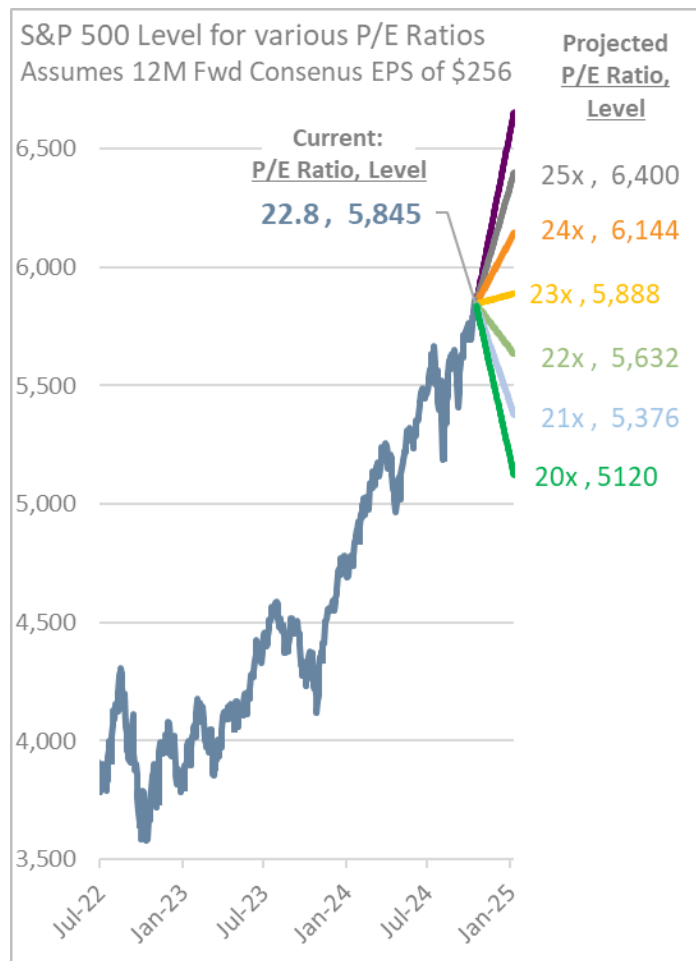
One-Year S&P Sector Returns



- Large Cap Value outperformed Large Cap Growth by 6.2% over the quarter. Only Energy (-2.9%) posted negative returns in the third quarter.
- Large Cap Growth has outperformed Large Cap Value by 14.4% over the past twelve-months. No sectors posted negative returns over the period. Ten of eleven sectors posted returns greater than 20%, led by Utilities (41.8%), Communication Services (39.5%) and Financials (39.0%).

# U.S. EQUITY CORPORATE EARNINGS – RESILIENT

Expected S&P 500 Level and Returns - Sensitivity Analysis

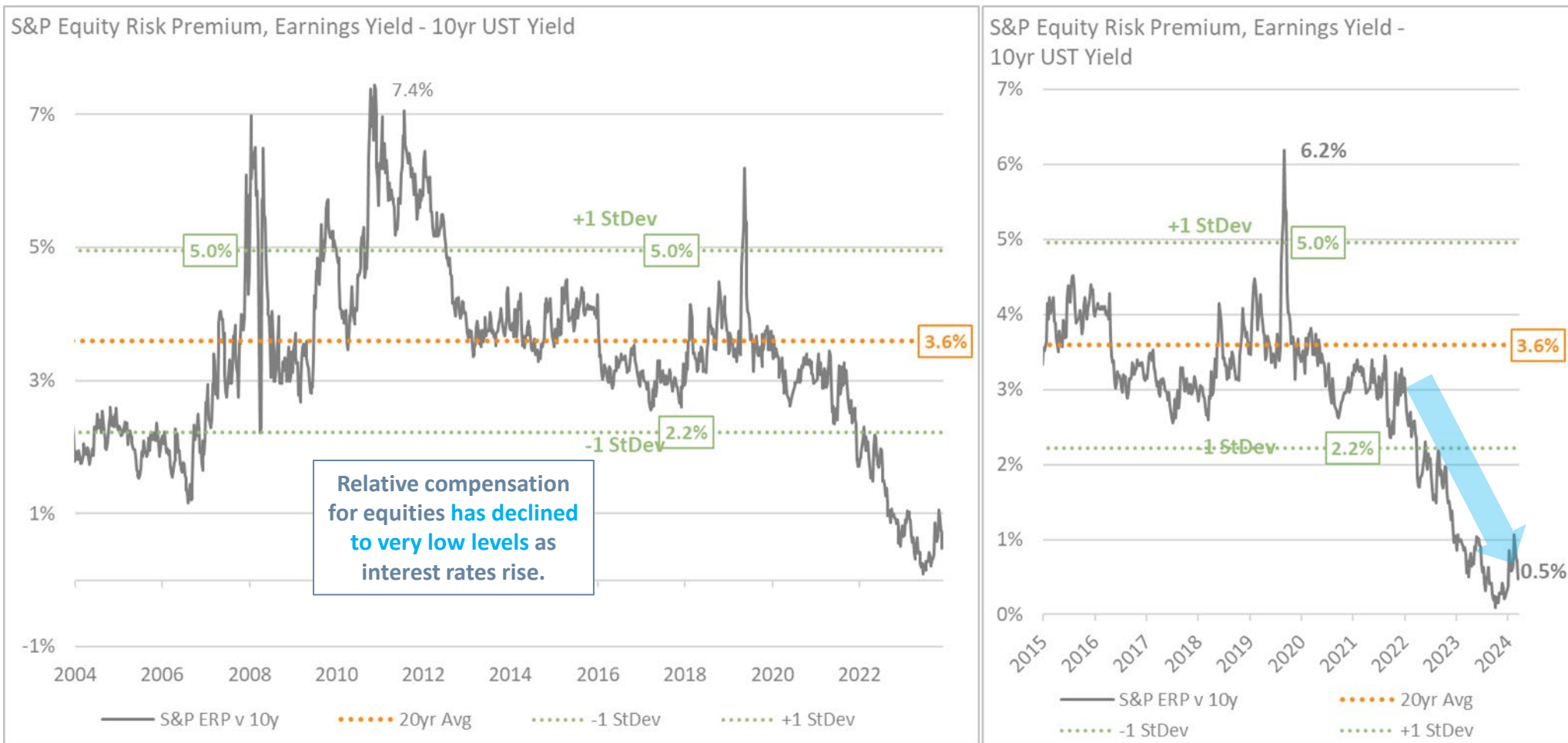


				Last 12m Trailing		233.38	2023 (a)=	221.4	2022 (a) =	218.1
BPA ESTIMATED FWD 12M EPS			256.00							
S&P 500 LEVELS		Fwd12M EPS		256.00	Index:	5,845	P/E	22.8		
		P/E Ratio								
EPS growth	EPS	19	20	21	22	22.8	23	24	25	26
-7.8%	236	4,484	4,720	4,956	5,192	5,388	5,428	5,664	5,900	6,136
-5.9%	241	4,579	4,820	5,061	5,302	5,502	5,543	5,784	6,025	6,266
-3.9%	246	4,674	4,920	5,166	5,412	5,617	5,658	5,904	6,150	6,396
-2.0%	251	4,769	5,020	5,271	5,522	5,731	5,773	6,024	6,275	6,526
-	256	4,864	5,120	5,376	5,632	5,845	5,888	6,144	6,400	6,656
2.0%	261	4,959	5,220	5,481	5,742	5,959	6,003	6,264	6,525	6,786
3.9%	266	5,054	5,320	5,586	5,852	6,073	6,118	6,384	6,650	6,916
5.9%	271	5,149	5,420	5,691	5,962	6,187	6,233	6,504	6,775	7,046
7.8%	276	5,244	5,520	5,796	6,072	6,302	6,348	6,624	6,900	7,176

S&P 500 RETURNS		P/E Ratio								
EPS growth	EPS	19	20	21	22	22.8	23	24	25	26
-7.8%	236	-23%	-19%	-15%	-11%	-8%	-7%	-3%	1%	5%
-5.9%	241	-22%	-18%	-13%	-9%	-6%	-5%	-1%	3%	7%
-3.9%	246	-20%	-16%	-12%	-7%	-4%	-3%	1%	5%	9%
-2.0%	251	-18%	-14%	-10%	-6%	-2%	-1%	3%	7%	12%
-	256	-17%	-12%	-8%	-4%	0%	1%	5%	9%	14%
2.0%	261	-15%	-11%	-6%	-2%	2%	3%	7%	12%	16%
3.9%	266	-14%	-9%	-4%	0%	4%	5%	9%	14%	18%
5.9%	271	-12%	-7%	-3%	2%	6%	7%	11%	16%	21%
7.8%	276	-10%	-6%	-1%	4%	8%	9%	13%	18%	23%

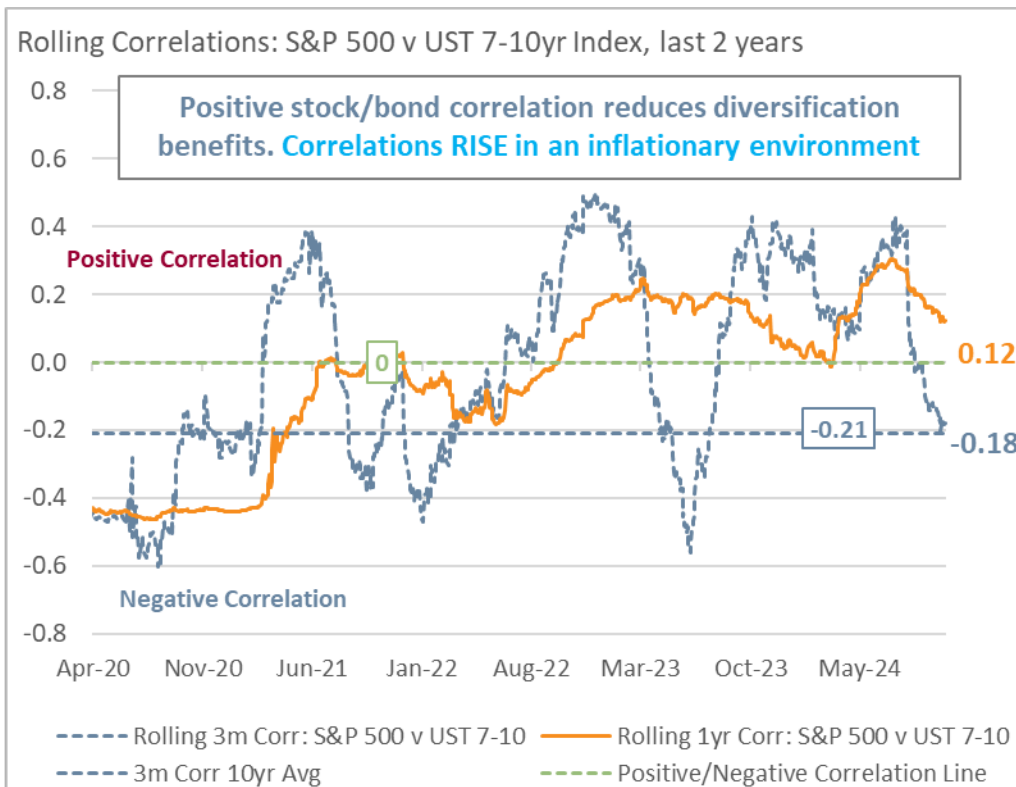
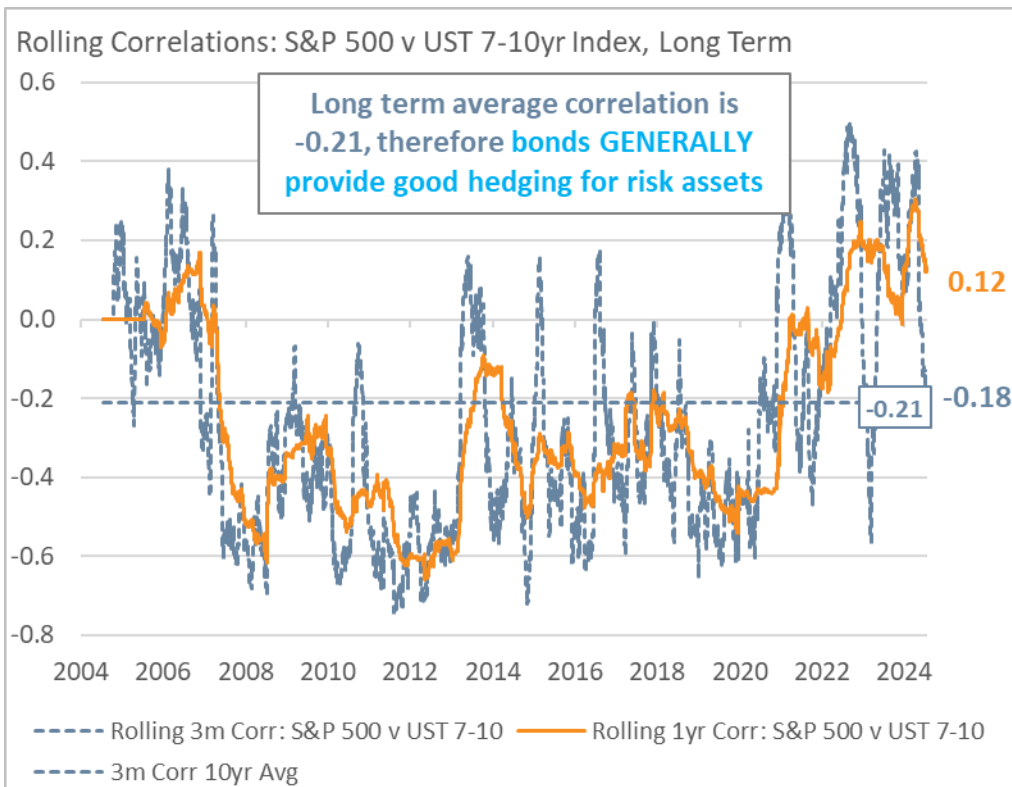
- Current Fwd12M consensus earnings per share are ~\$256, equating to a P/E ratio of 22.8x, above the long-term average of about 17x.
- The market is discounting double-digit earnings growth in calendar 2025 (consensus: +13%/\$274) and 2026 (consensus: +11%/\$304).

# S&P 500 RISK PREMIUM – WELL BELOW LONG-TERM AVERAGE



- U.S. equity investors today are being offered a smaller return premium for bearing equity risk than at any time in recent memory. Relative compensation for taking equity risk (the “risk premium”) is well below long-term average at 3.6%.
- The equity risk premium is a good long-term measure of compensation for taking equity risk, but it is not a useful short-term valuation metric.

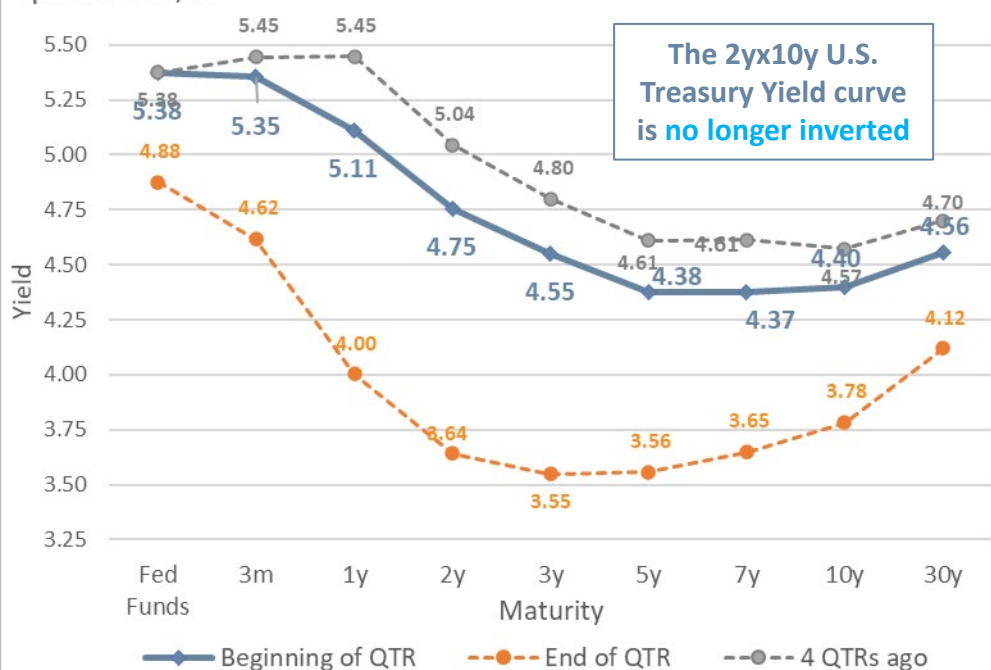
# STOCK AND BOND CORRELATION – HEADING THE RIGHT WAY



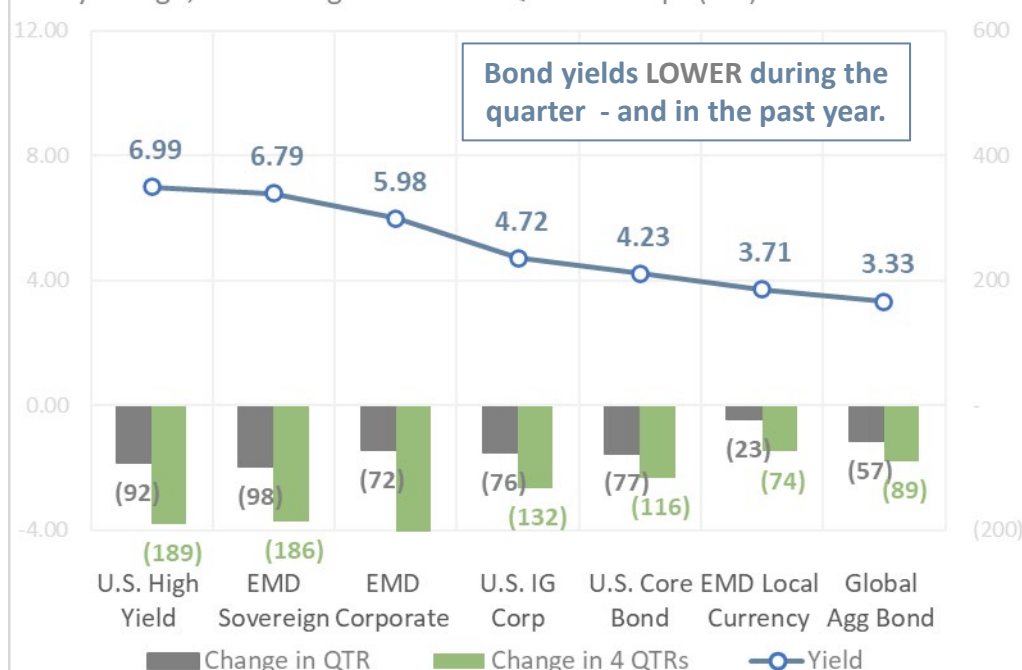
- The inflation regime determines whether bonds provide an effective hedge to equities. In a persistent inflation environment, bonds have historically been a much less efficient hedge to risk assets.
- The bond market saw one of its worst years in 2022 and posted a negative return in 2021 as well. A huge two-month year-end rally in bond prices rescued fixed income markets from an almost unthinkable third straight year of declines in 2023.
- Bonds are doing the job for clients in 2023 and 2024. We are likely to see more effective hedging from bonds going forward with lower overall inflation and more attractive bond yields. The recent decrease in correlation is helpful.

# FIXED INCOME REVIEW – CURVE “DISINVERTS,” YIELDS TIGHTER

U.S. Treasury Yield Curve, current level, 3m and 1yr ago at quarter end, %

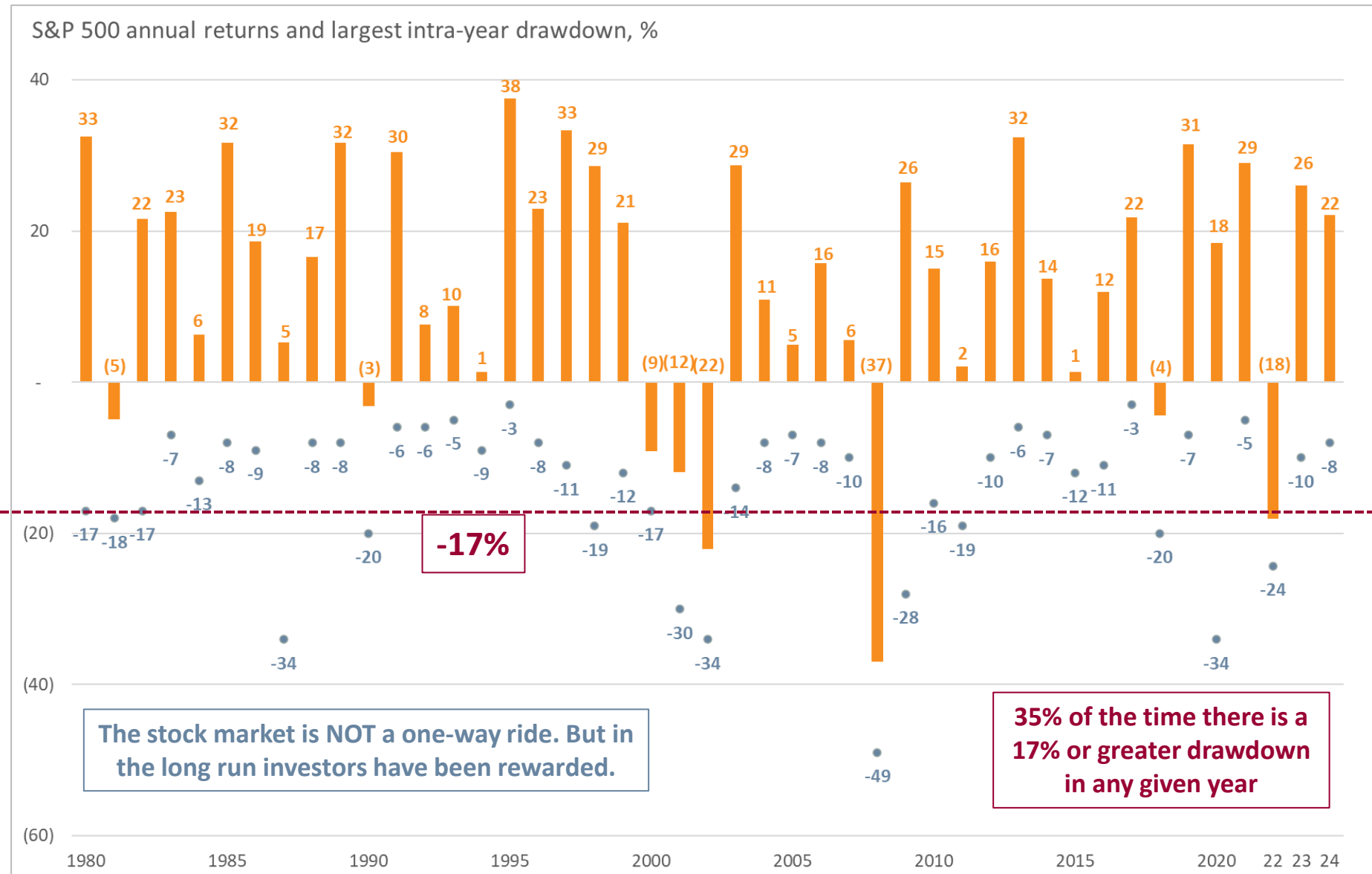


Global Fixed Income Markets, Yield % (lhs) and Change from one year ago, and during the current Quarter in bps (rhs)



- The 2-year and 10-year Treasury yield curve is no longer inverted, as the 10-year yield is now 14 basis points higher than the 2-year yield. This is the result of a “bull steepening,” which is when the decline in yields is more pronounced for shorter-term bonds than longer-term bonds.
- Global yields remain attractive with higher nominal and strongly positive *real* yields across most markets, but we are moving Underweight bonds to fund our “Risk On” posture and given concerns about a persistently elevated term premium as a soft landing looks more likely and large fiscal budget deficits increase U.S. Treasury supply.

# ANNUAL RETURNS AND INTRA-YEAR DECLINES



- Large (10-15%) drawdowns should be expected. Most years end positively, 82% of the time in the last 44 years.



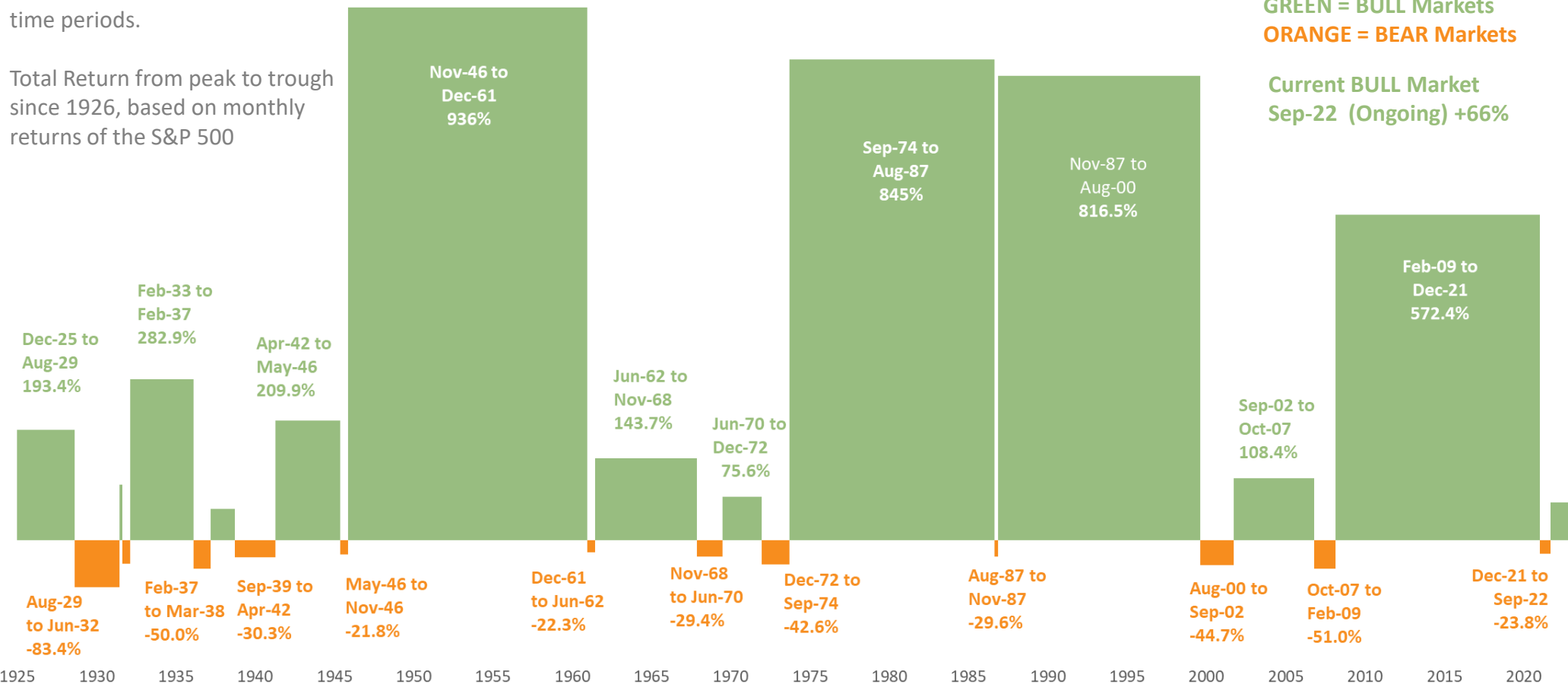
# BULL MARKETS BUILD WEALTH

Bull and Bear Market returns and time periods.

Total Return from peak to trough since 1926, based on monthly returns of the S&P 500

GREEN = BULL Markets  
ORANGE = BEAR Markets

Current BULL Market  
Sep-22 (Ongoing) +66%



- Bull markets build wealth. Bear markets are a temporary phenomena.
- It is not possible to time the market performance. Invest through the cycle.
- We are in a bull market that started in September 2022.

## MACRO THEMES





## Secular Theme – “Financial Repression”

- **Financial Repression remains the long-term operating framework** as governments work to reduce the high debt levels accumulated during the 2008/09 Great Financial Crisis and COVID mitigation efforts. However, over our cyclical horizon we expect that **repression policies will remain on “pause” to fight inflation** – they may be resurrected once inflation is subdued, but this is less certain in a world of a higher neutral interest rate ( $r^*$ ).
- **Inflation expectations in the U.S. remain reasonably well anchored** as the Federal Reserve retains its hard-won inflation fighting credibility, a necessary condition as the Fed navigates a slowing economy that is saddled with historically very high debt levels.
- **Global Central Banks rapidly raised interest rates to fight inflation** but higher equity markets worked to loosen financial conditions. Inflation is falling back to targets and a global recession has been avoided to date. Global monetary policy is transitioning to a more accommodative stance.

## Cyclical Outlook – “Late Cycle Dynamics”

- The unprecedented demand-side COVID stimulus, coupled with supply-side shocks from shutdowns, **made high inflation inevitable**. This triggered sharp monetary tightening, which slowed private credit growth and impacted interest rate-sensitive sectors and consumers. The combination of monetary restrictiveness and normalizing supply chains has moderated inflation, enabling the Fed to start adjusting policy rates.
- Indicators suggest that **consumers will continue to have spending power**, contingent on labor market health. However, the labor market presents mixed signals, fluctuating between normalization and weakening. Nonetheless, due to productivity gains, sustained fiscal deficits, and easing inflationary pressures, the **probability of a soft landing is increasing**.
- Inflation has significantly decreased but remains above the Fed’s 2.0% target. Nevertheless, the **Fed has shifted focus to the other pillar of its dual mandate: maximum employment**. With the labor market softening from its peak, the Fed is now calibrating future interest rate decisions based on labor market trends. Whether this weakness represents an inevitable normalization, or the onset of a more significant labor market correction remains to be seen.
- Rate **cuts are expected to continue** in coming FOMC meetings to normalize interest rates and prevent further weakening of the labor market. The destination for rates is highly dependent on what level the Fed determines the “neutral” policy rate (or  $r^*$ ) to be. While this theoretical concept has guided Fed policy in the past, it is dynamic in nature. **A higher neutral rate carries significant implications for policymakers and markets.**

## Risks – “Inflation, Recession and Debt Fears”

- There is complacency in risk markets and **limited concern for a significant economic slowdown**. Any significant retrenchment in economic activity or an exogenous geopolitical shock will likely be met with risk aversion, lower equity prices and wider corporate bond spreads.
- The Fed’s effort to get inflation under control is working, but an exogenous commodity shock, a “no-landing” scenario where the economy refuses to slow appreciably, or loss of central bank credibility could contribute to an unwelcome, **persistent rise in inflation** that would be met with additional Fed tightening to re-anchor inflation expectations. The **risk of a deeper recession** would increase accordingly.
- The “term premium” - the additional yield required for investors to hold longer-dated bonds and to accept inflation uncertainty – could rise on the back of **unsustainable fiscal metrics** and the U.S. sovereign downgrade, challenging the ability of policymakers to pursue financial repression tactics and threatening “higher for longer” interest rates.
- Risk aversion related to **political dysfunction** - specifically debate around federal government debt levels and governance issues – may grow, especially during an election year.

# PERIODIC TABLE OF RETURNS – SEPTEMBER 2024

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	YTD	5 Year	10 Year
US Large Blend	43.30	15.19	5.67	31.74	37.28	1.87	36.39	38.49	28.71	16.09	42.68	24.55	19.74	16.52
US Large Value	38.82	13.69	1.38	21.31	30.21	0.01	31.49	34.63	28.27	1.46	26.29	22.08	15.98	13.38
US Large Growth	34.52	13.45	0.87	17.34	25.03	-1.51	28.48	19.96	27.60	-5.30	18.66	16.86	10.69	9.23
US Small Blend	33.48	13.05	0.55	11.96	22.17	-3.48	26.54	18.40	27.11	-7.54	18.24	16.68	9.39	8.95
US Small Value	32.53	5.97	0.05	11.77	21.83	-4.38	25.52	18.31	26.65	-13.01	16.93	13.22	9.29	8.78
US Small Growth	32.39	5.60	-0.81	11.32	15.41	-5.52	22.85	13.49	25.16	-14.45	15.37	13.06	8.82	8.22
International Equity	22.78	4.96	-0.98	11.19	14.65	-6.05	22.39	10.27	14.82	-14.48	14.65	12.99	8.20	6.54
Emerging Markets Equity	12.32	4.89	-1.38	7.08	13.66	-8.27	22.01	7.82	11.26	-16.02	11.57	12.82	7.79	5.71
US Fixed Income	8.96	4.22	-0.27	5.92	13.23	-9.31	19.41	7.51	10.20	-18.11	11.46	11.17	7.58	5.40
Cash	5.87	3.36	-3.83	5.37	7.84	-11.01	18.44	4.63	6.12	-20.09	9.83	9.22	5.75	4.02
Commodities	0.07	0.03	-4.41	2.65	7.77	-11.25	8.72	2.80	2.83	-20.44	6.07	6.83	5.42	3.66
Real Estate	-2.02	-2.19	-7.47	1.00	3.54	-12.86	8.39	0.67	0.05	-24.32	5.53	5.86	2.96	1.84
Hedge Funds	-2.60	-4.90	-14.92	0.52	1.70	-13.79	7.69	-3.12	-1.54	-26.36	5.01	4.45	2.32	1.65
60%MSCI ACWI / 40% BloomBarc Agg	-9.52	-17.01	-24.66	0.33	0.86	-14.58	2.28	-6.20	-2.54	-29.14	-7.91	4.03	0.33	0.03

Data as of September 30, 2024. Source Data: Morningstar, Inc. & Hedge Fund Research, Inc. (HFR). Indices used: S&P 500, Russell 1000 Value, Russell 1000 Growth, Russell 2000, Russell 2000 Value, Russell 2000 Growth, MSCI EAFE, MSCI EM, BC Agg, BofA 3-month T-Bill, Bloomberg Comm Index, S&P Developed Property, HFRI FOF, MSCI ACWI. Past performance is no guarantee of future results.

**Disclosure:** The commentary is not intended as a guarantee of profitable outcomes. Any forward-looking statements are based on certain expectations and assumptions that are susceptible to changes in circumstances. Past performance is no guarantee of future results.

El Camino Real High School

As of September 30, 2024

	Major Benchmark Returns					
	Quarter	YTD	1 Yr	3 Yrs	5 Yrs	10 Yrs
<b>US Equity</b>						
S&P 500 Index	5.9	22.1	36.4	11.9	16.0	13.4
Russell 1000 Index	6.1	21.2	35.7	10.8	15.6	13.1
Russell 1000 Growth Index	3.2	24.6	42.2	12.0	19.7	16.5
Russell 1000 Value Index	9.4	16.7	27.8	9.0	10.7	9.2
Russell Midcap Index	9.2	14.6	29.3	5.8	11.3	10.2
Russell 2000 Index	9.3	11.2	26.8	1.8	9.4	8.8
Russell 2000 Growth Index	8.4	13.2	27.7	-0.4	8.8	8.9
Russell 2000 Value Index	10.2	9.2	25.9	3.8	9.3	8.2
Russell 3000 Index	6.2	20.6	35.2	10.3	15.3	12.8
<b>International Equity</b>						
MSCI AC World Index	6.7	19.1	32.3	8.6	12.7	9.9
MSCI ACWI ex USA Equal-Weighted Index	13.0	13.0	20.3	0.1	5.7	4.1
MSCI EAFE (Net)	7.3	13.0	24.8	5.5	8.2	5.7
<b>Fixed Income</b>						
90 Day U.S. Treasury Bill	1.4	4.0	5.5	3.5	2.3	1.6
Blmbg. U.S. Aggregate Index	5.2	4.4	11.6	-1.4	0.3	1.8
Blmbg. U.S. Government Index	4.7	3.8	9.7	-1.7	-0.2	1.4
<b>Real Estate</b>						
FTSE NAREIT All REITs Index	16.2	13.7	33.7	3.0	4.7	7.7
NCREIF Property Index	0.8	-0.5	-3.5	0.9	3.3	5.9
<b>Inflation</b>						
CPI - All Urban Consumers (Unadjusted)	0.4	2.8	2.4	4.8	4.2	2.9

El Camino Real OPEB-Total Composite

Total Composite  
As of September 30, 2024

	Allocation		Performance (%)								Inception Date
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	
<b>Total Composite</b>	<b>32,447,729</b>	<b>100.0</b>	<b>5.9</b>	<b>12.4</b>	<b>23.6</b>	<b>4.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.1</b>	<b>Sep-21</b>
<i>Policy Index</i>			6.0	12.8	23.4	4.4	-	-	-	3.3	Sep-21
<b>Total Equity</b>	<b>17,912,273</b>	<b>55.2</b>	<b>6.0</b>	<b>16.7</b>	<b>30.4</b>	<b>6.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4.8</b>	<b>Sep-21</b>
<i>MSCI AC World Index (Net)</i>			6.6	18.7	31.8	8.1	12.2	10.2	9.0	6.4	Sep-21
<b>Total Domestic Equity</b>	<b>11,902,824</b>	<b>36.7</b>	<b>5.7</b>	<b>18.2</b>	<b>33.3</b>	<b>8.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.2</b>	<b>Sep-21</b>
<i>Russell 3000 Index</i>			6.2	20.6	35.2	10.3	15.3	13.7	13.1	8.4	Sep-21
<b>Total International Equity</b>	<b>6,009,449</b>	<b>18.5</b>	<b>6.5</b>	<b>14.2</b>	<b>25.6</b>	<b>3.9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.6</b>	<b>Sep-21</b>
<i>MSCI AC World ex USA (Net)</i>			8.1	14.2	25.4	4.1	7.6	5.4	4.7	2.9	Sep-21
<b>Total Fixed</b>	<b>9,488,376</b>	<b>29.2</b>	<b>5.8</b>	<b>5.4</b>	<b>13.2</b>	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0.2</b>	<b>Sep-21</b>
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	Sep-21
<b>Total Alternatives</b>	<b>4,799,558</b>	<b>14.8</b>	<b>5.9</b>	<b>11.3</b>	<b>22.1</b>	<b>4.8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.4</b>	<b>Sep-21</b>
<i>Custom Alts Index</i>			9.8	14.6	28.1	5.4	-	-	-	3.9	Sep-21
<b>Total Cash</b>	<b>247,522</b>	<b>0.8</b>	<b>1.0</b>	<b>3.6</b>	<b>5.3</b>	<b>3.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.3</b>	<b>Sep-21</b>
<i>90 Day U.S. Treasury Bill</i>			1.4	4.0	5.5	3.5	2.3	2.2	1.2	3.4	Sep-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	11,902,824	36.7	35.0	20.0 - 50.0	1.7	Yes
International Equity	6,009,449	18.5	20.0	10.0 - 30.0	-1.5	Yes
Fixed Income	9,488,376	29.2	30.0	20.0 - 50.0	-0.8	Yes
Alternatives	4,799,558	14.8	15.0	0.0 - 25.0	-0.2	Yes
Cash	247,522	0.8	0.0	0.0 - 10.0	0.8	Yes
Total	32,447,729	100.0	100.0		0.0	

El Camino Real OPEB-Total Composite

Total Portfolio  
As of September 30, 2024

	Allocation		Performance (%)								Inception Date
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	
<b>Total Composite</b>	<b>32,447,729</b>	<b>100.0</b>	<b>5.9</b>	<b>12.4</b>	<b>23.6</b>	<b>4.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.1</b>	<b>Sep-21</b>
<i>Policy Index</i>			6.0	12.8	23.4	4.4	-	-	-	3.3	
<b>Total Equity</b>	<b>17,912,273</b>	<b>55.2</b>	<b>6.0</b>	<b>16.7</b>	<b>30.4</b>	<b>6.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4.8</b>	<b>Sep-21</b>
<i>MSCI AC World Index (Net)</i>			6.6	18.7	31.8	8.1	12.2	10.2	9.0	6.4	
<b>Total Domestic Equity</b>	<b>11,902,824</b>	<b>36.7</b>	<b>5.7</b>	<b>18.2</b>	<b>33.3</b>	<b>8.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.2</b>	<b>Sep-21</b>
<i>Russell 3000 Index</i>			6.2	20.6	35.2	10.3	15.3	13.7	13.1	8.4	
Fiduciary Management: Large Cap Instl	2,674,664	8.2	6.3	15.1	29.8	10.2	-	-	-	8.4	Sep-21
<i>Russell 1000 Value Index</i>			9.4	16.7	27.8	9.0	10.7	9.5	10.4	7.5	
Schwab US Large Cap Value Index	1,038,564	3.2	9.4	16.7	27.7	-	-	-	-	15.8	Nov-22
<i>Russell 1000 Value Index</i>			9.4	16.7	27.8	9.0	10.7	9.5	10.4	15.9	
Vanguard S&P 500 ETF	3,387,641	10.4	5.8	22.0	36.3	11.9	-	-	-	9.8	Sep-21
<i>S&amp;P 500 Index</i>			5.9	22.1	36.4	11.9	16.0	14.5	13.6	9.9	
Schwab US Large Cap Growth Index	3,557,735	11.0	3.2	24.5	42.2	-	-	-	-	32.5	Nov-22
<i>Russell 1000 Growth Index</i>			3.2	24.6	42.2	12.0	19.7	18.2	15.9	32.5	
Virtus Kar Mid Cap Core I	1,243,884	3.8	8.7	9.5	-	-	-	-	-	18.3	Dec-23
<i>CRSP U.S. Mid Cap TR Index</i>			9.4	14.7	28.8	5.3	11.2	10.4	11.0	22.9	
<b>Total International Equity</b>	<b>6,009,449</b>	<b>18.5</b>	<b>6.5</b>	<b>14.2</b>	<b>25.6</b>	<b>3.9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.6</b>	<b>Sep-21</b>
<i>MSCI AC World ex USA (Net)</i>			8.1	14.2	25.4	4.1	7.6	5.4	4.7	2.9	
Artisan International Value Instl	2,865,329	8.8	8.1	14.6	26.8	11.1	-	-	-	9.7	Sep-21
<i>MSCI EAFE Value Index (Net)</i>			8.9	13.8	23.1	8.9	8.3	5.0	4.5	8.0	
American Europacific F3	2,466,810	7.6	5.4	13.0	24.7	0.1	-	-	-	-1.3	Sep-21
<i>MSCI EAFE Growth Index (Net)</i>			5.7	12.3	26.5	1.9	7.7	6.7	6.2	0.6	

El Camino Real OPEB-Total Composite

Total Portfolio  
As of September 30, 2024

	Allocation		Performance (%)								
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	Inception Date
Lazard Emerging Markets Eq Advantage	677,310	2.1	6.5	18.5	26.4	-	-	-	-	20.9	Oct-22
<i>MSCI Emerging Markets (Net)</i>			8.7	16.9	26.1	0.4	5.7	3.7	2.9	18.7	
<b>Total Fixed</b>	<b>9,488,376</b>	<b>29.2</b>	<b>5.8</b>	<b>5.4</b>	<b>13.2</b>	<b>0.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-0.2</b>	<b>Sep-21</b>
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	
Metropolitan West Total Return	3,149,760	9.7	5.7	4.8	12.6	-1.8	-	-	-	-2.0	Sep-21
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	
Dodge & Cox Income	6,338,616	19.5	5.6	5.8	13.5	0.4	-	-	-	0.2	Sep-21
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	
<b>Total Alternatives</b>	<b>4,799,558</b>	<b>14.8</b>	<b>5.9</b>	<b>11.3</b>	<b>22.1</b>	<b>4.8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.4</b>	<b>Sep-21</b>
<i>Custom Alts Index</i>			9.8	14.6	28.1	5.4	-	-	-	3.9	
Swan Hedged Equity US ETF	1,609,398	5.0	4.7	14.0	23.4	7.4	-	-	-	6.1	Sep-21
<i>60% S&amp;P 500 / 40% Bloomberg US Aggregate</i>			5.6	14.8	26.0	6.6	9.8	9.4	9.2	5.3	
PGIM Global Real Estate Fund	673,107	2.1	16.3	14.5	30.5	1.2	-	-	-	-0.7	Sep-21
<i>FTSE EPRA/NAREIT Developed Index</i>			16.3	12.6	30.2	1.4	2.4	4.3	5.7	-0.6	
Cliffwater Corporate Lending	1,592,445	4.9	2.7	-	-	-	-	-	-	7.4	Mar-24
<i>Morningstar LSTA U.S. Leveraged Loan</i>			2.0	6.5	9.6	6.5	5.7	5.3	4.7	4.9	
Apollo Diversified Real Estate Fund	924,608	2.8	6.7	-	-	-	-	-	-	7.2	Mar-24
<i>NCREIF National Property Index (3 month lag)</i>			-0.3	-4.2	-5.5	2.3	3.4	4.4	7.7	-4.2	
<b>Total Cash</b>	<b>247,522</b>	<b>0.8</b>	<b>1.0</b>	<b>3.6</b>	<b>5.3</b>	<b>3.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.3</b>	<b>Sep-21</b>
<i>90 Day U.S. Treasury Bill</i>			1.4	4.0	5.5	3.5	2.3	2.2	1.2	3.4	

El Camino Real OPEB-Total Composite

As of September 30, 2024

Benchmark History		
From Date	To Date	Benchmark
Total Composite		
09/01/2021	Present	40.00% Blmbg. U.S. Aggregate Index, 60.00% MSCI AC World Index (Net)
Custom Alts Index		
09/01/2021	Present	32.00% FTSE EPRA/NAREIT Developed Index, 11.00% S&P Global Infrastructure, 57.00% 60% S&P 500 / 40% Bloomberg US Aggregate

El Camino Real GA-Total Composite

Total Composite  
As of September 30, 2024

	Allocation		Performance (%)								Inception Date
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	
<b>Total Composite</b>	<b>7,123,317</b>	<b>100.0</b>	<b>5.3</b>	<b>8.8</b>	<b>17.4</b>	<b>2.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.9</b>	<b>Aug-21</b>
<i>Policy Index</i>			5.6	8.6	17.4	1.5	-	-	-	1.0	Aug-21
<b>Total Equity</b>	<b>2,044,944</b>	<b>28.7</b>	<b>6.0</b>	<b>17.1</b>	<b>31.1</b>	<b>7.7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.6</b>	<b>Aug-21</b>
<i>MSCI AC World Index (Net)</i>			6.6	18.7	31.8	8.1	12.2	10.2	9.0	7.1	Aug-21
<b>Total Domestic Equity</b>	<b>1,484,743</b>	<b>20.8</b>	<b>5.7</b>	<b>18.3</b>	<b>33.1</b>	<b>8.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7.2</b>	<b>Aug-21</b>
<i>Russell 3000 Index</i>			6.2	20.6	35.2	10.3	15.3	13.7	13.1	9.1	Aug-21
<b>Total International Equity</b>	<b>560,201</b>	<b>7.9</b>	<b>7.0</b>	<b>13.9</b>	<b>25.9</b>	<b>5.9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.2</b>	<b>Aug-21</b>
<i>MSCI AC World ex USA (Net)</i>			8.1	14.2	25.4	4.1	7.6	5.4	4.7	3.5	Aug-21
<b>Total Fixed</b>	<b>4,786,320</b>	<b>67.2</b>	<b>5.1</b>	<b>5.2</b>	<b>12.0</b>	<b>0.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	<b>Aug-21</b>
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	Aug-21
<b>Total Alternatives</b>	<b>242,612</b>	<b>3.4</b>	<b>4.7</b>	<b>14.0</b>	<b>23.0</b>	<b>4.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.3</b>	<b>Aug-21</b>
<b>Total Cash</b>	<b>49,442</b>	<b>0.7</b>	<b>1.4</b>	<b>4.1</b>	<b>5.8</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.4</b>	<b>Aug-21</b>
<i>90 Day U.S. Treasury Bill</i>			1.4	4.0	5.5	3.5	2.3	2.2	1.2	3.3	Aug-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	1,484,743	20.8	20.0	10.0 - 30.0	0.8	Yes
International Equity	560,201	7.9	5.0	0.0 - 15.0	2.9	Yes
Fixed Income	4,786,320	67.2	70.0	50.0 - 90.0	-2.8	Yes
Alternatives	242,612	3.4	5.0	0.0 - 15.0	-1.6	Yes
Cash	49,442	0.7	0.0	0.0 - 20.0	0.7	Yes
Total	7,123,317	100.0	100.0		0.0	



El Camino Real GA-Total Composite

Total Portfolio  
As of September 30, 2024

	Allocation		Performance (%)								Inception Date
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	
<b>Total Composite</b>	<b>7,123,317</b>	<b>100.0</b>	<b>5.3</b>	<b>8.8</b>	<b>17.4</b>	<b>2.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.9</b>	<b>Aug-21</b>
<i>Policy Index</i>			5.6	8.6	17.4	1.5	-	-	-	1.0	
<b>Total Equity</b>	<b>2,044,944</b>	<b>28.7</b>	<b>6.0</b>	<b>17.1</b>	<b>31.1</b>	<b>7.7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.6</b>	<b>Aug-21</b>
<i>MSCI AC World Index (Net)</i>			6.6	18.7	31.8	8.1	12.2	10.2	9.0	7.1	
<b>Total Domestic Equity</b>	<b>1,484,743</b>	<b>20.8</b>	<b>5.7</b>	<b>18.3</b>	<b>33.1</b>	<b>8.4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7.2</b>	<b>Aug-21</b>
<i>Russell 3000 Index</i>			6.2	20.6	35.2	10.3	15.3	13.7	13.1	9.1	
Fiduciary Management: Large Cap	482,087	6.8	6.3	15.1	29.8	10.2	-	-	-	8.7	Aug-21
<i>Russell 1000 Value Index</i>			9.4	16.7	27.8	9.0	10.7	9.5	10.4	8.0	
Schwab Large Cap Value	157,289	2.2	9.4	16.7	27.7	-	-	-	-	18.3	Apr-23
<i>Russell 3000 Value Index</i>			9.5	16.2	27.6	8.7	10.6	9.3	10.3	18.3	
Vanguard S&P 500 ETF	525,559	7.4	5.8	22.0	36.3	11.9	-	-	-	10.6	Aug-21
<i>S&amp;P 500</i>			5.9	22.1	36.4	11.9	16.0	14.5	13.6	10.6	
Schwab US Large Cap Growth Index	319,729	4.5	3.2	24.5	42.2	-	-	-	-	32.5	Nov-22
<i>Russell 1000 Growth Index</i>			3.2	24.6	42.2	12.0	19.7	18.2	15.9	32.5	
<b>Total International Equity</b>	<b>560,201</b>	<b>7.9</b>	<b>7.0</b>	<b>13.9</b>	<b>25.9</b>	<b>5.9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5.2</b>	<b>Aug-21</b>
<i>MSCI AC World ex USA (Net)</i>			8.1	14.2	25.4	4.1	7.6	5.4	4.7	3.5	
Artisan International Value Instl	324,581	4.6	8.1	14.6	26.8	11.1	-	-	-	9.5	Aug-21
<i>MSCI EAFE Value Index (Net)</i>			8.9	13.8	23.1	8.9	8.3	5.0	4.5	8.2	
American Funds Europacific Growth	235,620	3.3	5.4	13.0	24.7	0.1	-	-	-	-0.2	Aug-21
<i>MSCI EAFE Growth Index (Net)</i>			5.7	12.3	26.5	1.9	7.7	6.7	6.2	1.3	
<b>Total Fixed</b>	<b>4,786,320</b>	<b>67.2</b>	<b>5.1</b>	<b>5.2</b>	<b>12.0</b>	<b>0.1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0</b>	<b>Aug-21</b>
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	

El Camino Real GA-Total Composite

Total Portfolio  
As of September 30, 2024

	Allocation		Performance (%)								Inception Date
	Market Value \$	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Since 3/31/11	Inception	
Dodge & Cox Income	1,904,505	26.7	5.6	5.8	13.5	0.4	-	-	-	0.1	Aug-21
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	
Metropolitan West Total Return Bond	1,892,553	26.6	5.7	4.8	12.6	-1.8	-	-	-	-2.0	Aug-21
<i>Blmbg. U.S. Aggregate Index</i>			5.2	4.4	11.6	-1.4	0.3	1.5	2.3	-1.6	
PIMCO Low Duration	989,262	13.9	3.1	4.7	7.8	1.2	-	-	-	1.2	Aug-21
<i>Bloomberg U.S. Government 1-3 Year Index</i>			2.9	4.1	6.8	1.3	1.5	1.7	1.2	1.2	
<b>Total Alternatives</b>	<b>242,612</b>	<b>3.4</b>	<b>4.7</b>	<b>14.0</b>	<b>23.0</b>	<b>4.2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.3</b>	<b>Aug-21</b>
Swan Hedged Equity US ETF	242,612	3.4	4.7	14.0	23.4	7.4	-	-	-	6.7	Aug-21
<i>60% S&amp;P 500 / 40% Bloomberg US Aggregate</i>			5.6	14.8	26.0	6.6	9.8	9.4	9.2	5.8	
<b>Total Cash</b>	<b>49,442</b>	<b>0.7</b>	<b>1.4</b>	<b>4.1</b>	<b>5.8</b>	<b>3.6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.4</b>	<b>Aug-21</b>
<i>90 Day U.S. Treasury Bill</i>			1.4	4.0	5.5	3.5	2.3	2.2	1.2	3.3	
FIRST AM US TREAS MM CL Z	49,442	0.7	1.4	4.1	5.8	3.6	-	-	-	3.4	Aug-21
<i>90 Day U.S. Treasury Bill</i>			1.4	4.0	5.5	3.5	2.3	2.2	1.2	3.3	

## El Camino Real GA-Total Composite

As of September 30, 2024

### Benchmark History

From Date	To Date	Benchmark
<b>Total Composite</b>		
08/01/2021	Present	70.00% Blmbg. U.S. Aggregate Index, 30.00% MSCI AC World Index (Net)
<b>Custom Alts Index</b>		
08/01/2021	Present	100.00% 60% S&P 500 / 40% Bloomberg US Aggregate

## 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. 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 adjusted return. Alpha measures the difference between a portfolio's actual returns and the minimum expected to deliver based on its level of risk. Theoretically, if the risk should equal 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. If its level of risk is the same as a lower performing manager, it would be a higher alpha.

**Annualized Return:** The average amount of money earned on 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 indicate the 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 periods up and down. A portfolio with a beta of two would move approximately twice as much as the benchmark.

**Cumulative Return:** The average amount of an investment as gained or lost over time in the length of the period in which it is presented as a percentage. The cumulative return is the mathematical return of the following calculation:  $\frac{\text{Current Price of Security} - \text{Original Price of Security}}{\text{Original Price of Security}}$

**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 benchmark. Excess return refers to the difference between a manager or market benchmark and 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 points are, 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 changes of positive benchmark returns and how the manager was affected by changes of negative benchmark returns.

**MSCI ACWI ex USA Index:** ☐ Measures large and mid cap representation across ☐ of ☐ Developed Markets ☐ DM countries ☐ Excludes the ☐ and ☐ 4 Emerging Markets ☐ EM countries ☐ in a ☐ proximal ☐ constituents in ☐ ex colors a ☐ proximal ☐ 85 ☐ of the ☐ local equi ☐ o ☐ or uni ☐ se ☐ ou ☐ si ☐ de the ☐ U ☐

# Glossar of Indices

**MSCI EAFE Index:** A broad recognize 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 globe excluding the U.S. 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, 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 2000® index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index members. The Russell 1000 represents approximately 80% of the U.S. market. The Russell 1000 index is constructed to provide a comprehensive and unbiased parameter 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 of 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 parameter for the large cap growth segment. The index is completely reconstituted annually to ensure new and growing equities are included and the same 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 parameter for the large cap value segment. The index is completely reconstituted annually to ensure new and growing equities are included and the same represented companies continue to reflect value characteristics.

**Russell 2000 Index:** Measures the performance of the small cap segment of the U.S. equity universe. The Russell 2000 index is a subset of the Russell 2000® index representing approximately 7% of the total market capitalization of the index. It includes approximately 2000 of the smallest securities based on a combination of their market cap and current index members. The Russell 2000 is constructed to provide a comprehensive and unbiased small cap parameter and is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small cap portfolio.

**Russell 2000 Growth Index:** Measures the performance of the small cap growth segment of the U.S. 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 parameter 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 portfolio and the same 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 parameter 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 portfolio and the same represented companies continue to reflect value characteristics.

**Russell 3000 Index:** Measures the performance of the largest 3000 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 parameter 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 2000® index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index members. The Russell Midcap index represents approximately 10% of the total market capitalization of the Russell 2000 companies. The Russell Midcap index is constructed to provide a comprehensive and unbiased parameter 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 portfolio.

**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 and is not available for direct investment.

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

## Coversheet

### Discussion and Vote to Recommend to the Full Board Approval of the October, 2024, Check Registers

**Section:** IV. Finance  
**Item:** A. Discussion and Vote to Recommend to the Full Board Approval of the  
October, 2024, Check Registers  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.A - ASB Register - Oct 2024.pdf  
IV.A - ASB Trust Balances - Oct 2024.pdf  
IV.A - General Register - Oct 2024.pdf  
IV.A - Vendor YTD Oct 2024.pdf  
IV.A - Checking Register - Oct 2024.pdf



**Check Register**

Account: 1826 ASB

El Camino Real HS

Oct 2024

**Grand Total:** **\$123,043.71**

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
10/2/2024	3063	Sly Graphics Corp	INV 10184 Balloon Arch	ASB General	\$ 365.92	Oct 2024	
10/2/2024	3064	Tina's Flower & Gifts	INV 1154 Homecoming Flower for Cheer Team 10/04/24	Cheer	\$ 919.80	Oct 2024	
10/2/2024	3065	Pyro Spectaculars	INV 400 homecoming fireworks	Student Council	\$ 4,460.00	Oct 2024	
10/2/2024	3066	GameBreaker Inc.	INV 080012 Protective headgear and light weight shoulder pads for off-season training	Football	\$ 2,624.77	Oct 2024	
10/4/2024	3067	Valencia High School	2024 Girls Volleyball Frosh & JV Tournament	Girls Volleyball	\$ 720.00	Oct 2024	
10/4/2024	3068	Valencia High School	2024 Girls Varsity Volleyball Tournament	Girls Volleyball	\$ 500.00	Oct 2024	
10/4/2024	3069	First Class Events	INV 005641 Homecoming 2024	Student Council	\$ 54,500.00	Oct 2024	
10/8/2024	3070	Figdesign Inc	Student Section Banner	Student Council	\$ 242.21	Oct 2024	
10/8/2024	3071	International E-Z UP, Inc.	INVOICE-650886	NJROTC	\$ 5,396.16	Oct 2024	
10/4/2024	3072	Oliver Green	Club Rush Reimbursement	National Honors Society	\$ 359.16	Oct 2024	
10/4/2024	3073	Jason Grider	Banquet food	Girls Tennis	\$ 308.34	Oct 2024	
10/8/2024	3074	Phantom Projects Educational Theatre Group	INV for Crucible Costume Rentals	Drama	\$ 2,000.00	Oct 2024	
10/8/2024	3075	Justin Page	INV 082724 Band Camp Instruction	Band	\$ 1,000.00	Oct 2024	
10/9/2024	3076	Jersey Mike's (MAC SUBS, Inc)	10/09/24 Girls Golf Lunch	Girls Golf	\$ 153.00	Oct 2024	
10/10/2024	3077	Countdown Printables	INV 31403-3 Practice Shirts	Girls Soccer	\$ 493.88	Oct 2024	
10/10/2024	3078	Jason Grider	Tennis Balls	Girls Tennis	\$ 492.64	Oct 2024	
10/10/2024	3079	Daniel De Luna	Trophies, Lunch, Snack Shack	Band	\$ 200.00	Oct 2024	
10/10/2024	3080	Courtney Coffey	INVOICE-2024	Band	\$ 600.00	Oct 2024	
10/10/2024	3081	Daniel Celnik	INVOICE8242	Band	\$ 700.00	Oct 2024	
10/10/2024	3082	Michael Jeff	INVOICE-9616	Band	\$ 700.00	Oct 2024	
10/10/2024	3083	William Wong	PO11892	Band	\$ 700.00	Oct 2024	
10/10/2024	3084	Grand G&G Inc.	inv 96474 Student Store Inventory	ASB General	\$ 1,077.29	Oct 2024	
10/10/2024	3085	BSN Sports LLC	inv 927030051 Boys Soccer Trust - Coaches Polos	Boys Soccer	\$ 470.00	Oct 2024	
10/15/2024	3086	Aiden Lopez	Reimbursement - Pizza for Project Paper Bag	Project Paper Bag	\$ 59.47	Oct 2024	
10/15/2024	3087	Zuhair Falool	Reimbursement - Senior Sunrise Food	Grad Class of 2025	\$ 136.94	Oct 2024	
10/15/2024	3088	Colson Phillip	CROSS COUNTRY TEAM MEETING	Cross Country	\$ 200.76	Oct 2024	
10/16/2024	3089	Amy Carter	Journalism & Broadcast Shirts	Journalism	\$ 557.00	Oct 2024	
10/16/2024	3090	BSN Sports, LLC	INV 927153427 Girls Volleyball: Gear 2024	Girls Volleyball	\$ 3,060.90	Oct 2024	
10/16/2024	3091	Pearison Incorporated (Band Shoppe)	INV SI135344 Marching Band MTX Shoes	Band	\$ 1,188.70	Oct 2024	
10/17/2024	3092	Countdown Printables	INV 31764-1 & 32016-1 Softball	Softball	\$ 626.76	Oct 2024	
10/17/2024	3093	Countdown Printables	INV 31813-2 Baseball Spirit Apparel	Baseball	\$ 606.09	Oct 2024	
10/17/2024	3094	St. Moritz Security Services, Inc.	INV 14148115 08/30-09/12/2024	ASB General	\$ 1,497.20	Oct 2024	
10/17/2024	3095	Conrad Sun LLC (Ren Athletics)	INV 9049 Girls Volleyball: Uniform	Girls Volleyball	\$ 2,067.90	Oct 2024	
10/17/2024	3096	Student Transportation of America	INV 70271817 August Field Trips 2024	NJROTC	\$ 1,240.00	Oct 2024	
10/18/2024	3097	Corbin Bowling Center Inc.	Final Payment Corbin Bowl 10/20/24	Grad Class of 2025	\$ 2,479.28	Oct 2024	
10/18/2024	3098	Grand G&G Inc.	inv 96768 Student Store Inventory	ASB General	\$ 2,921.68	Oct 2024	
10/18/2024	3099	Veronica Ocana	inv 2483 senior gear	Grad Class of 2025	\$ 4,919.00	Oct 2024	
10/21/2024	3100	MILE26 Sports Inc	Cross Country Racing Shirts	Cross Country	\$ 474.10	Oct 2024	
10/22/2024	3101	Countdown Printables	INV 32347-1 Softball Practice Shirts 2024-2025	Softball	\$ 2,378.00	Oct 2024	
10/23/2024	3102	Corbin Bowling Center Inc.	10/29/24 Senior Halloween event	Grad Class of 2025	\$ 7,481.20	Oct 2024	
10/25/2024	3103	Michelle Bahy	Reimbursement - Student council Candy	Student Council	\$ 17.99	Oct 2024	
10/28/2024	3104	Jesus Contreras	Trophies, Lunch, Snack Shack	Girls Golf	\$ 248.75	Oct 2024	
10/29/2024	3105	Student Transportation of America	INV 70274913 Field Trip for September 2024	NJROTC	\$ 1,515.00	Oct 2024	
10/30/2024	3106	Hillyard Inc	INV 605639087 TRIDENT R22SC SLA	Boys Basketball/Boys/Girls Volleyball	\$ 9,051.95	Oct 2024	
10/30/2024	3107	Custom Stats Cards	INV 1153 Senior posters for senior night	Grad Class of 2025	\$ 881.48	Oct 2024	
10/30/2024	3108	John C (Vinyl Effex)	INV 22104 Blue Golf Towels	Girls Golf	\$ 84.00	Oct 2024	

Check Register

Account: 1826 **ASB**  
El Camino Real HS  
Oct 2024

Grand Total: \$123,043.71

Check							
Date	Number	Name	Memo	Trust Account	Amount	Period	VOID
10/30/2024	3110	Soccer.com (Sports Endeavors, Inc.)	inv 9405644407 Boys Soccer - Soccer Socks for Team	Boys Soccer	\$ 366.39	Oct 2024	

**ECRCHS**

**ASB Trust Balances**

**Oct 2024**

<b>Trust Name</b>	<b>Balance</b>	<b>Comments</b>
ECR 50th Anniversary	\$ -	
TRUST - A Capella (Vocal Royale)	\$ 872.28	
TRUST - AVID	\$ 6,734.22	
TRUST - AcaDeca	\$ -	
TRUST - Active Minds	\$ 34.88	
TRUST - American Cancer (Relay)	\$ 679.82	
TRUST - Asian Appreciation Club	\$ 72.00	
TRUST - Athletic Director	\$ 93.80	
TRUST - Band	\$ 10,349.94	
TRUST - Baseball	\$ 61,389.21	
TRUST - Beyond the Books	\$ 164.00	
TRUST - Black Student U	\$ 2,138.37	
TRUST - Boys Basketball	\$ 22,141.25	
TRUST - Boys Golf	\$ 2,158.21	
TRUST - Boys Lacrosse	\$ 9,555.61	
TRUST - Boys Soccer	\$ 17,091.17	
TRUST - Boys Tennis	\$ 1,391.37	
TRUST - Boys Volleyball	\$ 1,684.34	
TRUST - Boys Waterpolo	\$ 5,648.27	
TRUST - Brett Schmit Memorial Fund	\$ 3,359.76	
TRUST - C2BK Cool 2 B Kind	\$ 397.75	
TRUST - CEA	\$ 1,427.61	
TRUST - CHIRLA	\$ 59.75	
TRUST - CSF	\$ 36,992.05	
TRUST - Cheerleaders	\$ 3,434.72	
TRUST - Choir	\$ 7,040.98	
TRUST - Claws for a Cause	\$ 17.88	
TRUST - Club Girl Up	\$ -	
TRUST - College Counseling	\$ 758.44	
TRUST - Creative Writing	\$ 2,133.38	
TRUST - Cross Country	\$ 7,293.54	
TRUST - Cultural Club	\$ -	
TRUST - DECA	\$ 978.40	
TRUST - Dance	\$ 7,871.90	
TRUST - Drama	\$ 27,136.27	
TRUST - Drill Team	\$ 8,247.25	
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	\$ 55,350.30	
TRUST - French Club	\$ 1,178.24	
TRUST - Friendship Circle	\$ 430.78	
TRUST - Future Homemakers	\$ 2,964.54	
TRUST - Ganssle Memorial Schol	\$ 1,000.00	
TRUST - Girls Basketball	\$ 1,545.55	
TRUST - Girls Flag Football	\$ 6,608.60	

**ECRCHS**
**ASB Trust Balances**

<b>Trust Name</b>	<b>Oct 2024 Balance</b>	<b>Comments</b>
TRUST - Girls Golf	\$ 5,375.43	
TRUST - Girls Lacrosse	\$ 6,803.38	
TRUST - Girls Soccer	\$ 13,642.88	
TRUST - Girls Tennis	\$ 1,622.64	
TRUST - Girls Volleyball	\$ 13,667.49	
TRUST - Girls Water Polo	\$ 1,210.71	
TRUST - Grad Class 2024	\$ -	
TRUST - Grad Class 2025	\$ 25,750.01	
TRUST - Grad Class 2026	\$ 10,616.06	
TRUST - Grad Class 2027	\$ 167.52	
TRUST - Great Films Club	\$ 69.00	
TRUST - Helping Hands	\$ 632.00	
TRUST - Humanitas	\$ 1.73	
TRUST - Jewish Club	\$ 65.50	
TRUST - KPOP Club	\$ 292.33	
TRUST - Key Club	\$ 304.32	
TRUST - Knitting for a Cause	\$ 44.05	
TRUST - La Familia	\$ 143.81	
TRUST - Local Charity Outreach	\$ 92.00	
TRUST - Local Vocals	\$ 2,743.90	
TRUST - MACS Club	\$ 40.00	
TRUST - MESA Club	\$ 50.40	
TRUST - Marching Band	\$ -	
TRUST - Medical Club	\$ 7,844.52	
TRUST - Milton Goffman Scholarship	\$ 4,805.00	
TRUST - Mock Trial	\$ 385.00	
TRUST - Model United Natn	\$ 873.00	
TRUST - Mountain Bike Club	\$ 836.99	
TRUST - NJROTC	\$ 34,844.40	
TRUST - National Honors Soc	\$ 5,084.54	
TRUST - Newspaper Interns Club	\$ 396.16	
TRUST - Operation Smile	\$ 38.17	
TRUST - Persian Club	\$ 128.00	
TRUST - Philosophy Club	\$ 41.00	
TRUST - Physics Club	\$ 861.27	
TRUST - Ping Pong Club	\$ 28.60	
TRUST - Recycle for Research	\$ 378.82	
TRUST - Robotics	\$ 16,788.34	
TRUST - Rotary Interact Club	\$ -	
TRUST - SURF CLUB	\$ 75.00	
TRUST - Sand Volleyball	\$ 1,274.27	
TRUST - Save Promise	\$ 79.00	
TRUST - Save the Waves	\$ 126.00	
TRUST - Schship JHarrison	\$ 9,253.61	
TRUST - Science Bowl	\$ 1,441.23	
TRUST - Science National Honors Society	\$ 119.90	
TRUST - She's The First	\$ 1,595.57	
TRUST - Softball	\$ 12,838.93	
TRUST - Spanish Honor Soc	\$ 390.70	

**ECRCHS**

**ASB Trust Balances**

<b>Trust Name</b>	<b>Oct 2024 Balance</b>	<b>Comments</b>
TRUST - Speech & Debate	\$ 167.68	
TRUST - Step	\$ 3,607.43	
TRUST - Student Council	\$ 46,161.48	
TRUST - Students Demand Action	\$ 149.00	
TRUST - Swimming & Diving	\$ 5,574.69	
TRUST - The MESS	\$ 109.19	
TRUST - Thespians Club	\$ 1,395.84	
TRUST - Track & Field	\$ 1,909.37	
TRUST - True Crime Club	\$ 11.81	
TRUST - UNICEF	\$ 381.61	
TRUST - VAPA Scholarship	\$ 2,572.52	
TRUST - Vegan Peace Club	\$ 94.18	
TRUST - WE Club	\$ 123.77	
TRUST - Wrestling	\$ -	
TRUST - You Can Do This SCHLR	\$ 500.00	
Trust - Grad Class 2028	\$ 123.71	
Trust - Journalism	\$ 99.33	
Trust - Kiva Club	\$ 109.76	
Trust - Koi Fish Remedy	\$ 54.00	
Trust - MECHA	\$ 162.00	
Trust - PCC	\$ 69.00	
Trust - Project Paper Bag	\$ 14.07	

<b>Total</b>	<b>\$ 567,951.52</b>	
--------------	----------------------	--

ASB Income	\$ 158,961.28	
ASB Expense		
4350 - Supplies	\$ 17,342.68	
5835 - Field Trip	\$ 750.00	
5825 - Consultants	\$ -	
Inventory	\$ 11,135.44	
<b>Total Expense</b>	<b>\$ 26,825.16</b>	
 Total General Fund	 \$ 81,957.21	

<b>Total, ASB Balance</b>	<b>\$ 622,385.87</b>	
---------------------------	----------------------	--

ASB CD Account - Brett Schmitt	\$ 56,511.76	
--------------------------------	--------------	--

**Check Register**

Account: 1761 General

**El Camino Real HS**

**Oct 2024**

**Grand Total**

**\$ 431,718.33**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account
10/2/2024	ACH241002-01	PenServ Plan Services	403(B) Funding 09/16/24 - 09/30/24	\$ 31,331.18	Oct 2024	General Operations	Benefits
10/4/2024	ACH241004-02	CharterSafe	CHARTERSAFE - OCT 2024 INV#46898	\$ 40,416.90	Oct 2024	General Operations	Insurance
10/10/2024	ACH241010-01	Self Insured Schools of California	SISC HEALTH - OCT 2024	\$ 355,670.06	Oct 2024	General Operations	Benefits
10/15/2024	ACH241015-01	Purchase Power (Pitney Bowes)	POSTAGE REFILL - OCT 24	\$ 80.40	Oct 2024	General Operations	Postage
10/17/2024	ACH241017-02	PenServ Plan Services	403(B) Funding 10/01/24 - 10/15/24	\$ 787.77	Oct 2024	General Operations	Benefits
10/22/2024	ACH241022-01	Employment Development Department	Q3 SUI 2024	\$ 2,632.96	Oct 2024	General Operations	Benefits
10/28/2024	ACH241028-01	Texas Life Insurance Company	SM0F6Z20220714001 Supplemental Life insurance 10/15/24	\$ 658.41	Oct 2024	General Operations	Benefits
10/28/2024	ACH241028-02	PPLSI	LEGALSHIELD - OCT 15 PAYROLL	\$ 140.65	Oct 2024	General Operations	Benefits

**Excludes payment amount towards retiree benenfits paid by Investment Account	certificated	\$ 38,850.10
	classified	\$ 10,443.03

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
4imprint, Inc.		\$ 687.43
818 Cleaners	\$ 4,609.00	\$ 9,096.50
AAE Services Inc		\$ 45,250.00
Aaron Emanuel	\$ 230.00	\$ 230.00
Accelerate Education Incorporated		\$ 625.00
Accrediting Commission for Schools		\$ 1,740.00
Active Internet Technologies LLC.		\$ 15,850.00
Adam C Luna		\$ 250.00
Adam Markenson		\$ 250.00
Administrative Services CO-OP DbA Yellow Cab	\$ 2,640.00	\$ 8,828.00
Adobe Systems Incorporated	\$ 11,292.00	\$ 13,692.00
AdTaxi-Los Angeles Daily News		\$ 3,250.00
AED Brands, LLC.	\$ 2,539.10	\$ 2,539.10
Aeries Software		\$ 53,745.64
AFSCME District Council 36	\$ 1,787.88	\$ 8,193.82
Aidan Ellis		\$ 250.00
Aiden Lopez	\$ 59.47	\$ 312.86
AKD Ink/AKidzdream Inc	\$ 87.56	\$ 87.56
Alison Yedor		\$ 1,063.81
Allied Private Investigations & Security Services, LLC		\$ 80,759.10
Alyssa Lee		\$ 11,136.77
Amazon	\$ 4,679.37	\$ 37,078.04
American Fidelity Assurance Company		\$ 7,377.95
American Scholastic Evaluation/ American Scholastic Mathematics Assn		\$ 100.00
Amos Wellington		\$ 140.00
Amy Carter	\$ 689.00	\$ 1,739.50
Amy Nashon		\$ 50.00
Andrew Goldstein		\$ 90.00
Andrew Schreibman		\$ 90.00
Anthony Engeron		\$ 140.00
AP fbo EdLogical Group Corp	\$ 68,773.50	\$ 146,943.39
Apperson		\$ 613.42
Apple Inc.	\$ 3,681.81	\$ 3,681.81
ArbiterSports LLC	\$ 7,753.00	\$ 7,753.00
Ares Sportswear	\$ 371.31	\$ 371.31
Ariella Gomez		\$ 50.00
Arleta Ilyas		\$ 65.37
Arrae Promotions		\$ 6,438.60
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 9,089.00
AssistX Education, LLC		\$ 6,000.00
AT&T		\$ 802.49
AT&T (CALNET)	\$ 125.53	\$ 555.80
AT&T 0810		\$ 1,127.88
AT&T 6340		\$ 1,141.54
AT&T 8815		\$ 1,288.22
AT&T 9132		\$ 7,126.00
AT&T 9221		\$ 2,267.86
AV Masters, Inc		\$ 37,039.05
Avid Technology Inc		\$ 3,351.07
AWS	\$ 5,653.10	\$ 14,517.38

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

Vendor Name	Oct 2024	YTD Total
Barbara Stanoff		\$ 192.16
Bargreen Ellingson Inc	\$ 8,333.76	\$ 32,375.24
Becker, Craig	\$ 230.00	\$ 230.00
Bella Sanfir		\$ 50.00
Best Cafe Enterprises, LLC		\$ 253.80
Beven Grossman		\$ 90.00
Bhavnamati Mistry		\$ 70.00
Biztech		\$ 24,540.00
Bob Paredes		\$ 180.00
Bobbi East		\$ 50.00
Bownet Sports- Traid Sports Group LLC	\$ 1,300.11	\$ 1,300.11
Brad Wright		\$ 405.48
Brady Industries of California LLC		\$ 3,181.52
Brandon Estrada		\$ 50.00
Brett A Schwab		\$ 4,250.00
Broadway Works (Broadway Teaching Group)		\$ 1,174.00
Brooks Transportation Inc.	\$ 19,395.00	\$ 39,875.00
Brown University		\$ 1,000.00
Bryan Murzynowski	\$ 1,300.00	\$ 1,300.00
BSN Sports LLC	\$ 1,705.54	\$ 9,767.66
BSN Sports, LLC	\$ 3,060.90	\$ 22,852.56
Burroughs Girls Basketball		\$ 350.00
Caihua Shen		\$ 1,197.00
Caitlyn Mongeli		\$ 500.00
California Charter Schools Association	\$ 2,550.00	\$ 2,550.00
California Department of Education	\$ 442.65	\$ 442.65
California Department of Tax & Fees		\$ 824.00
California FCCLA	\$ 90.00	\$ 90.00
California IT in Education	\$ 1,210.00	\$ 1,210.00
California Mathematics League		\$ 100.00
California Scholarship Federation Inc		\$ 150.00
California Science Center Foundation	\$ 132.00	\$ 132.00
California State University, Northridge		\$ 10,250.00
California Teachers Association		\$ 129.00
Cambrass Corp. DBA Stomvi USA		\$ 7,070.00
Cameron Maury		\$ 404.48
CAMILLE KING		\$ 284.21
Careers through Culinary Arts Program, Inc.		\$ 4,200.00
Carissa Mendez		\$ 153.00
Cart Mart Inc.		\$ 3,992.16
Cascade Athletic Supply Co Inc	\$ 5,752.39	\$ 6,231.18
CCIDM Inc.	\$ 5,792.31	\$ 6,858.34
CE Educational Tours (CE Tours)		\$ 92,761.40
Centobene, Maryann	\$ 153.00	\$ 312.00
CharterSafe	\$ 40,416.90	\$ 330,916.90
Chartwells Division Services	\$ 168,161.59	\$ 634,873.03
Child and Family Guidance Center	\$ 2,915.25	\$ 18,991.31
ChildCare Careers, LLC (The Education Team)		\$ 6,431.18
Chris Valencia		\$ 136.98
Christian Williams	\$ 230.00	\$ 370.00



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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Christy White Accountancy Corporation (Christy White, Inc.)		\$ 11,991.50
CIF LA City Section		\$ 14,022.00
Cinque Gales		\$ 90.00
Cintas Corporation No. 2 (Cintas Fire Protection)	\$ 3,546.45	\$ 4,102.05
City National Bank	\$ 393.05	\$ 393.55
Clayton Durbin		\$ 50.00
Clayton, Mark	\$ 230.00	\$ 230.00
Colin Edward A Ermita		\$ 375.00
Colleen Garner	\$ 159.00	\$ 159.00
College Board		\$ 8,045.36
Colson Phillip	\$ 270.04	\$ 387.52
Comfort Inn Green Valley		\$ 3,092.64
CONFIDENTIAL	\$ 67,446.83	\$ 73,610.33
Conrad Sun LLC (Ren Athletics)	\$ 2,067.90	\$ 2,067.90
Convergeone, Inc.	\$ 5,431.37	\$ 23,225.86
Corbin Bowling Center Inc.	\$ 9,960.48	\$ 18,941.68
Corina Bowens		\$ 44.20
Corona High School		\$ 350.00
Countdown Printables	\$ 4,104.73	\$ 30,474.38
Courtney Coffey	\$ 600.00	\$ 2,000.00
CRM Maestro Integrated CRM Solutions		\$ 26,400.00
Cross Country Staffing, Inc.	\$ 2,771.07	\$ 4,307.57
Curtis Winston	\$ 230.00	\$ 230.00
Custom Stats Cards	\$ 881.48	\$ 881.48
CustomInk	\$ 951.17	\$ 951.17
Daniel Celnik	\$ 700.00	\$ 700.00
Daniel De Luna	\$ 200.00	\$ 2,000.00
Daniel Ratzlaff		\$ 153.00
Dan's Super Subs Inc.	\$ 301.95	\$ 635.25
Darrell Cardenas		\$ 230.00
Dees Tees and Travel Enterprises		\$ 1,848.00
Denny Bobby		\$ 4,050.86
Deny Sportswear		\$ 170.49
Department of Justice (State of CA)		\$ 1,009.00
Deven Rasey		\$ 153.00
DigiCert, Inc.	\$ 916.00	\$ 916.00
Dominic Dabney		\$ 230.00
Donovan Tillman		\$ 230.00
Dri-Stick Decal Corporation (Rydin)		\$ 498.80
DTASC		\$ 1,010.00
Dwayne Johnson		\$ 230.00
Dylan Barajas		\$ 51.64
E3 Diagnostics Inc.		\$ 190.00
Ed Baltierrez	\$ 230.00	\$ 230.00
Edpuzzle, Inc.		\$ 3,360.00
Eduardo Pulido		\$ 275.00
Education R Us LLC		\$ 15,000.00
Educational Theatre Association	\$ 129.00	\$ 129.00
Effectual Educational Consulting Services	\$ 220.00	\$ 385.00
Elvis R Merida		\$ 6,450.00

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Embry-Riddle Aeronautical University (Prescott, AZ)		\$ 1,250.00
Emilie Larew		\$ 226.06
Emmanuel Paez	\$ 150.00	\$ 150.00
Employment Development Department	\$ 2,632.96	\$ 5,395.54
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde	\$ 230.00	\$ 230.00
Esther Yanez		\$ 250.00
Facing History & Ourselves	\$ 1,500.00	\$ 1,500.00
FedEx		\$ 101.41
Festivals of Music, Inc.		\$ 4,104.00
Figdesign Inc	\$ 301.12	\$ 9,624.43
First Class Events	\$ 54,500.00	\$ 54,500.00
Flinn Scientific Inc.	\$ 577.77	\$ 596.54
Fluke Fluker		\$ 1,500.00
Franchise Tax Board		\$ 159.32
Franklin Covey Client Sales Inc		\$ 5,762.70
Front Porch. Inc dba Get More Math		\$ 61,560.00
FTTF Holdings, LLC dba First to the Finish		\$ 1,872.44
Gabrielle A Love	\$ 724.37	\$ 724.37
GameBreaker Inc.	\$ 2,624.77	\$ 2,624.77
Garbanzo		\$ 1,341.00
Gardena Valley News	\$ 4,687.50	\$ 5,613.13
Gayane Hunanyan		\$ 50.00
German Hernandez		\$ 675.20
Gilbert Acedo	\$ 291.25	\$ 291.25
Gillian M Perez	\$ 1,000.00	\$ 1,000.00
Gimkit, Inc		\$ 1,000.00
GNS Development Corporation (Golf N' Stuff)		\$ 10,802.50
Golden Star Technology, Inc	\$ 26,439.75	\$ 634,371.84
Golf Team Products	\$ 180.05	\$ 180.05
Gopher	\$ 4,853.88	\$ 4,853.88
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)		\$ 2,607.85
GoTo Communications, Inc.	\$ 5,394.79	\$ 10,801.17
GraceNotes LLC		\$ 513.00
Grand G&G Inc.	\$ 3,998.97	\$ 11,387.80
Grant A. Horn		\$ 1,000.00
Gregory W Smith		\$ 580.00
Guadalupe Paez		\$ 41.36
Guardian International Solutions Inc		\$ 12,789.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Hardwoods Specialty Products US LP	\$ 14,174.59	\$ 14,174.59
Harris School Solutions, a division of N. Harris Computer Corporation		\$ 1,582.50
Hart High School		\$ 650.00
HD Print Design		\$ 3,661.38
Healy Awards		\$ 2,083.20
Heidi Hutson		\$ 532.55
Henry Rosales	\$ 1,000.00	\$ 4,000.00
Henry Schein		\$ 6,389.25
Hillyard Inc	\$ 11,314.94	\$ 11,314.94
Hollywood MI INC		\$ 19,547.77

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Home Depot U.S.A., Inc. (The Home Depot Pro)		\$ 11,520.51
Honors Graduation		\$ 144.26
Houghton Mifflin Harcourt		\$ 43,925.00
Hye J Kim		\$ 1,057.50
Hype Socks, LLC		\$ 2,829.81
ICON School Management	\$ 3,500.00	\$ 10,500.00
Impact Cheer & Tumbling	\$ 600.00	\$ 2,830.00
Impact Philanthropy Group (Sage SoCal)	\$ 28,500.00	\$ 57,000.00
Infinity Communications & Consulting, Inc	\$ 4,700.00	\$ 17,450.00
Ingraham Trophies and Gifts		\$ 79.62
Inspire Communication, Inc	\$ 17,425.00	\$ 39,610.00
Instructure, Inc		\$ 43,060.00
International Cultural Exchange Service (ICES)	\$ 3,500.00	\$ 3,500.00
International E-Z UP, Inc.	\$ 5,396.16	\$ 5,396.16
Interquest Detection Canines	\$ 525.00	\$ 525.00
Irving Independent School Districts	\$ 180.00	\$ 180.00
ITHAKA Harbors Inc.		\$ 1,560.00
J Schnelldorfer PSAD		\$ 2,150.00
J Thayer Company	\$ 295.00	\$ 295.00
Jabril Pearson		\$ 140.00
Jackson Henry		\$ 700.00
Jackson Keith		\$ 230.00
Jackson Lewis P.C.		\$ 8,334.00
Jacob Faye		\$ 500.00
Jason Grider	\$ 800.98	\$ 948.77
JENNIFER MARTIN		\$ 98.79
Jerrold L Zuckerman		\$ 852.00
Jersey Mike's (MAC SUBS, Inc)	\$ 153.00	\$ 1,380.15
Jesus Contreras	\$ 1,012.75	\$ 1,754.84
Jim Mulligan		\$ 90.00
Jim Russell		\$ 159.00
Joe Rice		\$ 230.00
Johana Hernandez	\$ 1,500.00	\$ 1,500.00
John A. Pinelo Sr.		\$ 12,068.27
John C (Vinyl Effex)	\$ 84.00	\$ 886.07
John Wiley & Sons, Inc		\$ 2,160.00
Joseph Conte		\$ 90.00
Jostens, Inc		\$ 2,311.96
Judy McLean	\$ 2,050.00	\$ 8,912.50
Jules Seltzer Associates		\$ 29,637.88
Justin Adams		\$ 76.66
Justin Graham		\$ 85.00
Justin Page	\$ 1,000.00	\$ 1,000.00
JW Pepper & Son, Inc	\$ 864.49	\$ 2,672.05
Kami		\$ 10,172.50
Karmann Hillman	\$ 230.00	\$ 230.00
Kasey A Jackson		\$ 248.14
Katherine Abdel Malek		\$ 50.00
Kevin Melbourne		\$ 140.00
Kevin Thurow	\$ 1,250.00	\$ 1,250.00

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Keyon Bell	\$ 61.25	\$ 61.25
Kirk A West		\$ 159.00
LA Master Chorale	\$ 150.00	\$ 150.00
LA Party Rents, Inc.		\$ 2,844.88
LACOE, Los Angeles County Office of Education	\$ 400.00	\$ 600.00
LADWP		\$ 17,373.78
Lauren Basson		\$ 50.00
LAUSD - Maintenance & Operations		\$ 42,056.71
Law Offices of Young, Minney & Corr, LLP	\$ 16,152.50	\$ 72,822.46
Legacy Awards		\$ 843.15
Lenovo (United States) Inc.	\$ 250.00	\$ 250.00
Levi Ponce	\$ 1,000.00	\$ 1,000.00
Lia Khoshkish		\$ 29.56
LightLaw, Inc. (LightGabler)	\$ 2,363.00	\$ 2,363.00
Liliana Murcia	\$ 143.50	\$ 188.50
Liminex, Inc. (GoGuardian)		\$ 13,260.00
Lincoln Webster		\$ 250.00
Lindsey C. Surendranath Granted, Inc	\$ 2,400.00	\$ 7,050.00
Lisa Huffaker		\$ 75.00
LOC Enterprises LLC		\$ 551.25
Lorena Soria	\$ 400.00	\$ 400.00
Los Angeles Pierce College		\$ 500.00
Los Angeles School Police Department	\$ 897.52	\$ 897.52
LUCAS MARTINEZ		\$ 641.59
Luis J Rodriguez		\$ 2,000.00
M & S Technology Group, LLC (The Circle)	\$ 3,547.43	\$ 11,121.12
M&M Paper Co.		\$ 4,718.79
MAA American Mathematics Competitions	\$ 471.00	\$ 471.00
Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS		\$ 41,538.15
Madoian Enterprises Inc. (Rooter Man Plumbing)	\$ 1,200.00	\$ 1,200.00
Magic School, Inc		\$ 1,000.00
Marissa Dominguez		\$ 83.19
Mark Arthur		\$ 159.00
Mark S Nilan Sr.		\$ 400.00
Marta Franco		\$ 15.00
Mary M Bush	\$ 10,530.00	\$ 10,530.00
McCalla Company		\$ 8,048.23
Medieval Times USA, Inc.	\$ 2,405.15	\$ 2,405.15
Melissa Harr		\$ 75.00
Melissa Serres	\$ 14,980.00	\$ 14,980.00
Merit Oil Company		\$ 648.86
MHS Inc. (Multi-Health Systems)		\$ 1,425.00
Michael Jeff	\$ 700.00	\$ 1,700.00
Michael Lipton	\$ 370.00	\$ 370.00
Michelle A Buchanan		\$ 250.00
Michelle Bahy	\$ 17.99	\$ 17.99
Mike Venarde		\$ 153.00
Mike Wagner		\$ 153.00
MILE26 Sports Inc	\$ 474.10	\$ 474.10
Mingyuan Gao		\$ 50.00

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Morro Bay High School		\$ 600.00
Moxie Road, Inc (Five Star Painting of Woodland Hills)	\$ 7,380.00	\$ 125,405.00
Musical Theatre Competitions of America, LLC		\$ 15,729.49
Mutual of Omaha		\$ 4,029.75
N2Y LLC		\$ 9,814.87
Nathan Pena		\$ 50.00
Nettime Solutions LLC		\$ 600.00
Newbury Park High School		\$ 1,075.00
Newbury Park HS Wrestling Booster Club		\$ 400.00
Niche.com, Inc.	\$ 4,247.50	\$ 7,995.00
Nicole Gamez	\$ 276.97	\$ 551.11
Niki Safaie		\$ 500.00
Numerically Automated Cutting Systems, LLC dba ShopSabre		\$ 69,756.28
Oak Park Unified School District		\$ 350.00
Old New York & Deli Bakery Co., Inc	\$ 532.55	\$ 4,280.38
Oliver Green	\$ 359.16	\$ 359.16
ORACLE Enterprises		\$ 32,730.60
Oscar Cabrera	\$ 291.25	\$ 291.25
Pacific Appliance Repair Services Inc.	\$ 1,891.02	\$ 1,891.02
Patrick Carew		\$ 1,250.00
Pearison Incorporated (Band Shoppe)	\$ 5,419.40	\$ 5,419.40
PenServ Plan Services	\$ 32,118.95	\$ 133,651.53
Phantom Projects Educational Theatre Group	\$ 2,000.00	\$ 2,000.00
Phase II Systems (Public Agency Retirement Services - PARS)		\$ 1,164.03
Picture Perfect Graphics	\$ 1,202.75	\$ 3,123.57
Piece of Mind Care Services	\$ 96,350.45	\$ 201,208.45
Pitney Bowes		\$ 16.51
PowerSchool Holdings LLC (PowerSchool Group LLC)		\$ 34,141.14
PPLSI	\$ 140.65	\$ 587.55
Prisila Canales		\$ 36.04
Project Lead The Way, Inc.		\$ 14,267.96
Purchase Power (Pitney Bowes)	\$ 160.80	\$ 2,299.11
Pyramid Pipe & Supply Co.		\$ 2,858.50
Pyro Spectaculars	\$ 4,460.00	\$ 4,460.00
Quizizz Inc.		\$ 9,000.00
Ray Allen Holt	\$ 230.00	\$ 460.00
Real Volleyball	\$ 2,106.61	\$ 2,106.61
Rent-It	\$ 941.19	\$ 941.19
Respondus, Inc.		\$ 4,045.00
Richard Russell		\$ 410.59
Ridge Sports		\$ 8,430.00
Robert Neal Brannon		\$ 5,250.00
Robyn L Lyon		\$ 869.59
Rockler Companies, Inc.		\$ 3,198.03
Rosalinda Montague	\$ 26.88	\$ 26.88
Rosanna De Guia		\$ 153.00
Rosemead High School		\$ 400.00
Roth Staffing Companies, LP		\$ 1,430.58
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 5,225.00	\$ 20,900.00
Rudolph Nicolas Brown	\$ 1,585.88	\$ 1,585.88

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
Ryan Guinto		\$ 202.68
Sally Duffy		\$ 126.74
Sammy Batres		\$ -
Samuel Crutcher		\$ 159.00
Sandy Cordon	\$ 600.00	\$ 600.00
Scenario Learning, LLC (Vector Solutions)	\$ 7,309.80	\$ 7,309.80
SCHEIB Pest Solutions inc	\$ 1,515.00	\$ 3,515.00
Scholastic, Inc	\$ 612.00	\$ 612.00
School Datebooks		\$ 4,668.68
School Pathways, LLC		\$ 4,783.33
School Services of California, Inc.		\$ 4,680.00
Scoot Education Inc	\$ 184,657.76	\$ 284,491.96
Scott Billbruck		\$ 2,000.00
SCSBOA		\$ 1,750.00
Security Alarm Specialists, Inc.		\$ 184,647.45
Self Insured Schools of California	\$ 360,791.40	\$ 1,381,411.47
Sharet Garcia		\$ 1,100.00
Sharon Markenson		\$ 3,000.00
Shelley Mark		\$ 40.15
Sherwin Williams	\$ 1,792.82	\$ 4,826.10
Sideline Power, LLC		\$ 2,330.00
SkillsUSA, Inc.		\$ 3,375.00
SLShowTech LLC	\$ 290.36	\$ 29,749.41
Sly Graphics Corp	\$ 365.92	\$ 365.92
Smart & Final	\$ 251.26	\$ 1,018.93
So Cal Resurfacing Inc		\$ 46,000.00
SoCalGas	\$ 22.18	\$ 86.72
Soccer.com (Sports Endeavors, Inc.)	\$ 2,786.84	\$ 2,786.84
Softchoice Corporation		\$ 22,094.76
Solutions TechNType Inc.		\$ 1,300.00
Southern California Journalism Education Association	\$ 400.00	\$ 400.00
Southern California Vocal Association	\$ 260.00	\$ 260.00
Spectrum Enterprise 7801	\$ 802.50	\$ 3,797.50
Splashtop Inc.		\$ 1,691.76
Sports Warehouse (Tennis Warehouse)		\$ 1,189.31
St. Moritz Security Services, Inc.	\$ 25,850.52	\$ 51,035.97
Stefanie Bero		\$ 400.92
Stephanie Franklin		\$ 2,212.77
Sterling Venue Ventures LLC (Canyon Club)		\$ 1,000.00
Steve Dances		\$ 50.00
STS education	\$ 6,130.07	\$ 6,130.07
Student Transportation of America	\$ 9,122.50	\$ 9,122.50
Sunbelt Controls, Inc	\$ 1,735.00	\$ 1,735.00
Sweetwater Sound Inc.		\$ 87,690.24
Sylvia Yi	\$ 117.88	\$ 162.88
Tara Hopkins	\$ 24.66	\$ 24.66
Telvin Griffin		\$ 90.00
Tennis Balls For Chairs		\$ 5,535.00
Texas Life Insurance Company	\$ 658.41	\$ 2,633.64
The Help Group-North Hills Prep School	\$ 5,308.26	\$ 19,627.04

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

<b>Vendor Name</b>	<b>Oct 2024</b>	<b>YTD Total</b>
The Home Depot Commercial Account	\$ 514.99	\$ 851.89
The Honor Cord Company		\$ 171.10
The Print Spot	\$ 833.80	\$ 3,372.55
The Shredders	\$ 248.00	\$ 874.00
Tina's Flower & Gifts	\$ 919.80	\$ 919.80
T-Mobile US, Inc.		\$ 666.80
Tony Crittendon		\$ 140.00
Topanga Lumber & Hardware		\$ 2,606.70
Total Education Solutions (TES Therapy)		\$ 656.25
Touch Graphix, Inc.		\$ 3,942.00
TPW, Inc. (Super Worksheets(DBA), I know It(DBA)	\$ 375.00	\$ 375.00
Turnitin, LLC		\$ 39,861.57
Tyrone Clark		\$ 140.00
U.S Bank PARS Account #6746022400	\$ 771.86	\$ 6,933.66
UC Regents (UC Berkeley)		\$ 1,000.00
UC Regents (UCSB)		\$ 3,000.00
ULINE, INC.		\$ 1,929.16
United Rentals (North America), INC	\$ 2,199.39	\$ 2,199.39
UTLA	\$ 17,835.80	\$ 69,252.42
Valencia High School	\$ 1,220.00	\$ 1,220.00
Valerie Kincaid		\$ 17.99
Valley Academy of Arts & Sciences	\$ 873.60	\$ 873.60
Valley High School and Learning Center, Inc.(Dubnoff School)	\$ 4,619.96	\$ 24,622.74
Valley Industry Commerce Association	\$ 1,400.00	\$ 1,400.00
Varsity Tutors for Schools LLC		\$ 19,920.20
Verizon Wireless		\$ 836.22
Veronica Ocana	\$ 4,919.00	\$ 25,340.61
Vex Robotics, Inc		\$ 1,336.88
Victor Garay		\$ 49.99
Vincent Ramirez		\$ 159.00
Vista Higher Learning		\$ 17,493.89
Vista Paint Corporation	\$ 594.89	\$ 818.43
Wall Brothers Construction, Inc.		\$ 14,600.00
Walsworth Yearbooks		\$ 1,000.00
Wendi Green		\$ 106.00
Wes Charek (Wespower Electrical, Inc.)	\$ 2,287.50	\$ 40,545.98
Westlake High School		\$ 885.00
WGY Solutions LLC		\$ 190,198.30
White's Studios, Inc.		\$ 952.65
William Wong	\$ 700.00	\$ 1,700.00
Winking Fox Production, LLC		\$ 2,175.36
WM Corporate services, INC	\$ 440.75	\$ 1,768.33
Yantzer brothers heating and air inc	\$ 1,321.15	\$ 1,321.15
Zabrina Zahariades		\$ 699.60
Zuhair Falool	\$ 136.94	\$ 136.94
<b>Grand Total</b>	<b>\$ 1,569,504.66</b>	<b>\$ 7,050,941.71</b>



**Check Register**

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

**\$ 1,013,645.12**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/1/2024	19944	Irving Independent School Districts	INV 2024-02 Registration for Irving ISD	\$ 180.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/1/2024	19945	Yantzer brothers heating and air inc	INV I-4557-1 Repair	\$ 1,081.15	Oct 2024	General Operations	Repairs	
10/1/2024	19948	Valley Academy of Arts & Sciences	2023-2024 Cross Country Fees Owed to VAAS ATT: Marie Torres	\$ 873.60	Oct 2024	General Athletics	Fees	
10/1/2024	19949	The Shredders	08/24 INV CINV-057504 Shredding	\$ 248.00	Oct 2024	General Operations	Repairs	
10/2/2024	19950	Cintas Corporation No. 2 (Cintas Fire Protection)	fire extinguisher service 8-29-24	\$ 705.60	Oct 2024	General Operations	Repairs	
10/2/2024	19951	Brooks Transportation Inc.	INV 24035 Buses for 10/2/2024	\$ 1,500.00	Oct 2024	General Athletics	Transportation	
10/2/2024	19952	Valley Industry Commerce Association	INV 16421 VICA Membership Dues 2024-2025	\$ 1,400.00	Oct 2024	General Operations	Dues	
10/2/2024	19953	818 Cleaners	INV 162684 Uniform Cleaning - 9/19-9/20 JV & Varsity	\$ 938.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/2/2024	19954	Henry Rosales	09/24 Gardening Invoice for Shoup	\$ 1,000.00	Oct 2024	General Operations	Non Instructional Supplies	
10/2/2024	19955	California FCCLA	Fall 2024 FCCLA Regional Registration	\$ 90.00	Oct 2024	CTE	Fees	
10/4/2024	19956	Hardwoods Specialty Products US LP	Instructional Supplies	\$ 14,174.59	Oct 2024	CTE	Instructional Supplies	
10/4/2024	19957	Brooks Transportation Inc.	INV 24036 Bus For 10/4/2024	\$ 835.00	Oct 2024	General Athletics	Transportation	
10/4/2024	19958	Gilbert Acedo	10/4/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/4/2024	19959	Christian Williams	10/4/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/4/2024	19960	Ray Allen Holt	10/4/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/4/2024	19961	Curtis Winston	10/4/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/4/2024	19962	Los Angeles School Police Department	INV 1073 School police officers for board meeting 8/29/24	\$ 897.52	Oct 2024	General Operations	Security	
10/4/2024	19963	Golf Team Products	IN0000027002 Golf Balls	\$ 180.05	Oct 2024	General Athletics	Non Instructional Supplies	
10/7/2024	19964	Levi Ponce	INVOICE-1002	\$ 1,000.00	Oct 2024	General Academic	Non Instructional Consulting	
10/8/2024	19965	Apple Inc.	INV MB18997339 PO00014	\$ 3,031.81	Oct 2024	Special Education	Non Capital Equipment	
10/8/2024	19966	Old New York & Deli Bakery Co., Inc	10/08/24 High Dosage Tutoring Meeting lunch	\$ 378.67	Oct 2024	General Operations	Instructional Materials	
10/8/2024	19967	Yantzer brothers heating and air inc	INV 1-4621-1	\$ 60.00	Oct 2024	General Operations	Repairs	
10/8/2024	19968	Effectual Educational Consulting Services	INV 12521 Consulting Services 05/24	\$ 220.00	Oct 2024	General Operations	Non Instructional Consulting	
10/8/2024	19969	Valley HS and Learning Center, Inc.(Dubnoff School)	DUBNOFF 08/2024	\$ 812.40	Oct 2024	Special Education	Instructional Consulting	
10/8/2024	19970	Yantzer brothers heating and air inc	inv I-4577-1 T 42 CHECKED AND REPAIR A/C	\$ 180.00	Oct 2024	General Operations	Repairs	
10/8/2024	19971	WM Corporate services, INC	10/24 inv 0693520-4801-6 Waste Management Services on Shoup	\$ 440.75	Oct 2024	General Operations	Utilities	
10/9/2024	19972	M & S Technology Group, LLC (The Circle)	inv 192787 Printer Supplies	\$ 1,149.75	Oct 2024	General Technology	Non Instructional Supplies	
10/9/2024	19973	Vista Paint Corporation	inv 2024-619412-00 Custodial Supplies	\$ 244.27	Oct 2024	General Operations	Operations Supplies	
10/8/2024	19974	Valley HS and Learning Center, Inc.(Dubnoff School)	DUBNOFF 06/24	\$ 3,807.56	Oct 2024	Special Education	Instructional Consulting	
10/8/2024	19975	Administrative Services CO-OP DBA Yellow Cab	INV 19124 05/24	\$ 2,640.00	Oct 2024	Special Education	Transportation	
10/8/2024	19976	Rudolph Nicolas Brown	2023-2024 Consultant	\$ 1,585.88	Oct 2024	General Operations	Non Instructional Consulting	
10/8/2024	19977	TPW, Inc. (Super Worksheets)(DBA), I know It(DBA)	INVOICE-9302024	\$ 375.00	Oct 2024	General Academic	Instructional Materials	
10/8/2024	19978	BSN Sports LLC	INV 926343366 Softball Equipment	\$ 1,235.54	Oct 2024	General Athletics	Non Instructional Supplies	
10/8/2024	19979	STS education	INVOICE-0016970	\$ 2,125.00	Oct 2024	General Technology	Non Capital Equipment	
10/8/2024	19980	STS education	Change order for the Media Center A/V Installation	\$ 4,005.07	Oct 2024	General Technology	Non Capital Equipment	
10/9/2024	19981	Dan's Super Subs Inc.	10/09/24 ECR Flex Retreat	\$ 98.40	Oct 2024	General Academic	Non Instructional Supplies	
10/9/2024	19982	Colson Phillip	Cheer uniform for Student.	\$ 69.28	Oct 2024	General Athletics	Non Instructional Supplies	
10/9/2024	19983	Picture Perfect Graphics	INV 4363 AD Spirit Wear	\$ 871.62	Oct 2024	General Academic - Scholastic Group	Instructional Materials	
10/9/2024	19984	Lindsey C. Surendranath Granted, Inc	INV 324 CTE Program Support	\$ 2,400.00	Oct 2024	CTE	Non Instructional Supplies	
10/9/2024	19985	Pearison Incorporated (Band Shoppe)	INVOICE-S119310	\$ 4,230.70	Oct 2024	General Academic	Instructional Materials	
10/9/2024	19986	United Rentals (North America), INC	CTE funds: Forklift Rental for CNC Woodshop equipment	\$ 2,199.39	Oct 2024	CTE	Instructional Materials	
10/9/2024	19987	California Science Center Foundation	Reservation 2919578	\$ 132.00	Oct 2024	Special Education	Field Trips	
10/9/2024	19988	AED Brands, LLC.	INV 165285	\$ 2,539.10	Oct 2024	General Operations	Non Instructional Supplies	
10/10/2024	19989	Dan's Super Subs Inc.	10/10/2024 CTE Retreat	\$ 73.30	Oct 2024	General Academic	Non Instructional Supplies	
10/10/2024	19990	Rent-It	11/2023 box trucks for competition	\$ 941.19	Oct 2024	General Academic - Scholastic Group	Rentals	
10/10/2024	19991	Purchase Power (Pitney Bowes)	09/24 Meter Refill Acct # 8000 9090 0876 5336	\$ 80.40	Oct 2024	General Operations	Communications	
10/10/2024	19992	Interquest Detection Canines	08/24 inv ECRCHS-0824 Canine Inspection	\$ 525.00	Oct 2024	General Operations	Non Instructional Consulting	
10/10/2024	19993	LACOE, Los Angeles County Office of Education	INV 25*0551 FY2024-2025	\$ -	Oct 2024	General Operations	Conferences	Voided
10/10/2024	19994	LACOE, Los Angeles County Office of Education	INV 25*0551 FY2024-2025	\$ 200.00	Oct 2024	General Operations	Conferences	
10/10/2024	19995	ICON School Management	INV 1789 Charter School Consulting	\$ 3,500.00	Oct 2024	General Operations	Non Instructional Consulting	



**Check Register**

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

**\$ 1,013,645.12**

Check Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/10/2024	19996	Moxie Road, Inc (Five Star Painting of Woodland Hills)	Deferred Maintenance: Football Field Goal Posts	\$ 7,380.00	Oct 2024	Deferred Maintenance	Repairs	
10/10/2024	19997	Jesus Contreras	Golf Range Fees	\$ 330.00	Oct 2024	General Athletics	Non Instructional Supplies	
10/11/2024	19998	Lorena Soria	INV 001 Aztec Dance Performance	\$ 400.00	Oct 2024	General Academic	Non Instructional Consulting	
10/11/2024	19999	Clayton, Mark	10/9/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/11/2024	20000	Aaron Emanuel	10/11/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/11/2024	20001	Karmann Hillman	10/11/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/11/2024	20002	Michael Lipton	10/11/2024 Football Official Varsity	\$ 140.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/11/2024	20003	Ed Baltierrez	10/11/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/11/2024	20004	Brooks Transportation Inc.	INV 24082 Buses from 10/7/2024 - 10/11/2024	\$ 4,500.00	Oct 2024	General Athletics	Transportation	
10/11/2024	20005	Nicole Gamez	FCS Member Dues	\$ 178.99	Oct 2024	CTE	Fees	
10/14/2024	20006	Keyon Bell	10/14/2024 Girls Flag Football Official	\$ 61.25	Oct 2024	General Athletics	Non Instructional Consulting	
10/14/2024	20007	Oscar Cabrera	10/14/2024 Girls Flag Football Official	\$ 61.25	Oct 2024	General Athletics	Non Instructional Consulting	
10/14/2024	20008	Gilbert Acedo	10/14/2024 Girls Flag Football Official	\$ 61.25	Oct 2024	General Athletics	Non Instructional Consulting	
10/14/2024	20009	Medieval Times USA, Inc.	10/17/24 Fieldtrip Fees Order ID 39472141	\$ 2,405.15	Oct 2024	General Academic	Field Trip	
10/14/2024	20010	Gillian M Perez	10/14/24 Heritage Month Speaker	\$ 1,000.00	Oct 2024	General Academic	Non Instructional Consulting	
10/14/2024	20011	The Help Group-North Hills Prep School	INV ELC0724NHP Special Ed Services 07/24	\$ 4,675.12	Oct 2024	Special Education	Instructional Consulting	
10/14/2024	20012	The Help Group-North Hills Prep School	INV ELC0824NHP-ESY Special Ed Services 08/24	\$ 633.14	Oct 2024	Special Education	Instructional Consulting	
10/14/2024	20013	California IT in Education	INV 0007-0003-0924 Conference Registration for Ryan Guinto and Fernando Delgado	\$ 1,210.00	Oct 2024	General Technology	Conferences	
10/14/2024	20014	Colleen Garner	Girls Volleyball Official 10/7/2024 JV & Varsity	\$ 159.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/14/2024	20015	Centobene, Maryann	Girls Volleyball Official 10/7/2024 JV & Varsity	\$ 153.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/14/2024	20016	The Home Depot Commercial Account	inv 1010936 Woodshop Supplies x9670	\$ 176.11	Oct 2024	CTE	Instructional Materials	
10/14/2024	20017	The Home Depot Commercial Account	inv 4524698 Woodshop Supplies x9670	\$ 22.70	Oct 2024	CTE	Instructional Materials	
10/14/2024	20018	The Home Depot Commercial Account	inv 2102776 Woodshop Supplies x9670	\$ 137.21	Oct 2024	CTE	Instructional Materials	
10/14/2024	20019	The Home Depot Commercial Account	inv 6620745 Woodshop Supplies x9670	\$ 62.92	Oct 2024	CTE	Instructional Materials	
10/14/2024	20020	The Home Depot Commercial Account	inv 9421712 Woodshop Supplies x9670	\$ 116.05	Oct 2024	CTE	Instructional Materials	
10/14/2024	20021	Law Offices of Young, Minney & Corr, LLP	INV 12490 Legal Services 10/24	\$ 15,627.50	Oct 2024	General Operations	Legal	
10/14/2024	20022	Tara Hopkins	ASCA Conference - Mileage to Redondo Beach, CA	\$ 24.66	Oct 2024	General Academic	Mileage	
10/14/2024	20023	Johana Hernandez	INV 01234 Hispanic Heritage Month	\$ 1,500.00	Oct 2024	General Academic	Non Instructional Consulting	
10/14/2024	20024	California Charter Schools Association	INV 804510 Conference 2025 Fees	\$ 2,550.00	Oct 2024	General Operations	Conferences	
10/15/2024	20025	Gabrielle A Love	Reissue Check Payroll 06/15/2023	\$ 724.37	Oct 2024	General Operations	Payroll	
10/15/2024	20026	CONFIDENTIAL	SETTLEMENT PAYMENT	\$ 56,453.50	Oct 2024	General Operations	Legal	
10/15/2024	20027	CustomInk	INV 77055372 Sweatshirts	\$ 951.17	Oct 2024	General Academic - Scholastic Group	Non Instructional Supplies	
10/16/2024	20028	Dan's Super Subs Inc.	10/16/24 World History PLC Retreat	\$ 130.25	Oct 2024	General Academic	Non Instructional Supplies	
10/16/2024	20029	Brooks Transportation Inc.	INV 24149 Buses Week of 10/15/2024	\$ 1,500.00	Oct 2024	General Athletics	Transportation	
10/16/2024	20030	Sylvia Yi	CSU Conference	\$ 117.88	Oct 2024	A-G Success Grant	Conference	
10/16/2024	20031	Nicole Gamez	Smart and Final Purchase	\$ 97.98	Oct 2024	CTE	Instructional Materials	
10/16/2024	20032	Apple Inc.	INV MB22951137 VPP Credit	\$ 600.00	Oct 2024	Special Education	Subscriptions	
10/16/2024	20033	Ares Sportswear	INV 751413 Polos	\$ 371.31	Oct 2024	General Academic - Scholastic Group	Non Instructional Supplies	
10/17/2024	20034	St. Moritz Security Services, Inc.	INV 14148115 08/30-09/12/2024	\$ 19,728.74	Oct 2024	General Operations	Security	
10/18/2024	20035	Amy Carter	PBIS Confernece - Transportation	\$ 132.00	Oct 2024	Anti-Bias Grant	Mileage	
10/18/2024	20036	LA Master Chorale	10092024 Choir Festival 2025	\$ 150.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/18/2024	20037	Bryan Murzynowski	Labor & Haulaway service	\$ 1,300.00	Oct 2024	General Operations	Non Instructional Consulting	
10/18/2024	20038	Apple Inc.	INV MB20670761 Credit VAR	\$ 50.00	Oct 2024	Arts/Music Block Grant	Subscriptions	
10/18/2024	20039	818 Cleaners	INV 163255 Uniform Cleaning - 10/4/24 JV & Varsity	\$ 942.50	Oct 2024	General Athletics	Non Instructional Consulting	
10/18/2024	20040	AP fbo EdLogical Group Corp	09/24 Non-Special Edlogical Services INV 901986	\$ 9,448.50	Oct 2024	Special Education	Instructional Consulting	
10/18/2024	20041	CCIDM Inc.	INVOICE-0677 9/28/24	\$ 650.00	Oct 2024	Arts/Music Block Grant	Non Instructional Supplies	
10/18/2024	20042	CCIDM Inc.	Light Props	\$ 3,042.31	Oct 2024	Arts/Music Block Grant	Non Instructional Supplies	
10/18/2024	20043	CCIDM Inc.	INVOICE0675 Fall 2024 Costumes	\$ 2,100.00	Oct 2024	Arts/Music Block Grant	Non Instructional Supplies	
10/18/2024	20044	Becker, Craig	10/18/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	

**Check Register**

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

**\$ 1,013,645.12**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/18/2024	20045	Oscar Cabrera	10/18/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/18/2024	20046	Michael Lipton	10/18/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/18/2024	20047	Enrique Velarde	10/18/2024 Football Official JV & Varsity	\$ 230.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/18/2024	20048	Spectrum Enterprise 7801	10/24 Inv# 128697801100124 Acct#086084201 Enterprise Fiber line	\$ 802.50	Oct 2024	General Technology	Communications	
10/18/2024	20049	SoCalGas	9/25/24 Gas Charges for Shoup Acct 163 513 3769 2	\$ 22.18	Oct 2024	General Operations	Utilities	
10/21/2024	20050	AT&T (CALNET)	09/24 INV# 000022331019 BAN#9391080027 Phone Line	\$ 30.43	Oct 2024	General Technology	Communications	
10/21/2024	20051	AT&T (CALNET)	09/24 INV# 000022331021 BAN#9391080076 Phone Line	\$ 30.42	Oct 2024	General Technology	Communications	
10/21/2024	20052	AT&T (CALNET)	09/24 INV#000022331017 BAN#9391080024 Phone Line	\$ 30.42	Oct 2024	General Technology	Communications	
10/21/2024	20053	AT&T (CALNET)	09/24 INV#000022331018 BAN#9391080026 Phone Line	\$ 34.26	Oct 2024	General Technology	Communications	
10/24/2024	20054	Emmanuel Paez	Football - Scoreboard	\$ 150.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/21/2024	20055	Southern California Vocal Association	03/25/25 Festival Fees	\$ 260.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/21/2024	20056	Impact Cheer & Tumbling	08/24 Coaching Hours for Cheer.	\$ 600.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/21/2024	20057	UTLA	09/24 Union Dues Certificated	\$ 17,835.80	Oct 2024	General Operations	Benefits	
10/21/2024	20058	Kevin Thurow	Registration Fee	\$ 1,250.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/22/2024	20059	Old New York & Deli Bakery Co., Inc	10/22/24 Retreat for Lunch Algebra 1	\$ 153.88	Oct 2024	General Operations	Instructional Materials	
10/22/2024	20060	Sandy Cordon	invoice1	\$ 600.00	Oct 2024	General Operations	Non Instructional Consulting	
10/22/2024	20061	Cintas Corporation No. 2 (Cintas Fire Protection)	INV OF19693033 fire sprinkler system inspection 9-23-24	\$ 1,160.00	Oct 2024	General Operations	Repairs	
10/22/2024	20062	Melissa Serres	FX STUDENT REFUND - ILONA YVON	\$ 14,980.00	Oct 2024	General Operations	Foreign Exchange Tuition	
10/23/2024	20063	MAA American Mathematics Competitions	INV 0000932975 Annual Math Competition	\$ 471.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/23/2024	20064	Bownet Sports- Traid Sports Group LLC	INV 89217 Softball Equipment Bownet	\$ 1,300.11	Oct 2024	General Athletics	Non Instructional Supplies	
10/23/2024	20065	Educational Theatre Association	INV 0029851 Membership Renewel	\$ 129.00	Oct 2024	Arts/Music Block Grant	Fees	
10/23/2024	20066	Pacific Appliance Repair Services Inc.	INV 7802 Parts & Installation	\$ 1,891.02	Oct 2024	Cafeteria	Repairs	
10/23/2024	20067	Scholastic, Inc	INV M7553813 Subscription	\$ 612.00	Oct 2024	General Academic	Subscriptions	
10/24/2024	20068	Brooks Transportation Inc.	INV 24206 Buses Week of 10/23 - 10/25/2024	\$ 5,640.00	Oct 2024	General Athletics	Transportation	
10/25/2024	20069	International Cultural Exchange Service (ICES)	Fall 2024 Tuition Refund Amann, Lukas Anton-Meinrad	\$ 3,500.00	Oct 2024	General Operations	Foreign Exchange Tuition	
10/24/2024	20070	SLShowTech LLC	INV 0001485	\$ 290.36	Oct 2024	Arts/Music Block Grant	Instructional Materials	
10/24/2024	20071	818 Cleaners	INV 163522 Uniform Cleaning JV & Varsity 10/11/24	\$ 933.50	Oct 2024	General Athletics	Non Instructional Consulting	
10/25/2024	20072	818 Cleaners	INV 169780 Uniform cleaning for JV & Varsity - 10/18/24	\$ -	Oct 2024	General Athletics	Non Instructional Consulting	Voided
10/25/2024	20073	818 Cleaners	INV 169780 Uniform cleaning for JV & Varsity - 10/18/24	\$ 897.50	Oct 2024	General Athletics	Non Instructional Consulting	
10/25/2024	20074	Gardena Valley News	INV 35040, 35145, & 35344 News paper printing	\$ 2,776.89	Oct 2024	General Academic - Scholastic Group	Instructional Supplies	
10/25/2024	20075	Gardena Valley News	INV 35922 , 36013 News paper printing Journalism	\$ 1,910.61	Oct 2024	General Academic - Scholastic Group	Instructional Supplies	
10/25/2024	20076	Facing History & Ourselves	INV CI-000373 FACING HISTORY & OURSELVES WORKSHOP - HISTORY DEPT	\$ 1,500.00	Oct 2024	Title II	Conferences	
10/25/2024	20077	Cascade Athletic Supply Co Inc	Inv#277879 Baseballs	\$ 5,752.39	Oct 2024	General Athletics	Non Instructional Supplies	
10/25/2024	20078	CONFIDENTIAL	Legal Student #130028 Settlement	\$ 10,993.33	Oct 2024	Special Education	Legal	
10/25/2024	20079	U.S Bank PARS Account #6746022400	09/24 #6746022400 PARS Contributions	\$ 771.86	Oct 2024	General Operations	Benefits	
10/25/2024	20080	Child and Family Guidance Center	09/24 Special Ed Services Northpoint	\$ 2,915.25	Oct 2024	Special Education	Instructional Consulting	
10/28/2024	20081	Jesus Contreras	Golf Range Fees	\$ 434.00	Oct 2024	General Athletics	Non Instructional Supplies	
10/28/2024	20082	Soccer.com (Sports Endeavors, Inc.)	Boys Soccer - Budget items	\$ 2,420.45	Oct 2024	General Athletics	Non Instructional Supplies	
10/28/2024	20083	JW Pepper & Son, Inc	INV 366690209, 366690732 & 366695466	\$ 456.07	Oct 2024	General Academic	Instructional Supplies	
10/28/2024	20084	Real Volleyball	Girls Volleyball: Equipment	\$ 2,106.61	Oct 2024	General Athletics	Non Instructional Supplies	
10/28/2024	20085	Flinn Scientific Inc.	INV 3071845, 3072016 & 3072555 Chemistry lab supplies for independent study	\$ 577.77	Oct 2024	General Academic	Instructional Supplies	
10/28/2024	20086	AP fbo EdLogical Group Corp	08-09/24 Non-Special Edlogical Services INV 901987, 901868, 900679	\$ 54,808.00	Oct 2024	Special Education	Instructional Consulting	
10/28/2024	20087	AP fbo EdLogical Group Corp	08/24 Edlogical Services INV 901867	\$ 4,517.00	Oct 2024	Special Education	Instructional Consulting	

# Check Register

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

\$ 1,013,645.12

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/29/2024	20088	Southern California Journalism Education Association	Fall 2024 Registration Fee	\$ 400.00	Oct 2024	General Academic - Scholastic Group	Fees	
10/29/2024	20089	Picture Perfect Graphics	INV 4390 Cross Country Racing Shirts Team logo printed on front only	\$ 331.13	Oct 2024	General Athletics	Non Instructional Supplies	
10/29/2024	20090	Rosalinda Montague	For AP Photosynthesis Lab	\$ 26.88	Oct 2024	General Academic	Instructional Materials	
10/29/2024	20091	AFSCME District Council 36	09/24 Union Dues	\$ 1,787.88	Oct 2024	General Operations	Benefits	
10/29/2024	20092	LightLaw, Inc. (LightGabler)	INV 85096 dtd 10/8/24	\$ 2,363.00	Oct 2024	General Operations	Legal	
10/29/2024	20093	Wes Charek (Wespower Electrical, Inc.)	INV 2658	\$ 2,287.50	Oct 2024	General Operations	Repairs	
10/29/2024	20094	Student Transportation of America	INV 70271817 Athletic Transportation for August 2024	\$ 2,602.50	Oct 2024	General Athletics	Transportation	
10/29/2024	20095	Student Transportation of America	INV 70274913 Field Trips for September 2024	\$ 3,765.00	Oct 2024	General Athletics	Transportation	
10/30/2024	20096	Vista Paint Corporation	inv 2024-675653-00 Custodial Supplies	\$ 350.62	Oct 2024	General Operations	Operations Supplies	
10/30/2024	20097	Madoian Enterprises Inc. (Rooter Man Plumbing)	inv 209358824 Custodial Work	\$ 1,200.00	Oct 2024	General Operations	Repairs	
10/30/2024	20098	Cintas Corporation No. 2 (Cintas Fire Protection)	INV 0F19693543 Fire sprinkler inspection repairs	\$ 1,680.85	Oct 2024	General Operations	Repairs	
10/30/2024	20099	Hillyard Inc	INV 605639087 TRIDENT R22SC SLA	\$ 2,262.99	Oct 2024	General Athletics	Non Capital Equipment	
10/30/2024	20100	AKD Ink/AKidzdream Inc	INV 35216	\$ 87.56	Oct 2024	General Academic - Scholastic Group	Non Instructional Supplies	
10/30/2024	20101	St. Moritz Security Services, Inc.	INV 14150593 09/27-09/30/2024	\$ 4,624.58	Oct 2024	General Operations	Security	
10/30/2024	20102	Liliana Murcia	2175 Counselor Conference	\$ 143.50	Oct 2024	A-G Success Grant	Conferences	
10/31/2024	20104	Brooks Transportation Inc.	Inv#24248 Buses week of 10/28 - 11/1/2024	\$ 5,420.00	Oct 2024	General Athletics	Transportation	
10/10/2024	ACH241010-02	ArbiterSports LLC	October Funding for Arbiter Pay Sports Officials 10/1/2024 - 10/31/2024	\$ 4,399.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/16/2024	ACH241016-01	ArbiterSports LLC	Arbiter Subscription 2024-2025 To be electronically deposited in Arbiter account	\$ 3,354.00	Oct 2024	General Athletics	Non Instructional Consulting	
10/17/2024	ACH241017-01	City National Bank	HARLAND CLARKE INV # 5277651	\$ 393.05	Oct 2024	General Operations	Non Instructional Supplies	
10/1/2024	SPACH2698	Cross Country Staffing, Inc.	INV DE103409, DE103465, D103535 Psych Services - Special Ed Services 08/24	\$ 1,808.54	Oct 2024	Special Education	Instructional Consulting	
10/1/2024	SPACH2699	Cross Country Staffing, Inc.	INV DE104214 Psych Services - Special Ed Services 09/24/24	\$ 214.75	Oct 2024	Special Education	Instructional Consulting	
10/1/2024	SPACH2700	The Print Spot	INV 8217 Signs for welcome week	\$ 536.55	Oct 2024	General Academic	Non Instructional Supplies	
10/2/2024	SPACH2701	Lenovo (United States) Inc.	ASP Renewal	\$ 250.00	Oct 2024	General Technology	Subscriptions	
10/2/2024	SPACH2702	AWS	INV 1825401213 Administrative Subscription Renewal: Blanket PO for AWS	\$ 2,996.57	Oct 2024	General Technology	Subscriptions	
10/4/2024	SPACH2703	Scoot Education Inc	9/11/24 inv 87029 Substitutes	\$ 24,323.00	Oct 2024	Academic/LRBG	Substitutes	
10/4/2024	SPACH2704	GoTo Communications, Inc.	IN7103227372 Goto VOIP Phone system	\$ 2,695.49	Oct 2024	General Technology	Communications	
10/4/2024	SPACH2705	Bargreen Ellingson Inc	invoice-011609500	\$ 7,329.95	Oct 2024	Cafeteria	Non Capital Equipment	
10/4/2024	SPACH2706	J Thayer Company	invoice-1692037-0	\$ 295.00	Oct 2024	General Operations	Non Instructional Supplies	
10/4/2024	SPACH2707	Amazon	invoICE-1N1P-QHHF-GHXN	\$ 81.36	Oct 2024	Special Education	Instructional Materials	
10/4/2024	SPACH2708	Bargreen Ellingson Inc		\$ 1,003.81	Oct 2024	Cafeteria	Non Capital Equipment	
10/4/2024	SPACH2709	Gopher	PE Equipment	\$ 4,853.88	Oct 2024	General Academic	Instructional Supplies	
10/4/2024	SPACH2710	Scoot Education Inc	9/4/24 inv 86127 Substitutes	\$ 20,589.43	Oct 2024	Academic/LRBG	Substitutes	
10/4/2024	SPACH2711	Amazon	INVOICE-1MF1-9MT9-7Y3L	\$ 391.32	Oct 2024	General Operations	Non Instructional Supplies	
10/7/2024	SPACH2712	Scoot Education Inc	9/25/24 inv 88899 Substitutes	\$ 1,315.00	Oct 2024	Academic/LRBG	Substitutes	
10/7/2024	SPACH2713	Cross Country Staffing, Inc.	INV DE104047 Psych Services - Special Ed Services	\$ 747.78	Oct 2024	Special Education	Instructional Consulting	
10/7/2024	SPACH2714	Convergeone, Inc.	4 Fish-Eye cameras for Media Center, Anderson Hall, and D Building	\$ 5,431.37	Oct 2024	General Technology	Non Capital Equipment	
10/7/2024	SPACH2715	Scoot Education Inc	8/21/24 inv 84674 Substitutes	\$ 904.00	Oct 2024	Academic/LRBG	Substitutes	
10/7/2024	SPACH2716	Scoot Education Inc	9/18/24 inv 87994 Substitutes	\$ 904.00	Oct 2024	Academic/LRBG	Substitutes	
10/7/2024	SPACH2717	Scoot Education Inc	9/11/24 inv 87025 Substitutes	\$ 904.00	Oct 2024	Academic/LRBG	Substitutes	

**Check Register**

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

**\$ 1,013,645.12**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/8/2024	SPACH2718	JW Pepper & Son, Inc	INVOICE-36626988	\$ 408.42	Oct 2024	General Academic	Instructional Supplies	
10/8/2024	SPACH2719	Self Insured Schools of California	09/30 SISC Flex FSA Fees	\$ 4,549.11	Oct 2024	General Operations	Benefits	
10/8/2024	SPACH2720	Scoot Education Inc	9/4/24 inv 86123 Substitutes	\$ 904.00	Oct 2024	Academic/LRBG General	Subsitutes	
10/8/2024	SPACH2721	Scoot Education Inc	9/25/24 inv 88900 Substitutes	\$ 27,763.00	Oct 2024	Academic/LRBG	Subsitutes	
10/8/2024	SPACH2722	Sunbelt Controls, Inc	07/16 Labor	\$ 1,735.00	Oct 2024	General Operations	Non Instructional Consulting	
10/8/2024	SPACH2723	DigiCert, Inc.	Renewal for domain certificate	\$ 916.00	Oct 2024	General Technology	Subscriptions	
10/8/2024	SPACH2724	Scoot Education Inc	10/2/24 inv 90029 Substitutes	\$ 26,363.00	Oct 2024	Academic/LRBG	Subsitutes	
10/8/2024	SPACH2725	Scenario Learning, LLC (Vector Solutions)	Vector Solutions TeachPoint Software	\$ 7,309.80	Oct 2024	General Operations	Subscriptions	
10/8/2024	SPACH2726	Scoot Education Inc	9/18/24 inv 87993 Substitutes	\$ 26,994.00	Oct 2024	Academic/LRBG General	Subsitutes	
10/8/2024	SPACH2727	Scoot Education Inc	8/28/24 inv 85323 Substitutes	\$ 25,639.33	Oct 2024	Academic/LRBG	Subsitutes	
10/8/2024	SPACH2728	Chartwells Division Services	INV 4034900199 Faculty/Staff Professional Development Breakfast 08/2024	\$ 6,000.00	Oct 2024	General Academic	Non Instructional Supplies	
10/8/2024	SPACH2729	Infinity Communications & Consulting, Inc	E-Rate Consulting Services Fee Category One	\$ 4,700.00	Oct 2024	General Technology	Non Instructional Consulting	
10/8/2024	SPACH2730	Mary M Bush	08/24-09/24 Counseling	\$ 10,530.00	Oct 2024	Special Education	Instructional Consulting	
10/8/2024	SPACH2731	Figdesign Inc		\$ 58.91	Oct 2024			
10/9/2024	SPACH2732	AWS	INV 1864500117 Administrative Subscription Renewal: Blanket PO for AWS	\$ 2,656.53	Oct 2024	General Technology General	Subscriptions	
10/9/2024	SPACH2733	Scoot Education Inc	10/2/24 inv 90028 Substitutes	\$ 904.00	Oct 2024	Academic/LRBG	Subsitutes	
10/9/2024	SPACH2734	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	09/24 403(B) Plan 2563-4428 Charles Schwab	\$ 5,225.00	Oct 2024	General Operations	Benefits	
10/10/2024	SPACH2735	Judy McLean	09/24 Payroll Services INV 3225	\$ 2,050.00	Oct 2024	General Operations	Non Instructional Consulting	
10/14/2024	SPACH2736	Golden Star Technology, Inc	INV103975 Network Consulting Services	\$ 7,000.00	Oct 2024	General Technology	Non Instructional Consulting	
10/14/2024	SPACH2737	Chartwells Division Services	INV 4034900200 VAPA Department Retreat 9/04/2024	\$ 65.00	Oct 2024	General Academic	Non Instructional Supplies	
10/14/2024	SPACH2738	Piece of Mind Care Services	INV 00311 ELD Dept. Students Support Services 00/00	\$ 2,698.75	Oct 2024	Special Education	Instructional Consulting	
10/15/2024	SPACH2739	California Department of Education	INV# 25 SF-47767	\$ 442.65	Oct 2024	Cafeteria	Food	
10/15/2024	SPACH2740	Sherwin Williams	inv 0278-2 Paint	\$ 1,792.82	Oct 2024	General Operations	Operations Supplies	
10/15/2024	SPACH2741	Chartwells Division Services	INV# K40349091 - SEPT 2024	\$ 161,618.59	Oct 2024	Cafeteria	Food/Non Instructional Consulting	
10/15/2024	SPACH2742	Inspire Communication, Inc	INV EC2024930 Speech-Language Services	\$ 17,425.00	Oct 2024	Special Education	Instructional Consulting	
10/15/2024	SPACH2743	Piece of Mind Care Services	INV 00000173 Students Support Services 09/23	\$ 93,651.70	Oct 2024	Special Education	Instructional Consulting	
10/18/2024	SPACH2744	M & S Technology Group, LLC (The Circle)	inv 191903 Printer Supplies	\$ 106.96	Oct 2024	General Technology General	Non Instructional Supplies	
10/18/2024	SPACH2745	Scoot Education Inc	10/9/24 90980 inv Substitutes	\$ 19,879.00	Oct 2024	Academic/LRBG	Subsitutes	
10/18/2024	SPACH2746	Golden Star Technology, Inc	2024-2025 Technology Consultant Services: Network Managed Services	\$ 3,500.00	Oct 2024	General Technology	Non Instructional Consulting	
10/21/2024	SPACH2747	Chartwells Division Services	INV 4034900204 ISP Retreat breakfast Wednesday 9/18/24	\$ 150.00	Oct 2024	General Academic General	Non Instructional Supplies	
10/21/2024	SPACH2748	Scoot Education Inc	10/9/24 inv 90976 Substitutes	\$ 452.00	Oct 2024	Academic/LRBG	Subsitutes	
10/21/2024	SPACH2749	Chartwells Division Services	INV 4034900203 PBIS retreat 9/17/24	\$ 157.00	Oct 2024	General Academic	Non Instructional Supplies	
10/21/2024	SPACH2750	Chartwells Division Services	INV 4034900201 World Languages retreat 9/26/24	\$ 96.00	Oct 2024	General Academic	Non Instructional Supplies	
10/22/2024	SPACH2751	Golden Star Technology, Inc	INV104820 E-Rate Purchase: Firewall for Main Campus and Shoup (50% already applied)	\$ 12,439.75	Oct 2024	General Technology	Capital	
10/22/2024	SPACH2752	Amazon	I would like to order supplies for the ECR Flex Program	\$ 1,329.48	Oct 2024	General Academic	Instructional Materials	
10/22/2024	SPACH2753	Amazon	INVOICE-1CXF-GGYD-FCFN	\$ 419.86	Oct 2024	General Academic	Non Instructional Supplies	
10/22/2024	SPACH2754	Amazon	Technology supplies	\$ 708.87	Oct 2024	General Technology	Non Instructional Supplies	
10/23/2024	SPACH2755	Niche.com, Inc.	INV18266 Marketing services	\$ 4,247.50	Oct 2024	General Operations	Marketing	
10/22/2024	SPACH2756	Amazon	Technology supplies	\$ 260.50	Oct 2024	General Technology	Non Instructional Supplies	
10/23/2024	SPACH2757	Self Insured Schools of California	10/15 SISC Flex FSA Fees	\$ 572.23	Oct 2024	General Operations	Benefits	

**Check Register**

Account: 1796 Checking

El Camino Real HS

Oct 2024

Grand Total

**\$ 1,013,645.12**

Date	Check Number	Name	Memo	Amount	Period	Fund/Program	Account	VOID
10/22/2024	SPACH2758	Amazon	INVOICE-1M7D-3GRL-9N7W	\$ 233.72	Oct 2024	General Academic	Non Instructional Supplies	
10/22/2024	SPACH2759	Amazon	STEAM supplies	\$ 101.80	Oct 2024	General Academic	Instructional Materials	
10/22/2024	SPACH2760	Amazon	Office Supplies	\$ 114.69	Oct 2024	General Operations	Non Instructional Supplies	
10/24/2024	SPACH2761	Impact Philanthropy Group (Sage SoCal)	10/1/2024 INV1007 Mental health services	\$ 28,500.00	Oct 2024	State Mental Health	Non Instructional Consulting	
10/24/2024	SPACH2762	Amazon	invoice-1h7y-y1mw-ffk9	\$ 286.09	Oct 2024	State Mental Health	Non Instructional Supplies	
10/24/2024	SPACH2763	Adobe Systems Incorporated	INV 2866016292 License Membership 08/24-08/25	\$ 11,292.00	Oct 2024	General Technology	Subscriptions	
10/24/2024	SPACH2764	Amazon	Science Department Necessities	\$ 78.48	Oct 2024	General Academic	Instructional Materials	
10/25/2024	SPACH2765	Amazon	INVOICE-1L33-CLWW-DVTM	\$ 319.54	Oct 2024	General Operations	Non Instructional Supplies	
10/25/2024	SPACH2766	Golden Star Technology, Inc	INV107852 Technology Consultant Services: Network Managed Services	\$ 3,500.00	Oct 2024	General Technology	Non Instructional Consulting	
10/25/2024	SPACH2767	Amazon	Technology supplies	\$ 353.66	Oct 2024	General Technology	Non Instructional Supplies	
10/25/2024	SPACH2768	GoTo Communications, Inc.	IN103272387	\$ 2,699.30	Oct 2024	General Technology	Communications	
10/25/2024	SPACH2769	Smart & Final	2023-2024 May Monthly Classroom 10-2024	\$ 251.26	Oct 2024	CTE	Instructional Materials	
10/29/2024	SPACH2770	Scoot Education Inc	inv 83593 Substitutes	\$ 2,860.00	Oct 2024	General Academic/LRBG	Subsitutes	
10/29/2024	SPACH2771	The Print Spot	INV 8460 College posters for new teachers	\$ 297.25	Oct 2024	General Academic	Non Instructional Supplies	
10/29/2024	SPACH2772	Scoot Education Inc	inv 83658 Substitutes	\$ 3,960.00	Oct 2024	General Academic/LRBG	Subsitutes	
10/30/2024	SPACH2773	Chartwells Division Services	inv 4034900205 Science and Biology retreat 9/19/24	\$ 75.00	Oct 2024	General Academic	Non Instructional Supplies	
10/30/2024	SPACH2774	Law Offices of Young, Minney & Corr, LLP	INV 04D82B58-0004 Webinar	\$ 525.00	Oct 2024	General Operations	Legal	
10/30/2024	SPACH2775	SCHEIB Pest Solutions inc	Pest Control Services 11441 9/2/2024	\$ 1,515.00	Oct 2024	General Operations	Non Instructional Consulting	
10/30/2024	SPACH2776	M & S Technology Group, LLC (The Circle)	09/24 inv 194632 MPS	\$ 2,290.72	Oct 2024	General Technology	Non Instructional Supplies	

## Coversheet

### Discussion and Vote to Recommend to the Full Board Approval of the October, 2024, Credit Card Charges.

**Section:** IV. Finance  
**Item:** B. Discussion and Vote to Recommend to the Full Board Approval of the  
October, 2024, Credit Card Charges.  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV.B - US BANK - Oct 2024.pdf



El Camino Real Charter High School - Finance and Investment Board meeting - Agenda - Wednesday November 13, 2024 at 5:30 PM

Credit Card Charges - 9/25/24- 10/25/24

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
9/25/2024	PO 0015	FIVERR *	Board Meeting Transcription	DAVID HUSSEY	R GUINTO	\$39.93	General Technology	Non Instructional Consulting
9/26/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$555.54	CTE	Instructional Supplies
9/25/2024	PO 11784	SOUTHWES 5262563966449	Flights - Academic Decathlon	DAVID HUSSEY	S FRANKLIN	\$4,812.96	General Academic - Scholastic Groups	Field Trip
9/30/2024	PO 11946	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$276.48	General Operations	Supplies
9/29/2024	PO11554	AVIS RENT-A-CAR	NJROTC	DAVID HUSSEY	R.Flaherty	\$550.92	ASB Trust	NJROTC
9/29/2024	PO11554	AVIS RENT-A-CAR	NJROTC	DAVID HUSSEY	R.Flaherty	\$547.64	ASB Trust	NJROTC
9/29/2024	PO11554	AVIS RENT-A-CAR	NJROTC	DAVID HUSSEY	R.Flaherty	\$550.92	ASB Trust	NJROTC
9/28/2024	PO 11636	YOUCANBOOK.ME	Calendar Booking	DAVID HUSSEY	F DELGADO	\$134.40	General Technology	Subscriptions
9/30/2024	PO 11813	WENGER CORPORATION	Theatre Chairs	DAVID HUSSEY	H HUTSON	\$5,286.15	Arts/Music Block Grant	Non Capital Equipment
10/1/2024	PO11403	FIVERR *	Board Meeting Transcription	DAVID HUSSEY	R GUINTO	\$34.65	General Technology	Non Instructional Consulting
10/1/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$250.21	CTE	Instructional Supplies
10/4/2024	REFUND	PITNEY BOWES LEASING-S	Postage	DAVID HUSSEY	G PAEZ	(\$104.92)	General Operations	Communications
10/5/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$452.08	CTE	Instructional Supplies
10/7/2024	PO 0008	IONOS INC.	Web hosting server	DAVID HUSSEY	F DELGADO	\$200.65	General Technology	Subscriptions
10/8/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$237.97	CTE	Instructional Supplies
10/11/2024	po12080	SPRINGHILL SUITES W SACR	PBIS Conference	DAVID HUSSEY	A CARTER	\$771.94	Anti-Bias Grant	Conference
10/11/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$477.59	CTE	Instructional Supplies
10/13/2024	po12080	SPRINGHILL SUITES W SACR	PBIS Conference	DAVID HUSSEY	S BERO	\$771.94	Anti-Bias Grant	Conference
10/13/2024	po12080	SPRINGHILL SUITES W SACR	PBIS Conference	DAVID HUSSEY	A YEDOR	\$771.94	Anti-Bias Grant	Conference
10/14/2024	PO 11946	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$276.48	General Operations	Supplies
10/15/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$421.91	CTE	Instructional Supplies
10/16/2024	PO 11958	TST*CALIFORNIA CHICKEN C	PBIS Retreat	DAVID HUSSEY	S BERO	\$182.36	General Academic	Non Instructional Supplies
10/22/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$450.09	CTE	Instructional Supplies
10/24/2024	PO 0163	GOOGLE ADS3277186211	Marketing	DAVID HUSSEY	R COVARRUBBIAS	(\$0.11)	General Operations	Marketing
10/23/2024	PO 0153	SOCAL NEWSPAPER GRP ADV	Bid Advertising	DAVID HUSSEY	R GUINTO	\$381.35	General Operations	Advertisement
10/24/2024	po11992	RUNMTSAC.COM	cross country	DAVID HUSSEY	C.PHILIP	\$644.00	Athletic	
10/24/2024	PO 0154	FIVERR *	Board Meeting Transcription	DAVID HUSSEY	R GUINTO	\$71.58	General Technology	Non Instructional Consulting
10/24/2024	PO 11443	SMARTANDFINAL 324	Food Class Supplies	DAVID HUSSEY	N GAMEZ	\$373.76	CTE	Instructional Supplies
					<b>HUSSEY TOTAL</b>	<b>\$19,420.41</b>		
9/26/2024	PO11682	QUIZLET.COM	SPED	GREGORY WOOD	M.HARR	\$35.99	Special Education	Subscriptions
10/5/2024	PO 11446	NYLAS	Communications Platform	GREGORY WOOD	R GUINTO	\$495.78	Lottery Unrestricted	Subscriptions
10/9/2024	PO0014	STRIPE TERMINAL	Credit Card Processor Equipment	GREGORY WOOD	C VALENCIA	\$1,079.01	ASB General	Non Instructional Supplies
10/12/2024	PO 11447	MAILCHIMP	E-mail Blast	GREGORY WOOD	R GUINTO	\$410.00	Lottery Unrestricted	Subscriptions
10/16/2024	PO11795	SCHOOL SERVICES OF CALIFO	Declining Enrollment Workshop	GREGORY WOOD	G WOOD	\$175.00	General Operations	Conference
10/17/2024	PO 11943	TST*CALIFORNIA CHICKEN C	Staff Jeporady Lunch	GREGORY WOOD	L SHANO	\$956.00	ASB General	Non Instructional Supplies
10/17/2024	PO11733	SQ *ANIMAL CENTER*UNDERWO	SPED	GREGORY WOOD	M.HARR	\$200.00	Special Education	Field Trip
10/19/2024	PO 11990	TST*CALIFORNIA CHICKEN C	Counselor Retreat	GREGORY WOOD	S BERO	\$239.00	General Academic	Non Instructional Supplies
					<b>WOOD TOTAL</b>	<b>\$3,590.78</b>		
					Previous Balance	\$ 47,471.72		
					<b>Monthly Total</b>	<b>\$ 23,116.22</b>		
					Payments	\$ (47,471.83)		
					<b>Statement Total</b>	<b>\$ 23,116.11</b>		



P.O. BOX 6343  
FARGO ND 58125-6343



000002417 01 SP 106481166529173 S  
EL CAMINO REAL CHS  
ATTN DAVID HUSSEY  
5440 VALLEY CIRCLE BLVD  
WOODLAND HILLS CA 91367-5949

**ACCOUNT NUMBER**  
**STATEMENT DATE** 10-25-2024  
**AMOUNT DUE** \$23,116.11  
**NEW BALANCE** \$23,116.11  
PAYMENT DUE ON RECEIPT

**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 002311611 002311611

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	\$47,471.72	\$23,116.22	\$0.00	\$0.00	\$0.00	\$105.03	\$47,366.80	\$23,116.11

### CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS				TOTAL CORPORATE ACTIVITY	
				\$47,366.80 CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-21	10-21	74798264295429500017247	PAYMENT-THANK YOU Q	47,366.80 PY	

### NEW ACTIVITY

DAVID HUSSEY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$105.03	\$19,525.44	\$0.00	\$19,420.41
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-26	09-25	24036294269744022555516	FIVERR * 954-368-2267 NY	39.93	
09-27	09-26	24231684270100551003414	SMARTANDFINAL 324 510-851-8548 CA	555.54	
09-27	09-25	24692164270101848054769	SOUTHWES 5262563966449 800-435-9792 TX	4,812.96	
			SUMANDRA/STEPHANIE 11-08-24		
			BUR WN V DAL WN V BUR		

### CUSTOMER SERVICE CALL

800-344-5696

### ACCOUNT NUMBER

### ACCOUNT SUMMARY

STATEMENT DATE  
10/25/24

DISPUTED AMOUNT  
.00

PREVIOUS BALANCE	47,471.72
PURCHASES & OTHER CHARGES	23,116.22
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	105.03
PAYMENTS	47,366.80
ACCOUNT BALANCE	23,116.11

### AMOUNT DUE

23,116.11

### 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: 10-25-2024

### NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-30	09-30	24692164274104772030983	AGUAVIDA PREMIUM WATER 747-444-9637 CA	276.48
09-30	09-29	24941354274825787646092	AVIS RENT-A-CAR TUCSON AZ U787646090	550.92
09-30	09-29	24941354274825787646100	AVIS RENT-A-CAR TUCSON AZ U787646101	547.64
09-30	09-29	24941354274825787646118	AVIS RENT-A-CAR TUCSON AZ U787646112	550.92
09-30	09-28	74208474273000008140131	YOU CAN BOOK.ME BEDFORD	134.40
10-01	09-30	24492154274036421000038	WENGER CORPORATION 507-455-4100 MN	5,286.15
10-02	10-01	24036294275744025053594	FIVERR * 954-368-2267 NY	34.65
10-02	10-01	24231684275105528007104	SMARTANDFINAL 324 510-851-8548 CA	250.21
10-07	10-04	74088664278210744428965	PITNEY BOWES LEASING-S 844-2566444 CT	104.92 CR
10-07	10-05	24231684279109768029147	SMARTANDFINAL 324 510-851-8548 CA	452.08
10-08	10-07	24906414281211025903718	IONOS INC. 877-4612631 PA	200.65
10-09	10-08	24231684282112671028359	SMARTANDFINAL 324 510-851-8548 CA	237.97
10-14	10-11	24055234286117031243567	SPRINGHILL SUITES W SACR WEST SACRAMEN CA 0000000010 ARRIVAL: 10-11-24	771.94
10-14	10-11	24231684285115786022925	SMARTANDFINAL 324 510-851-8548 CA	477.59
10-15	10-13	24055234288118965164769	SPRINGHILL SUITES W SACR WEST SACRAMEN CA	771.94
10-15	10-13	24055234288118965164785	SPRINGHILL SUITES W SACR WEST SACRAMEN CA 0000000012 ARRIVAL: 10-13-24	771.94
10-15	10-14	24692164288107568988284	AGUAVIDA PREMIUM WATER 747-444-9637 CA	276.48
10-16	10-15	24231684289119785031263	SMARTANDFINAL 324 510-851-8548 CA	421.91
10-17	10-16	24692164290109652673679	TST*CALIFORNIA CHICKEN C 818-716-6170 CA	182.36
10-23	10-22	24231684296126998030439	SMARTANDFINAL 324 510-851-8548 CA	450.09
10-24	10-24	74204294298000077084084	GOOGLE ADS3277186211 650-2530000 CA	0.11 CR
10-24	10-23	24493984298039269015861	SOCAL NEWSPAPER GRP ADV 888-454-9588 CA	381.35
10-25	10-24	24000774299000002907186	RUNMTSAC.COM WWW.RUNMTSAC. CA	644.00
10-25	10-24	24036294298716604519859	FIVERR * 954-368-2267 NY	71.58
10-25	10-24	24231684298129088024930	SMARTANDFINAL 324 510-851-8548 CA	373.76

<b>GREGORY WOOD</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
	\$0.00	\$3,590.78	\$0.00	\$3,590.78

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-27	09-26	24692164270102036156747	QUIZLET.COM 510-495-6550 CA	35.99
10-07	10-05	24011344280000041617127	NYLAS NYLAS.COM CA	495.78
10-10	10-09	24011344284000025576923	STRIPE TERMINAL HTTPSTRIP.E CA	1,079.01
10-14	10-12	24793384286000806508077	MAILCHIMP 678-9990141 GA	410.00
10-17	10-16	24717054290292901183478	SCHOOL SERVICES OF CALIFO 916-4467517 CA	175.00
10-18	10-17	24692164291100525661727	TST*CALIFORNIA CHICKEN C 818-716-6170 CA	956.00
10-18	10-17	24692164291100739882614	SQ *ANIMAL CENTER*UNDERWO GOSQ.COM CA	200.00
10-21	10-19	24692164293102424628615	TST*CALIFORNIA CHICKEN C 818-716-6170 CA	239.00

Department: 00000 Total:	\$23,011.19
Division: 00000 Total:	\$23,011.19

# Coversheet

## Discussion of ECRCHS's Fiscal Policies and Procedures

<b>Section:</b>	IV. Finance
<b>Item:</b>	C. Discussion of ECRCHS's Fiscal Policies and Procedures
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	IV.C - ECR Fiscal Policies & Procedures - draft 11.12.24.pdf

# **EL CAMINO REAL ALLIANCE**

## **FISCAL POLICIES AND PROCEDURES HANDBOOK**

DRAFT

**Revision Board Approved & Effective: October 19, 2023**  
**Latest revisions are on page 5, 6, 18, 29, 38, 42**

## TABLE OF CONTENTS

Overview.....	4
Safeguarding of Financial Assets .....	5
Annual Financial Audit .....	5
Key Personnel Financial Responsibilities .....	6
Role of Key Financial Staff (Segregation of Duties) .....	6
Financial Instruments .....	8
Payment / Reimbursement Policies .....	10
Purchasing Flow Charts .....	11
Employee Receipts/Substantiation .....	13
Employee Lost Receipts .....	13
Gratuity.....	13
Employee Reimbursements and Expense Reports .....	13
Personal Use of School Items.....	16
Supplies .....	16
Meals .....	16
Mileage .....	16
Travel.....	17
Governing Board Expenses .....	20
Tuition Costs for Non-Teaching Staff.....	20
Classes/Conferences/Workshops/Seminars (“Course”) for All Staff.....	20
Tuition Costs for BTSA.....	21
Accounting.....	25
Key Accounting Thresholds .....	25
Purchasing in the Enterprise Resource Planning System (ERP) .....	25
Petty Cash.....	26
Contracts.....	29
Accounts Payable.....	33
Bank Check Authorization .....	33
Bank Checks.....	33
Bank Reconciliation .....	34
Accounts Receivable.....	36
Cash Receipts (Cash and Checks) .....	36
Returned Checks and Improper Checks .....	37
Payroll.....	38
Personnel Information .....	38
Stipend Volunteers .....	38
Electronic Timesheets.....	38
Overtime .....	39
Payroll Processing .....	39
Payroll Taxes and Filings .....	40
Record Keeping.....	40
Finance/Reserves /Insurance/Liabilities/Assets.....	41

TABLE OF CONTENTS

Financial Reporting ..... 41

Financial Institutions ..... 41

Loans ..... 41

Retention of Records ..... 41

Cash Balance Reserve ..... 42-44

Insurance..... 42

Asset Inventory..... 42

Parking Lot Liability ..... 43

Appendix I – Student Gift Acknowledgment ..... 44

Appendix II – Credit Card Responsible Use Form ..... 48-49

Appendix III – Expense Request Form ..... 50

Appendix IV – Purchase Request Form ..... 51

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **OVERVIEW**

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Safeguarding of Financial Assets**

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

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

In addition, ECRA/ECRCHS does the following:

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

### **Annual Financial Audit**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Key Personnel Financial Responsibilities**

#### Approve Contracts

- Executive Director
- CBO
- Board

#### Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

#### Check Signers

- Executive Director
- CBO
- Two Designated Administrative Director

#### Record Transactions

- Accounting staff (non-senior)

#### Reconcile Transactions

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

### **Role of Key Financial Staff (Segregation of Duties)**

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



## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Financial Instruments**

#### **Debit Cards**

- Use is not permitted.

#### **Credit and Charge Cards**

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

#### **Bank Check Signing Authority**

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

#### **Check Stock**

- Held in student store.

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Prohibition on Purchase of Alcohol and Marijuana**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **PAYMENT / REIMBURSEMENT POLICIES**

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

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

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Purchasing Flow Charts**

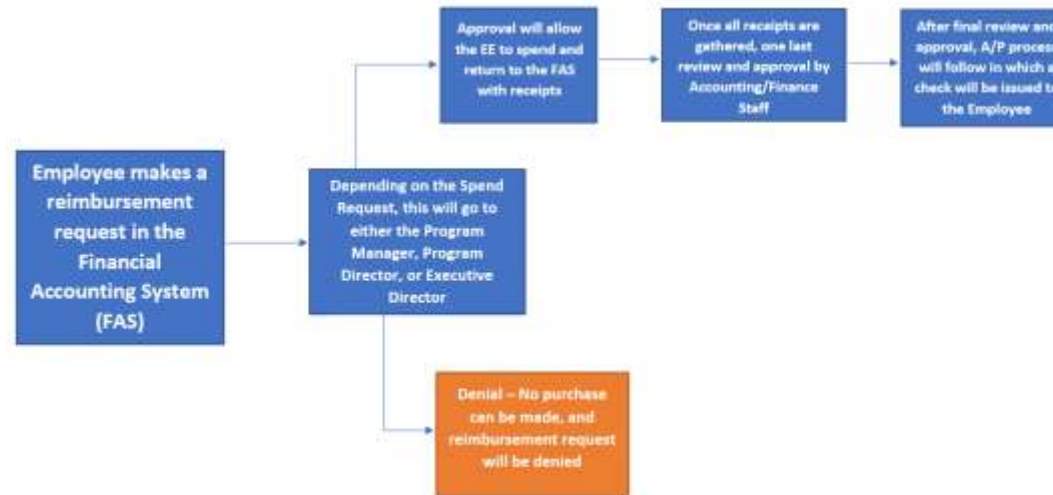
#### **Regular Purchases**

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

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

- These requests submitted in the Financial Accounting System involve different approvers depending on the spend amount requested.
  - Requests under \$1,000 & \$5,000 will go to Program Directors/Administrative Directors (“AD”).
  - Requests over \$5,000 will go to the ED for final approval.
  - After approval, employee may make the purchase.

## ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES



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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Employee Receipts/Substantiation**

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

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

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

### **Gratuity**

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

### **Employee Reimbursements and Expense Reports**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

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

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

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

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

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

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



## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **6. Non-reimbursable Expenses**

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

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

### **Reimbursements – Digital Payments**

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

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Personal Use of School Items**

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

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

### **Meals**

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

### **Mileage**

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

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

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

## ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

### Travel

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Governing Board Expenses**

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

### **Tuition Costs for Non-Teaching Staff**

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

1. Classes must be pre-approved.
2. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
  - a. \$700/class all courses must be Pre-approved by the HR Department with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
  - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Tuition Costs for BTSA**

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

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

### **Professional Dues and Costs**

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

### **Student Awards**

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

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

### **Policy for Use of Credit Cards**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of **November 7, 2022**:
  - a. Home Depot for Woodshop and Building and Grounds
  - b. Smart and Final for Culinary Arts
  - c. CalCard (VISA)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$250,000 within a monthly statement period, \$1,000 for Home Depot, and \$2,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses CalCARD VISA as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.



## ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

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

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

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

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

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

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

- a. Who the expenditure was for;
- b. What the expenditure was for;
- c. Where the expenditure was made;

**ECRA/ECRCHS**  
**FISCAL POLICIES AND PROCEDURES**

- d. Why the expenditure was made; and
- e. When the expenditure was made.

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **ACCOUNTING**

#### **Key Accounting Thresholds**

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

#### **Purchasing in the Financial Accounting System (FAS)**

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

---

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

### **Petty Cash**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Cash Boxes**

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

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

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

No funds will be left in the cash box.

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Alternative Payment Methods – Third-Party Processors**

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

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

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

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

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

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

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

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

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

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

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

## ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

### Contracts

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

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
  - Must obtain at minimum 3 quotes/bids from vendors
  - Annual Bid limit under Public Contract Code § 20111(a) for 2024 is **\$114,500** or more for equipment, materials, supplies, services and repairs.
  - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

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

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

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

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

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

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

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

Deliverables / Data / Proprietary Rights

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

Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker’s compensation insurance currently



## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.

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

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

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

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

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

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

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

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

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

### **Donations and Fundraising**

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

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

### **Supplies**

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

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

### **Professional Development**

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

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **ACCOUNTS PAYABLE**

#### **Bank Check Authorization**

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

#### **Bank Checks**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

- c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. The Business Office will record the check transaction(s) into the approved FAS software () system.
7. Business Office personnel will distribute the checks and vouchers as follows:
  - a. Original – mailed or delivered to payee;
  - b. Duplicate or voucher – attached to the invoice and filed by vendor name by the Business Office;
  - c. Cancelled Checks – Report is submitted to the staff/back-office Services Provider performing the bank reconciliation
  - d. Voided checks will have VOID Stamped on the Check.

### **Bank Reconciliation**

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

### **Timely Payment of Credit and Store Charge Card Statements**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **ACCOUNTS RECEIVABLE**

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

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

### **Cash Receipts (Cash and Checks)**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Returned Checks and Improper Checks**

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **PAYROLL**

#### **Personnel Information**

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

#### **Stipends**

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

#### **Electronic Timesheets**

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



## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Overtime**

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

### **Payroll Processing**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

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

### **Payroll Taxes and Filings**

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

### **Record Keeping**

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

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS**

#### **Financial Reporting**

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

#### **Financial Institutions**

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

#### **Loans**

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

#### **Retention of Records**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

### **Cash Balance Reserve**

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

### **Insurance**

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

### **Asset Inventory**

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

## **ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES**

5. The Administrative Directors(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Administrative Directors will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

### **Parking Lot Liability**

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

**ECRA/ECRCHS  
FISCAL POLICIES AND PROCEDURES**

**APPENDIX I – STUDENT SCHOLARSHIP PAYMENT REQUEST**

**ECRA/ECRCHS  
FISCAL POLICIES AND PROCEDURES**

**APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM**

**ECRA/ECRCHS  
FISCAL POLICIES AND PROCEDURES**

**ECRA SCHOOL's CREDIT CARD RESPONSIBLE USE FORM**

Usage Term \_\_\_\_\_ (academic year)

For Credit Card \_\_\_\_\_ (last four numbers only)

Employee Information: Name \_\_\_\_\_

Position \_\_\_\_\_

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Executive Director's Name



**ECRA/ECRCHS  
FISCAL POLICIES AND PROCEDURES**

**APPENDIX III – EXPENSE REIMBURSEMENT FORM**

**ECRA/ECRCHS  
FISCAL POLICIES AND PROCEDURES**

**APPENDIX IV – PURCHASE REQUEST FORM**

# Coversheet

## RFP Bid Award: Campus Security Services

<b>Section:</b>	V. School Business
<b>Item:</b>	A. RFP Bid Award: Campus Security Services
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	V. A - Bid Comparison.pdf



**AEGS EAGLE GUARD  
SERVICES, INC.**

SECURITY SOLUTIONS FOR A SAFER OPERATION

A California Corporation

CA Lic. # PPO 121908

**Proposer/POC:**

Tajala Aziz  
Secretary  
20558 Romar Lane  
Santa Clarita, CA 1350  
TJ@aegsguards.com  
P: 805.813.1454

**Client:**

David Hussey  
Exec. Director  
El Camino Real Charter High School  
www.ecrchs.net  
P: 818.595.7500

Dear David Hussey,

**Subject:** Response to Request for Proposal (RFP# 1023241) - Campus Security Services

AEGS Eagle Guards Services Inc. is pleased to present this proposal for security services for El Camino Real Charter High School.

AEGS Eagle Guard Services Inc. (The company) is a licensed and insured S Corporation company in the State of California. The company is a Women Business Enterprise and a Minority Business Enterprise that has the skills, experience, and commitment to make us the ideal candidate for this project. Certification will be included upon receipt from the agencies.

Key Elements of my Proposal:

**Proven Expertise:** With over 40 years of combined experience in the security industry. We have successfully undertaken projects like the one outlined in the RFP. We can ensure the quality of service is maintained but also take a proactive approach and find solutions to any problems that may arise.

**Comprehensive Approach:** My proposal outlines a comprehensive and strategic approach that addresses the standards outlined in the RFP. By leveraging our application of leadership, AEGS Eagle Guard Services aim to deliver results that exceed expectations.

**Collaborative Team:** I propose assembling a highly skilled and collaborative team to ensure the successful execution of the project. The qualifying manager and operations managers bring unique strengths and experiences, creating a cohesive unit dedicated to achieving project goals.

Why I am the Best Choice:

**Commitment to Excellence:** AEGS Eagle Guard Services Inc. is committed to delivering excellence in every aspect of the project. The dedication to quality, efficiency, and innovation aligns seamlessly with the city's vision for the request.

**Community Engagement:** AEGS Eagle Guard Services Inc. is a member of the Granada Hills Chamber of Commerce, recognizing the importance of community involvement. Our community values correlate with those of the El Camino Real Charter High School, allowing for a great potential relationship/ partnership.

**Cost-Effective Solutions:** AEGS Eagle Guard Services Inc.'s proposal is not only focused on delivering high-quality results but also on ensuring cost-effectiveness. I am dedicated to optimizing resources and maximizing the value of the city's investment in this project. AEGS Eagle Guard Services Inc. can be cost effective due to the nature of being a startup company.

In conclusion, I am confident that our skills, experience, and passion for excellence make AEGS Eagle Guard Services Inc. the ideal client for this endeavor.

AEGS Eagle Guard Services Inc. acknowledges that this proposal, once submitted, shall remain valid for a minimum period of 90 calendar days from the date of submission. During this validity period, AEGS Eagle Guard Services Inc. affirms its commitment to the terms and conditions outlined in the proposal. Any adjustments or amendments to this proposal require written agreement between the parties. After the expiration of the specified validity period, AEGS Eagle Guard Services Inc. reserves the right to revise or withdraw the proposal at its discretion. We appreciate your consideration and look forward to the opportunity to further discuss and potentially collaborate on this project.

Our hourly rates schedule encompasses all costs associated with the seamless execution of the security guard services detailed in the proposal. This includes but is not limited to printing, mileage, telephone usage, mailing, and any other incidental expenses essential to the efficient performance of the specified services.

Sincerely,

Tajala Aziz

Secretary

20558 Romar Lane

Santa Clarita, CA 91350

TJ@aegsguards.com P:

805.813.1454



### **Qualifications, Related Experience and References**

#### **A.**

AEGS Eagle Guard Services Inc. A California S Corporation State License # PPO 121908

**Founded:** April 2023

**Phone:** 818-488-9734

**Address:** 20558 Romar Lane, Santa Clarita, CA 91350

**Number of Employees:** 50

**Small Business;** Minority and Women Owned Business Enterprise

**Services:** Residential, Corporate Campus, Healthcare, Executive Protection, Retail, and Construction Security

#### **B.**

We are pleased to confirm that AEGS Eagle Guard Services Inc. is in good financial standing. We have not filed for bankruptcy, are not involved in any pending litigation, have no planned office closures, and are not undergoing any impending mergers. We remain committed to maintaining a stable and secure business environment for our clients, employees, and stakeholders.

#### **C.**

The highlighted projects are based on the experience of the Operations Manager Sylvester Payne and who will be responsible for the RFP operations.

**Agency:** Allied Universal, Woodland Hills

**Contact/Reference:** Gervesh Shahab Enterprise Account Manager

[Gervesh.shahab@aus.com](mailto:Gervesh.shahab@aus.com) Monitored and maintained surveillance of premises through CCTV and on-floor presence, ensuring the prevention of theft. Conducted thorough investigations into theft incidents, internal fraud, and shoplifting cases, including detaining and questioning suspects. Collaborated with law enforcement and other team members to prepare evidence and reports for criminal or civil proceedings. Implemented and enforced company policies regarding asset protection, loss prevention procedures, safety regulations. Trained and coached employees on loss prevention techniques, reducing theft incidents by percentage over a time period. Analyzed inventory reports to identify discrepancies, reporting and resolving issues in coordination with management.

**Agency:**Allied Universal, Van Nuys

**Contact/Reference:**Kimberly Jackson - Assistant Enterprise Manager:

[Kimberly.a.Jackson@aus.com](mailto:Kimberly.a.Jackson@aus.com) Managed Security Agents and check-in zones in a dynamic work atmosphere. Multi-tasking and decision-making in a high-pressure environment and displayed creative problem-solving abilities. Supervised and monitored Security Agents using advanced observational and behavioral methods. Conveyed a high level of professional knowledge and experience while avoiding confrontation and providing exceptional customer service. Communicated in English with people from around the world and from diverse cultures. Retained vigilance and focus observing both individuals and crowds while prioritizing significant details.

**Agency:**Allied Universal, Woodland Hills

**Contact/Reference:**Reference: Cesar Avelar- Human Account Manager,

[Cesar.Avelar@AUS.com](mailto:Cesar.Avelar@AUS.com) Act as primary liaison between clients and company While enhancing client relationships and conducting regular meetings. Developing and implementing security plans to coordinate and supervise personnel, ensuring compliance with regulations. Recruiting, training, and managing security staff, providing ongoing training and conducting performance evaluations. Monitor expenses to optimize cost efficiency, reporting financial performance.

The projects cited above was a continuous project with the same client that took place over the span of 12 years. There were two different references most knowledgeable with the project outside of AEGS Eagle Guard's Operations Manager who will be overseeing the scope of work in this RFP.





### **Proposed Staffing and Project Organization**

#### **A.**

The Operations Manager will assess compliance, training, and timekeeping, and will be the main point of contact for the client and emergency responses. The Operations Manager reports to the Qualified Manager who assists in guiding the Operations Manager as needed. AEGS Eagle Guard Services Inc. is represented by a State required Qualified Manager, who is highly respected in the industry.

#### Organization Chart

- Security Officer -> Operations Manager(s) -> Senior Manager -> CEO



## Work Plan

### A.

AEGS Eagle Guard Service Inc. will focus on professionalism work environment to promote high retention rates. The vision is to create a working environment that strays away from favoritism, and unprofessional behavior. An environment that allows employees the ability to work with confidence, knowing the company is professional and bases decisions off individual performance.

- The manager will assess effective and efficient route factoring in the Scope of Services and create/edit post order based on client needs.
- Clear expectations set when it comes to escalating any client concern that arises immediately.
- AEGS Eagle Guard Services Inc. will maintain California mandated training for all security personnel.
- AEGS Eagle Guard Services Inc. will conduct 1 day of on-site training for shadowing purposes to include going over the routes, expectations, emergency contact info and post orders.
- AEGS Eagle Guard Services Inc. employs cutting-edge geofencing technology to meticulously monitor, inspect, and patrol designated locations. This technology incorporates a digital daily activity report, compelling our security personnel to complete comprehensive updates hourly.
- In our commitment to upholding accountability and fairness across all employees, undergo continuous mentoring and training. All security personnel receive leadership mentorship from the account manager, ensuring a standard of excellence in overseeing operations. As an employee violates a policy, the leadership team will address it immediately in a positive manner to continue to build the employee.

### B.

The following steps are written in sequential order.

1. Operations Manager - Walk around the site and create post orders and SOPs for the site based on client needs.
2. Hire/Onboard - During the onboarding process the employee will receive all the CA mandated training required and company standard training. The HR Rep and BSIS Instructor will complete these specified tasks.
3. Operations Manager - Provides first day of on-site training

**C.**

AEGS Eagle Guard Services Inc. has the resources to provide a 2-week turnaround time to perform the specified tasks. Please see the breakdown below.

**Week 1:**Hiring/On Boarding

**Week 2:**On-Site Training/Start of scope of work

**D.**

AEGS Eagle Guard Services Inc. is committed to establishing budgeting policies that necessitate a well-defined plan of action before initiating overtime requests. Prior to any overtime being sought, adherence to the specified communication and approval processes outlined in the RFP is mandatory. The account manager will review and revise timesheets daily, making necessary corrections before submission for client billing.



A California Corporation

CA LIC. # PPO 121908

Proposal #1342

Standard Operations Service	Hourly Bill Rate	Over Time (OT)	Double Time (DT)	Working Hours Weekly	Working Hours (Yearly)	Total Hourly Rate (Yearly)
Unarmed Guard (9)	\$32.00	\$48.00	\$64.00	463.5	24102	\$771,264.00
Supervisor (1)	\$40.00	\$60.00	\$80.00	51.5	2678	\$107,120.00
Total Standard Operations Service Lump Sum						\$878,384.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/05/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Business World Insurance Agency 7800 University Ave A-1  La Mesa CA 91942	<b>CONTACT NAME:</b> Nick Smadi <b>PHONE (A/C No. Ext):</b> (619) 773-1100 <b>FAX (A/C, No):</b> (619) 773-1101 <b>E-MAIL ADDRESS:</b> Nick.smadi@insuremefree.com														
<b>INSURED</b>  AEGS Eagle Guard Services Inc 20558 Romar Ln  SANTA CLARITA CA 91350	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: ATAIN SPECIALTY INS CO</td> <td>17159</td> </tr> <tr> <td>INSURER B: NAUTILUS INS CO</td> <td>17370</td> </tr> <tr> <td>INSURER C: STATE COMPENSATION INSURANCE FUND</td> <td>35076</td> </tr> <tr> <td>INSURER D: CNA</td> <td></td> </tr> <tr> <td>INSURER E: KINSALE INC CO</td> <td>38920</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ATAIN SPECIALTY INS CO	17159	INSURER B: NAUTILUS INS CO	17370	INSURER C: STATE COMPENSATION INSURANCE FUND	35076	INSURER D: CNA		INSURER E: KINSALE INC CO	38920	INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: ATAIN SPECIALTY INS CO	17159														
INSURER B: NAUTILUS INS CO	17370														
INSURER C: STATE COMPENSATION INSURANCE FUND	35076														
INSURER D: CNA															
INSURER E: KINSALE INC CO	38920														
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			ABKG000000064	06/14/2024	06/14/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b>			AN1307197	03/06/2024	01/24/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE	Y	Y				AGGREGATE	\$ 1,000,000
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			9350138-23	12/01/2023	12/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y	Y				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Bond			66980406	03/06/2024	03/06/2025		\$50,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

A-ASSAULT/BATTERY 250,000/500,000

E-PROFESSIONAL LIABILITY- POLICY#:0100322550-0: EFF: 09/06/2024 TO RXP: 09/6/2025- LIMIT-\$1,000,000 DEDUCTIBLE-\$2,500

EXCESS/UMBRELLA FOLLOWS FORM

ECR IS NAMED AS ADDITIONAL INSURED.

**CERTIFICATE HOLDER****CANCELLATION**

ECR 5440 VALLEY CIRCLE BLVD. WOODLAND HILLS, CA 91367	<p><b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b></p> <p><b>AUTHORIZED REPRESENTATIVE</b></p>
-------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2015 ACORD CORPORATION. All rights reserved.



October 25, 2024

El Camino Real Charter High School  
Attn: De Autry Jones  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367

Subject: RFP #1023242 Campus Security Proposal

Greeting Mr. Jones,

Thank you for the opportunity to present our proposal to provide security services for ECRCHS. Having had the privilege of providing security services for your campus in the past, we understand the importance of maintaining a safe and supportive environment for your students, staff, and visitors. It has been a remarkable few years, and we are eager to reconnect our partnership. We are confident that we can deliver unmatched security services to ECRCHS as demonstrated with past performance. We have partnered with ECRCHS's in-house security to execute the scope of work and are aware of ECRCHS's mission.

At ALLIED, we are proud of our track record in fostering secure, welcoming school environments. Drawing on our experience at ECRCHS and other educational institutions, we are confident in our ability to meet and exceed your security needs through skilled personnel and customized safety protocols.

ALLIED's company culture is built on effective leadership, customer service and a strong partnership with school administration to ensure student safety and create an environment that encourages social and creative learning. We understand the trust that parents place in school districts across the nation, entrusting them with the well-being of their loved ones. As a leader in the security industry, ALLIED takes immense pride in the opportunity to partner with ECRCHS, delivering a safety program that is second to none.

At ALLIED, safeguarding the welfare of children and youth is at the core of our operations. As ECRCHS works to equip students with the academic and personal skills necessary for lifelong success, ALLIED is committed to supporting this mission through a unique security platform that leverages technology and data analysis to anticipate and address potential threats. Our team of fully licensed security professionals is trained across all critical areas of security discipline.

Admin@AlliedProtect.com  
[www.ALLIEDprotect.com](http://www.ALLIEDprotect.com)

ALLIED Consulting & Security Service  
23542 Lyons Avenue  
Newhall, Ca. 91321  
PPO 16770

O) 818-945-7233  
F) 661-250-6174

A key element in our service model is the responsiveness of our management team and our ability to mobilize swiftly to meet clients' needs.

Each week, the ALLIED management team convenes to review data collected from various client sites. This proactive approach allows us to provide timely, statistical insights to both our clients and our staff, promoting a greater awareness of real-time conditions and helping us stay ahead of potential challenges.

ALLIED can support ECRCHS's security operations by providing the following service:

**Unarmed Uniformed Security Patrol Officer on Foot and a Campus Security Manager**

**Foot Patrol Security:** This comprehensive program is designed to protect individuals and property within ECRCHS facilities, the surrounding perimeter, and parking areas. The service addresses potential threats from fire, natural disasters, burglary, theft, vandalism, violent crimes, and terrorism while also offering a passive deterrent effect. Security officers play a critical role by actively observing their surroundings, engaging with students, staff, and visitors, and responding to emergencies as needed.

**Campus Security Manager (CSM):** The CSM becomes an intimate part of the school community. The manager will direct and monitor all your security policies and our needs as we partner to keep the community safe and provide you and your team with peace of mind whether you are on or off site. The manager will be knowledgeable in areas such as information security management, developing a security plan specifically for your community, incident response and risk management are important tools that would allow our team of security professionals to succeed while deployed on site. We cannot overstate the value of having a security manager you and your team will always have direct access to and increase the level of communication with all parties.

Sincerely,

Harvey Martin  
Director of Security  
Cell: (713) 665-9241  
[management@alliedprotect.com](mailto:management@alliedprotect.com)



Proposal for Unarmed Security Services:

**Campus Security Services for  
El Camino Real Charter High School**



## **ALLIED Consulting & Security Services Company Overview**

ALLIED is a full-service security firm operating statewide and nationally through partnerships with affiliates. Since 2010, ALLIED has provided both armed and unarmed security services, experiencing steady year-over-year growth. We offer a wide range of security solutions to a diverse client base, structured across four main divisions: Residential Security Services, Commercial Security Services, Armed Security Services, and Special Event Security Services.

### **Residential Security Services**

ALLIED's residential division provides services to properties in California and Nevada, working with major property management groups like Alliance Properties, Pinnacle Properties, Legacy Partners, Western National Property Management, Greystar Real Estate, and MG Properties. Among our residential clients are several high-end apartment complexes, including 1600 Vine Apartments, 7950 W Sunset Apartments, and Lumina Apartment Homes. We also provide security to numerous other properties throughout the City and County of Los Angeles.

### **Commercial Security Services**

Our commercial division includes services for prominent clients, such as Walmart, where ALLIED currently provides security officers to locations in California, Nevada, and Texas. Other clients have included Best Buy, Party City, AT&T, and First Republic Bank. Along with the above listed, ALLIED currently provides Security Services to restaurants, private schools, Equinox Sports Club facilities, religious temples, biomedical parks, and The W Hollywood Hotel in Los Angeles, CA. Our commercial division emphasizes asset protection, customer security, and effective liaison with management, ensuring our on-site guards serve as an extension of franchise leadership with a strong commitment to customer service.

### **Armed Security Services**

ALLIED is proud to deliver armed security services for luxury brands, including Tiffany & Co. and Harry Winston Jewelry across locations in Hawaii, California, Nevada, Texas, Illinois, Florida, and New York. ALLIED has supported Harry Winston since 2012, starting with a single location and expanding to multiple states. We also provide armed executive protection for Sotheby's in California and Nevada. ALLIED has also provided unarmed executive protection services for large retail brands like Bloomingdales, Saks Fifth Avenue, Brunello Cucinelli, Nirav Modi, Aritzia, and Hublot.

### **Special Event Security Services**

ALLIED's special events division provides security for a wide variety of high-profile events. We have had a strong presence at the American Music Awards, Grammy Music Cares Awards, BET Awards, Golden Globe Awards, and other red-carpet events. ALLIED has also been the sole security provider for the Eagle Rock Music Festival for the past five years, a partnership that led to further collaborations with the Los Angeles City Council on projects, including security and residential assistance at iconic landmarks like the Hollywood Sign. Additionally, ALLIED has been the security provider for the House of Blues, Los Angeles (prior to its closing) and works with the Levitt Foundation on "Concerts in the Park" at MacArthur Park and nationwide events.

## **Executive Management**

### **Jesse Puente - Chief Executive Officer**

Jesse Puente has been with the Los Angeles Police Department (LAPD) since 1990, amassing 31 years of experience. His command experience includes excelling in numerous disciplines of law enforcement including Internal Affairs, giving him the ability to quickly assess situations and bring the necessary leadership to whatever situation may arise. Mr. Puente is currently an active Sergeant II with the LAPD. Mr. Puente has supervised several specialized units, including the community relations office, overseeing one of the departments Cadet Programs, Vice, and undercover units, including gangs and narcotics, as well as working within the department's Internal Affairs division. Mr. Puente has worked as a police detective working to solve crimes of all natures including crimes against children. Mr. Puente has attended several specialized schools for the Los Angeles Police Department, including Internal Affairs School, Sergeant School, Immigrations and Customs Enforcement (ICE) School, Negotiation's training and has become an instructor in gang awareness, teaching this course to LAUSD school officers.

Along with his LAPD experience, Mr. Puente also brings with him 30 years' experience in the private security sector. His specialties include Executive Protection, Event Security, valuable asset protection, as well as corporate and residential security analysis and deployment.

### **Ray Rodriguez – Chief Operating Officer**

Ray Rodriguez has over 25 years' experience with the Los Angeles Police Department (LAPD), eight of those as a Detective, handling felony crimes in Homicide, Robbery, and Grand Theft. Mr. Rodriguez has planned and executed numerous operations in Executive Protection transporting and securing Police Commissioners and other high-profile City Officials. Mr. Rodriguez has worked in the DARE program, teaching at local Junior High Schools, and has been an active mentor of the LAPD Cadet program.

Along with his LAPD experience, Mr. Rodriguez has over 20 years' experience in private sector security, Risk Assessment, and Threat Management. Mr. Rodriguez also has over six years' experience in business and accounting, utilizing the knowledge gained from attending Western New Mexico University and Cal State Northridge.

### **Karl Zundel - Vice President of Operations**

Karl Zundel brings over 17 years of experience with his business acumen in addition to his experience in the private security sector. One of Mr. Zundel's specialties is in site security evaluation and analysis. Mr. Zundel has written numerous site evaluations and proposals for Allied Consulting and Security Services. Mr. Zundel is also a certified first responder with the CERT Program California Emergency Response Training.

In addition, Mr. Zundel is a retired State Licensed School Director with the California Bureau for Private Postsecondary Education. He has worked in the capacity of school director for over 5 years with a nationally recognized accredited Title IV school with the ACCSC. During that time, Mr. Zundel led his school team through the rigors of re-accreditation and he and his team were recognized as a school of distinction for their efforts.

Mr. Zundel is also a retired Licensed Private Post-Secondary Classroom Teacher with 19 years' experience. In his tenure in the classroom, he has developed and written multiple educational programs, curriculums, and lesson plans, with private post-secondary institutions.

### **Harvey Martin- Director of Security Operations**

Harvey Martin brings a wealth of military and law enforcement experience to ALLIED's senior management team. After serving seven years with the United States Navy, Mr. Martin joined the Los Angeles Police Department (LAPD). Mr. Martin retired in 2017 as a Homicide Detective Supervisor after proudly serving 28 years with the LAPD. With 20 years of management experience in law enforcement Mr. Martin was recognized as a skillful, dynamic professional with tremendous investigative skills. This was the result of working on a variety of assignments to include Narcotics, Robbery, Sexual Assault Investigations, and Professional Standards Bureau (PSB). All of which lead to daily interactions with the District and City Attorney offices. In each assignment, Mr. Martin coordinated subordinate detectives' day-to-day activity and worked closely with the Crime Analysis Detail for the purpose of solving and reducing the incidence of crimes. Mr. Martin established an ongoing strategic plan for each assignment, as well as ensuring officer/detective development and stewardship. While assigned to PSB, Mr. Martin supervised a unit tasked with reviewing personnel complainants and presenting the findings to the LAPD Chief of Police, Inspector General and the City Council in verbal and written forms. Mr. Martin is credited with working closely with the Inspector General's office, Civic leaders, Community leaders and the Chief of Police to implement reform policies within LAPD Internal Affairs Division.

In addition, Mr. Martin also brings with him 30 years of experience in private security. Mr. Martin's experience ranges from executive protection, event security, residential, commercial, as well as corporate.

### **Alisha Hickenbotham- Human Resources Generalist**

In addition to her 5 years of experience in the field of Human Resources, Alisha Hickenbotham holds 20 years of professional experience. Ms. Hickenbotham specializes in several aspects of onboarding and recruiting employees, including background checks and pre-employment drug screening. She is also well-versed in California SB 1626 training for security officers. Ms. Hickenbotham's previous professional experience as a Project Manager has allowed her to hone her skills in compliance and employee benefits. Additionally, Ms. Hickenbotham is experienced in coaching, managing, and training employees. Her preferred aspect of Human Resources is California employment law.

### **Antonio Alvarado Jr.- Campus Security Manager**

Mr. Alvarado brings a decade of experience as a security professional through his representation of multiple clients. He has been responsible for client relations matters, business growth and retention, operational activities, and concerns from assigned clients. Through Mr. Alvarado's vast experience, he has developed comprehensive expertise in overseeing security operations, implementing risk management strategies, and ensuring the safety and protection of assets and personnel. His background includes training and managing security teams, conducting thorough risk assessments, and designing security protocols tailored to meet industry standards. Known for his proactive approach and attention to detail, he excels in identifying potential vulnerabilities and implementing preventive measures, ensuring a secure and efficient environment. Mr. Alvarado's commitment to security excellence is driven by a solid foundation in both technical and people skills, enabling effective collaboration and crisis response.

## **Company Operations**

ALLIED Consulting & Security Services company culture is a focus on effective leadership. ALLIED has hired many of our supervisors from our current guard selection which has helped create a community within our company and opportunity for advancement within. ALLIED's leadership team holds quarterly meetings and training, bringing in subject matter experts in leadership qualities, defusing situations, human resources, and legal updates. In addition to the quarterly training mentioned above, ALLIED holds ongoing training for our field supervisors, lead officers, and security officers. This time is used as a refresher of already trained material and allows our officers the opportunity to gain knowledge for future positions both within and outside of our company.

ALLIED'S current organization chart shows a breakdown of ALLIED Senior / Junior Management as it stands today. As with any growing business, many members of our management team provide service in various positions. If awarded the contract, ALLIED will continue to expand our team to provide the customer service we are known for.

### **Security Operation Directors**

ALLIED's Security Directors oversee day-to-day operations, including the hiring and training of leadership staff. They work to build, improve, and maintain effective relationships with both clients and employees to ensure overall success. Directors coordinate the necessary support services to manage client sites effectively, aiming to meet or exceed financial and operational goals while delivering exceptional customer service.

### **Campus Security Managers**

CSMs coordinate all activities related to the company's security professionals, ensuring that established goals and objectives are met and prioritized across all remote accounts. They are responsible for delivering training and recruiting for open positions within their regions. CSMs ensure that supervisors understand and implement directives, maintaining readiness to staff required posts in a timely manner, in accordance with contract requirements and post orders.

### **Field Supervisors (FS)**

The Field Supervisory team at ALLIED consists of both seasonal and well-established security officers who have demonstrated strong leadership qualities and are entrusted with higher-level responsibilities under the mentorship of experienced security professionals. FSs collaborate closely with Campus Security Managers to supervise remote service delivery, ensuring that quality service standards are upheld. They provide on-site supervision of security personnel, ensuring site coverage continuity and prompt response to any emergencies that may arise.

### **Dispatch Facility Operators**

ALLIED's Command Center is staffed by Dispatch Operators who monitor and assist with daily and nightly activities. These operators provide high-quality customer care, emergency protocol assistance, and guidance to security professionals and clients alike.

### **Relevant Experience**

El Camino Real Charter High School  
 Palisades Charter High School  
 Kenter Canyon Elementary School  
 Hart High School 40<sup>th</sup> Reunion  
 USC School of Cinematic Arts

## **Hiring & Recruitment**

ALLIED is dedicated to recruiting only fully licensed security professionals who are rigorously trained across all key areas of security. Our hiring focus is on selecting candidates who live in close proximity to the accounts they will serve, which supports timely response, local community engagement, and employee retention. Additionally, we place special emphasis on hiring and supporting military veterans, who bring valuable skills and discipline to our team.

ALLIED understands the importance of qualified, competent security personnel. With extensive experience assessing security officer qualifications, we implement a robust hiring protocol as part of our standard operating plan to ensure we recruit officers who will excel in the specific environments required by this project. Our success at client sites with diverse missions demonstrates our adaptability and competence in providing effective, community-supported security solutions. We have a strong understanding of the ideal officer profile for this role and will leverage our trusted recruitment resources to attract this caliber of candidate.

In our commitment to project continuity and quality, we strive to recruit and retain incumbent staff, subject to client approval, and will offer special incentives to incumbents who continue with the project.

### **Candidate Screening and Qualification Criteria**

ALLIED conducts rigorous background and reference checks for all prospective employees. Our selection process for Security Officers is based on the following criteria:

- **Physical and Mental Readiness:** Each applicant must demonstrate the physical and mental abilities required to perform all duties effectively.
- **Professionalism and Client Interaction:** Candidates must present a professional demeanor and image during the interview process, along with proven ability to engage with people and clients effectively.
- **Comprehensive Background Investigation:** This includes a thorough review of work history, criminal record, DMV records, and drug and alcohol testing.
  - *ALLIED conducts all drug and alcohol testing according to the adherence of federal, state, and local laws.*

### **SB1626 Training & Certification**

ALLIED security professionals follow strict policies and undergo extensive training to ensure a high standard of service. Our continuous training program, regular management communication, and unannounced inspections guarantee consistency across ALLIED teams. We offer SB 1626 Training to our officers. Upon Completion, each officer receives a certificate of the course fully compliant with CA SB 1626 / AB 1626 education requirements: Role and Responsibility of School Security Officer, Laws and Liability, Security Awareness in the Educational Environment, Mediation/Conflict Resolution, Disasters and Emergencies, Dynamics of Student Behavior.

## Reporting

**Daily Activity Reports (DAR's):** Daily Activity Reports are written in an electronic format and are compiled daily to report on all activities through the site. Reports will include all deliveries, shipments, visitor access, all employee interactions, security observations and a section for security maintenance identified by Allied personnel. Reports are delivered via e-mail to the client and all applicable personnel. These reports are securely stored in cloud-based, password-protected folders and shared with clients daily, ensuring seamless communication and continuity across shifts.

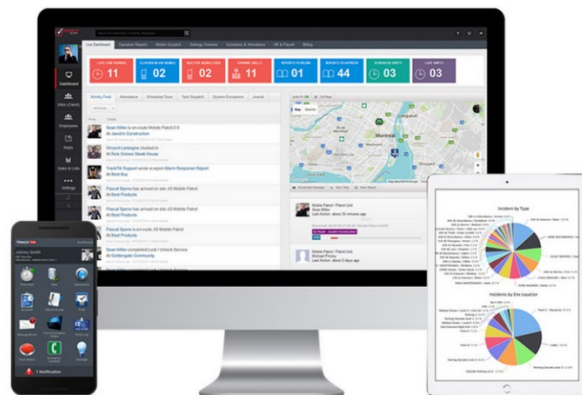
**Key Performance Indicator (KPI):** KPI Reports are recorded based on the activity reported throughout the week. KPI report will measure and demonstrate the company's current performance in achieving the organization's objectives.

## Technology

**Guard Tour Systems:** ALLIED's quality control commitment is enhanced with the ALLIED Guard Tour System that proactively tracks security officer compliance. ALLIED's Guard Tour Technology is a guard tour management system that offers real time activity tracking, improved data collection, and accurate reporting and timekeeping.

ALLIED's quality control commitment is enhanced with the Allied Tour System; a guard tour management system that offers real time activity tracking, improved data collection, and accurate reporting and timekeeping.

ALLIED security officer activity is monitored in real time by our operations center via the Allied Tour System web portal that not only chronicle officer activity, but also offers duty prompting, reporting tools, and mobile communications all over a single smart device, wirelessly and in real time. This system ensures contract requirement compliance and allows for company and client audit of our services as frequently as desired. The transparency provided by this quality control process is unparalleled and is a big reason ALLIED Security enjoys the position of confidence granted by our clients.

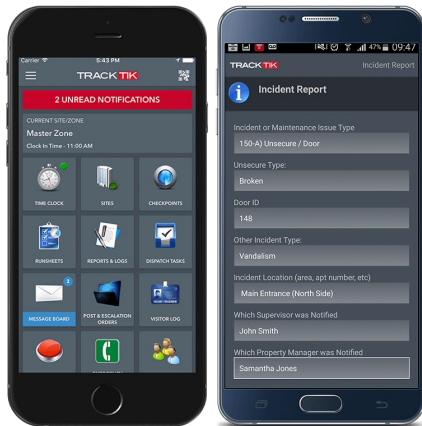


### **Allied Tour System Features:**

The Allied Tour System uses NFC/RFID tag checkpoints deployed at strategic site locations to ensure patrol continuity. The NFC smart tags are programmed from the Allied Tour System dashboard remotely to give field officers specific patrol instructions for each tour point. These patrol tag notifications can be updated remotely to include areas of concern and specific patrol directions daily.



- The Allied Tour System produces detailed, accurate tour logs made available to the client daily.



### **Incident Reporting**

Incident reporting is customizable to include all critical information required by the client. The incident reporting template requires all critical fields and information to be included to complete and submit a report.

- Create multiple customized tours for each location linked to specific alerts and notifications.
- The Allied Tour System allows officers to add photos and video (up to 30 seconds) quickly and easily to their reports providing critical details of observations and situations.
- Real-time report engine keeps online history and can eliminate the need for paper reports.

**Automated Notifications:** the Allied Tour System can be customized to include client alerts via text or e-mail or both in the event of an emergency.

- Fire/Burglar Alarm* - Automated text and e-mail alert can be programmed to alert property management, maintenance supervisors and Allied supervisors.
- Police Response* - Automated text and e-mail alerts can be programmed to alert property management, maintenance supervisors and Allied supervisors.
- Flood or Flowing Water* - Automated text and e-mail alert can be programmed to alert property management, maintenance supervisors and Allied supervisors.
- Accident or Injury* - Automated text and e-mail alert can be programmed to alert property management, maintenance supervisors and Allied supervisors.

**The Guard Tour System:** This system uses NFC/RFID tag checkpoints deployed at strategic site locations to ensure patrol continuity. NFC smart tags are programmed to give field officers specific patrol instructions for each tour point. These patrol tag notifications can be updated remotely to include areas of concern and specific patrol directions daily.

- ***Radios:*** A radio is provided to enable communication with facility management if needed.
- ***Cell Phone:*** All Security Officers must have a security company provided cell phone to communicate with community/facility/organization or to include by the ability to contact law enforcement with at any time necessary. These phones are housed on site for all officers assigned to utilize while on shift.

### Scope of Work- Project Implementation

ALLIED will provided ECRCHS with the below listed security services base on your current needs:

- Nine (9) School Safety Officers during regular/faculty school days Monday-Friday
- One (1) Campus Security Manager during regular/faculty school days Monday-Friday

#### **Projected Schedule for Officer Coverage at ECRCHS:**

- **(360) Regular School/Faculty Days with Coverage from 6:30am – 3:00pm**
  - 40 hours of coverage, nine (9) Security Officers (each working an 8.5-hour shift with 8.0 hours pay)
- **(40) Regular School/Faculty Days with Coverage from 6:30am – 3:00pm**
  - 40 hours of coverage, one (1) Campus Security Manager (working an 8.5-hour shift with 8.0 hours pay)

**Note:** Additional officers and coverage to be provided on request at the same regular hourly billing rate.

### Rate for Services

The bill rate listed below includes the Onsite Security Officer, in an approved ALLIED Security uniform. ALLIED will be responsible for all Payroll Taxes for the security officer assigned. Included in the technology rate ALLIED will deploy a company owned smart phone(s) for use by ALLIED personnel to communicate with onsite personnel, supervisors, and school staff. As well as utilizing our guard tour system. Lastly, ALLIED will provide all necessary guard tour equipment required to patrol the property, included in ALLIED's fee chart listed.

**Note:** Based on our experience we highly recommend 8 hours of initial site-specific training and walk-through for all newly hired campus safety officers billable to the client and the continuous training of the newly hired security officers. To ensure well-trained security personnel are assigned to the site throughout the term of this agreement, all specific training applicable to the site, not to exceed 8 hours annually per officer will be billable to the client at the regular guard rate mutually agreed upon by both parties.

**Regular bill rate:** ALLIED security officer services for Unarmed Security Officers will be billed at the regular rate of **\$30.00 per officer hour**. The hourly rate from the previous year shall be increased annually by six percent each contracted year.

Year #1	\$30.00 Reg. Rate	\$45.00 Overtime Rate
Year #2	\$31.80 Reg. Rate	\$46.50 Overtime Rate
Year #3	\$33.70 Reg. Rate	\$50.55 Overtime Rate

**Note:** *ALLIED will bill /invoice monthly on net-30 terms with a 2%/15 net discount.*

**Overtime rate:** Overtime rates will be invoiced for customer requested overtime only, and for the first twelve hours of any assignment added to the scope of work without twenty-four hours advance notice, the Overtime rate is the above rate at one and half times.



**Regular bill rate:** ALLIED security officer services for **Unarmed Campus Security Manager** will be billed at the regular rate of **\$47.00 per officer hour**. The hourly rate from the previous year shall be increased annually by six percent each contracted year.

Year #1	\$47.00 Reg. Rate	Overtime Rate N/A
Year #2	\$49.82 Reg. Rate	Overtime Rate N/A
Year #3	\$52.81 Reg. Rate	Overtime Rate N/A

#### ESTIMATED WEEKLY BREAKDOWN

Year #1	Campus Security \$10,800	CSM \$1,880
Year #2	Campus Security \$11,448	CSM \$1,992
Year #3	Campus Security \$12,135	CSM \$2,112

#### COST BREAKDOWN

Service Type	Hourly Rate	Monthly Rate (if applicable)
Campus Safety Security Officer	\$30.00	
Campus Security Manager (Exempt from Overtime)	\$47.00	
Overtime/ Holiday Coverage	\$45.00	
Technology Fee		\$150.00 per device
Fleet Vehicle (Optional)	N/A	N/A

**Holiday rate:** Holiday rates will be paid for all hours worked on the following recognized national holidays: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, after Thanksgiving, and Christmas Day. The Holiday rate is the above rate at one and half times.

**Technology Fee:** Based on ALLIED's understanding of the scope of work, a total of one (1) Security Guard tour license would be needed as well as one (1) smart phone device. The flat rate of \$150.00 per month per device/license, for ALLIED's Guard Tour program and assigned site phone.

#### Payroll Taxes:

- All ALLIED Security Officers are W2 employees as such ALLIED pays all required employers' tax.

#### Liability Insurance:

- ALLIED maintains top tier workman's compensation insurance, a high general liability insurance cap at one million per occurrence, three million aggregate and an umbrella policy of ten million, as well as fidelity crime insurance and a one million auto policy.
- If awarded the contract, ALLIED would add the client as an additional insurer.

#### Medical Insurance:

- If awarded the account ALLIED will provide medical insurance as required by State and Federal law.

Uniforms:

- ALLIED will provide each full-time officer assigned to your account two full sets of uniforms including pants, shirts, tie, etc. ALLIED will also provide each officer with wintry weather items as required.
- **Not included** in ALLIED's bill rate is dry cleaning for each officer. If requested by the client, dry cleaning services can be provided to our staff, this service would be billed back to the client on a dollar-for-dollar basis.

**REFERENCES**

**Harry Winston Jewelry Salons:**

- Harry Winston is a high-end jewelry salon, ALLIED provides national armed security services for this client, multiple security officers per shift. Security officer duties include physical access control via a visible deterrent, city wide product delivery & return, remote monitoring, and customer service liaison assistance.

Mario Chavira  
mchavira@harrywinston.com  
Tel No. (951) 323-6888

**Execpro Services Inc.:**

- 24 hours a day, 7 days a week Executive Residential Services. Patrol services include full property asset protection, Physical access control via a visible deterrent, emergency response, fire control response, homeless & transient removal, noise complaint response, parking enforcement and community liaison assistance. Major security focuses on reporting and documentation of incidences and issues relating to the property and surrounding areas.

Cory Palka  
cpalka@execproinc.com  
Tel No. (818) 321-5911

**AECOM (Harry Reid International Airport):**

- ALLIED provides Airport Security for Harry Reid International Airport. ALLIED controls the ingress and egress to the venue. Security officers are tasked with gated access control, emergency response, fire control response, homeless & transient removal, parking enforcement. Enforce who has access to the grounds, buildings, equipment, and sensitive areas. Security officers defend against theft, vandalism and unauthorized or unintentional access to the property. Security Officers maintain a detailed log using ALLIED proprietary tour system.

Kevin Deines  
kevinde@lasairport.com  
Tel No. (702) 237-3277



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bone, Robertson & McBride, Inc. 160 Alamo Plaza Unit 1239 ALAMO CA 94507		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 925-674-1000 <b>FAX (A/C, No):</b> 925-503-0472 <b>E-MAIL ADDRESS:</b> Certificates@brmins.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Star Insurance Company	
		<b>INSURER B:</b> Mercer Insurance Company	
		<b>INSURER C:</b> TRAVELERS CAS & SURETY CO OF AMER	
		<b>INSURER D:</b> Gotham Insurance Company	
		<b>INSURER E:</b> Hudson Insurance Co.	
		<b>INSURER F:</b>	

## COVERAGES

**CERTIFICATE NUMBER:** 715832152

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> E&O GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Ret\$10,000/Claim			PRO-001318-24	2/22/2024	2/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
E	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			HST-000723-00	9/12/2024	9/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			EX202400003108	2/22/2024	2/22/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Over GL, PL, EL \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC087279201	3/12/2024	3/12/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B C	Assault & Battery Crime			PRO-001318-24 107788356	2/22/2024 2/22/2024	2/22/2025 2/22/2025	Limit 1M/2M 1st & 3rd Party Crime 1,000,000/ Ded \$5k

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

General Liability Blanket Additional Insured endorsement applies, primary & non-contributory wording applies. General Liability Waiver of Subrogation applies. All blanket endorsements apply only when required per written contract or written agreement executed prior to an occurrence. Please see attached "disclosure" page.

Sample Certificate Only. All certificates of insurance must be requested from the agent. Please see attached "disclosure" page.

## CERTIFICATE HOLDER

## CANCELLATION

Sample Certificate Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE  

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



## **El Camino Real Charter High School**

Request for Proposal For Camps Security Services

**NO. 1023241**

Submitted By:



---

*A.G Coast Corp. d/b/a California Panther Security*

---

**Mr. Moe Galal, Vice President**  
5777 W. Century Blvd, Suite 1601  
Los Angeles, CA 90045  
Toll Free 800-775-5325  
Office 310-641-5555  
Fax 310-641-5545  
[www.capanther.com](http://www.capanther.com)



State Lic # PPO 15505  
Bonded & Insured

NAME: El Camino Real Alliance dba El Camino Real Charter High School  
ATTN: David Hussey and Brad Wright  
RE: RFP # 1023241 for Campus Security Services  
Address: 5440 Valley Circle Blvd. Woodland Hills CA 91367

To Whom It May Concern,

A.G Coast, Corp, d/b/a California Panther Security ("CPS"), extends its sincere appreciation for granting us the opportunity to respond to your request for proposal. On behalf of our devoted team and myself, we wish to underscore the paramount importance we place on delivering the utmost in service excellence for our esteemed clients and our abilities to execute and perform the requirements of this solicitation.

As a Small Business Enterprise (SBE) premier supplier in the state of California, we hold an active SBE certification from the Small Business Bureau, demonstrating our commitment to compliance and excellence. CPS maintains a solid reputation and standing with the state of California. CPS is also incorporated in the state of California since 2008. CPS currently manages security accounts across the entire state, boasting a team of over 276 + dedicated employees and a presence in more than 40 + locations throughout California. Our core offerings encompass both armed and unarmed guard services, along with expert patrol services.

With a wealth of experience spanning decades, we approach each contract with the utmost seriousness and meticulous attention to detail. Many of the contracts in our portfolio are relevant to this proposal. What truly distinguishes us is our proactive, hands-on approach and our commitment to open communication with our clients.

At CPS, we provide comprehensive security solutions tailored to meet the unique needs of our clients. With a team of highly trained professionals and cutting-edge technology, we specialize in protecting businesses, individuals, and communities from evolving threats. Our commitment to safety, confidentiality, and professionalism ensures that our clients can focus on their priorities while we handle their security needs. From risk assessments to real-time monitoring, CPS delivers peace of mind through unparalleled vigilance and expertise

In summary, CPS is not just a security provider; we are a dedicated partner in safeguarding the well-being of El Camino Real Charter High School "ECRCHS" "The School". Through our customized solutions, customer-centric approach, continuous training and development, and commitment to compliance, we strive to provide unparalleled security services/patrols that instill confidence and peace of mind in those we serve 24 hours a day, 7 days a week, 365 days a year including recognized holidays.

Sincerely,

Moe Galal, Vice President  
[wo@capanther.com](mailto:wo@capanther.com)

5777 W. Century Blvd • Suite 1601 • Los Angeles, CA 90045  
800-775-5325 (Toll Free) • 310-641-5555 (Office) • 310-641-5545 (Fax)  
[www.CaliforniaPanther.com](http://www.CaliforniaPanther.com)



Request for Proposals No. 1023241  
Campus Security Guard Services

## Table of Contents

Cover Letter .....	1
Table of Content .....	2
Firm Overview .....	3
Key Team Members .....	4-12
Relevant Experience .....	13 -15
Projected Fee Schedule .....	16
Reference .....	17-18
PPO Certification .....	19
Certificate of Insurance .....	20





## Request for Proposals No. 1023241 Campus Security Guard Services

### Firm Overview:

CPS was established with a vision to transform the security guard industry, focusing on improving one client account at a time. The co-founders brought together their extensive backgrounds in both security and business management to create a comprehensive security firm. Their combined expertise enabled CPS to develop innovative strategies and solutions that set new standards for quality and reliability in security services. Through a commitment to excellence and personalized service, CPS aims to redefine client expectations and enhance safety across diverse environments.

Our organization operates cohesively, with top-tier leadership providing guidance and support to all staff members, from upper management to frontline security personnel. We maintain a hands-on approach at every level to ensure the smooth functionality of the company. Our flexibility and adaptability foster continuous growth and contribute to our low retention rates. An open-door policy greatly influences our organizational structure.

For the past two decades, we have served as a trusted private contractor, continuously collaborating on various security service projects for municipalities including Culver City, Anaheim, Torrance, Santa Monica, and neighboring regions. As previously highlighted, over the last 11 years, our dedicated efforts have been focused on ensuring the safety and security of Amtrak train stations within Los Angeles.

Over the past twenty-four months, we've successfully secured over twenty active contracts. CPS's primary headquarters is situated in Los Angeles. This means that our organization has maintained its independence and continuity without any significant changes in ownership or corporate structure. CPS is financially stable and has no outstanding or pending complaints through the Better Business Bureau, State of California Department of Consumer Affairs. As a result, CPS can concentrate on our clients and their varied needs.

CPS proudly serves a diverse clientele, including local, federal government and public agencies, private enterprises, non-profit organizations, transportation firms, construction companies, trucking businesses, retail establishments, the entertainment industry, hotels, and both commercial and non-commercial properties across California. Our commitment to safety and security remains the cornerstone of our operations and that ensures we are the right candidate for this position.

Additionally, our dedication to maintaining the highest standards involves ensuring that our security firm and its guards are fully licensed and insured to operate in California. We prioritize ongoing training for our staff, which includes first aid and conflict resolution. CPS also emphasizes compliance with all relevant federal, state, and local laws and regulations for each of our clients. This compliance not only reflects our dedication to legal and regulatory requirements but also reinforces our capability to provide reliable and authorized security services that will align with ECRCHS regulations and ordinances



## Request for Proposals No. 1023241 Campus Security Guard Services

### Key Team Members:

At the core of our organizational structure is a tiered system that ensures seamless operations. Our operations manager, Mr. Akin Peters, supervises our field supervisors daily, who in turn oversees the post commanders assigned to each post. Additionally, there is always a senior guard on duty ready to step in when the post commander is occupied. This approach provides reassurance that all posts are appropriately staffed and managed, maintaining the integrity and effectiveness of our security services.

CPS maintains a highly functional in-house 24/7 dispatch unit, ensuring our responsiveness to the school staff, is prompt and efficient. Our upper managers Ms. Delia Rosales and Mrs. Lila Zepda are readily accessible to address any inquiries or issues, guaranteeing that project requirements and potential event details are meticulously attended to without oversight. Our staff can be directly reached at 310-641-5555 as well as [wo@capanther.com](mailto:wo@capanther.com). This system underscores our commitment to maintaining open communication channels and always delivering comprehensive support to our clients. We maintain a hands-on approach at every level to ensure the smooth functioning of the company. Our flexibility and adaptability foster continuous growth and contribute to our low retention rates, an open-door policy greatly influences our organizational structure.

In adherence to our protocol, senior patrol officers, field supervisors, and operations managers rotate locally to support guards as needed. Communication with the School's staff is a priority for CPS, ensuring security guard supervisors and managers are available for meetings. Upon project award, an Operations Manager will be dedicated to overseeing team readiness and directive completion for continuous coverage. This strategy ensures consistent and high-quality service.

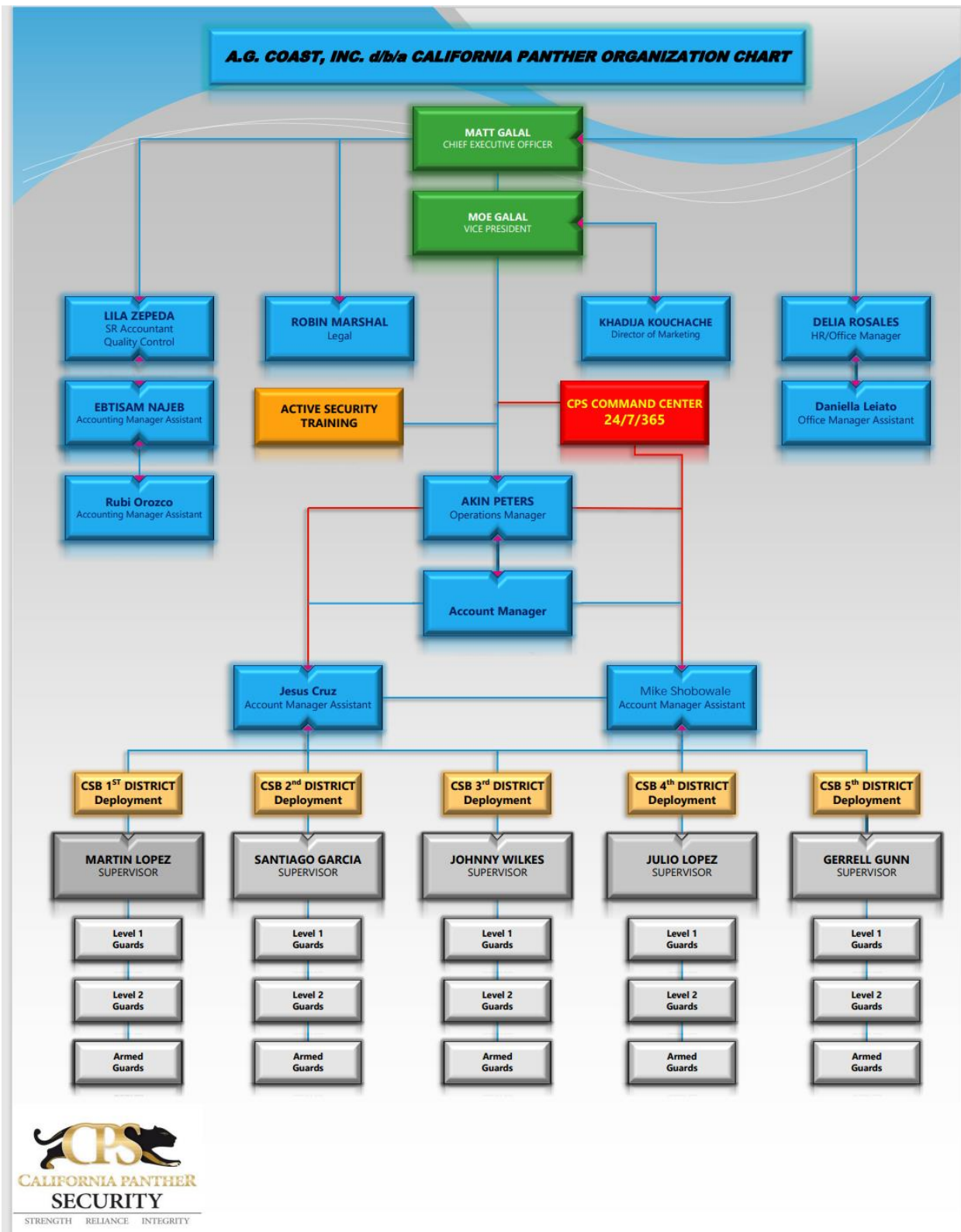
At CPS, we confirm that our essential personnel and team managers, as outlined below, are assigned to supervise the ECRCHS campus's and are ready to carry out the proposed services throughout the contract period. Recognizing the significance of maintaining a dependable and cohesive team, we are dedicated to ensuring the project's successful implementation. Our team managers are steadfast in fulfilling their duties and achieving objectives to the utmost of their capabilities. We highly regard the trust our clients place in the quality of our service, and we approach our commitments with the utmost seriousness.







Request for Proposals No. 1023241  
Campus Security Guard Services





## Request for Proposals No. 1023241 Campus Security Guard Services

### **Biographies:**

The team designated for the oversight of ECRCHS's contract is available to perform the proposed services for the duration of the contract. The Account Manager assigned to the contract/post duties upon award will be Mr. Akin Peters, our operations manager, and Ms. Delia Rosales, our office manager will be second in command of this effect.

#### **Moe Galal, Vice President Since 2003**

Moe is a seasoned leader who has guided and directed the team at A.G. Coast Corp, operating as California Panther Security. With a proven track record, he has consistently delivered top-tier, professional security services to the City of Los Angeles and its surrounding areas. Over the past decade, Moe has overseen sales, marketing, and operational strategies that have fueled the remarkable growth of the company. His expertise extends to crafting clear security policies and operational strategies for large organizations across Los Angeles. Moe has successfully restructured security forces for clients and CPS internally, achieving operational excellence. In the business world, Moe is known for his aptitude in identifying and seizing opportunities in various industries, particularly in the realm of security services. He currently manages all aspects of CPS, ensuring effective contract enforcement. Moe holds a master's degree in political science from California State University, Northridge, where he also earned a Bachelor of Arts in Political Science. His academic background complements his practical experience, making him a distinguished figure in the security services industry. Moe's hands-on approach is further highlighted by his regular on-site visits to clients, guaranteeing the proper execution of awarded contracts.

#### **Matt Galal, President 2003**

With over 26 years of professional security management experience, including the establishment of California Panther Security in 2003, Matt possesses extensive knowledge and expertise in security legislation, planning, and implementation. Specializing in security risk assessment, policy enforcement, safety planning, and confidential information handling, skilled in managing staff and operations.

As CEO of California Panther Security, he oversees security plans, manages operations and staffing, investigates incidents, and monitor performance while staying informed about the latest security trends. His qualifications include a degree in International Business and certifications in security. His objective is to analyze security programs, conduct risk assessments, and ensure safe environments for clients and their personnel.



## Request for Proposals No. 1023241 Campus Security Guard Services

### **Akin Peters, Operations Manager Since 2009**

With over a decade of experience in the security field, Akin currently serves as the Operations Manager of CPS, ensuring the seamless execution of client contracts throughout the CPS portfolio. Akin's outstanding communication skills and dedication to customer service guarantee that our clients receive the highest level of service and benefit from the expertise of our well-trained staff and security patrols. Akin has been an invaluable member of CPS since 2009, contributing significantly to the growth and security of our client base. With a robust business background spanning three decades, Akin possesses the insights necessary to execute top-quality contracts and proactively address potential issues. Akin's skills are in perfect harmony with the criteria outlined in the training requirements for the ambassador pilot program. With extensive hands-on experience in designing and delivering training for numerous clients throughout the years, Akin emerges as an ideal addition to Culver City's Transit Ambassador Training Program Curriculum.

### **Delia Rosales, Office Manager/Project Manager Since 2016**

Delia is a dedicated office professional with seven years of experience, specializing in office management and contract administration. She excels at maintaining professional interactions with visitors, employees, and clients. Delia's expertise extends to preparing proposals and company contracts, serving as the primary client contact, and efficiently managing communications. She is skilled in handling administrative matters and providing support, including overseeing schedules, managing access control systems, and ensuring compliance with security policies. Her dedication to accuracy and commitment to her role make her an asset in office management and security administration. Delia's experience is the cornerstone in maintaining smooth and efficient office operations, ensuring high productivity and organization. Delia, with her experience in supervising various new projects, brings a friendly and caring demeanor that fosters a sense of comfort among clients. This atmosphere encourages clients to reach out with any concerns or inquiries as the contract is established, facilitating a smooth transition into a well-functioning account.

### **Lila Zepeda, Finance Manager/ Quality Control Manager Since 2018**

Lila is an accomplished Finance Manager with five years of experience. Her expertise shines in maintaining meticulous records of client contracts, rates, and communication with account managers. She customizes billing statements and conducts internal audits, ensuring financial accuracy. Lila manages accounts receivable, addresses client inquiries, and coordinates meetings. Lila's strong communication skills help resolve issues related to guard performance, all while upholding high financial standards. Half-decade experience highlights Lila's dedication to precise financial management and exceptional client relationships. Lila goes above and beyond job site visits, whether in-person or virtually, as necessary. With years of experience in the field, she has honed her skills in ensuring top-notch quality and performance. Given the novelty of this pilot program, Lila's proficiency in quality control will complement the efforts of the CCTD staff in ensuring all components align smoothly as the program evolves and takes shape.



Request for Proposals No. 1023241  
Campus Security Guard Services

**Resumes:**

**MOHAMED (MOE) GALAL**

**5777 W. Century Blvd # 1601 Los Angeles, CA 90045**

**310-925-2000**

**[moe@capanther.com](mailto:moe@capanther.com)**

---

**Innovative Operations Security Professional with 20-years track record of achievements and experience in operations, security development, logistics management and finance, Superior Communication and presentations abilities, energetic leader who mobilizes teams vigorously to streamline and improve operations of security.**

---

**EXPERIENCE**

**Vice President, & Operations (California Panther Security)**

**2003-Present**

- Provides Leadership for sales and marketing functions, and the development and implementation of promotional strategies for multiple regions.
- Analyzed sale/marketing activity versus goals and adjusted company sales plans accordingly
- Acted as spokesperson at various community and business meetings to promote the company.
- Executed strategic planning to increase profitability, productivity and efficiency throughout the firm's operations.
- Facilitated clear security policies with federal security directors and deputy security directors with Amtrak police.
- Provided strategic and operational planning for clear programs launches at new locations, for temporary vendors and permanent vendors.
- Monitored budgeting scheduling payroll, and overtime authorization for existing and newly launched operations.
- Acted as the primary interface with government agencies and outside contractors.
- Established administrative procedures and spearheaded staffing training to ensure consistency in excellence.
- Monitored the day-to-day operations of the local branch managers.

---

**Employee Hire date: 2003 – Present**

**Guard Card No.: G1296791 Issuance Date: 11/28/2000 Exp. Date: 11/30/2024**

**Exposed Firearm Permit No.: 1296791 Exp. Date: 12/30/2025**

**EDUCATION**

**Master's degree in political science, California State University of Northridge**

**Bachelor of Art in Political Science, California State University of Northridge**



## Request for Proposals No. 1023241 Campus Security Guard Services

### **Mahmoud (Matt) Galal**

8501 S. Sepulveda Blvd, Los Angeles, CA 90045 –

Tel: 310-641-5555

### **SUMMARY OF QUALIFICATIONS AND SKILLS:**

Established California Panther Security in 2003, demonstrating twenty-six years of professional security management experience. Possess extensive knowledge of security legislation, adept at planning and implementing security measures, and a proven leader in managing both staff and operations. Specialized in management systems, security risk assessment, policy enforcement, safety planning, confidential information handling, and the implementation of security procedures. Key skills include motivation, attention to detail, and strong problem-solving abilities.

### **OBJECTIVE STATEMENT:**

Effectively analyze various security operation programs, conduct risk assessments, and manage the implementation of safe environments for client organizations, ensuring the safety of both visitors and employees.

### **EMPLOYMENT EXPERIENCE:**

**California Panther Security**  
**CEO**

**Los Angeles, CA**  
**May 2003 – Present**

- Develops overall security plans and manages security operations, including assignments and staffing.
- Oversees and contributes to investigations of property loss, thefts, and criminal activities.
- Reviews timely reports to the firm's Board of Directors.
- Manages all security costs and projects through financial analysis.
- Conducts routine checkups of various customer sites, analyzes results, and provides recommendations.
- Monitors performance of on-site security personnel units.
- Researches the market to stay abreast of the latest trends in security services and systems.

### **QUALIFICATIONS:**

- Degree in International Business
- Certification in Security (2000)
- 

### **CERTIFICATIONS:**

- **Guard Card No.: 1297484**
- **Exposed Firearm Permit No.: 2632863**
- **Baton Permit No.: 150765**
- **Issuance Date: 12/5/2000**
- **Expiration Date: 08/31/2026**





Request for Proposals No. 1023241  
Campus Security Guard Services

## **AKIN PETERS, OPERATIONS MANAGER**

**Employee Hire Date: 2009 – Present**

**Guard Card No.: 1646681**

**Issuance Date: July 1, 2009, Exp. Date: 07/31/2025**

**BACKGROUND SUMMARY:** Dedicated field supervisor with 7 years' experience in the security field. Promoted to **Assistant Operations Manager** with 3 years' experience, including client and public relations and supervision skills, extensive training in defensive tactics and conflict resolution.

### **SUMMARY OF QUALIFICATIONS:**

- Skilled and conflict resolution.
- Natural leader
- Interview and interrogations
- Communications training
- Customer Services Skills

### **HIGHLIGHTS OF QUALIFICATIONS**

#### **Skills:**

- Excellent communication skills, verbal and written.
- Computer skills: Excel, Microsoft, Power Point, Outlook.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions and an overall approach to problems.
- Strong ability to understand and follow specific procedures and instructions.

### **WORK HISTORY:**

#### **California Panther Security -Direct Hire**

**Los Angeles, CA**

#### **Assistant Operations Manager**

**January 2009-Present**

- Lead Supervisors, Officers and other company personnel assigned to one or more posts at client site; acts to ensure that all post orders are followed, that established rounds are completed, and those adequate reports are filed; notifies proper authorities and client in emergency situations.
- Travel to assigned sites to perform site inspections.
- Coaches and disciplines personnel as appropriate; seeks advice from company management or designated representatives as appropriate; meets personally with employees and documents coaching and disciplinary actions.
- Creates processes and procedures to improve efficiency and profitability and contract compliance.
- Provide security in program activities and supervised labor crews in various areas around facility.

#### **Prime Time Shuttle**

**Los Angeles, CA**

#### **Independent Contractor/Owner operator**

**August 1989-2009**

- Managed fleet of 16 vehicles
- Customer Relation



## Request for Proposals No. 1023241 Campus Security Guard Services

### LILA GISELLE ZEPEDA- ACCOUNTANT MANAGER

[lmendez@capanther.com](mailto:lmendez@capanther.com)

#### **BACKGROUND SUMMARY**

Performance-driven Accountant Assistant with 4+ years of experience in performing diverse administrative functions to support daily operations, generating comprehensive reports, multitasking, and meticulously maintaining accounting records.

#### **SKILLS**

- Communication
- Problem-Solving
- Teamwork
- Active listening
- Self-Management
- Data Analyst
- Professionalism

#### **TECHNICAL SKILLS**

- Basic accounting, bookkeeping
- Microsoft excel, Word, Google drive Computer skills: Excel, Microsoft, Power Point, Outlook.
- QuickBooks

#### **WORK HISTORY**

2018- Present (5 years)

California Panther Security- Direct Hire

Finance Manager- Quality Control Manager

- Ensure a consistent and thorough knowledge management of client contracts, account particulars, and regular communication with each account manager for every client.
- Keep an up-to-date record of clients, their respective rates, and data, ensuring meticulous organization and accuracy.
- Generate billing statements for clients on a monthly, weekly, or biweekly basis, as well as tailor invoices to meet individual client expectations.
- Compile reports, statements, and data collection by maintaining an accounting database while conducting internal audits.
- Manage the company's accounts receivable and oversee accounting operations to ensure the accuracy of income and cash flow statements.
- Assist clients with any accounting inquiries and provide requisite documentation, including discussions on guard performance, Daily Activity Reports (DARs), and detailed statements.
- Coordinate client meetings and job site visits, either in-person or virtually, as necessary.
- Address issues related to guard performance through both written and verbal communication as the situation demands.

#### **LANGUAGES**

English  
Bilingual proficiency  
Spanish  
Professional working proficiency

#### **CERTIFICATES**

CPR & First Aid Training  
Barbicide certification

#### **EDUCATION**

Bachelor of Science in Nursing  
Administrative support  
Torrance, CA  
2017-2022  
Rosemead College South Bay



## Request for Proposals No. 1023241 Campus Security Guard Services

### **DELIA ROSALES- OFFICE MANAGER**

[d.rosales@capanther.com](mailto:d.rosales@capanther.com)

#### **KEY QUALIFICATIONS**

Seasoned customer service professional with outstanding communication and problem-solving abilities. Committed to exceeding company standards and ensuring exceptional customer service to enhance overall satisfaction and results. Known for being organized, respectful, punctual, dependable, and eager to acquire and apply knowledge for efficient and effective work performance.

#### **ACADEMICS**

##### ***Some College:***

East Los Angeles Community College  
El Camino Community College

**John c. Fremont High School**  
High School Diploma  
GPA 3.50

#### **EXPERIENCE**

##### **California Panther Security- Direct Hire**

##### **April 2016 – Present (7 Years)**

- With 7 years of experience dedicated to honing my skills as an Administrative Assistant,
- Consistently maintaining a professional and welcoming demeanor when interacting with visitors, employees, and subcontractors.
- Playing an integral role in preparing Proposals and Company Contract Agreements,
- Serving as the primary point of contact for clients, addressing any issues or concerns related to contracts. I efficiently manage inbound and outbound communications, encompassing emails, phone calls, and faxes.
- Main responsibilities include delivering regular updates and reports to security management regarding administrative matters and support requirements. I excel in problem-solving.
- Adeptly oversee and coordinate schedules, encompassing shifts, training sessions, and meetings for security personnel and clients.
- Proficiently manage access control systems, meticulously maintaining databases of authorized personnel and vigilantly monitoring access logs for any anomalies.
- Provide comprehensive administrative support, including tasks such as filing, photocopying, and the management of office documents. I also enter data into security databases and systems, ensuring accuracy and completeness.
- Commitment includes ensuring strict compliance with security policies, procedures, and regulations.
- Efficiently coordinate and participate in mandatory meetings with both new and existing client





## Request for Proposals No. 1023241 Campus Security Guard Services

### Relevant Experience:

**1) Company Name: Annenberg Community Beach House Santa Monica.**

Address: 415 Pacific Coast Hwy, Santa Monica, Ca 90402

Contact Person: Nan Freidman, Manager

Telephone Number: (310) 458-4914

Email: [Nan.Friedman@santamonica.gov](mailto:Nan.Friedman@santamonica.gov)

**Contract Term:** December 30<sup>th</sup>, 2020 – January 14<sup>th</sup>, 2026

**Project description (Santa Monica):** The Beach House Parking Lot operations commence with the opening procedure at 7:00 a.m. The security officer ensures the main entrance and north parking lot gates are unlocked, placing the bollard card with them. Radios from the prior shift are turned off and charged, and the security personnel check in with Beach House Staff via radio and text the site supervisor upon arrival. It is imperative to arrive 10-15 minutes early, park in designated areas, and report in full uniform. Daily tasks include checking in and out with the dispatch center, coordinating with existing security personnel, reviewing Daily Activity Reports, conducting patrols, scanning QR codes, and submitting Incident Reports through the Officer Report system. Enforcement of beach house rules, redirection of public inquiries, and timely reporting of unusual activities are essential. In case of car break-ins, guests are informed to file police reports, and equipment needs are promptly reported to the supervisor. After-hours, reporting vehicles without permits is required, and any overnight parking is strictly prohibited unless permitted for emergencies or client production.

Closing procedures involve nightly tasks such as closing the north parking lot gate, securing the courtyard padlock, and installing CLOSED Velcro signs. The bull gate by the security office is closed and locked unless a film permit is in place. The main entrance is closed using stanchions, marine rope, and CLOSED Velcro signs every night. Incidents are reported nightly, and people are escorted off-site as part of the closing routine. Additionally, it is our responsibility to ensure that no homeless individuals are on-site or camping around the facility. Regular patrols, especially in areas identified as potential zones for homeless issues, are conducted. Vigilance in monitoring and addressing any signs of homelessness is crucial to maintaining the security and integrity of the Beach House Parking Lot. Moreover, our commitment extends beyond escorting homeless individuals. We collaborate with the city to assist the homeless we encounter by offering clothing or resources provided by the city. In a professional manner, we engage with them to communicate the rules regarding property and discourage camping on the premises. This approach reflects our dedication to not only maintaining security but also contributing to the well-being of the community we serve. Furthermore, we are also tasked with providing event staffing on an as-needed basis. We have established a protocol for handling such requests, and it is essential that we receive advance notice for scheduling any event staffing.



Request for Proposals No. 1023241  
Campus Security Guard Services

2) **Company Name:** City of Torrance Headquarters

Address: 465 Crenshaw Blvd, Torrance CA 90503

Contact Person: Melody Lawrence

Telephone Number: (310) 781-2175

Email: [MLawrence@TorranceCA.gov](mailto:MLawrence@TorranceCA.gov)

**Contract Term:** July 1<sup>st</sup>, 2019 – June 30<sup>th</sup>, 2024

**Project description:** The security officer operates within a demanding schedule, maintaining vigilance seven days a week, around the clock, with three arranged shifts spanning eight hours each. Their primary objective encompasses ensuring a secure environment and upholding the company's integrity with professionalism and adherence to legal standards. Duties encompass proactive patrolling of the premises, implementation of stringent security measures, monitoring property access, and investigating any suspicious activities. Immediate response to distress calls and emergencies is imperative, necessitating seamless collaboration with the transit management team and fellow officers to ensure comprehensive protection. Execution of post orders, including the enforcement of company policies and regulations, is paramount, alongside effective communication skills to manage routine tasks and crisis situations adeptly. Patrol responsibilities extend to conducting mandatory QR code scans via foot or vehicle, deterring unlawful behavior, and maintaining a visible presence. Monitoring duties involve overseeing security cameras, access points, and reviewing surveillance recordings to promptly address any anomalies. The officer must swiftly respond to alarms, disturbances, and emergencies, documenting incidents and communicating outcomes to dispatch and management. Regular reporting on violations, incidents, and irregularities is essential for maintaining security standards, necessitating consistent communication with dispatch and management channels.

3) **Company Name:** City of Alhambra

Address: 111 South First Street, Alhambra CA 91801

Contact Person: Jasmine Elepano, Management Analyst

Telephone Number: (626) 570-3252

Email: [jelepano@cityofalhambra.org](mailto:jelepano@cityofalhambra.org)

**Contract Term:** June 8, 2020 – June 30, 2024

**Project description:** At the City of Alhambra City Hall, we prioritize the safety and security of our community and facilities. To uphold this commitment, we offer the services of a dedicated lobby attendant who continuously monitors all public areas within City Hall and Library facilities. This includes vigilant surveillance of City Hall CCTV, exterior staircases, interior and exterior elevators, adjacent courtyards, public parking areas, and employee parking lots. Our guards are trained to deter any illegal activity and ensure clear accessibility throughout these areas. They remain vigilant for any signs of suspicious activity, promptly reporting such incidents and contacting appropriate emergency personnel when safety is compromised, or criminal activity is detected. Additionally, our guards provide valuable assistance to employees and guests, offering guidance and directing visitors to the appropriate departments. Our service hours here are Monday through Thursday, from 7:00 am to 5:30 pm, ensuring comprehensive security coverage during crucial operating hours.



Request for Proposals No. 1023241  
Campus Security Guard Services

4) **Company Name:** City of Culver City: Senior Center, City Hall & Culver City Transportation

Address: 9815 Jefferson Blvd, Culver City, Ca 90232

Contact Person: Hector Calvinisti

Telephone Number: (310) 253 - 6572

Email: [Hector.calvinisti@culvercity.org](mailto:Hector.calvinisti@culvercity.org)

**Contract Term:**

**Project description (Culver City):** We manage various accounts in Culver City, such as overseeing the Transportation Department, where we take charge of supervising the city's active buses. Our specialized team conducts thorough bus inspections, closely monitors their activities, and promptly reports any issues to the city. To enhance security, we implement hourly patrols and utilize QR code scans within our advanced company system to document vehicle movements in and out of the facility. Ongoing training ensures our team stays current on the latest systems for inspections, alerts, and addressing any adverse findings.

Beyond our responsibilities in the transportation department, we are entrusted with securing additional locations. Our duties encompass monitoring public access, inspecting for irregularities, conducting thorough building patrols, including staircases and parking lots, deterring unwanted visitors and individuals without housing, and creating a secure environment for employees. During after-hours, we diligently secure the building, safeguarding it against vandalism and ensuring comprehensive protection. As part of our duty, we are committed to homelessness awareness, actively ensuring that individuals experiencing homelessness are not on the property, contributing to the safety and well-being of the community. Moreover, we offer event staff for all occurring events, both regularly scheduled and on an as-needed basis. Protocols for events are collaboratively established with the contractor, emphasizing the requirement of a minimum 72 hours' advance notice for any last-minute requests and, ideally, one week's notice in a timely manner.

5) **Company Name:** Robertson Helicopter Company

Address: 2901 Airport Drive Torrance, CA 90505

Contact Person: Brandon Bohlen

Telephone Number: (310) 539-0508 x316

Email: [bhb@robinsonheli.com](mailto:bhb@robinsonheli.com)

**Contract Term:** April 3, 2023 – Ongoing

**Project description:** At Robertson Helicopter, we prioritize the safety and security of the facilities round the clock. During operating hours, from Monday to Friday, we offer the assurance of two dedicated guards. These guards are strategically stationed at Building 1 and Building 2, equipped with a guard shack to efficiently manage vehicle entry and exit at the shipping dock, facilitate employee shift transitions, enforce restricted access to authorized personnel only, and promptly communicate any security concerns to management. Additionally, they conduct regular foot patrols to vigilantly monitor for any signs of unusual activity, ensuring a proactive approach to security management. Furthermore, outside of operational hours, our overnight patrols conducted Wednesdays through Sundays, serve to deter unauthorized individuals from accessing the premises, particularly the parking areas. These patrols effectively minimize the risk of unwanted visitors loitering or engaging in prohibited activities, contributing to the overall safety and integrity of our facilities.



Request for Proposals No. 1023241  
Campus Security Guard Services

### Projected Fee Schedule:

CPS carefully reviewed all the details outlined in the RFP to ensure an accurate and tailored response. By thoroughly understanding the specific requirements, we can provide a customized hourly rate for each security personnel position, as well as for the security manager. This approach allows us to deliver a transparent, cost-effective solution that aligns with the unique needs of each client, ensuring both quality service and budget efficiency

Position	Hourly Rate	Overtime Rate
<b>Unarmed Security Officer</b>	\$ 34.50	\$ 51.75
<b>Site Security Manager</b>	\$ 36.00	\$ 54.00

### Holidays recognized by CPS

- New Year's Day,
- Martin Luther King, Jr. Day
- Presidents Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Columbus Day
- Thanksgiving Day
- Christmas Day

**Billing Method-** Client will be billed biweekly and a net 30 will be applied



## Request for Proposals No. 1023241 Campus Security Guard Services

### References:

When selecting references, CPS carefully chooses individuals who can speak to our qualifications, skills, and experience in a relevant and credible manner. Ideally, our references are clients who have worked closely with us and can provide specific examples of our strengths and contributions. Below are three (3) clients as requested, who are familiar with the services we provide. We are confident that their feedback will demonstrate our capabilities and help you in evaluating us for your current RFP.

**1) Company Name: South Bay Workforce Investment Board Inc.**

Address: 11539 Hawthorne Blvd. 5<sup>th</sup> Fl. Hawthorne, CA 90250

Contact Person: Justina Munoz, Procurement Manager

Telephone: (310) 970-7736

Email: [jmunoz@sbwib.org](mailto:jmunoz@sbwib.org)

**Contract Term:** 9/21/23 – ongoing until

**Project description:** At South Bay Workforce, we prioritize the safety and security of our facilities across Hawthorne, Gardena, and Inglewood. We offer the expertise of unarmed security guards, meticulously arranged to cover all operating hours and any additional requirements. Our guards diligently conduct proper foot patrols within each facility, adhering to established guidelines outlined in our post orders. With a keen eye on surveillance cameras, they actively monitor for any signs of unusual or concerning behavior, potential threats, accidents involving members of the public or staff, vehicular incidents, acts of violence, or theft. Moreover, our guards strictly enforce a restrictive admittance policy, permitting entry exclusively to authorized employees bearing proper identification badges, clients, and law enforcement officials, as outlined in our comprehensive security procedures. To ensure seamless coordination, onsite managers provide a detailed list of authorized personnel, facilitating efficient and effective security operations.



Request for Proposals No. 1023241  
Campus Security Guard Services

**2) Company Name: Child Care Resource Center**

Address: 20001 Prairie Street Chatsworth, CA 91311

Contact Person: Rosibel Zamaguey

Telephone: 818-717-1000, ext. 5110

Email: [rzamaguey@ccrcca.org](mailto:rzamaguey@ccrcca.org)

**Contract Term:** March 16<sup>th</sup>, 2016 – ongoing – year to year term

**Project Description:** The daily post instructions for security guards at the CCRC (Child Care Resource Center) provide a structured routine to ensure the safety and security several facilities, such as, Chatsworth, Palmdale, San Bernardino, Victorville, Lancaster, Sylmar. Guards are directed to park in the visitor parking area upon arrival and retrieve keys from the designated lockbox using the provided combination. They are then instructed to enter the building using one of the keys, with a strict rule against allowing any employees inside before the facility operating hours. After disarming the alarm system and obtaining necessary access cards and phones from another lockbox, guards proceed to the front gate to direct visitors and oversee parking activities. Regular patrols are scheduled every two hours to check for potential safety concerns, including children abandoned in vehicles, burglarized vehicles, and the overall atmosphere in the lobby area. A one-hour lunch break is allocated on-site, ensuring continuous coverage throughout the day. Additionally, guards are reminded to lock the lobby doors and arm the alarm system after 5:00 PM or 05:15 PM to maintain security during non-operational hours. This meticulous post order underscores the importance of vigilance, timely response, and adherence to security protocols to safeguard residents, staff, and property within the CCRC premises.

**3) Company Name: LAT Investments Corporation**

Address: 5777 W Century Blvd. Ste. 1601 Los Angeles, CA 90045

Contact Person: Travis Paulson

Telephone: (310) 215- 2955

Email: [travispaulson@latinvestment.com](mailto:travispaulson@latinvestment.com)

**Contract Term:** June 30<sup>th</sup>, 2024 – June 30<sup>th</sup>, 2025

**Project Description:** This project provides robust, round-the-clock security services, focusing on both safety and visitor experience. A Post Commander will oversee operations Monday through Friday from 8:00 am to 4:00 pm, ensuring smooth coordination and acting as the primary contact for security matters. Additionally, an unarmed guard will be on-site 24/7 to manage access control, monitor entry points, maintain visitor logs, and provide vigilant surveillance through security cameras and patrols. The security team will also prioritize customer service by greeting and assisting visitors, answering inquiries, and resolving issues to create a welcoming atmosphere. In emergencies, they will manage evacuation procedures and coordinate with emergency services, ensuring swift and effective responses. Duties further include accurate incident reporting, enforcing building rules, and skillfully using security technology, all of which contribute to a secure, well-organized, and visitor-friendly environment.



Request for Proposals No. 1023241  
Campus Security Guard Services







Request for Proposals No. 1023241  
Campus Security Guard Services



AGCOA-1

OP ID: JESB

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Central Insurance Agency, Inc. PO Box 1047 Smithtown, NY 11787 George Gavaris		<b>877-242-9600</b>		<b>CONTACT NAME:</b> Central Insurance Agency Inc <b>PHONE (A/C, No, Ext):</b> 877-242-9600 <b>FAX (A/C, No):</b> 877-243-8995 <b>E-MAIL ADDRESS:</b> certificates@ciainsures.com	
<b>INSURED</b> AG Coast Corporation dba California Panther Security Inc. PPO#15505 5777 W. Century Blvd #1601 Los Angeles, CA 90045		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
		<b>INSURER A:</b> Arch Insurance Company		<b>11150</b>	
		<b>INSURER B:</b> National Liability & Fire Ins		<b>20052</b>	
		<b>INSURER C:</b> Travelers Casualty and Surety		<b>31194</b>	
		<b>INSURER D:</b> United Financial Casualty		<b>11770</b>	
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Assault & Battery <input checked="" type="checkbox"/> Errors & Omission GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BSPKG0330905	01/18/2024	01/18/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			976631284	01/19/2024	07/19/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			BSFXS0056305	01/18/2024	01/18/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			V9WC484576	01/18/2024	01/18/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	EPLI			106759206	06/25/2023	06/25/2024	Blanket \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## Proof of Insurance

## CERTIFICATE HOLDER

## PROOF-2

## CANCELLATION

<b>Proof of Insurance</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD





## DSPI, Inc.

### Protecting Your People, Property & Life

DSPI is a trusted security services provider with a proven track record of delivering high-quality, professional unarmed and armed security services throughout California. We specialize in tailored security solutions for public and private sector clients, focusing on protecting facilities, employees, and assets.

Our experienced team provides a full range of security services, including interior and exterior patrols, parking lot inspections, employee escort services, and mobile patrols. We understand the unique requirements of public-facing facilities and have extensive experience safeguarding locations similar to those outlined by El Camino Real Charter High School (ECRCHS).

#### Relevant Experience

DSPI has successfully partnered with the following organizations in California, delivering security services aligned with their specific operational needs:

- **Kaiser Permanente Hospitals:** Providing security support for healthcare facilities, ensuring the safety of patients, staff, and visitors.
- **Cura Cannabis Solutions:** Delivering tailored security services for retail and operational sites, addressing the unique challenges of the cannabis industry.
- **Home Depot:** Managing retail security, including theft prevention and emergency response, across multiple locations.
- **City of Isleton:** Collaborating with local government to ensure public safety through comprehensive security programs.
- **InnovAge Sacramento:** Offering customized security services for healthcare facilities serving seniors, ensuring safe environments for patients and staff.
- **DaVita Dialysis Centers:** Providing healthcare security to protect sensitive environments and manage visitor access.
- **Curaleaf:** Delivering security services for cannabis retail stores, ensuring product safety and customer compliance.
- **Kiewit Construction:** Securing large-scale construction projects, safeguarding equipment, and monitoring access to worksites.

Our extensive experience across healthcare, government, retail, education institutions and construction sectors uniquely positions **DSPI** to meet ECRCHS security needs. We bring both the expertise and flexibility required to provide high-quality unarmed security services tailored to your facilities.

Thank you for your consideration. Should you have any questions, please feel free to contact Anthony Benzor at [Anthony.B@providers-international.com](mailto:Anthony.B@providers-international.com) 210-618-8736, Daniel Secundy at



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

[daniel@providers-international.com](mailto:daniel@providers-international.com) 626-429-4006 or me at [michelle@providers-international.com](mailto:michelle@providers-international.com) 503-784-0803.

*Michelle Caruso*

Regards,

Michelle Caruso

Vice President of Business Development



**DSPI, Inc.**

**Protecting Your People, Property & Life**

## I. Company Overview

### **Mission Statement**

The success of our business is driven by our people. The success of our people is driven by our culture. Our culture is driven by our values. We believe in building trust and long-term relationships with our clients by doing business in the right way. This means always complying with local laws wherever we work and behaving in line with our values and policies, no matter what service we are providing. We also acknowledge that building and maintaining trust takes time and requires constant focus. There is always the right way to achieve success, and our values provide our teams with that behavioral framework.

Through our culture, we constantly and consistently reinforce these behaviors. They are embedded in what we prioritize, what we recognize, and how we work. For our people, we demand zero harm and have zero tolerance for unethical behavior. We promote diverse viewpoints, encourage all opinions, and reward those that exemplify our values. For our customers, it means delivering great operational performance, recognizing the value and trust in our relationship, contributing to building safe, sustainable communities, and social value through our work - applying to every employee, from front-line workers to senior executives. Our people and values underpin everything we do. Our values are the standards that we live by and that drive progress in our organization.

Why do we think we would be the company you should choose for your security services? It is simple, we are the best choice with proven security expertise. We only hire those outstanding candidates that understand what customer service is, possess a strong work ethic, have exceptional people skills, and have a level head on their shoulders. We have a resolute team of Supervisors that consistently visit, monitor, and train our guards at all sites. We have a dedicated call center, answered by our management team, to be available for all our client needs.

DSPI, Inc.'s parent company was formed in 2014 to minimize threats and harm to people, property, and possessions. Lead by a premiere security professional, Daniel Secundy, the company hosts a team of experts in the field of security. DSPI, Inc. specializes in enhanced safety through armed and unarmed guard services, decreasing the chance of turmoil for people and corporations at home, places of business and special events, reducing workplace violence, threat mitigation, and all aspects of security.

armed

Our unique approach to security allows us to analyze, assess and respond to issues far below



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

the threshold of violence. The comprehensive methodology employed has positioned DSPI, Inc. at the forefront of the security industry, making DSPI, Inc. the best choice for securing safety now and in the future.

The DSPI, Inc. management team, along with highly trained, highly qualified personnel, bring subject matter expertise and experience to every engagement. With a unique combination of background, experience and education, the owner and regional managers are professionally qualified to provide security services. We have mastered and developed proactive strategies, which reduces the potential for violence and increases the level of safety for businesses, corporations, communities, and any client engaged. Team members hold extensive credentials such as master's degree in National Security with an emphasis in Terrorism Methodology, certified as Corporate Crisis Manager, Executive Protection Specialist and Corporate Security Manager by Executive Security International, and extensive training as firefighters and paramedics, with emphasis in emergency response and crisis management. Team members have spent significant time as security contractors overseas in Iraq and Afghanistan, working in high-risk environments and developing expertise in threat assessment, risk mitigation, and security planning.

We are fully qualified, licensed, and capable of providing highly qualified and dependable armed and unarmed guards. DSPI, Inc. currently provides services in eight states with considerable experience and presence in the state of California. Our California footprint is considerable with clients and expertise that includes a wide variety of assignments. We provide all aspects of security services from unarmed/armed guards and access control for people and vehicles to interior/exterior/perimeter patrols.

DSPI, Inc. and affiliates hold the following licenses: Oregon PSID # 086670, Arizona DPS # 1725247, Nevada PLIB # 2990, California PPO # 119965, Pueblo Colorado # 28064, Phoenix AZ #3565295, Washington LIC # 23000965, Texas LIC# B28511401. DSPI, Inc. is registered with numerous cities throughout the eight states where they do business. DSPI, Inc. is a member of the Association of Threat Assessment Professionals, American Society of Industrial Security, Executive Security International, and International Organization of Black Security Professionals, as well as others.

DSPI, Inc. has been certified as a small business by the California Department of General Services, Office of Small Business and DBVE Services. Our certification number is 2039467.

Most recently DSPI, Inc. was fully vetted and awarded a security guard contract for the State of Arizona encompassing any location and any security need within the State of Arizona. This



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

award provides support to over 1500 entities within the Arizona Cooperative Program and over 200 offices and departments within the State of Arizona government structure.

We provide services in the following federal government NAICS codes: 561612 Security Guards and Patrol Services, 561611 Investigative Services, 611579 Security Guard Training, 541690 Security Consulting, 561320 Temporary Help (Security Guards), 624230 Disaster Relief.

#### **Understanding Client Expectations**

When you choose DSPI, Inc., you are partnering with a company who walks the talk about client service. Your needs and expectations become our sole priority. We strive every day for 100% customer satisfaction. That is why we offer:

- Consistent and reliable service,
- 24/7 access to DSPI, Inc management support,
- Trained, licensed, and professional Security Officers dedicated to their craft and proud of their customer service abilities,
- 24/7 Security Officer support from our dispatch and operations team,
- Innovative and cost-effective solutions to meet your unique needs.
- An Operations Management team dedicated to furthering your objectives.

We pride ourselves on operating with integrity, honesty and transparency to every client.

#### **Experience and Qualifications**

##### **Best Qualified**

DSPI is the best qualified, has multiple strengths and is always a best value for security services. Our strengths can be summed up in the following attributes:

**Professional Expertise:** Demonstrated by our successful performance of security services for multiple and varied clients, we consistently deliver. We strive to always provide impeccable service. DSPI can do this because of the high level of expertise that is innate in our management and in the personnel we employ. The amount of professionalism we bring to every engagement, regardless of size, location, or requirement is exceptional.

**Communication:** Communication is a fundamental element of DSPI success. It is 'baked in' to the organization itself and is encouraged and imparted to each and every level of the organization. This philosophy extends to every part of who we are as an organization. Clients, personnel, and all stakeholders are listened to, engaged and appropriate activities and tasks



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

developed based on that collaborative energy. The communication strategy is beyond an “open door” policy.

Innovative: Innovation is an ongoing fundamental process. Whether its staying abreast of the latest threats to security from a macro and micro perspective or implementing the latest tools and procedures to ensure that those threats are mitigated, innovation is paramount. Because of this constant surveillance and a keen eye to the pulse of the security industry, DSPI remains committed to ensuring the protection of people, property and life.

DSPI, Inc. along with its parent company and affiliates has a wide range of experience in ‘all things’ security, with a wide variety of clients. Whether providing armed/unarmed guards for major universities, a dental and other business offices, municipalities, gated communities, or a hotel (to name a few), consistent quality service is delivered each time. DSPI, Inc. has a proven track record of providing quality, trained guards, successfully executing quality services and maintaining effective and collaborative relationships with their clients.

Additionally, DSPI, Inc. has extensive experience in event security management, with a focus on large-scale venues and festivals. Many of the skills and tasks required are interchangeable regardless of the venue/locale/client. This includes an in-depth knowledge of security procedures, access control, crowd management, and emergency response protocols.

Further, DSPI, Inc. has experience with city governments that include developing and implementing detailed security plans requiring in-depth knowledge and expert ability to assess security risks. This focus is invaluable to ECRCHS, where many security vulnerabilities could exist. The ability to identify these and quickly rectify any potential issues makes DSPI, Inc. a valued partner to ECRCHS.

DSPI, Inc. has experience and proficiency with the use of security technology and equipment, including CCTV systems, access control systems, and metal detectors. While DSPI, Inc. will be well versed in whatever is currently in place within ECRCHS, we can assist in recommendations for improvements, better protocols or expansion of technology should that be necessary.

An important part of DSPI, Inc. success is our strong interpersonal skills, with the ability to effectively communicate and collaborate with the client, the facility, staff, and local law enforcement agencies, and emergency response units. Management has demonstrated leadership capabilities, with experience in supervising and coordinating security teams, including exceptional problem-solving skills, and an ability to make quick decisions under pressure.

**DSPI, Inc.****Protecting Your People, Property & Life**

---

### Firm and Employee Qualifications

Since our inception in 2014, we have steadily built a reputation for delivering outstanding unarmed guard services that prioritize client satisfaction, safety, and adaptability. Our years of operation have not only honed our expertise in the security sector but also deepened our understanding of the nuanced needs of diverse communities. This proposal for ECRCHS is built upon a solid foundation of enduring partnerships, long-term client relationships, and a consistent track record of exceeding expectations in service delivery.

Throughout the past years, our organization has grown in both size and skill, amassing a wealth of experience that directly benefits our clients. Our hands-on experience with various communities and clients, has equipped us with the insights and strategies necessary to navigate the unique challenges and dynamics of these environments. This experience is complemented by our steadfast commitment to continuous improvement and customer satisfaction—a commitment evidenced by the positive feedback and high retention rates we've enjoyed from our clientele.

Our team's longevity in the field has not only solidified our operational excellence but also allowed us to foster a culture of trust and reliability. The guards we employ are not only chosen for their professional qualifications but for their ability to resonate with the communities they serve, often going above and beyond to ensure residents feel safe and heard. We understand that providing security to senior housing units is as much about creating a supportive atmosphere as it is about protective measures.

Since 2014, our unwavering dedication to customer satisfaction, and our adaptability in service have positioned us as the ideal candidate to provide guard services to ECRCHS. We aim to bring our legacy of excellence to your esteemed community, ensuring that your residents enjoy a secure and comfortable living environment every day of the year.

DSPI, Inc management structure includes Regional Managers to oversee operations in each region/state. Regional Managers are responsible for the supervisors and guards in each site/location. Regardless of the size and location of the engagement, comprehensive oversight is utilized to ensure quality and consistent services are provided. Immediately upon award, Regional Managers/Account Managers and Supervisors will be assigned. A host of professionals from HR recruiting to certified instructors will be introduced and engaged to on-board the contract. Meetings will be held to ensure that all parties are engaged and in agreement to



**DSPI, Inc.**

**Protecting Your People, Property & Life**

scope, timeline, and protocols. DSPI's management team will be heavily involved at inception and readily available throughout performance.

Authorized to Represent DSPI

The following individuals are authorized negotiators and authorized to sign contracts for this engagement.

Michelle Caruso, Vice President Of Business Development  
[michelle@providers-international.com](mailto:michelle@providers-international.com)  
503-784-0803

Daniel Secundy, Owner/CEO  
[daniel@providers-international.com](mailto:daniel@providers-international.com)  
626-429-4006

Resumes follow for Key Personnel that would be involved in this contract.

#### Key Personnel

Daniel Secundy (CEO/Owner) Resume:

Daniel Secundy is a security professional in the strictest sense. He has mastered and developed proactive strategies, which have reduced the potential for violence and increased the level of safety for businesses, corporations, and neighborhood communities. As a subject matter expert in security, Mr. Secundy has brought his expertise to many industries to decrease the potential for risk over their many modalities.

Daniel's passion for improving the lives of others is evident in the training and education he has received. Mr. Secundy holds a master's degree in National Security with an emphasis in Terrorism Methodology and is a certified Corporate Crisis Manager, Executive Protection Specialist and Corporate Security Manager by Executive Security International. His depth of knowledge and practical experiences in the industry has allowed Mr. Secundy to pioneer many new adaptive security measures that directly affect issues pertaining to safety and security. In 2014, after working and studying in the security industry for over ten years, Mr. Secundy spearheaded his first private boutique security firm. DSPI, Inc and affiliates was developed to address and respond to the rise in violence seen at corporations, schools and government entities. His successful proactive and customized based approach to security is evident in his firm's high client retention.





**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

As Mr. Secundy looks towards the future he sees a dynamic security environment, which brings new and emerging threats to the industries across the globe. As these opportunities develop so will the approaches needed by professionals in the field. As a result, Daniel will remain on the frontlines of this battle to ensure public safety, achieve state compliance, and develop trust within the communities in which his companies operate.

**Certifications:**

- California Private Patrol Operator License # 119965 – 2017
- Arizona Private Patrol Operator License # 1725247 – 2020
- State of California Guard Card BSIS Armed/Unarmed License # G1870453
- State of Oregon DPSST Armed/Unarmed Officer License # 86670
- State of Hawaii Security Guard Card License 2012
- Swift Water Rescue Technician SRT
- CPR/AED/First Aid – Red Cross 2023
- Surveillance Detection (SD-001) - AS Solution 2014
- Corporate Security & Crisis Management 300 hours (CCM) - ESI 2014
- Executive Protection Program 300 hours (CPS) – ESI 2014
- Corporate Security Specialist 600 hours (CSS) – ESI 2014
- Workplace Violence – ESI 2014
- Adversary Analytics - ESI 2014
- Pattern Recognition Analytics – ESI 2014
- Incident Management – ESI 2014
- Stalking Prevention - ESI 2014
- Deception Detection Level 1&2 – Integra View Inc. 2014
- Intelligence Gathering Through Statement Analysis – Integra View Inc. 2014
- Handwriting Analysis Level 1&2 – ANLANCE 2014
- Community Emergency Response Training – D.H.S. 2014
- CrossFit Instructor Level 1/Kids CrossFit - 2007
- CBEST Exam (California Basic Educational Skills Test) – 2003
- E.M.T. Emergency Medical Technician – 1998
- P.A.D.I. Open Water - 1998
- N.O.L.S. National Outdoor Leadership School – Semester in the Rockies - 1996
- Senior Life Saving and Water Safety Instructor Certificate -1992

Blaine England (Regional/Operations Manager) Resume



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

Blaine is the Regional Operations Manager for the Pacific Northwest region of DSPI, Inc. With over a decade of experience in the security industry, Blaine has established himself as a seasoned security professional, equipped with a diverse range of skills and knowledge. He studied at Prescott College, with a specific interest in human psychology.

Blaine's journey in the security industry began in a static guard capacity, where he worked at multiple locations across various industries and risk profiles. His passion for security management and site-specific security soon led him to become well-versed in fully addressable fire-life safety systems for corporate building security, giving him a better understanding of the needs and standards required to adequately secure and address high-rise security threats and risks.

Over the years, Blaine has amassed several certifications, including CPR and first aid, LAFD REG 4 site inspector, State-Certified armed training in multiple states, and field medical training, further enhancing his ability to meet the evolving demands of the security industry. Blaine is also a member of the Association of Threat Assessment Professionals (ATAP), distinguishing himself as a recognized professional in expertly addressing threat assessment in personal and professional security.

Blaine's dedication to his craft has allowed him to excel in his role as a strategic leader, serving as a collaborative and motivating mentor to his teammates. His exceptional leadership skills and his ability to understand and anticipate clients' needs have helped him deliver exceptional services to clients across multiple states and industries.

Blaine's extensive experience and knowledge of the security industry, coupled with his commitment to continuous growth and improvement, make him a valuable asset to the team at DSPI, Inc.

### **Personnel Recruitment and Training Procedures**

Please note: DPSI will provide the full recruitment process and procedures and the entire training curriculum upon award. Ideally, the ECRCHS will provide input into the recruitment and training process to ensure that all issues and concerns of the School are met. DSPI will work closely with the School and collaboratively develop these processes.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

#### **Personnel Recruitment**

Selecting, hiring, training, and placing Security Officers with the necessary skills, knowledge, aptitude, and qualifications is the most important work DSPI, Inc does. Hiring the right people prevents performance problems and thereby keeps your location more secure.

To increase your service quality, the DSPI Recruiting, Training, and Operations team continually reassess the following methods and implement new processes to get the right people into the right job:

- Job descriptions specific to each client site,
- Personnel selection criteria including tests, assessments, screenings, and interviews,
- Personnel development, succession, and promotion plans, and
- Advanced certifications and qualifications to ensure our Security Officers' promotion potential.

#### **Application**

Upon application, promising Security Officer candidates are contacted via phone and email to set up an initial screening interview. This initial screening asks candidates basic questions regarding availability, work history, education, prior training, current licenses, and consent to background checks and drug tests. If a candidate is scored as a "pass," the candidate is then asked to come to an interview with our operations team.

For Management hires, one or more behavioral assessments and skills tests may be used to assess abilities, drive, maturity, people skills, and positional fitness.

#### **Interview**

The number one objective of our interview process is to identify quality. Our Operations Team and Recruiters consider punctuality, appearance, communication ability, interpersonal skills, and customer service ability. At DSPI, we are not looking to fill a position with just any candidate, we go deep with every applicant to find the right fit for you and your site. When our employees are well matched to site requirements, they stay longer in their position, will be better engaged in their day-to-day responsibilities, and provide better service for you. Our ultimate recruiting goal is to find the best qualified candidate for every post. This translates into improved Security Officer quality and better results for ECRCHS.

Security Officer Interview Assessment Criteria:

- Stable work history
- Well-developed interpersonal communication skills



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

- Professional composure
- Withstands scrutiny of a thorough interview and background investigation
- Drug free
- Ability to qualify for and retain a Security Officer license
- Ability to provide high quality customer service
- Ability to exercise good judgment
- Initiative and integrity
- Ability to use computers and mobile devices
- Ability to stand, walk, hear, and carry up to 50 pounds

#### **Drug Testing**

DSPI prohibits the use, possession, consumption, manufacture, sale, purchase, transfer, distribution, or transportation of alcohol, illegal drugs, and controlled substances while on duty for DSPI or in/on a client premises/vehicle.

Testing can be done upon client request or when an employee is suspected to be under the influence of an illegal substance. Where state law or client contract requires lab-based testing, applicants will be directed to a local facility to provide a 10-panel drug specimen. Any candidate who refuses to take such tests will be suspended pending management review.

#### **Background Checks**

DSPI performs background checks and verifications on every Security Officer candidate post-interview and pre-hiring letter. Fingerprints are taken and submitted to the appropriate law enforcement agency for a detailed background.

General background checks are performed through DPSST for Security Officer licensing. Additional state and federal background checks are performed as needed on a site-by-site basis. Security Officers designated to drive a vehicle are subject to Motor Vehicle Report checks to verify driving eligibility.

Our required background verification also includes:

- Military service (DD-214)
- Credit check where permitted by state law (when required by clients for legitimate business reasons)
- SSN trace
- Employment verification (7 years)
- Personal reference checks
- Education verification



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

- Security Officer license verification

### **Recruitment & Screening**

Our Recruiting Team prioritizes the recruitment of Veterans, followed by individuals with exceptional situational awareness, a calm demeanor and integrity. These candidates possess a minimum of 3 years of relevant work experience, alongside a strong work ethic, goal-oriented mindset, and a deep sense of safety and team responsibility. To identify the best talent, our Recruiters actively engage in on-the-ground efforts, consistently building a pipeline of qualified officers awaiting assignment. They match the specific qualifications of these officers with the unique post orders, site requirements, and client needs.

DSPI uses Indeed and other sources, pre-screens, and administer online assessments before hire. The implementation of this system increases applicant flow, reduces time to hire, better utilizes office staff, and delivers hiring statistics to let our Management Team focus on process improvements.

DSPI will continuously interview and hire personnel to effectively staff our new clientele as they come on board. This ensures a timely start to clients in need of immediate service.

*(continued on the next page)*



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

## Uniform

**Employee Uniforms and Appearance:** We believe that the professional appearance of our security personnel is crucial in establishing trust and maintaining a secure environment. Our comprehensive uniform and appearance guidelines ensure that each member of our team projects an image of authority, competence, and approachability.

### Uniform Standards

1. Standard Uniform Components:
  - Shirt: Company-issued shirts, either short-sleeve or long-sleeve, bearing the company logo and name badge.
  - Pants: Matching company-issued pants, typically in a dark color such as navy blue or black.
  - Belt: Black or dark brown sturdy belt, designed for carrying essential gear.
  - Footwear: Black, polished, non-slip shoes or boots that provide both comfort and protection.
  - Headgear: Depending on assignment, a company-issued cap or hat bearing the company logo may be required.
  - Outerwear: Company-issued jackets, coats, or vests, appropriate for the weather and bearing the company insignia.
2. Identification and Insignia:
  - Name Badge: Worn visibly on the chest area of the shirt or jacket.
  - Company Logo: Prominently displayed on the shirt, jacket, and cap.
  - Rank Insignia: If applicable, worn on the sleeves or shoulders as designated by the client.
3. Accessories:
  - Duty Belt: Equipped with essential tools such as a flashlight, handcuffs, radio, and other necessary equipment.
  - Optional Items: Depending on the assignment, additional items like reflective vests, tactical gloves, or body armor may be required, and will be provided.

### Appearance Standards

1. Personal Hygiene:
  - Cleanliness: Personnel are required to maintain high standards of personal hygiene, including daily bathing and use of deodorant.



**DSPI, Inc.**  
**Protecting Your People, Property & Life**

- Grooming: Facial hair must be neatly trimmed and maintained. Hair must be clean, neatly styled, and of a natural color.
2. Uniform Maintenance:
- Clean and Pressed: Uniforms must be clean, pressed, and free of wrinkles, stains, or tears.
  - Proper Fit: Uniforms must fit properly and allow for comfortable movement without appearing too tight or baggy.
  - Footwear: Shoes must be polished and in good repair.
3. Professional Presentation:
- Posture: Personnel should maintain a professional posture, standing or sitting upright.
  - Conduct: Personnel are expected to be courteous, respectful, and approachable while on duty.
  - Minimal Accessories: Jewelry should be minimal and non-distracting. Visible tattoos should be covered if possible, depending on company policy.

Compliance and Inspections

1. Regular Inspections: Supervisors will conduct regular inspections to ensure compliance with uniform and appearance standards.
2. Non-Compliance: Non-compliance with these standards may result in disciplinary action, including verbal warnings, written reprimands, or further corrective measures.
3. Feedback and Support: We encourage personnel to provide feedback on uniform comfort and functionality to continuously improve our standards.

**Training**

DSPI, Inc provides highly trained and safety-conscious Security Officers to every client. Training is provided by experienced instructors who take pride in their work and enjoy giving all Security Officers the tools they need to be successful. Our training curriculum is broken down into segments as shown in the charts below.

DSPI will work with ECRCHS staff to build and maintain a comprehensive training plan and curriculum that fits your exact needs.

**General Pre-Assignment Training**

1. Mandated Pre-Assignment Training	
State-mandated Unarmed Guard Training	14 hours of documented training, certified by State. DSPI in-house certified instructor.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

State-mandated Armed guard training	24 additional hours of documented training, certified by State. DSPI-hired outside certified instructors.
-------------------------------------	-----------------------------------------------------------------------------------------------------------

2. DSPI, Inc Pre-Assignment & Annual Refresher Training		
DSPI maintains an in-house training curriculum to provide new Security Officers with a better understanding of internal requirements, state laws, and professionalism.	<i>Intro to DSPI</i>	<i>Emergency Response</i>
	<i>Customer Service</i>	<i>Bomb Threats</i>
	<i>Use of Force</i>	<i>Intro to Anti-Terrorism</i>
	<i>De-escalation</i>	<i>Assessing Safety Risk</i>
	<i>Anti-Discrimination</i>	<i>Fire Prevention</i>
	<i>Anti-Harassment</i>	<i>Emergencies &amp; Equipment</i>
DSPI training personnel are ready to begin the process of creating additional training as necessary in partnership with ECRCHS.	<i>Trauma-Informed Care</i>	<i>Threat Awareness</i>
	<i>First Aid &amp; CPR</i>	<i>Defensive Security</i>
	<i>Legal Aspects of Security</i>	<i>Professional</i>
	<i>DSPI Culture</i>	<i>Communication</i>
	<i>Security Officer Handbook</i>	<i>Report Writing</i>
	<i>Professional Image</i>	<i>Physical Security (Patrol)</i>
	<i>Post Orders</i>	<i>Professionalism and</i>
	<i>Theft Prevention</i>	<i>Integrity</i>
	<i>DSPI Technology</i>	<i>Diversity, Equity, &amp;</i>
	<i>DSPI Scheduling Systems</i>	<i>Inclusion</i>
	<i>Teamwork &amp; Synergy</i>	<i>Information Security</i>

### Job and Task-Specific Training

3. Job and Task-Specific Training
After completing the mandatory training and receiving their licenses, Security Officers are provided with training and information on the specific site to which they are assigned. This training is provided by the DSPI Operations team.
Once each Security Officer arrives at a client site for the first time, they will then receive On the Job Training for the location to ensure their understanding of proper reporting, checkpoints, and other items as requested or required by the client. This training will last from 1-5 complete shifts, until the Security Officer shows that they are confident and competent in their duties





## DSPI, Inc.

### Protecting Your People, Property & Life

and responsibilities. This training is tailor-made for each client. Common on-the-job training elements include but are not limited to the below.

<i>Alarm Response</i> <i>Use of Narcan</i> <i>Escorting staff and visitors</i> <i>Emergency evacuations</i> <i>Badge identification and permissions</i>	<i>Video and alarm system usage</i> <i>Client chain of command</i> <i>Site-specific teambuilding</i> <i>Working with Emergency Services</i> <i>Hazard Communication</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Formal Continual Training

4. Formal Continual Training	
<p>DSPI recognizes the need for continual training for security Officers and provides them with the most up-to-date, best practice information to maintain the highest level of safety and job performance.</p> <p>Training is dictated by state or federal requirements, client requirements or by DSPI needs and policies.</p>	<i>Safety and OSHA standards</i> <i>Use of force and area of responsibility</i> <i>Post order and site visits and walk-throughs</i> <i>Policy updates</i> <i>Legal updates</i> <i>Firearms training for armed guards</i> <i>De-escalation &amp; Use of Force (Level 2)</i>

### Annual/Bi-Annual Retraining and Recertification

5. Annual/Bi-Annual Retraining and Recertification
<p>The State requires that every Unarmed Guard complete 4 hours of refresher training every two years before being allowed to renew their license.</p> <p>The State requires that every Armed Guard complete 4-hour refresher firearms training annually, as well as a 4-hour unarmed refresher course bi-annually.</p> <p>DSPI maintains more stringent requirements than the State of California. Every DSPI Security Officer must complete a company refresher course, or “re-boarding” training on all topics described in Chart 2 on or before each annual employment anniversary with DSPI.</p>

Additionally, as a part of DSPI Security officer Onboard and Annual Refresher training, every Security Officer is taught how to work with, be sensitive to, and have empathy towards diverse populations. They are trained to be customer-oriented, trauma-informed, and equity-centric.

### Supervisory Development & Leadership Training



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

The leadership team also receives specific and reoccurring training. They receive instruction on current and future operations and receive leadership and management seminars and instructions. Some training courses are geared toward DSPI-specific headquarters operations: human resources, payroll, billing, scheduling, or recruiting information. Other times, the DSPI leaders review topics from case studies or leadership seminars.

#### **Drug/Alcohol Testing Program**

Today, millions of Americans struggle with substance abuse-related issues, both at home as well as in the workplace. DSPI, Inc values its employees and customers and recognizes the adverse effects that substance abuse including the use of illegal drugs, the abuse of alcohol and misuse of prescription drugs and over-the- counter medications can have on the work environment.

Employees who use drugs and abuse alcohol are less productive, less reliable and pose a direct threat to the safety and well-being of others. DSPI has adopted a drug-free workplace policy to ensure that our business is functioning safely, efficiently and cost effectively. DSPI will require all employees and job applicants to participate in, consent to and comply with the terms of this policy as a condition of employment and continued employment. For those who fail to cooperate fully with the terms and conditions of this policy, the company will take appropriate measures to address the situation promptly and directly.

DSPI will conduct drug and alcohol testing when required to do so by state or federal regulations such as the U.S. Department of Transportation's drug and alcohol testing requirements. All employees in safety/sensitive positions may be subject to random, unannounced drug and alcohol testing, in accordance with applicable state and/or federal law. All employees subject to random testing will have an equal probability of being neutrally selected for such testing. DSPI does not have the right to waive the selection of any employee who has been randomly chosen.

#### **Services Provided**

Immediately upon award, DSPI, Inc. will conduct collaborative and explorative meetings to establish clear requirements, schedules, expectations, contact information, communication and command protocols. If the scope has changed since issuance of the RFP, DSPI, Inc is quite adept at pivoting or changing course if needed. Likewise, during performance, if and as things develop and change, we will adapt and accommodate.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

### Diffusing conflict

All DSPI guards are trained (and refreshed) on conflict resolution and handling difficult situations. It is a fundamental part of the duties of a security guard. A guard operates primarily as a visual deterrent to crime and a point of contact for any safety concerns within their assigned area. However, when confronted with a potentially escalating situation, it's crucial for the guard to handle it in a way that avoids conflict escalation. While every situation encountered is going to be different, guards will typically use the following protocols:

- Active Observation: First and foremost, the guard will be skilled in active observation. This means being aware of one's surroundings, noting unusual behaviors, and identifying potential issues before they escalate. By staying vigilant, the guard can often address situations before they become problematic.
- Approachability and Communication: In any scenario requiring intervention, the guard would approach individuals in a friendly and professional manner. They would maintain open body language and make eye contact, which helps in establishing a rapport and conveying a non-threatening demeanor. The guard should use a calm, clear voice to address the individuals involved, ensuring that they feel heard and understood.
- Active Listening: Listening is a powerful tool in de-escalation. The guard would give their full attention to the person speaking, allowing them to express their concerns or frustrations. By acknowledging the individual's feelings and demonstrating understanding, the guard can often reduce tension.
- Verbal De-escalation Techniques: If a situation begins to grow tense, the security guard might employ verbal de-escalation techniques. These can include Empathy, Rapport-building, Redirection, Offer Choices -Providing options gives the individual a sense of control, which can reduce anxiety and aggression, Seek Peaceful Resolution. The guard should always aim for a peaceful resolution, focusing on problem-solving and negotiation. They can suggest alternatives and help the parties involved to come up with a mutually acceptable solution. By doing this, the guard not only resolves the immediate issue but also sets a precedent for resolving future conflicts amicably.
- Knowing When to Call for Backup: An unarmed security guard should be aware of their limitations and know when a situation is beyond their control. If the conflict continues to



**DSPI, Inc.**

## **Protecting Your People, Property & Life**

escalate despite de-escalation attempts, the guard should call for backup, which could be a supervisor, law enforcement, or other emergency services, depending on the situation.

- Documentation: After the situation has been diffused and remedied, the guard should document the incident in detail. This report can be used for future reference and could serve as a learning tool for how similar situations can be handled more effectively.
- Training and Continuous Learning: Lastly, a guard should be committed to ongoing training in conflict resolution and de-escalation techniques. This education allows them to stay up to date with the best practices for handling various situations and helps them to perform their duties with confidence.

In summary, a guard's role in diffusing and remedying potentially volatile situations involves strategic observation, effective communication, empathy, problem-solving, and, when necessary, the discernment to call for additional support. By staying calm and utilizing these non-confrontational methods, conflicts can often be resolved without escalation, ensuring the safety and security of all parties involved.

### Technology

We stay up to date with the latest advancements in security technologies and can recommend and implement appropriate systems such as CCTV cameras, intrusion detection systems, access control systems, and more. Not only can DPSI assess and recommend site specific technologies, but we can also utilize any technology agreed upon by the School for the monitoring and reporting of the services.

- Security Metrics Dashboards: DSPI offers an online dashboard that allow clients to access real-time security metrics and monitor the status of security controls. These dashboards provide a convenient way for clients to track their security performance. Whether its day-to-day performance or unusual or hazardous incidents, the School can monitor and oversee real time performance. Reports can also be generated from the dashboard (or submitted electronically from DSPI) at the conclusion of each shift to better analyze any unusual activity or potential ongoing threats.

DSPI takes immense pride in adhering to established staffing plans, schedules and providing a quality service within this structure. DSPI relies on a comprehensive set of performance metrics to continually enhance our services and maintain high standards. Key Performance Indicators (KPIs) are central to our operations. We track incident response times to gauge the efficiency of



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

our security teams and implement improvements based on these metrics. Client satisfaction scores, obtained through regular surveys, provide crucial insights into service quality, allowing us to address any discrepancies and adapt to clients' evolving needs. We monitor the number and types of security incidents at client sites to identify trends and threats.

DSPI anticipates using advanced KPIs, particularly with the integration of Therms, a security guard app that manages security operations. This technology will enable real-time monitoring of patrol dispatch, Daily Activity Reports (DAR), and instant incident reporting, contributing to more granular KPIs such as patrol completion rates, DAR accuracy, and incident response times. Furthermore, incorporating technology into the KPI framework will facilitate data-driven decision-making, optimizing service levels and incentivizing employees through performance bonuses tied to these advanced metrics. The aim is to create a more agile and efficient security operation that proactively addresses discrepancies while keeping both clients and personnel satisfied.

#### Lead Time

If the ECRCHS has new requests for services, expansion or adjustment in the level of service provided, DSPI will make every possible effort to deliver and respond to the need timely. DSPI is open to negotiation of lead times for various scenarios and will make every effort to meet the Schools expectations.

#### Performance Standards

Ideally, upon award, DSPI and ECRCHS will work together to establish mutually beneficial performance standards. DSPI is open to suggestions from the School. Minimally, we offer the following (subject to review and approval)

- Response time: Our team will always answer supplied phone number for calls 24/7. Dispatch of guards will be immediate.
- Training and Certifications: All guards will be fully trained before starting
- Incident Reporting: All incidents will be documented and reported within 24-hours. Incidents of high importance will be immediately reported to emergency responders and or county leaders on the notification list.
- Patrol frequency: All patrols will be tracked and monitored through our security software to ensure consistency and thoroughness.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

- 
- **Communication:** We will always maintain transparency and open lines of communication with ALL our clients. We will continually ask for feedback and update the post orders and duties to exceed our clients' expectations.
  - **Appearance:** All guards will maintain a neat appearance with clean professional uniforms.
  - **Technology:** We will maintain security software to enhance the effectiveness of our security services.
  - **Compliance and audits:** We will regularly conduct internal audits and compliance checks.

#### Value-Added Services

Our experience in every arena of physical security including lobby/reception, force protection, camera and alarm systems, mobile patrol, and robotic patrol give DSPI, Inc the ability to recommend specific solutions to match your needs. Our recommendations and using us as your single-source security supplier can lower your overall operational cost. As a strategic and growth-oriented company, we are always on the lookout for additional value-added services to better your security program.

Our Support Center stays online 24/7/365 to answer your calls. These professionals maintain our schedule to ensure you always have a guard on site, answer client questions no matter what time they call, and support our Security Officers during any contingency or emergency.

Between your dedicated local Operations Team and the Support Center, you are covered any time of day or night by an experienced and professional customer support team.

#### A Sampling of Other Value-Added Services Available:

Range of Services: DSPI, Inc. offers a wide range of security services to meet the diverse needs of its clients. DSPI, Inc. provides expertise in the following areas, (to name a few) further demonstrating our unique experience and subject matter expertise in the security industry:

- **Security Guard Services:** DSPI, Inc. provides trained, appropriately credentialed, and licensed armed or unarmed security personnel to maintain a secure and safe environment.
- **Event Security Management:** DSPI, Inc. has experience in delivering comprehensive event security management services for conventions, conferences, trade shows, and other large-scale events. Our experienced security team can collaborate with event organizers to develop customized security plans, coordinate access control, manage crowd flow, and ensure the overall safety of attendees and participants.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

- 
- **Executive Protection:** Our experience in providing executive protection services ensures the safety and security of VIPs, dignitaries, or high-profile individuals attending events/visiting any locale.
  - **CCTV Surveillance and Monitoring:** DSPI, Inc. possesses expertise in the installation and monitoring of closed-circuit television (CCTV) surveillance systems throughout any facility/location. This includes strategically placing cameras in critical areas to enhance security and facilitate proactive monitoring.
  - **Alarm Systems and Monitoring:** DSPI, Inc. offers installation and monitoring of alarm systems to detect unauthorized entry, fire incidents, or other emergencies. This includes 24/7 monitoring.
  - **Access Control Solutions:** We can implement and manage access control systems at any locations; or utilize and monitor any existing systems currently in place.
  - **Security Consulting and Risk Assessments:** DSPI, Inc. has conducted many risk assessments of the varied premises/facilities/businesses, identified vulnerabilities and recommended security enhancements, optimizing security measures, develop emergency response plans, and ensure compliance with industry standards and best practices.
  - **Parking Lot Security:** We have experience and expertise in security services for parking lots, including surveillance, patrol, and access control.
  - **Emergency Response Planning:** We can assist in developing comprehensive emergency response plans for the any facility or locations, addressing various scenarios such as medical emergencies, fire incidents, or natural disasters.
  - **Security Training and Awareness Programs:** DSPI, Inc. has significant experience in conducting security training and awareness programs for department staff, visitors, vendors, and volunteers. Training includes workplace violence and mitigation.
  - **Loss Prevention and Asset Protection:** DSPI, Inc. can assist in minimizing losses due to theft, fraud, or other security breaches. This may involve implementing loss prevention strategies, conducting undercover operations, and training staff on theft prevention techniques.
  - **Private Investigation:** In addition to expertise in gathering the relevant information, investigators possess an elevated level of critical thinking to ensure that actions are performed discretely, legally and safely.
  - **Worship Center Protection:** The security needs of churches are different and requires a deep understanding of how to help the worship center add an extra layer of security to protect the people and property. Solutions are tailored to the size of the establishment and encompasses risk assessments, security audits, surveillance, and access control.
  - **Recently, DSPI, Inc. introduced a new product line of Autonomous Vehicle Security Patrols (robots).** This is an innovative approach to enhancing security in various





**DSPI, Inc.**

## **Protecting Your People, Property & Life**

environments, including event venues, corporate campuses, and public spaces. These patrols involve the use of autonomous vehicles equipped with advanced technologies to monitor and patrol designated areas, contributing to overall safety and security. Autonomous vehicle security patrols offer all the following benefits: Surveillance and Monitoring, Real-Time Alerts and Response, Deterrence and Presence, Mobility and Flexibility, Integration with Security Systems, Data Collection and Analysis.

### Additional Information

**Quality Control Process:** Quality control is a fundamental aspect of our operations. We have a systematic process in place to monitor, assess, and improve the quality of our services. This includes:

- **Regular Inspections:** Our supervisors conduct routine inspections to evaluate the performance of our security personnel and ensure compliance with established protocols.
- **Incident Reporting and Analysis:** We have a robust incident reporting system that allows us to track and analyze security incidents. This helps us identify trends, make necessary adjustments, and continuously improve the services.
- **Training and Development:** We prioritize the training and development of our security personnel. Through ongoing training programs, we ensure that they are equipped with the necessary knowledge and skills to provide high-quality security services.
- **Automated tools such as Therms and KPIs.**
- **Frequent and consistent interaction and communication with the guards on site to proactively identify any potential issues or problems that are foreseeable and take early corrective action.**
- **Client Feedback and Satisfaction:** We actively seek feedback from our clients to gauge the satisfaction with the services. Client input is valuable in identifying areas for improvement and enhancing the level of attention we provide.
- **Continuous Improvement:** We believe in a culture of continuous improvement. We regularly review our administrative processes, incorporate industry best practices, and leverage technological advancements to optimize our service delivery and maintain a high standard of quality.

All the data from all control points is timely collected and analyzed. By implementing these administrative processes, maintaining a suitable span of control, and prioritizing quality control measures, we ensure that our services are provided and properly performed with the appropriate level of attention before, during, and after their execution.





## DSPI, Inc.

### Protecting Your People, Property & Life

---

**Reporting:** DSPI is fully capable of providing any reporting required by the School. It is conceivable that different reporting data, different frequency, and different status reporting will be needed from time to time. Reporting metrics can be modified and changed as services are provided to meet the needs. Whether information and data are required in real time or to be submitted on a recurring basis, DSPI is fully equipped to ensure that the School receives all information necessary to ensure effective management and oversight of the services provided.

- **Regular Security Status Reports:** Regular Security Status Reports will be provided with a snapshot of the current security posture. They include key metrics, performance indicators, and trends related to security controls, incidents, vulnerabilities, and compliance status. Regular reports could also include daily rosters, and activity logs, weekly/monthly schedules and any highlights or informational data pertinent to fulfilling the requirement. This report can be created to provide any metrics needed .
- **Incident Reports:** When any emergency or incident occurs, the appropriate personnel would be promptly notified, and every effort will be made to mitigate the situation. As soon as possible after the event, detailed incident reports would be generated. These reports would provide full details of the nature of the incident, actions taken, personnel involved, the scope of impact, the root cause analysis, containment and eradication efforts, and lessons learned. DSPI would also include recommendations for preventing similar incidents in the future.
- **Security Metrics Dashboards:** DSPI offers an online dashboard that allow clients to access real-time security metrics and monitor the status of security controls. These dashboards provide a convenient way for clients to track their security performance. Whether its day-to-day performance or unusual or hazardous incidents, the School can monitor and oversee real time performance. Reports can also be generated from the dashboard (or submitted electronically from DSPI) at the conclusion of each shift to better analyze any unusual activity or potential ongoing threats.
- **Threat Intelligence Reports:** DSPI will monitor the locale of the city and state to ensure that when and if emerging threats are identified, the appropriate officials are immediately informed, and appropriate actions taken. The reports will provide insights into emerging threats, attack trends, and tactics used by criminals. They will help the ECRCHS and DSPI stay informed about the latest risks and adjust security strategies if necessary.
- **Records Maintained:** DSPI is fully committed to maintaining records as it relates to the performance of services with the School. These records will be maintained in such a manner to provide detailed information at a moment's notice. Whether it is activity logs, security personnel rosters, security shift logs, incident reports or financial information, the



**DSPI, Inc.**

**Protecting Your People, Property & Life**

School will have access to it all upon request. Most information can be provided within 24 hours.

## II. Relevant Experience

DSPI, Inc., along with its parent company, boasts an expansive operational presence across eight states, providing security solutions to a diverse clientele. Our experience encompasses sectors that range from educational institutions like colleges and universities to manufacturing warehouses, hotels, local municipalities, and specialized facilities like cannabis operations. We have also extended our expertise to utility companies, tech companies, and data centers, ensuring their assets and operations remain secure and uninterrupted. Given our comprehensive exposure across these varied industries, we have developed a robust understanding of distinct security needs and have consistently fine-tuned our strategies to offer optimal protection. Currently, while we are actively serving these sectors, we are proud to affirm that DSPI, Inc. is fully staffed and possesses ample personnel capacity. This readiness ensures that we can seamlessly integrate and execute the requirements stipulated by this new contract without compromising the quality of service to our existing clients.

Regardless of the client, size of engagement, or the specific services needed, DSPI, Inc. delivers top-notch services each time. Here are just a few examples of those of the engagements. We would be more than happy to provide more information or discuss any of them in more detail.

Name	Address/location	Services provided
Advantage Dental	Redmond, OR	Armed and Unarmed guard services at medical facility, perimeter security, risk assessment,
The Resiliency Principle	Atlanta, GA	Armed and unarmed guard services, workplace violence mitigation, access control, perimeter security, risk assessment
World Athletic Championship	Eugene OR	Security services for 54000 attendee event, including crowd management, access control, baggage screening, emergency response, surveillance, conflict resolution
Holiday Inn Express	OR	Hotel security for guests and employees, hotel and parking lot, surveillance, regular patrols



**DSPI, Inc.**

**Protecting Your People, Property & Life**

Core Mark	Various locations	Armed and unarmed guard services, workplace violence mitigation, access control, perimeter security, risk assessment
Airefco	Portland	Armed and unarmed guard services, access control, perimeter security, risk assessment
Portland State University	Portland	Armed and unarmed guard services, access control, perimeter security
Willamette University	Portland	Armed and unarmed guard services, access control, interior patrols

### III. Projected Fee

All rates proposed are fully burdened and include all charges and expenses, contractor supplied uniforms and equipment, management, supervision, and associated overhead costs, training and certification costs, and at the service location for DSPI. Should other locations or other services be required that are not in the RFP, or in the schedule and coverage hours, DSPI will provide specific rates for the additional services requested. Additionally, the schedules will be frequently reviewed to ensure that if any changes are needed, they are recognized and accommodated quickly to prevent any lapse of coverage. DSPI will bill ECRCHS for actual hours worked monthly. DSPI is open to further negotiation of any rates proposed.

	Hourly Rate
<b>Unarmed Security Guard</b>	<b>\$29</b>
<b>Unarmed Security Manager</b>	<b>\$34</b>

### IV. Insurance

Please see attachment.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

## **v. References**

City of Isleton

POC- Jerry Finks. 916.402.0546

email-publicworks@cityofisleton.com

Address-101 2nd St. Isleton CA 95641

Services- Secured water treatment facilities, including site assessment and implementation of security solutions, implemented emergency response procedures, security training for facility staff, perimeter and facility patrol, access control, and post assignments

Hours- 84 hrs per week

Deer Valley Unified School District

POC- Matt Hreha, M. Ed., SHRM-SCP 623.445.5052

email- matt.hreha@dvusd.org

Address- 2820 W Rose Garden Ln, Phoenix AZ. 85027

Services- -Ensure the safety of students, staff and visitors. Emergency response patrols. Collaborating with local law enforcement and fire personnel (Note: Contract has been renewed for the 24/25 school year)

Hours- 120 hrs per week

Portland State University

POC-Chief Willie Haliburton 971-645-1334

Email – [willie@PDX.edu](mailto:willie@PDX.edu)

Address – 13891 Lazy Creek Ln, Oregon City, OR, 97045

Services - Sporting Event Management (3,500 Attendees), Concert Series Event Management (7000 Attendees: Access Control, Crowd Management, Venue and Perimeter Security, Baggage and Equipment Screening, Player and VIP Protection, Emergency Response, Incident Management, Liaison with Law Enforcement, Communication and Collaboration, Pre-Event Planning and Risk Assessment.

Hours – 90 hrs per week



## DSPI, Inc.

### Protecting Your People, Property & Life

**DSPI** is a trusted security services provider with a proven track record of delivering high-quality, professional unarmed and armed security services throughout California. We specialize in tailored security solutions for public and private sector clients, focusing on protecting facilities, employees, and assets.

Our experienced team provides a full range of security services, including interior and exterior patrols, parking lot inspections, employee escort services, and mobile patrols. We understand the unique requirements of public-facing facilities and have extensive experience safeguarding locations similar to those outlined by El Camino Real Charter High School (ECRCHS).

#### Relevant Experience

DSPI has successfully partnered with the following organizations in California, delivering security services aligned with their specific operational needs:

- **Kaiser Permanente Hospitals:** Providing security support for healthcare facilities, ensuring the safety of patients, staff, and visitors.
- **Cura Cannabis Solutions:** Delivering tailored security services for retail and operational sites, addressing the unique challenges of the cannabis industry.
- **Home Depot:** Managing retail security, including theft prevention and emergency response, across multiple locations.
- **City of Isleton:** Collaborating with local government to ensure public safety through comprehensive security programs.
- **InnovAge Sacramento:** Offering customized security services for healthcare facilities serving seniors, ensuring safe environments for patients and staff.
- **DaVita Dialysis Centers:** Providing healthcare security to protect sensitive environments and manage visitor access.
- **Curaleaf:** Delivering security services for cannabis retail stores, ensuring product safety and customer compliance.
- **Kiewit Construction:** Securing large-scale construction projects, safeguarding equipment, and monitoring access to worksites.

Our extensive experience across healthcare, government, retail, education institutions and construction sectors uniquely positions **DSPI** to meet ECRCHS security needs. We bring both the expertise and flexibility required to provide high-quality unarmed security services tailored to your facilities.

Thank you for your consideration. Should you have any questions, please feel free to contact Anthony Benzor at [Anthony.B@providers-international.com](mailto:Anthony.B@providers-international.com) 210-618-8736, Daniel Secundy at



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

[daniel@providers-international.com](mailto:daniel@providers-international.com) 626-429-4006 or me at [michelle@providers-international.com](mailto:michelle@providers-international.com) 503-784-0803.

*Michelle Caruso*

Regards,

Michelle Caruso

Vice President of Business Development



**DSPI, Inc.**

**Protecting Your People, Property & Life**

## I. Company Overview

### **Mission Statement**

The success of our business is driven by our people. The success of our people is driven by our culture. Our culture is driven by our values. We believe in building trust and long-term relationships with our clients by doing business in the right way. This means always complying with local laws wherever we work and behaving in line with our values and policies, no matter what service we are providing. We also acknowledge that building and maintaining trust takes time and requires constant focus. There is always the right way to achieve success, and our values provide our teams with that behavioral framework.

Through our culture, we constantly and consistently reinforce these behaviors. They are embedded in what we prioritize, what we recognize, and how we work. For our people, we demand zero harm and have zero tolerance for unethical behavior. We promote diverse viewpoints, encourage all opinions, and reward those that exemplify our values. For our customers, it means delivering great operational performance, recognizing the value and trust in our relationship, contributing to building safe, sustainable communities, and social value through our work - applying to every employee, from front-line workers to senior executives. Our people and values underpin everything we do. Our values are the standards that we live by and that drive progress in our organization.

Why do we think we would be the company you should choose for your security services? It is simple, we are the best choice with proven security expertise. We only hire those outstanding candidates that understand what customer service is, possess a strong work ethic, have exceptional people skills, and have a level head on their shoulders. We have a resolute team of Supervisors that consistently visit, monitor, and train our guards at all sites. We have a dedicated call center, answered by our management team, to be available for all our client needs.

DSPI, Inc.'s parent company was formed in 2014 to minimize threats and harm to people, property, and possessions. Lead by a premiere security professional, Daniel Secundy, the company hosts a team of experts in the field of security. DSPI, Inc. specializes in enhanced safety through armed and unarmed guard services, decreasing the chance of turmoil for people and corporations at home, places of business and special events, reducing workplace violence, threat mitigation, and all aspects of security.

Our unique approach to security allows us to analyze, assess and respond to issues far below



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

the threshold of violence. The comprehensive methodology employed has positioned DSPI, Inc. at the forefront of the security industry, making DSPI, Inc. the best choice for securing safety now and in the future.

The DSPI, Inc. management team, along with highly trained, highly qualified personnel, bring subject matter expertise and experience to every engagement. With a unique combination of background, experience and education, the owner and regional managers are professionally qualified to provide security services. We have mastered and developed proactive strategies, which reduces the potential for violence and increases the level of safety for businesses, corporations, communities, and any client engaged. Team members hold extensive credentials such as master's degree in National Security with an emphasis in Terrorism Methodology, certified as Corporate Crisis Manager, Executive Protection Specialist and Corporate Security Manager by Executive Security International, and extensive training as firefighters and paramedics, with emphasis in emergency response and crisis management. Team members have spent significant time as security contractors overseas in Iraq and Afghanistan, working in high-risk environments and developing expertise in threat assessment, risk mitigation, and security planning.

We are fully qualified, licensed, and capable of providing highly qualified and dependable armed and unarmed guards. DSPI, Inc. currently provides services in eight states with considerable experience and presence in the state of California. Our California footprint is considerable with clients and expertise that includes a wide variety of assignments. We provide all aspects of security services from unarmed/armed guards and access control for people and vehicles to interior/exterior/perimeter patrols.

DSPI, Inc. and affiliates hold the following licenses: Oregon PSID # 086670, Arizona DPS # 1725247, Nevada PLIB # 2990, California PPO # 119965, Pueblo Colorado # 28064, Phoenix AZ #3565295, Washington LIC # 23000965, Texas LIC# B28511401. DSPI, Inc. is registered with numerous cities throughout the eight states where they do business. DSPI, Inc. is a member of the Association of Threat Assessment Professionals, American Society of Industrial Security, Executive Security International, and International Organization of Black Security Professionals, as well as others.

DSPI, Inc. has been certified as a small business by the California Department of General Services, Office of Small Business and DBVE Services. Our certification number is 2039467.

Most recently DSPI, Inc. was fully vetted and awarded a security guard contract for the State of Arizona encompassing any location and any security need within the State of Arizona. This





## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

award provides support to over 1500 entities within the Arizona Cooperative Program and over 200 offices and departments within the State of Arizona government structure.

We provide services in the following federal government NAICS codes: 561612 Security Guards and Patrol Services, 561611 Investigative Services, 611579 Security Guard Training, 541690 Security Consulting, 561320 Temporary Help (Security Guards), 624230 Disaster Relief.

#### **Understanding Client Expectations**

When you choose DSPI, Inc., you are partnering with a company who walks the talk about client service. Your needs and expectations become our sole priority. We strive every day for 100% customer satisfaction. That is why we offer:

- Consistent and reliable service,
- 24/7 access to DSPI, Inc management support,
- Trained, licensed, and professional Security Officers dedicated to their craft and proud of their customer service abilities,
- 24/7 Security Officer support from our dispatch and operations team,
- Innovative and cost-effective solutions to meet your unique needs.
- An Operations Management team dedicated to furthering your objectives.

We pride ourselves on operating with integrity, honesty and transparency to every client.

#### **Experience and Qualifications**

##### **Best Qualified**

DSPI is the best qualified, has multiple strengths and is always a best value for security services. Our strengths can be summed up in the following attributes:

**Professional Expertise:** Demonstrated by our successful performance of security services for multiple and varied clients, we consistently deliver. We strive to always provide impeccable service. DSPI can do this because of the high level of expertise that is innate in our management and in the personnel we employ. The amount of professionalism we bring to every engagement, regardless of size, location, or requirement is exceptional.

**Communication:** Communication is a fundamental element of DSPI success. It is 'baked in' to the organization itself and is encouraged and imparted to each and every level of the organization. This philosophy extends to every part of who we are as an organization. Clients, personnel, and all stakeholders are listened to, engaged and appropriate activities and tasks



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

developed based on that collaborative energy. The communication strategy is beyond an “open door” policy.

Innovative: Innovation is an ongoing fundamental process. Whether its staying abreast of the latest threats to security from a macro and micro perspective or implementing the latest tools and procedures to ensure that those threats are mitigated, innovation is paramount. Because of this constant surveillance and a keen eye to the pulse of the security industry, DSPI remains committed to ensuring the protection of people, property and life.

DSPI, Inc. along with its parent company and affiliates has a wide range of experience in ‘all things’ security, with a wide variety of clients. Whether providing armed/unarmed guards for major universities, a dental and other business offices, municipalities, gated communities, or a hotel (to name a few), consistent quality service is delivered each time. DSPI, Inc. has a proven track record of providing quality, trained guards, successfully executing quality services and maintaining effective and collaborative relationships with their clients.

Additionally, DSPI, Inc. has extensive experience in event security management, with a focus on large-scale venues and festivals. Many of the skills and tasks required are interchangeable regardless of the venue/locale/client. This includes an in-depth knowledge of security procedures, access control, crowd management, and emergency response protocols.

Further, DSPI, Inc. has experience with city governments that include developing and implementing detailed security plans requiring in-depth knowledge and expert ability to assess security risks. This focus is invaluable to ECRCHS, where many security vulnerabilities could exist. The ability to identify these and quickly rectify any potential issues makes DSPI, Inc. a valued partner to ECRCHS.

DSPI, Inc. has experience and proficiency with the use of security technology and equipment, including CCTV systems, access control systems, and metal detectors. While DSPI, Inc. will be well versed in whatever is currently in place within ECRCHS, we can assist in recommendations for improvements, better protocols or expansion of technology should that be necessary.

An important part of DSPI, Inc. success is our strong interpersonal skills, with the ability to effectively communicate and collaborate with the client, the facility, staff, and local law enforcement agencies, and emergency response units. Management has demonstrated leadership capabilities, with experience in supervising and coordinating security teams, including exceptional problem-solving skills, and an ability to make quick decisions under pressure.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

#### Firm and Employee Qualifications

Since our inception in 2014, we have steadily built a reputation for delivering outstanding unarmed guard services that prioritize client satisfaction, safety, and adaptability. Our years of operation have not only honed our expertise in the security sector but also deepened our understanding of the nuanced needs of diverse communities. This proposal for ECRCHS is built upon a solid foundation of enduring partnerships, long-term client relationships, and a consistent track record of exceeding expectations in service delivery.

Throughout the past years, our organization has grown in both size and skill, amassing a wealth of experience that directly benefits our clients. Our hands-on experience with various communities and clients, has equipped us with the insights and strategies necessary to navigate the unique challenges and dynamics of these environments. This experience is complemented by our steadfast commitment to continuous improvement and customer satisfaction—a commitment evidenced by the positive feedback and high retention rates we've enjoyed from our clientele.

Our team's longevity in the field has not only solidified our operational excellence but also allowed us to foster a culture of trust and reliability. The guards we employ are not only chosen for their professional qualifications but for their ability to resonate with the communities they serve, often going above and beyond to ensure residents feel safe and heard. We understand that providing security to senior housing units is as much about creating a supportive atmosphere as it is about protective measures.

Since 2014, our unwavering dedication to customer satisfaction, and our adaptability in service have positioned us as the ideal candidate to provide guard services to ECRCHS. We aim to bring our legacy of excellence to your esteemed community, ensuring that your residents enjoy a secure and comfortable living environment every day of the year.

DSPI, Inc management structure includes Regional Managers to oversee operations in each region/state. Regional Managers are responsible for the supervisors and guards in each site/location. Regardless of the size and location of the engagement, comprehensive oversight is utilized to ensure quality and consistent services are provided. Immediately upon award, Regional Managers/Account Managers and Supervisors will be assigned. A host of professionals from HR recruiting to certified instructors will be introduced and engaged to on-board the contract. Meetings will be held to ensure that all parties are engaged and in agreement to



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

scope, timeline, and protocols. DSPI's management team will be heavily involved at inception and readily available throughout performance.

Authorized to Represent DSPI

The following individuals are authorized negotiators and authorized to sign contracts for this engagement.

Michelle Caruso, Vice President Of Business Development  
[michelle@providers-international.com](mailto:michelle@providers-international.com)  
503-784-0803

Daniel Secundy, Owner/CEO  
[daniel@providers-international.com](mailto:daniel@providers-international.com)  
626-429-4006

Resumes follow for Key Personnel that would be involved in this contract.

#### Key Personnel

Daniel Secundy (CEO/Owner) Resume:

Daniel Secundy is a security professional in the strictest sense. He has mastered and developed proactive strategies, which have reduced the potential for violence and increased the level of safety for businesses, corporations, and neighborhood communities. As a subject matter expert in security, Mr. Secundy has brought his expertise to many industries to decrease the potential for risk over their many modalities.

Daniel's passion for improving the lives of others is evident in the training and education he has received. Mr. Secundy holds a master's degree in National Security with an emphasis in Terrorism Methodology and is a certified Corporate Crisis Manager, Executive Protection Specialist and Corporate Security Manager by Executive Security International. His depth of knowledge and practical experiences in the industry has allowed Mr. Secundy to pioneer many new adaptive security measures that directly affect issues pertaining to safety and security. In 2014, after working and studying in the security industry for over ten years, Mr. Secundy spearheaded his first private boutique security firm. DSPI, Inc and affiliates was developed to address and respond to the rise in violence seen at corporations, schools and government entities. His successful proactive and customized based approach to security is evident in his firm's high client retention.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

As Mr. Secundy looks towards the future he sees a dynamic security environment, which brings new and emerging threats to the industries across the globe. As these opportunities develop so will the approaches needed by professionals in the field. As a result, Daniel will remain on the frontlines of this battle to ensure public safety, achieve state compliance, and develop trust within the communities in which his companies operate.

**Certifications:**

- California Private Patrol Operator License # 119965 – 2017
- Arizona Private Patrol Operator License # 1725247 – 2020
- State of California Guard Card BSIS Armed/Unarmed License # G1870453
- State of Oregon DPSST Armed/Unarmed Officer License # 86670
- State of Hawaii Security Guard Card License 2012
- Swift Water Rescue Technician SRT
- CPR/AED/First Aid – Red Cross 2023
- Surveillance Detection (SD-001) - AS Solution 2014
- Corporate Security & Crisis Management 300 hours (CCM) - ESI 2014
- Executive Protection Program 300 hours (CPS) – ESI 2014
- Corporate Security Specialist 600 hours (CSS) – ESI 2014
- Workplace Violence – ESI 2014
- Adversary Analytics - ESI 2014
- Pattern Recognition Analytics – ESI 2014
- Incident Management – ESI 2014
- Stalking Prevention - ESI 2014
- Deception Detection Level 1&2 – Integra View Inc. 2014
- Intelligence Gathering Through Statement Analysis – Integra View Inc. 2014
- Handwriting Analysis Level 1&2 – ANLANCE 2014
- Community Emergency Response Training – D.H.S. 2014
- CrossFit Instructor Level 1/Kids CrossFit - 2007
- CBEST Exam (California Basic Educational Skills Test) – 2003
- E.M.T. Emergency Medical Technician – 1998
- P.A.D.I. Open Water - 1998
- N.O.L.S. National Outdoor Leadership School – Semester in the Rockies - 1996
- Senior Life Saving and Water Safety Instructor Certificate -1992

Blaine England (Regional/Operations Manager) Resume



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

Blaine is the Regional Operations Manager for the Pacific Northwest region of DSPI, Inc. With over a decade of experience in the security industry, Blaine has established himself as a seasoned security professional, equipped with a diverse range of skills and knowledge. He studied at Prescott College, with a specific interest in human psychology.

Blaine's journey in the security industry began in a static guard capacity, where he worked at multiple locations across various industries and risk profiles. His passion for security management and site-specific security soon led him to become well-versed in fully addressable fire-life safety systems for corporate building security, giving him a better understanding of the needs and standards required to adequately secure and address high-rise security threats and risks.

Over the years, Blaine has amassed several certifications, including CPR and first aid, LAFD REG 4 site inspector, State-Certified armed training in multiple states, and field medical training, further enhancing his ability to meet the evolving demands of the security industry. Blaine is also a member of the Association of Threat Assessment Professionals (ATAP), distinguishing himself as a recognized professional in expertly addressing threat assessment in personal and professional security.

Blaine's dedication to his craft has allowed him to excel in his role as a strategic leader, serving as a collaborative and motivating mentor to his teammates. His exceptional leadership skills and his ability to understand and anticipate clients' needs have helped him deliver exceptional services to clients across multiple states and industries.

Blaine's extensive experience and knowledge of the security industry, coupled with his commitment to continuous growth and improvement, make him a valuable asset to the team at DSPI, Inc.

### **Personnel Recruitment and Training Procedures**

Please note: DPSI will provide the full recruitment process and procedures and the entire training curriculum upon award. Ideally, the ECRCHS will provide input into the recruitment and training process to ensure that all issues and concerns of the School are met. DSPI will work closely with the School and collaboratively develop these processes.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

#### **Personnel Recruitment**

Selecting, hiring, training, and placing Security Officers with the necessary skills, knowledge, aptitude, and qualifications is the most important work DSPI, Inc does. Hiring the right people prevents performance problems and thereby keeps your location more secure.

To increase your service quality, the DSPI Recruiting, Training, and Operations team continually reassess the following methods and implement new processes to get the right people into the right job:

- Job descriptions specific to each client site,
- Personnel selection criteria including tests, assessments, screenings, and interviews,
- Personnel development, succession, and promotion plans, and
- Advanced certifications and qualifications to ensure our Security Officers' promotion potential.

#### **Application**

Upon application, promising Security Officer candidates are contacted via phone and email to set up an initial screening interview. This initial screening asks candidates basic questions regarding availability, work history, education, prior training, current licenses, and consent to background checks and drug tests. If a candidate is scored as a "pass," the candidate is then asked to come to an interview with our operations team.

For Management hires, one or more behavioral assessments and skills tests may be used to assess abilities, drive, maturity, people skills, and positional fitness.

#### **Interview**

The number one objective of our interview process is to identify quality. Our Operations Team and Recruiters consider punctuality, appearance, communication ability, interpersonal skills, and customer service ability. At DSPI, we are not looking to fill a position with just any candidate, we go deep with every applicant to find the right fit for you and your site. When our employees are well matched to site requirements, they stay longer in their position, will be better engaged in their day-to-day responsibilities, and provide better service for you. Our ultimate recruiting goal is to find the best qualified candidate for every post. This translates into improved Security Officer quality and better results for ECRCHS.

Security Officer Interview Assessment Criteria:

- Stable work history
- Well-developed interpersonal communication skills



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

---

- Professional composure
- Withstands scrutiny of a thorough interview and background investigation
- Drug free
- Ability to qualify for and retain a Security Officer license
- Ability to provide high quality customer service
- Ability to exercise good judgment
- Initiative and integrity
- Ability to use computers and mobile devices
- Ability to stand, walk, hear, and carry up to 50 pounds

#### **Drug Testing**

DSPI prohibits the use, possession, consumption, manufacture, sale, purchase, transfer, distribution, or transportation of alcohol, illegal drugs, and controlled substances while on duty for DSPI or in/on a client premises/vehicle.

Testing can be done upon client request or when an employee is suspected to be under the influence of an illegal substance. Where state law or client contract requires lab-based testing, applicants will be directed to a local facility to provide a 10-panel drug specimen. Any candidate who refuses to take such tests will be suspended pending management review.

#### **Background Checks**

DSPI performs background checks and verifications on every Security Officer candidate post-interview and pre-hiring letter. Fingerprints are taken and submitted to the appropriate law enforcement agency for a detailed background.

General background checks are performed through DPSST for Security Officer licensing. Additional state and federal background checks are performed as needed on a site-by-site basis. Security Officers designated to drive a vehicle are subject to Motor Vehicle Report checks to verify driving eligibility.

Our required background verification also includes:

- Military service (DD-214)
- Credit check where permitted by state law (when required by clients for legitimate business reasons)
- SSN trace
- Employment verification (7 years)
- Personal reference checks
- Education verification





**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

- Security Officer license verification

### **Recruitment & Screening**

Our Recruiting Team prioritizes the recruitment of Veterans, followed by individuals with exceptional situational awareness, a calm demeanor and integrity. These candidates possess a minimum of 3 years of relevant work experience, alongside a strong work ethic, goal-oriented mindset, and a deep sense of safety and team responsibility. To identify the best talent, our Recruiters actively engage in on-the-ground efforts, consistently building a pipeline of qualified officers awaiting assignment. They match the specific qualifications of these officers with the unique post orders, site requirements, and client needs.

DSPI uses Indeed and other sources, pre-screens, and administer online assessments before hire. The implementation of this system increases applicant flow, reduces time to hire, better utilizes office staff, and delivers hiring statistics to let our Management Team focus on process improvements.

DSPI will continuously interview and hire personnel to effectively staff our new clientele as they come on board. This ensures a timely start to clients in need of immediate service.

*(continued on the next page)*



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

## Uniform

**Employee Uniforms and Appearance:** We believe that the professional appearance of our security personnel is crucial in establishing trust and maintaining a secure environment. Our comprehensive uniform and appearance guidelines ensure that each member of our team projects an image of authority, competence, and approachability.

### Uniform Standards

1. Standard Uniform Components:
  - Shirt: Company-issued shirts, either short-sleeve or long-sleeve, bearing the company logo and name badge.
  - Pants: Matching company-issued pants, typically in a dark color such as navy blue or black.
  - Belt: Black or dark brown sturdy belt, designed for carrying essential gear.
  - Footwear: Black, polished, non-slip shoes or boots that provide both comfort and protection.
  - Headgear: Depending on assignment, a company-issued cap or hat bearing the company logo may be required.
  - Outerwear: Company-issued jackets, coats, or vests, appropriate for the weather and bearing the company insignia.
2. Identification and Insignia:
  - Name Badge: Worn visibly on the chest area of the shirt or jacket.
  - Company Logo: Prominently displayed on the shirt, jacket, and cap.
  - Rank Insignia: If applicable, worn on the sleeves or shoulders as designated by the client.
3. Accessories:
  - Duty Belt: Equipped with essential tools such as a flashlight, handcuffs, radio, and other necessary equipment.
  - Optional Items: Depending on the assignment, additional items like reflective vests, tactical gloves, or body armor may be required, and will be provided.

### Appearance Standards

1. Personal Hygiene:
  - Cleanliness: Personnel are required to maintain high standards of personal hygiene, including daily bathing and use of deodorant.



**DSPI, Inc.**  
**Protecting Your People, Property & Life**

- Grooming: Facial hair must be neatly trimmed and maintained. Hair must be clean, neatly styled, and of a natural color.
2. Uniform Maintenance:
- Clean and Pressed: Uniforms must be clean, pressed, and free of wrinkles, stains, or tears.
  - Proper Fit: Uniforms must fit properly and allow for comfortable movement without appearing too tight or baggy.
  - Footwear: Shoes must be polished and in good repair.
3. Professional Presentation:
- Posture: Personnel should maintain a professional posture, standing or sitting upright.
  - Conduct: Personnel are expected to be courteous, respectful, and approachable while on duty.
  - Minimal Accessories: Jewelry should be minimal and non-distracting. Visible tattoos should be covered if possible, depending on company policy.

Compliance and Inspections

1. Regular Inspections: Supervisors will conduct regular inspections to ensure compliance with uniform and appearance standards.
2. Non-Compliance: Non-compliance with these standards may result in disciplinary action, including verbal warnings, written reprimands, or further corrective measures.
3. Feedback and Support: We encourage personnel to provide feedback on uniform comfort and functionality to continuously improve our standards.

**Training**

DSPI, Inc provides highly trained and safety-conscious Security Officers to every client. Training is provided by experienced instructors who take pride in their work and enjoy giving all Security Officers the tools they need to be successful. Our training curriculum is broken down into segments as shown in the charts below.

DSPI will work with ECRCHS staff to build and maintain a comprehensive training plan and curriculum that fits your exact needs.

**General Pre-Assignment Training**

1. Mandated Pre-Assignment Training	
State-mandated Unarmed Guard Training	14 hours of documented training, certified by State. DSPI in-house certified instructor.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

State-mandated Armed guard training	24 additional hours of documented training, certified by State. DSPI-hired outside certified instructors.
-------------------------------------	-----------------------------------------------------------------------------------------------------------

2. DSPI, Inc Pre-Assignment & Annual Refresher Training		
DSPI maintains an in-house training curriculum to provide new Security Officers with a better understanding of internal requirements, state laws, and professionalism.	<i>Intro to DSPI</i>	<i>Emergency Response</i>
	<i>Customer Service</i>	<i>Bomb Threats</i>
	<i>Use of Force</i>	<i>Intro to Anti-Terrorism</i>
	<i>De-escalation</i>	<i>Assessing Safety Risk</i>
	<i>Anti-Discrimination</i>	<i>Fire Prevention</i>
	<i>Anti-Harassment</i>	<i>Emergencies &amp; Equipment</i>
DSPI training personnel are ready to begin the process of creating additional training as necessary in partnership with ECRCHS.	<i>Trauma-Informed Care</i>	<i>Threat Awareness</i>
	<i>First Aid &amp; CPR</i>	<i>Defensive Security</i>
	<i>Legal Aspects of Security</i>	<i>Professional</i>
	<i>DSPI Culture</i>	<i>Communication</i>
	<i>Security Officer Handbook</i>	<i>Report Writing</i>
	<i>Professional Image</i>	<i>Physical Security (Patrol)</i>
	<i>Post Orders</i>	<i>Professionalism and</i>
	<i>Theft Prevention</i>	<i>Integrity</i>
	<i>DSPI Technology</i>	<i>Diversity, Equity, &amp;</i>
	<i>DSPI Scheduling Systems</i>	<i>Inclusion</i>
	<i>Teamwork &amp; Synergy</i>	<i>Information Security</i>

### Job and Task-Specific Training

3. Job and Task-Specific Training
After completing the mandatory training and receiving their licenses, Security Officers are provided with training and information on the specific site to which they are assigned. This training is provided by the DSPI Operations team.
Once each Security Officer arrives at a client site for the first time, they will then receive On the Job Training for the location to ensure their understanding of proper reporting, checkpoints, and other items as requested or required by the client. This training will last from 1-5 complete shifts, until the Security Officer shows that they are confident and competent in their duties



## DSPI, Inc.

### Protecting Your People, Property & Life

and responsibilities. This training is tailor-made for each client. Common on-the-job training elements include but are not limited to the below.

<i>Alarm Response</i> <i>Use of Narcan</i> <i>Escorting staff and visitors</i> <i>Emergency evacuations</i> <i>Badge identification and permissions</i>	<i>Video and alarm system usage</i> <i>Client chain of command</i> <i>Site-specific teambuilding</i> <i>Working with Emergency Services</i> <i>Hazard Communication</i>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Formal Continual Training

4. Formal Continual Training	
<p>DSPI recognizes the need for continual training for security Officers and provides them with the most up-to-date, best practice information to maintain the highest level of safety and job performance.</p> <p>Training is dictated by state or federal requirements, client requirements or by DSPI needs and policies.</p>	<i>Safety and OSHA standards</i> <i>Use of force and area of responsibility</i> <i>Post order and site visits and walk-throughs</i> <i>Policy updates</i> <i>Legal updates</i> <i>Firearms training for armed guards</i> <i>De-escalation &amp; Use of Force (Level 2)</i>

### Annual/Bi-Annual Retraining and Recertification

5. Annual/Bi-Annual Retraining and Recertification
<p>The State requires that every Unarmed Guard complete 4 hours of refresher training every two years before being allowed to renew their license.</p> <p>The State requires that every Armed Guard complete 4-hour refresher firearms training annually, as well as a 4-hour unarmed refresher course bi-annually.</p> <p>DSPI maintains more stringent requirements than the State of California. Every DSPI Security Officer must complete a company refresher course, or “re-boarding” training on all topics described in Chart 2 on or before each annual employment anniversary with DSPI.</p>

Additionally, as a part of DSPI Security officer Onboard and Annual Refresher training, every Security Officer is taught how to work with, be sensitive to, and have empathy towards diverse populations. They are trained to be customer-oriented, trauma-informed, and equity-centric.

### Supervisory Development & Leadership Training



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

The leadership team also receives specific and reoccurring training. They receive instruction on current and future operations and receive leadership and management seminars and instructions. Some training courses are geared toward DSPI-specific headquarters operations: human resources, payroll, billing, scheduling, or recruiting information. Other times, the DSPI leaders review topics from case studies or leadership seminars.

#### **Drug/Alcohol Testing Program**

Today, millions of Americans struggle with substance abuse-related issues, both at home as well as in the workplace. DSPI, Inc values its employees and customers and recognizes the adverse effects that substance abuse including the use of illegal drugs, the abuse of alcohol and misuse of prescription drugs and over-the-counter medications can have on the work environment.

Employees who use drugs and abuse alcohol are less productive, less reliable and pose a direct threat to the safety and well-being of others. DSPI has adopted a drug-free workplace policy to ensure that our business is functioning safely, efficiently and cost effectively. DSPI will require all employees and job applicants to participate in, consent to and comply with the terms of this policy as a condition of employment and continued employment. For those who fail to cooperate fully with the terms and conditions of this policy, the company will take appropriate measures to address the situation promptly and directly.

DSPI will conduct drug and alcohol testing when required to do so by state or federal regulations such as the U.S. Department of Transportation's drug and alcohol testing requirements. All employees in safety/sensitive positions may be subject to random, unannounced drug and alcohol testing, in accordance with applicable state and/or federal law. All employees subject to random testing will have an equal probability of being neutrally selected for such testing. DSPI does not have the right to waive the selection of any employee who has been randomly chosen.

#### **Services Provided**

Immediately upon award, DSPI, Inc. will conduct collaborative and explorative meetings to establish clear requirements, schedules, expectations, contact information, communication and command protocols. If the scope has changed since issuance of the RFP, DSPI, Inc is quite adept at pivoting or changing course if needed. Likewise, during performance, if and as things develop and change, we will adapt and accommodate.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

### Diffusing conflict

All DSPI guards are trained (and refreshed) on conflict resolution and handling difficult situations. It is a fundamental part of the duties of a security guard. A guard operates primarily as a visual deterrent to crime and a point of contact for any safety concerns within their assigned area. However, when confronted with a potentially escalating situation, it's crucial for the guard to handle it in a way that avoids conflict escalation. While every situation encountered is going to be different, guards will typically use the following protocols:

- Active Observation: First and foremost, the guard will be skilled in active observation. This means being aware of one's surroundings, noting unusual behaviors, and identifying potential issues before they escalate. By staying vigilant, the guard can often address situations before they become problematic.
- Approachability and Communication: In any scenario requiring intervention, the guard would approach individuals in a friendly and professional manner. They would maintain open body language and make eye contact, which helps in establishing a rapport and conveying a non-threatening demeanor. The guard should use a calm, clear voice to address the individuals involved, ensuring that they feel heard and understood.
- Active Listening: Listening is a powerful tool in de-escalation. The guard would give their full attention to the person speaking, allowing them to express their concerns or frustrations. By acknowledging the individual's feelings and demonstrating understanding, the guard can often reduce tension.
- Verbal De-escalation Techniques: If a situation begins to grow tense, the security guard might employ verbal de-escalation techniques. These can include Empathy, Rapport-building, Redirection, Offer Choices -Providing options gives the individual a sense of control, which can reduce anxiety and aggression, Seek Peaceful Resolution. The guard should always aim for a peaceful resolution, focusing on problem-solving and negotiation. They can suggest alternatives and help the parties involved to come up with a mutually acceptable solution. By doing this, the guard not only resolves the immediate issue but also sets a precedent for resolving future conflicts amicably.
- Knowing When to Call for Backup: An unarmed security guard should be aware of their limitations and know when a situation is beyond their control. If the conflict continues to



**DSPI, Inc.**

## **Protecting Your People, Property & Life**

---

escalate despite de-escalation attempts, the guard should call for backup, which could be a supervisor, law enforcement, or other emergency services, depending on the situation.

- Documentation: After the situation has been diffused and remedied, the guard should document the incident in detail. This report can be used for future reference and could serve as a learning tool for how similar situations can be handled more effectively.
- Training and Continuous Learning: Lastly, a guard should be committed to ongoing training in conflict resolution and de-escalation techniques. This education allows them to stay up to date with the best practices for handling various situations and helps them to perform their duties with confidence.

In summary, a guard's role in diffusing and remedying potentially volatile situations involves strategic observation, effective communication, empathy, problem-solving, and, when necessary, the discernment to call for additional support. By staying calm and utilizing these non-confrontational methods, conflicts can often be resolved without escalation, ensuring the safety and security of all parties involved.

### Technology

We stay up to date with the latest advancements in security technologies and can recommend and implement appropriate systems such as CCTV cameras, intrusion detection systems, access control systems, and more. Not only can DPSI assess and recommend site specific technologies, but we can also utilize any technology agreed upon by the School for the monitoring and reporting of the services.

- Security Metrics Dashboards: DSPI offers an online dashboard that allow clients to access real-time security metrics and monitor the status of security controls. These dashboards provide a convenient way for clients to track their security performance. Whether its day-to-day performance or unusual or hazardous incidents, the School can monitor and oversee real time performance. Reports can also be generated from the dashboard (or submitted electronically from DSPI) at the conclusion of each shift to better analyze any unusual activity or potential ongoing threats.

DSPI takes immense pride in adhering to established staffing plans, schedules and providing a quality service within this structure. DSPI relies on a comprehensive set of performance metrics to continually enhance our services and maintain high standards. Key Performance Indicators (KPIs) are central to our operations. We track incident response times to gauge the efficiency of





## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

our security teams and implement improvements based on these metrics. Client satisfaction scores, obtained through regular surveys, provide crucial insights into service quality, allowing us to address any discrepancies and adapt to clients' evolving needs. We monitor the number and types of security incidents at client sites to identify trends and threats.

DSPI anticipates using advanced KPIs, particularly with the integration of Therms, a security guard app that manages security operations. This technology will enable real-time monitoring of patrol dispatch, Daily Activity Reports (DAR), and instant incident reporting, contributing to more granular KPIs such as patrol completion rates, DAR accuracy, and incident response times. Furthermore, incorporating technology into the KPI framework will facilitate data-driven decision-making, optimizing service levels and incentivizing employees through performance bonuses tied to these advanced metrics. The aim is to create a more agile and efficient security operation that proactively addresses discrepancies while keeping both clients and personnel satisfied.

#### Lead Time

If the ECRCHS has new requests for services, expansion or adjustment in the level of service provided, DSPI will make every possible effort to deliver and respond to the need timely. DSPI is open to negotiation of lead times for various scenarios and will make every effort to meet the Schools expectations.

#### Performance Standards

Ideally, upon award, DSPI and ECRCHS will work together to establish mutually beneficial performance standards. DSPI is open to suggestions from the School. Minimally, we offer the following (subject to review and approval)

- Response time: Our team will always answer supplied phone number for calls 24/7. Dispatch of guards will be immediate.
- Training and Certifications: All guards will be fully trained before starting
- Incident Reporting: All incidents will be documented and reported within 24-hours. Incidents of high importance will be immediately reported to emergency responders and or county leaders on the notification list.
- Patrol frequency: All patrols will be tracked and monitored through our security software to ensure consistency and thoroughness.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

- 
- **Communication:** We will always maintain transparency and open lines of communication with ALL our clients. We will continually ask for feedback and update the post orders and duties to exceed our clients' expectations.
  - **Appearance:** All guards will maintain a neat appearance with clean professional uniforms.
  - **Technology:** We will maintain security software to enhance the effectiveness of our security services.
  - **Compliance and audits:** We will regularly conduct internal audits and compliance checks.

#### Value-Added Services

Our experience in every arena of physical security including lobby/reception, force protection, camera and alarm systems, mobile patrol, and robotic patrol give DSPI, Inc the ability to recommend specific solutions to match your needs. Our recommendations and using us as your single-source security supplier can lower your overall operational cost. As a strategic and growth-oriented company, we are always on the lookout for additional value-added services to better your security program.

Our Support Center stays online 24/7/365 to answer your calls. These professionals maintain our schedule to ensure you always have a guard on site, answer client questions no matter what time they call, and support our Security Officers during any contingency or emergency.

Between your dedicated local Operations Team and the Support Center, you are covered any time of day or night by an experienced and professional customer support team.

#### A Sampling of Other Value-Added Services Available:

Range of Services: DSPI, Inc. offers a wide range of security services to meet the diverse needs of its clients. DSPI, Inc. provides expertise in the following areas, (to name a few) further demonstrating our unique experience and subject matter expertise in the security industry:

- **Security Guard Services:** DSPI, Inc. provides trained, appropriately credentialed, and licensed armed or unarmed security personnel to maintain a secure and safe environment.
- **Event Security Management:** DSPI, Inc. has experience in delivering comprehensive event security management services for conventions, conferences, trade shows, and other large-scale events. Our experienced security team can collaborate with event organizers to develop customized security plans, coordinate access control, manage crowd flow, and ensure the overall safety of attendees and participants.



## **DSPI, Inc.**

### **Protecting Your People, Property & Life**

- 
- **Executive Protection:** Our experience in providing executive protection services ensures the safety and security of VIPs, dignitaries, or high-profile individuals attending events/visiting any locale.
  - **CCTV Surveillance and Monitoring:** DSPI, Inc. possesses expertise in the installation and monitoring of closed-circuit television (CCTV) surveillance systems throughout any facility/location. This includes strategically placing cameras in critical areas to enhance security and facilitate proactive monitoring.
  - **Alarm Systems and Monitoring:** DSPI, Inc. offers installation and monitoring of alarm systems to detect unauthorized entry, fire incidents, or other emergencies. This includes 24/7 monitoring.
  - **Access Control Solutions:** We can implement and manage access control systems at any locations; or utilize and monitor any existing systems currently in place.
  - **Security Consulting and Risk Assessments:** DSPI, Inc. has conducted many risk assessments of the varied premises/facilities/businesses, identified vulnerabilities and recommended security enhancements, optimizing security measures, develop emergency response plans, and ensure compliance with industry standards and best practices.
  - **Parking Lot Security:** We have experience and expertise in security services for parking lots, including surveillance, patrol, and access control.
  - **Emergency Response Planning:** We can assist in developing comprehensive emergency response plans for the any facility or locations, addressing various scenarios such as medical emergencies, fire incidents, or natural disasters.
  - **Security Training and Awareness Programs:** DSPI, Inc. has significant experience in conducting security training and awareness programs for department staff, visitors, vendors, and volunteers. Training includes workplace violence and mitigation.
  - **Loss Prevention and Asset Protection:** DSPI, Inc. can assist in minimizing losses due to theft, fraud, or other security breaches. This may involve implementing loss prevention strategies, conducting undercover operations, and training staff on theft prevention techniques.
  - **Private Investigation:** In addition to expertise in gathering the relevant information, investigators possess an elevated level of critical thinking to ensure that actions are performed discretely, legally and safely.
  - **Worship Center Protection:** The security needs of churches are different and requires a deep understanding of how to help the worship center add an extra layer of security to protect the people and property. Solutions are tailored to the size of the establishment and encompasses risk assessments, security audits, surveillance, and access control.
  - **Recently, DSPI, Inc. introduced a new product line of Autonomous Vehicle Security Patrols (robots).** This is an innovative approach to enhancing security in various



**DSPI, Inc.**

## **Protecting Your People, Property & Life**

environments, including event venues, corporate campuses, and public spaces. These patrols involve the use of autonomous vehicles equipped with advanced technologies to monitor and patrol designated areas, contributing to overall safety and security. Autonomous vehicle security patrols offer all the following benefits: Surveillance and Monitoring, Real-Time Alerts and Response, Deterrence and Presence, Mobility and Flexibility, Integration with Security Systems, Data Collection and Analysis.

### Additional Information

**Quality Control Process:** Quality control is a fundamental aspect of our operations. We have a systematic process in place to monitor, assess, and improve the quality of our services. This includes:

- **Regular Inspections:** Our supervisors conduct routine inspections to evaluate the performance of our security personnel and ensure compliance with established protocols.
- **Incident Reporting and Analysis:** We have a robust incident reporting system that allows us to track and analyze security incidents. This helps us identify trends, make necessary adjustments, and continuously improve the services.
- **Training and Development:** We prioritize the training and development of our security personnel. Through ongoing training programs, we ensure that they are equipped with the necessary knowledge and skills to provide high-quality security services.
- **Automated tools such as Therms and KPIs.**
- **Frequent and consistent interaction and communication with the guards on site to proactively identify any potential issues or problems that are foreseeable and take early corrective action.**
- **Client Feedback and Satisfaction:** We actively seek feedback from our clients to gauge the satisfaction with the services. Client input is valuable in identifying areas for improvement and enhancing the level of attention we provide.
- **Continuous Improvement:** We believe in a culture of continuous improvement. We regularly review our administrative processes, incorporate industry best practices, and leverage technological advancements to optimize our service delivery and maintain a high standard of quality.

All the data from all control points is timely collected and analyzed. By implementing these administrative processes, maintaining a suitable span of control, and prioritizing quality control measures, we ensure that our services are provided and properly performed with the appropriate level of attention before, during, and after their execution.



## DSPI, Inc.

### Protecting Your People, Property & Life

---

**Reporting:** DSPI is fully capable of providing any reporting required by the School. It is conceivable that different reporting data, different frequency, and different status reporting will be needed from time to time. Reporting metrics can be modified and changed as services are provided to meet the needs. Whether information and data are required in real time or to be submitted on a recurring basis, DSPI is fully equipped to ensure that the School receives all information necessary to ensure effective management and oversight of the services provided.

- **Regular Security Status Reports:** Regular Security Status Reports will be provided with a snapshot of the current security posture. They include key metrics, performance indicators, and trends related to security controls, incidents, vulnerabilities, and compliance status. Regular reports could also include daily rosters, and activity logs, weekly/monthly schedules and any highlights or informational data pertinent to fulfilling the requirement. This report can be created to provide any metrics needed .
- **Incident Reports:** When any emergency or incident occurs, the appropriate personnel would be promptly notified, and every effort will be made to mitigate the situation. As soon as possible after the event, detailed incident reports would be generated. These reports would provide full details of the nature of the incident, actions taken, personnel involved, the scope of impact, the root cause analysis, containment and eradication efforts, and lessons learned. DSPI would also include recommendations for preventing similar incidents in the future.
- **Security Metrics Dashboards:** DSPI offers an online dashboard that allow clients to access real-time security metrics and monitor the status of security controls. These dashboards provide a convenient way for clients to track their security performance. Whether its day-to-day performance or unusual or hazardous incidents, the School can monitor and oversee real time performance. Reports can also be generated from the dashboard (or submitted electronically from DSPI) at the conclusion of each shift to better analyze any unusual activity or potential ongoing threats.
- **Threat Intelligence Reports:** DSPI will monitor the locale of the city and state to ensure that when and if emerging threats are identified, the appropriate officials are immediately informed, and appropriate actions taken. The reports will provide insights into emerging threats, attack trends, and tactics used by criminals. They will help the ECRCHS and DSPI stay informed about the latest risks and adjust security strategies if necessary.
- **Records Maintained:** DSPI is fully committed to maintaining records as it relates to the performance of services with the School. These records will be maintained in such a manner to provide detailed information at a moment's notice. Whether it is activity logs, security personnel rosters, security shift logs, incident reports or financial information, the



**DSPI, Inc.**

**Protecting Your People, Property & Life**

School will have access to it all upon request. Most information can be provided within 24 hours.

## II. Relevant Experience

DSPI, Inc., along with its parent company, boasts an expansive operational presence across eight states, providing security solutions to a diverse clientele. Our experience encompasses sectors that range from educational institutions like colleges and universities to manufacturing warehouses, hotels, local municipalities, and specialized facilities like cannabis operations. We have also extended our expertise to utility companies, tech companies, and data centers, ensuring their assets and operations remain secure and uninterrupted. Given our comprehensive exposure across these varied industries, we have developed a robust understanding of distinct security needs and have consistently fine-tuned our strategies to offer optimal protection. Currently, while we are actively serving these sectors, we are proud to affirm that DSPI, Inc. is fully staffed and possesses ample personnel capacity. This readiness ensures that we can seamlessly integrate and execute the requirements stipulated by this new contract without compromising the quality of service to our existing clients.

Regardless of the client, size of engagement, or the specific services needed, DSPI, Inc. delivers top-notch services each time. Here are just a few examples of those of the engagements. We would be more than happy to provide more information or discuss any of them in more detail.

Name	Address/location	Services provided
Advantage Dental	Redmond, OR	Armed and Unarmed guard services at medical facility, perimeter security, risk assessment,
The Resiliency Principle	Atlanta, GA	Armed and unarmed guard services, workplace violence mitigation, access control, perimeter security, risk assessment
World Athletic Championship	Eugene OR	Security services for 54000 attendee event, including crowd management, access control, baggage screening, emergency response, surveillance, conflict resolution
Holiday Inn Express	OR	Hotel security for guests and employees, hotel and parking lot, surveillance, regular patrols



**DSPI, Inc.**

**Protecting Your People, Property & Life**

Core Mark	Various locations	Armed and unarmed guard services, workplace violence mitigation, access control, perimeter security, risk assessment
Airefco	Portland	Armed and unarmed guard services, access control, perimeter security, risk assessment
Portland State University	Portland	Armed and unarmed guard services, access control, perimeter security
Willamette University	Portland	Armed and unarmed guard services, access control, interior patrols

### III. Projected Fee

All rates proposed are fully burdened and include all charges and expenses, contractor supplied uniforms and equipment, management, supervision, and associated overhead costs, training and certification costs, and at the service location for DSPI. Should other locations or other services be required that are not in the RFP, or in the schedule and coverage hours, DSPI will provide specific rates for the additional services requested. Additionally, the schedules will be frequently reviewed to ensure that if any changes are needed, they are recognized and accommodated quickly to prevent any lapse of coverage. DSPI will bill ECRCHS for actual hours worked monthly. DSPI is open to further negotiation of any rates proposed.

	Hourly Rate
<b>Unarmed Security Guard</b>	<b>\$29</b>
<b>Unarmed Security Manager</b>	<b>\$34</b>

### IV. Insurance

Please see attachment.



**DSPI, Inc.**

**Protecting Your People, Property & Life**

---

## **v. References**

City of Isleton

POC- Jerry Finks. 916.402.0546

email-publicworks@cityofisleton.com

Address-101 2nd St. Isleton CA 95641

Services- Secured water treatment facilities, including site assessment and implementation of security solutions, implemented emergency response procedures, security training for facility staff, perimeter and facility patrol, access control, and post assignments

Hours- 84 hrs per week

Deer Valley Unified School District

POC- Matt Hreha, M. Ed., SHRM-SCP 623.445.5052

email- matt.hreha@dvusd.org

Address- 2820 W Rose Garden Ln, Phoenix AZ. 85027

Services- -Ensure the safety of students, staff and visitors. Emergency response patrols. Collaborating with local law enforcement and fire personnel (Note: Contract has been renewed for the 24/25 school year)

Hours- 120 hrs per week

Portland State University

POC-Chief Willie Haliburton 971-645-1334

Email – [willie@PDX.edu](mailto:willie@PDX.edu)

Address – 13891 Lazy Creek Ln, Oregon City, OR, 97045

Services - Sporting Event Management (3,500 Attendees), Concert Series Event Management (7000 Attendees: Access Control, Crowd Management, Venue and Perimeter Security, Baggage and Equipment Screening, Player and VIP Protection, Emergency Response, Incident Management, Liaison with Law Enforcement, Communication and Collaboration, Pre-Event Planning and Risk Assessment.

Hours – 90 hrs per week



# EL CAMINO REAL CHARTER HIGH SCHOOL



**RFP # 1023241**

**Location Address:** 5440 Valley  
Circle Blvd. Woodland Hills CA  
91367



**Prepared By:**

**Alltech Industries, Inc.**  
**c/o Oscar Gamez, CEO**

301 E. Pomona Blvd  
Monterey Park, CA 91755  
Office: (323) 450-2168  
Fax: (323) 450-2169  
[ogamez@alltechguards.com](mailto:ogamez@alltechguards.com)

**CONFIDENTIAL**

# TABLE OF CONTENTS



<b>Table of Contents.....</b>	<b>2</b>
<b>Cover Letter.....</b>	<b>3</b>
<b>Executive Summary.....</b>	<b>5</b>
 <b>Company Overview.....</b>	 <b>6</b>
Principals & Employees.....	7
Personnel & Staffing.....	8
Project Organization.....	11
 <b>Relevant Experience.....</b>	 <b>12</b>
Experience & Past Performance.....	13
Project References.....	14
Current References.....	15
Licensure.....	18
Capabilities Statement.....	19
Hiring Process.....	20
Personnel Selection & Retention Plan.....	22
Training Plan.....	24
Security Guard Uniform Policy.....	26
Sample of Reporting Form.....	27
Service Capabilities .....	30
Security Methodology.....	32
Staffing Plan.....	
Response Time.....	34
Technology & Innovation.....	35
Metrics & Performance.....	38
Quality Control Plan (Qcp).....	39
 <b>Cost Proposal.....</b>	 <b>43</b>
Projected fee.....	44
Financial Capacity.....	45
Insurance Statement.....	46
Certificate Insurance.....	47





# COVER LETTER

November 6, 2024

Dear Evaluation Committee,

Alltech Industries, Inc. (Alltech) is pleased to share our letter of introduction to express our strong intent and interest in becoming the security provider for the El Camino Real Alliance dba El Camino Real Charter High School. At Alltech, we are committed to delivering exceptional security services tailored to the unique needs of educational institutions. We firmly believe that our innovative approach and dedication to utilizing cutting-edge technology make us the ideal choice to safeguard your schools. We have reviewed the specifications under Scope of Services, and hereby certify Alltech Industries Inc. will comply with the RFP requirements.

Since 2002, we have been a prominent security guard service provider in the California region (301 E. Pomona Blvd Suit B Monterey Park, CA 91755). Our main emphasis has been on security government city contracts. Alltech's Unique Entity ID number is JPABSM7L42J4 and our corporate identification number is 3317329. We are fully licensed by the California Consumer Affairs, Bureau of Security and Investigative Services and our Federal Tax Identification number is 27-4453612. Our Private Patrol Operator license number is 16674, held by our Qualified Manager and President, Mr. Oscar Gamez with an expiration date of July 31, 2024.

Our company has a proven track record of implementing security solutions that prioritize safety while providing cost-effective solutions. We understand the importance of a safe and secure learning environment for students, staff, and visitors. Therefore, we have consistently invested in the latest security technologies to stay ahead of potential threats.

Here's how we can benefit the **El Camino Real Charter High School**:

- **Innovative Access Control:** Our access control solutions ensure that only authorized personnel can enter restricted areas. We can tailor access permissions to meet the unique needs of different school facilities within the district.
- **Advance Security Workforce Management:** We employ state-of-the-art technology to streamline incident reports, improve real-time visibility, and enhance team communication. Our software TrackTik allows us to log an incident, display a message, open a report form, ask exception questions, or trigger an incident alert at every checkpoint with ease.
- **Mobile Security Solutions:** We offer mobile security solutions that enable our security personnel to respond quickly to incidents on school grounds. Our teams are well-trained and equipped to handle a wide range of security situations.
- **Comprehensive Security Assessments:** We conduct thorough security assessments to identify vulnerabilities and develop customized security plans tailored to each school's unique needs.



# COVER LETTER

We understand that security is of paramount importance to the El Camino Real Charter High School and we are committed to providing the highest level of protection for your educational institutions. Our services are designed to not only meet but exceed your security expectations. In fact, our capabilities encompass a wide spectrum of services, ranging from emergency response, special events, vehicle/foot patrols, crossing guard duties, fire watch, parking lot attendants and logging all incident reports. This commitment significantly minimizes our turnover rate, fostering continuity by keeping the same officers stationed at a specific location.

## A History of Performance & Results

Presently, our services are extended to several cities, including Hesperia, Victorville, and Oxnard. Additionally, we have the honor of serving the Montebello Police Department. Our portfolio also extends to several school districts, such as the Hesperia Unified School District, Fullerton Joint Union High School District, Victor Elementary School District, Oro Grande School District, Corona-Norco School District, Green-Dot Charter Schools, Whittier Unified School District and more.

We wish to assure you that we possess the capacity to fulfill the services outlined in the Scope of Services and beyond. In the past, we have successfully executed security services at various Transportation Centers, including the Montebello/Commerce Transportation Center, Santa Clarita Metrolink Station, Pomona Transit Center, and we have proudly partnered with the Victor Valley Transportation Authority and Foothill Transit.

Please note that this letter of intent is valid for 90 days from the date of submittal and all information submitted with the proposal is true and correct. Alltech will not be using any subcontractors, has no disciplinary actions against them and has not had any contact failures or is currently in litigation.

We are eager to discuss this opportunity further and to provide a comprehensive proposal that outlines the specifics of our security services and how they align with the goals and needs of the El Camino Real Charter High School. Please feel free to contact our President and CEO at: [ogamez@alltechguards.com](mailto:ogamez@alltechguards.com) or via cellular: (714) 604-7688 to schedule a meeting or to request any additional information you may require.

Thank you for considering Alltech as your security provider. We look forward to the possibility of working together to ensure the safety and security of the students, staff, and visitors with in El Camino Real Charter High School.

Sincerely,

Oscar Gamez  
President, CEO  
Alltech Industries, Inc.

# EXECUTIVE SUMMARY



Alltech Industries, Inc. (Alltech) is pleased to present our proposal to deliver expert security services tailored to meet the unique needs of your esteemed Schools. Our comprehensive range of services includes unarmed security services, overnight surveillance, escorting individuals from District property, holiday coverage, support for promotion and graduation ceremonies, monitoring of school activities and sporting events, coverage during finals week, roving patrols, and regular property checks.

## Flexible Hours & Holiday Coverage

We understand the diverse scheduling requirements of educational institutions. Therefore, we offer adaptable scheduling options, accommodating various hours throughout Monday to Sunday, including the provision of 24/7 coverage on all holidays. This flexibility ensures that your Schools receive uninterrupted security services when and where they are needed the most.

At Alltech, flexibility is not just a concept; it's our commitment. Our overarching goal is your complete satisfaction. We understand that your security needs are unique, and we are here to adapt, customize, and evolve our services to meet those needs precisely. Your peace of mind is our top priority, and we are dedicated to providing security solutions that are as adaptable as they are effective.

## Experienced & Licensed Staff

Our greatest asset is our team of dedicated professionals. Each member of our security team is highly experienced, rigorously trained, and fully licensed. We take pride in employing personnel with a proven track record in providing top-notch security services, and we are committed to upholding the highest industry standards. We believe that a well-trained team is the cornerstone of effective security. From comprehensive use of force training to ALICE and active shooter preparedness, we leave no stone unturned when it comes to keeping your school safe. Our dedication to continuous improvement ensures that our personnel are not only highly skilled but also equipped to respond effectively to any security challenge, creating a safer environment for all.

## Utilization of Cutting-Edge Technology

To further enhance our service quality, we employ cutting-edge technology for guard tracking and performance management. Our advanced systems enable real-time monitoring, allowing us to ensure that our personnel are consistently delivering the level of security excellence that your School District deserves.

## Competitive Pricing with Unparalleled Qualifications

At Alltech, we believe in providing the best value to our clients. Our commitment to delivering exceptional security services is matched by our dedication to offering competitive pricing. We firmly believe that we offer the most cost-effective solution without compromising on the qualifications and expertise of our staff. Our team is fully equipped to meet the security needs of El Camino Real Charter High School, offering a wide array of services, flexible scheduling, experienced and licensed personnel, cutting-edge technology, and competitive pricing. We are confident that our tailored security solutions will not only meet but exceed your expectations, on-time and within budget.



# COMPANY OVERVIEW



# PRINCIPALS & EMPLOYEES



At Alltech, we hold a steadfast commitment to ensuring that every member of our team, whether they serve as Officers, Supervisors, or in Management roles, possesses the requisite Licenses and Permits to work as a Security Officer. This foundational requirement reflects our dedication to professionalism, regulatory compliancy, and the execution of duties with the utmost competence.

We believe that effective leadership is best cultivated through an intimate understanding of the roles our team members undertake. Therefore, it is our expectation that our Management personnel should be well-versed in the intricacies of a site's operations and be prepared to step into an Officer's shoes if the need arises. This approach underscores our belief that all members of our team must exhibit professionalism and perform their duties to the highest standards.

In situations where a Manager conducts on-site inspections or supervision and identifies areas of concern or discrepancies that fall short of our stringent standards, they possess the authority to make immediate corrections. In such cases, the Manager can temporarily replace the Officer on duty, ensuring that the site remains secure and our service levels are maintained at all times.

## Promoting From Within

Our commitment to promoting from within is deeply rooted in our organizational ethos. Every Supervisor within our ranks has earned their position through dedicated service as Officers, showcasing their commitment, competence, and potential for leadership. We believe that merit and performance are the most accurate measures of a team member's suitability for advancement within our company.

## Leadership With a Vision

As an organization, our leadership is not limited to the boardroom. Our President and CEO, Oscar Gamez is truly the guiding force behind our operations. He possesses not only the leadership acumen to steer our company, but also the visionary perspective needed to support your mission of safety. His dedication to our shared goal of safeguarding the well-being of our clients is an integral part of our corporate identity.

In essence, at Alltech, we are united by a common purpose—to provide unparalleled security services marked by professionalism, competence, and commitment. Our belief in promoting from within, our commitment to continuous improvement, and our visionary leadership all contribute to our pursuit of excellence in the security industry.

## About Our CEO, Mr. Gamez

Mr. Gamez holds a Bachelor of Science degree in Electrical Engineering and boasts an impressive 26-year tenure in the field of security. He plays an integral role in overseeing the day-to-day operations of our company, with a particular focus on the activities of Supervisors and Officers. Mr. Gamez is also intricately involved in the management of all contracts serviced by Alltech. Notably, he maintains active engagement with every contract that Alltech undertakes. His hands-on approach extends to maintaining continuous communication with the El Camino Real Charter High School, ensuring a strong and collaborative partnership throughout the duration of our service commitment.



# PERSONNEL & STAFFING

Oscar A. Gamez

**President**

**Alltech Industries, Inc.**

Office-(323) 450-2168 Cell (714) 604-7688

[ogamez@alltechguards.com](mailto:ogamez@alltechguards.com)

## Summary of Qualifications:

25 years of experience working in the security industry, 20 years of management experience.

## Work Experience:

2010-Pres.	President of Alltech Industries, Inc.
2002-2010	General Manager of Alltech Protective Services
1997-2002	Security Guard, Sales Consultant and Regional Manager of SSP Security Inc.

## Special Skills:

- Recruited, hired, trained and scheduled Security Officers
- Developed and Implemented Security Officer and Supervisor Training Program
- Conducted Security Surveys
- Managed several locations in different counties
- Managed Security Officers
- Superior customer retention
- Conducted successful security investigations
- Experience with large complex operations
- Account development, employee forms, payroll, and invoicing
- Composing post orders for new clients
- Interacted with clients on a regular basis
- Inspected and interacted with personnel in the field
- Solicitation of potential clients
- Networking
- Emergency response
- Experience as a Security Officer and Supervisor
- Reduce the employee turnover rate



## Licenses

Security Guard License and Firearms Permit, Baton and Maze Permit

## Education

Bachelors of Science in Electrical Engineering with a specialization in Computer Engineering.





# PERSONNEL & STAFFING

Hilda Perez  
**Operations Manager**  
**Alltech Industries, Inc.**  
 Office-(323) 450-2168 Fax-(323)450-2169  
[hperez@alltechguards.com](mailto:hperez@alltechguards.com)

## Summary of Qualifications:

18 years of experience working in the security industry.

## Work Experience:

2010-Pres.	Operations Manager of Alltech Industries, Inc.
2004-2010	Experience as Security Officer, Office Manager and Operations Manager with SSP Security
2004-2006	Counselor at Optimist Boys Youth Homes-Supervising Juvenile Delinquents
2003-2004	Claims Adjuster, investigating property loses at Farmers Ins.

## Special Skills:

- Knowledge of Human Resources Procedures and related Legal Issues
- Developed training on report writing
- Managed Security Officers
- Developed sales plans and objectives
- First Aid and CPR trained
- Verbal de-escalation
- Handling emergency situations
- Managing Accounts
- Criminal Procedures
- Interacted with clients on a regular basis
- Experience as Security Officer
- Trained Security Officers
- Implementing/writing post orders
- Experience supervising juvenile delinquents in a detention like setting



## Licenses

Security Guard Card and Firearms Permit issued by the Bureau of Security and Investigative Services.

## Education

Bachelor of Science in Criminal Justice



# PERSONNEL & STAFFING

Jasmine Suarez  
**Business Development**  
**Alltech Industries, Inc.**  
Office-(323) 450-2168 Cell (818)919-0921  
jsuarez@alltechguards.com

## Summary of Qualifications:

5 years of experience working in the security industry.

## Work Experience:

2019-Pres.  
2016-2018  
2013-2015

Business Development of Alltech Industries, In  
Experience as Security Officer  
Baxter International

## Special Skills:



- Developed training on report writing
- Experience as Security Supervisor
- First Aid and CPR trained
- Accounts Receivable
- Team player
- Administrative assistant
- Data base entry
- Environmental testing

## Education:

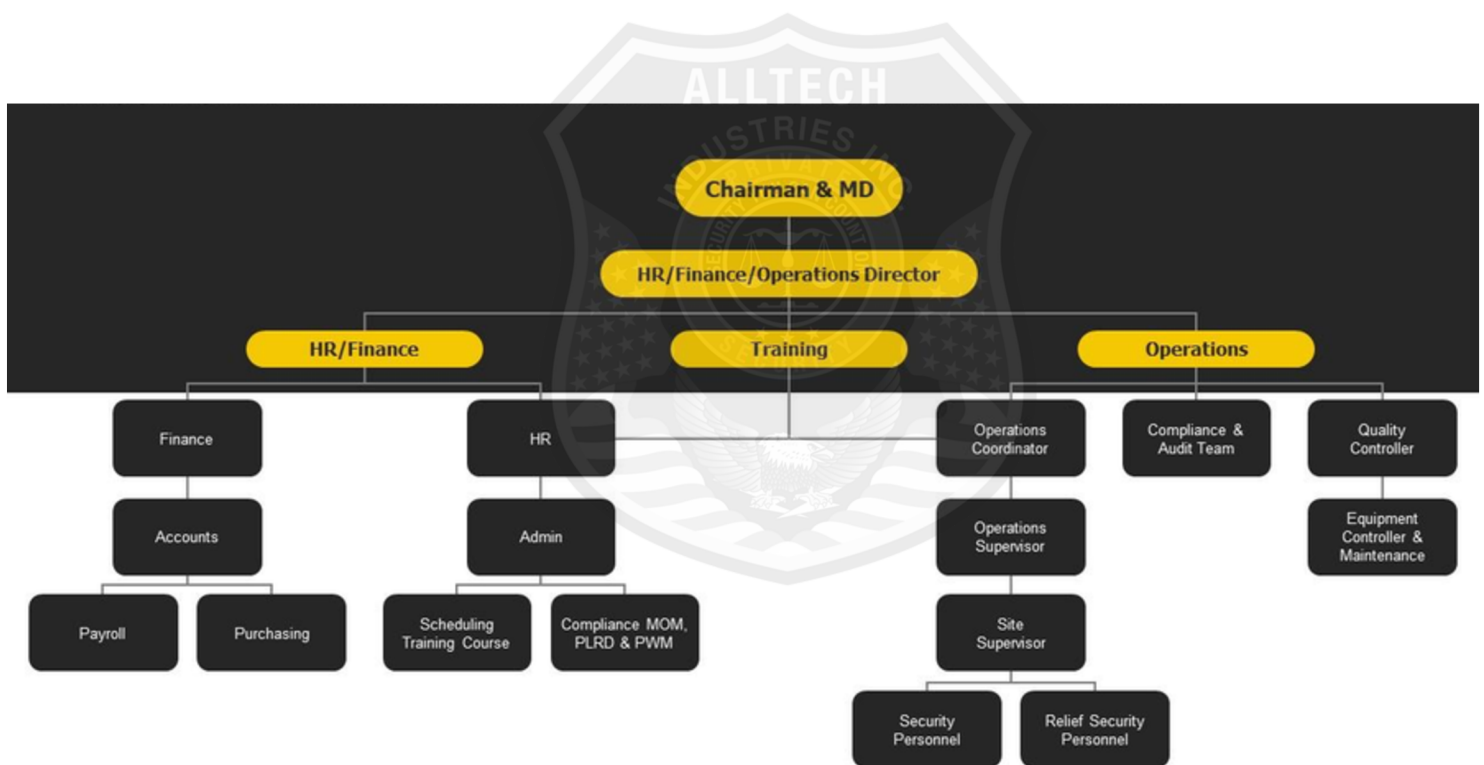
University of La Verne, BS in Psychology



# PROJECT ORGANIZATION

At Alltech, it is our strong desire to instill complete confidence in our ability to have a functional project organization, which delineates communication/reporting relationships among the project staff. Our project organization is robust and secure, ensuring that we have the resources necessary to support every aspect of our commitment.

Most importantly, key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as “**key**” to the project shall be removed or replaced without the prior written concurrence of the El Camino Real Charter High School.





# RELEVANT EXPERIENCE



# EXPERIENCE & PAST PERFORMANCE

For over decades, our leadership team has been at the forefront of safeguarding the people, property, assets. Alltech has also made a name for ourselves as a leader in safeguarding educational institutions. Our commitment to providing top-tier security services has earned us the trust of numerous school districts, making us a respected and dependable partner in the realm of safety and security.

## Guided by an Experienced & Visionary Leader

At the helm of our operations stands our CEO, Mr. Oscar Gamez, a seasoned veteran with more than 25 years of invaluable experience in the security industry. His visionary leadership has not only shaped our organization but has also fortified our unwavering dedication to the safety and well-being of school districts.

## The Local Advantage

What sets us apart is our local presence and expertise. We are deeply ingrained in the communities we serve, which empowers us with a profound understanding of the unique security needs of educational facilities. Our local knowledge, combined with a commitment to excellence, positions us as the most qualified team to address your security requirements.

A local security firm intimately understands the unique characteristics, challenges, and vulnerabilities of your specific area. This local knowledge enables us to develop tailored security strategies that are highly effective in addressing the region's distinct security concerns. Additionally, as a local security firm, we can provide swift and efficient response times in the event of an emergency or security breach. **Our proximity ensures that we can be on-site quickly, minimizing potential risks and safeguarding your school community.**

Most of all, we are often deeply embedded in the communities we serve. We are committed to the well-being of local schools and we have a vested interest in ensuring your safety. Our level of community engagement fosters trust and collaboration.

## Capacity to Serve Your Needs

Our capabilities extend far beyond just meeting the minimum requirements. We possess the capacity to cater to the multifaceted and evolving security needs of educational facilities. From securing campuses to implementing cutting-edge technologies, we have consistently demonstrated our ability to adapt, innovate, and deliver results.

In the world of school district security, trust is key! We have earned this trust by consistently providing professional, reliable, and effective security services. We don't just see ourselves as security providers; we see ourselves as partners in the pursuit of a safe and nurturing educational environment.

Choose Alltech as your security partner, and you're not just choosing a company; you're choosing a legacy of excellence, a visionary leader, and a local team with the capacity to serve your unique security needs. Your safety and peace of mind are our utmost priorities, and we stand ready to deliver on that promise every day, for every student and educator.



# PROJECT REFERENCES



The scope of work required to secure your esteemed El Camino Real Charter High School is not just a task; it's a reflection of our rich history of past performance and our commitment to excellence. We have a proven track record of safeguarding educational institutions with precision, dedication, and professionalism. Our history is a story of successful partnerships, where safety and security have always been bar-none.

We invite you to explore our references—trusted voices from our valued clients who can attest to the quality of our service excellence. These references aren't just words on paper; they are testaments to the trust we've earned through our diligent efforts and highest levels of dedication.

**At Alltech, we don't just secure schools; we build lasting partnerships rooted in trust, competence, and most of all...results!** Our history is a testament to our commitment to providing the highest level of safety and security. With us, your schools well-being is not just a goal; it's a legacy we continue to build upon, one successful partnership at a time.

## Key Differentiators

Our key differentiators are the very pillars upon which our reputation is built, setting us apart as the foremost choice for protecting El Camino Real Charter High School.

### Exclusive Dedication to Educational facilities:

- **What truly sets us apart is our commitment to protecting educational facilities.** Unlike some security firms that serve a myriad of industries, **our experience is laser-focused on educational institutions.** We understand the intricacies, nuances, and challenges specific to schools, making us experts in the field.

### A Team Committed to Your Safety:

- Our team is not just a collection of security personnel; we are a collective force driven by a shared commitment to the safety and security of our school communities. Every member of our team understands the profound impact their work has on students, teachers, staff, and parents. This deep sense of responsibility is the driving force behind our dedication.

### Unmatched Experience:

- Experience is our greatest asset. Over the years, we have honed our skills, refined our procedures, and continuously adapted to the evolving security landscape. Our extensive track record in protecting schools speaks volumes about our ability to handle any security challenge with precision and professionalism.

### A Culture of Proactive Preparedness:

- We believe in proactive preparedness, not reactive response. Our team is well-versed in creating and implementing emergency response plans tailored to the unique needs of each school. From routine drills to crisis management, we ensure that our clients are always prepared for the unexpected.

### Strong Community Connections:

- We recognize that protecting schools extends beyond security measures. We actively engage with the communities we serve, fostering trust, and open lines of communication. This collaborative approach allows us to tailor our services to the specific needs of each school creating safer and more secure environments.



# CURRENT REFERENCES

- **City of Victorville**

Celeste Calderon, Finance Specialist  
cmcalderon@victorvilleca.gov  
14343 Civic Drive, Victorville, CA 92393-5001  
(760) 955-5082  
1.5 million for 5 years

Since January 2018, Alltech Industries Inc. has provided the city of Victorville with unarmed security officers for their City Hall, Libraries, Parks and Special Events. As part of our responsibility, we act as a city liaison to enforce rules set forth by the city, verifying the rules are being properly abided by patrons visiting these facilities, as well as removing individuals after hours.

**Contract Period:** 01/2018 – Current

**Customer Facilities:** 25 parks, 7 City Facilities

- **Victor Elementary School District**

Eric J Camarena  
Director of Safety & Communications  
Victor Elementary School District  
760.245.1691 Office  
760.694.6001 Cell  
ecamarena@vesd.net  
12219 2nd Avenue, Victorville, Ca 92395  
Nightly Security Vehicle Patrol and alarm response for District Schools and Facilities. Event Security and School Security Services. \$137,000 per year

**Contract Period:** 07/2022 – Current

**Customer Facilities:** 20 District sites

- **Snow Line Unified School District**

Shawn Premo  
Assistant Superintendent  
Human Resources & Administrative Services  
Office Number 760.868.5817 x10132  
Fax Number 760.868.5309  
Nightly Unarmed Vehicle Patrol and Alarm response to District School and facilities \$70,000/year

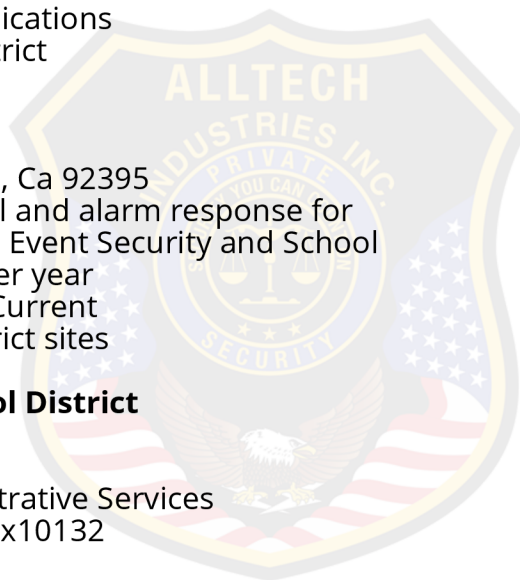
**Contract Period:** 07/2023 – Current

**Customer Facilities:** 15 District sites

- **Inglewood Unified School District**

Martin J. Sissac, School Police Chief  
(310) 680-5250 Office  
(310) 743-9689 Cell  
[martin.sissac@inglewoodusd.com](mailto:martin.sissac@inglewoodusd.com)  
401 South Inglewood Ave. Inglewood, CA 90301

**Contract Period:** 2024-present







# CURRENT REFERENCES

- **City of Hesperia**

Marc Morales, Management Analyst  
mmorales@cityofhesperia.us  
9700 Seventh Avenue, Hesperia, CA 92345  
(760)947-1472

\$505,000 annually / 5 years

July 2020 - Present, Alltech Industries Inc. has provided the City of Hesperia with night vehicle patrol services for their City Hall and maintenance yard. We conduct interior and exterior patrols of the properties and respond to burglary and fire alarms.

**Contract Period:** 07/2020 – Current

**Customer Facilities:** 15 parks, 3 City Facilities

- **City of Oxnard Housing Authority**

Fredi Contreras, Housing Maintenance and Operations Superintendent  
Fredi.contreras@oxnard.org  
1470 E Colonia Rd, Oxnard, CA 93030  
(805)385-7887

\$120,00 per year

Provide Security Vehicle Patrol Services at Low Income Housing Facilities. Our comprehensive range of services included armed and unarmed security services, escorting individuals from housing property, holiday coverage, monitoring of housing, security foot patrol and vehicle patrol services including, staff parking lot, patio area, and all outside perimeter, and daily property surveillance report.

**Contract Period:** 10/2021 – Current

**Customer Facilities:** 6 housing projects consisting of 520 units of federally subsidized low-income public housing.

- **Hesperia Unified School District**

(760) 244-4411 Ext. 7304/ virginia.gutierrez@hesperiausd.org  
Virginia Gutierrez, Director - Purchasing, Facilities, Warehouse

Provide nightly patrol of all District facilities utilizing a team of 3 patrol vehicles. Respond to burglary and fire alarms. Respond to request for service from staff.

Contract Period: 10/2014 – Current

Customer Facilities: 32 District sites

- **Fullerton Joint Union High School District**

1021 S. Leslie St. La Habra CA 90621  
(714)680-5609 / dmccurry@fjuhsd.org  
Dale McCurry

2015-Present, \$220,000 annually

After hour vehicle patrol of all schools in the district, respond to alarm calls.

**Contract Period:** 07/2015 – Current

**Customer Facilities:** 12 District sites

- **Covina-Valley Unified School District**

519 E. Badillo Street, Covina ,CA 91723  
626) 363-3875/ bjohnson@c-vusd.org

Brian Johnson, Assistant Director

Vehicle patrol of schools in the district. 2022-Present, \$150,000/year

**Contract Period:** 07/2021 – Current

**Customer Facilities:** 22 District sites



# CURRENT REFERENCES

- **Corona-Norco Unified School District**

Nicole Nyberg,  
Student Services  
(951) 736-5111  
[Nicole.Nyberg@cnusd.k12.ca.us](mailto:Nicole.Nyberg@cnusd.k12.ca.us)  
2820 Clark Ave. Norco, CA 92860  
**Contract Period:** 2023 – Current

- **East Los Angeles College**

Daphne Robinson,  
Design Manager  
(323) 251-1357  
[daphne.robinson@build-laccd.org](mailto:daphne.robinson@build-laccd.org)  
1301 Avenida Cesar Chavez, Monterey Park, CA 91754  
**Contract Period:** 2023-Present

- **Chino Valley Unified School District**

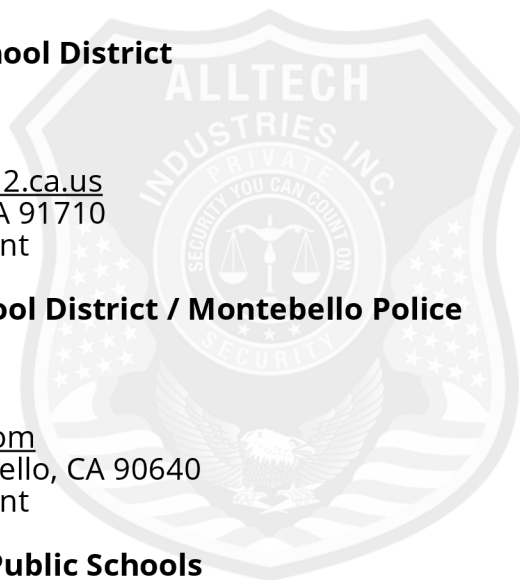
Stephanie Proudfit,  
Personnel Cleck  
(909) 628-1201 Ext. 1158  
[Stephanie.Proudfit@chino.k12.ca.us](mailto:Stephanie.Proudfit@chino.k12.ca.us)  
13461 Ramona Ave. Chino, CA 91710  
**Contract Period:** 2024-Present

- **Montebello Unified School District / Montebello Police**

Briannon Padilla,  
Management Analyst  
323-887-1200 ext. 223  
[BPadilla@cityofmontebello.com](mailto:BPadilla@cityofmontebello.com)  
1600 W Beverly Blvd, Montebello, CA 90640  
**Contract Period:** 2022-Present

- **Alliance College Ready Public Schools**

Christina Flores,  
Director-Fiscal Strategy  
(213) 943-4930  
[procurement@laalliance.org](mailto:procurement@laalliance.org)  
5101 Santa Monica Blvd. Suite 8, PMB 271, Los Angeles, CA 90029  
**Contract Period:** 2023-Present



# LICENSURE



## Industry Accreditations

We are proud to announce that our security firm has earned accreditation from two esteemed industry organizations, ASIS International and CALSAGA (California Association of Licensed Security Agencies, Guards, and Associates). These accreditations are a testament to our commitment to upholding the highest standards of professionalism, ethics, and excellence in the security industry. Our accreditation by ASIS and CALSAGA reflects our dedication to providing superior security services and our adherence to industry best practices, ensuring the safety and satisfaction of our clients. Attached below is a copy of Alltech Industries Inc. Private Patrol Operator license.



Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002  
(916) 322-4000

## PRIVATE PATROL OPERATOR

License No. PPO16674

Valid Until: 07/31/2024

Receipt No. 3550

ALLTECH INDUSTRIES INC  
301 E POMONA BLVD  
MONTEREY PARK, CA 91755

In accordance with the provisions of Division 3, Chapter 11.5 of the Business and Professions Code, the company named hereon is issued a Private Patrol Operator License Renewal.

----- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----





# CAPABILITIES STATEMENT

## COMPANY OVERVIEW

**Company:** Alltech Industries, Inc.

**CEO, President:** Oscar Gamez

**Physical Address:** 301 E. Pomona Blvd., Suite B, Monterey Park, CA 91755

**Mailing Address:** P.O. Box 4042, Montebello, CA 90640

**Office:** (323) 450-2168

**Fax:** (323) 450-2169

**Email:**  
ogamez@alltechguards.com

**Website:** www.alltechguards.com

**EIN:** 27-4453612

**DUNS:** 017925443

**UNIQUE ENTITY ID:** JPABSM7L42J4

## INDUSTRY LICENSURE

- California Consumer Affairs, Bureau of Security and Investigative Services, Private Patrol Operator License Number 16674; Expiration date: July 31, 2024
- Our CEO, President holds the following: Security Guard License and Firearms Permit, Baton and Maze Permit

## SECURITY NAICS CODES

- 561612 - Security Guards and Patrol Services
- 561611 - Investigation, Guard, and Armored Car Services
- 561621 - Security Systems Services (except Locksmiths)
- 561613 - Armored Car Services
- 561790 - Other Services to Buildings and Dwellings

## EXPERIENCED & TRUSTED SECURITY PROVIDERS

Alltech Industries, Inc. is an industry-leading security company, standing as a trusted and seasoned provider of security officer and protection services. With a track record built on excellence, professionalism, and commitment to safety, we have earned the trust of our clients and communities. Our highly trained security officers, equipped with innovative technologies and backed by comprehensive training, ensure the security and protection of assets, premises, and people. Whether it's safeguarding commercial properties, event venues, or school districts, our tailored security solutions meet diverse needs. Alltech is not just a security provider; we are a dedicated partner, delivering peace of mind through our commitment to excellence.



## UNMATCHED PEOPLE & PROTECTION SERVICES

- Armed & Unarmed Security Officers
- Stationary & Roving Patrols
- Event Security Services
- Residential & Commercial Security
- Construction Site Security
- Emergency Response Services
- VIP & Executive Protection
- Security Consulting & Training
- Crisis Management & Risk Assessment
- Alarm Monitoring & Response
- Crossing Guard Services

## PAST CONTRACTS & AFFILIATIONS

- **Local Cities/Municipalities Served:**
  - Los Angeles
  - Carson
  - Victorville
  - Oxnard
  - Thousand Oaks
- **Police/School Districts:**
  - Montebello Police Department
  - Los Angeles Unified School District
  - Hemet Unified School District
  - Lake Elsinore Unified School District
  - Hesperia Unified School District
  - Anaheim Elementary School District
  - Fullerton Joint High School District
- **Transit Authorities:**
  - Montebello/Commerce Transportation Center
  - Santa Clarita Metrolink Station
  - Pomona Transit Center
  - Victor Valley Transportation Authority
  - Foothill Transit





# HIRING PROCESS



Alltech maintains a robust pipeline of qualified talent. In fact, we consistently receive a high volume of employment applications from security officer candidates eager to join our team. Once we secure a contract, our diligent candidate search process begins.

To create a substantial pool of potential candidates, we collaborate with local vocational centers and training academies, where we access lists of prospective job seekers and post job openings. Additionally, we advertise our opportunities in local newspapers and on online platforms like Caljobs or Indeed. Once we have amassed a suitable candidate pool, our comprehensive hiring and screening process commences.

## Security Officer Qualifications

Our security officers must meet specific criteria, which include but is not limited to:

- Be at least 21 years old
- Possess a high school diploma or GED
- Demonstrating proficiency in English, both in speaking and writing
- Have a minimum of two years of security officer experience, totaling approximately 2,000 to 4,000 hours
- Hold a current guard card and possess up-to-date licenses for the equipment they use while on duty

Before commencing employment, officers are mandated to complete the new 40-hour training requirement mandated by The Department of Consumer Affairs. To ensure the highest level of trustworthiness, we conduct thorough background checks, credit checks, and an extensive examination of their work history. Prior to hiring, candidates undergo drug testing, and random drug testing continues throughout their employment to maintain our commitment to safety and security.

## Criminal/Credit Background Checks

Prior to being hired, security officers are subjected to a rigorous screening process, which includes a comprehensive credit check and a criminal background investigation carried out by the California Department of Justice. This background check is executed through the LiveScan system. Additionally, we verify their current residence and past employment history.

Employment with our company is contingent upon successfully passing this thorough screening process. Specifically, individuals with convictions for any of the following will not be granted employment: felony, violent misdemeanor, sex crime, military discharge (unless honorable), or if there is a noticeable pattern of irresponsible behavior.

## Department of Motor Vehicles Check

Security officers are required to provide their Department of Motor Vehicles (DMV) records before their initial workday. Any discrepancies found in these records will impact the hiring decision. Additionally, officers must successfully complete our Driver Test, which includes both a written examination and a behind-the-wheel assessment.

# HIRING PROCESS

---



## Physical Exam

Prior to the commencement of their contract, officers are obligated to undergo a physical examination. It is essential that officers are in good physical condition, capable of standing for extended periods, and capable of lifting 25 pounds.

## Licenses & Permits

Every officer is required to maintain an up-to-date guard card and permits authorizing the carrying and utilization of equipment such as mace, handcuffs, baton, and firearms, as deemed necessary.

Furthermore, officers are mandated to hold certifications in Basic First Aid and Cardio Pulmonary Resuscitation (CPR), alongside certifications in Powers of Arrest. Possession of a valid class "C" driver's license is also a prerequisite.

For those officers with driving responsibilities during duty, an on-site driving test and a written examination will be administered. Officers are obliged to carry their licenses and permits at all times while on duty and must present them when requested by post management or an authorized officer.

The status of these licenses is subject to random checks conducted through the Bureau of Security and Investigation Services. Any instance of license suspension or being placed on hold will result in immediate termination of the officer's employment.

## Bilingual Skills

Our security personnel are required to possess proficiency in reading, writing, comprehending, and communicating in English. Additionally, certain clients may necessitate officers who are bilingual, particularly in Spanish, and we are fully equipped to provide guards who meet these language requirements, exhibiting proficiency in reading, writing, comprehending, and conversing in Spanish.

## Alcohol & Controlled Substances

At Alltech, we strictly uphold a **ZERO-tolerance policy** regarding the use of alcohol and controlled substances. Our employees are subject to unannounced drug and alcohol screenings. Failing to pass such screenings will result in immediate termination of employment. Arriving at work while under the influence of alcohol or illegal drugs will also lead to immediate termination of employment and removal from their assigned post.



# PERSONNEL SELECTION & RETENTION PLAN

At Alltech, we recognize that the safety and security of El Camino Real Charter High School students, staff, and visitors are of paramount importance. To achieve this, we have developed a comprehensive Personnel Selection and Retention Plan designed to hire and retain the most qualified security guards who are dedicated to the well-being of the school community. **Our security personnel receive specialized training in interacting with youth and school-age children, and they have firsthand experience in operating within a school environment.**

## **Rigorous Screening Process:**

We start by implementing a stringent screening process that includes thorough background checks, criminal history reviews, reference checks, and verification of licenses and certifications. Only candidates with clean records and exemplary qualifications proceed to the next stage.

## **School-Specific & Specialized Trainings:**

We provide specialized training tailored to the unique needs of each school we serve. This includes familiarization with school layouts, emergency response plans, and school policies and procedures. Selected candidates will also undergo extensive training tailored to the unique needs of school security. This includes training in conflict resolution, emergency response, crisis management, and cultural sensitivity. We ensure that all security personnel are well-versed in the specific security requirements of educational institutions.

## **Certification & Licensing:**

Our guards are required to maintain up-to-date certifications and licenses, including First Aid, CPR, and state-mandated security licenses. We encourage ongoing professional development to keep our team updated with the latest security best practices.

## **Available Guards & Mobile Patrol Units:**

We have 5 extra vehicles to support PSUD out of 35 active vehicles. We can supply extra vehicles and resources to support the District's needs.

## **Guards Available on Standby:**

We can supply up to 20 on-call officers for 24/7 emergency request with only a few hours notice. Larger number of Officers can be deployed with only a few days notice.

## **Available Mobile Patrol Units:**

We have 5 extra vehicles to support PSUD out of 35 active vehicles. We can supply extra vehicles and resources to support the District's needs.





# PERSONNEL SELECTION & RETENTION PLAN

## Career Advancement Opportunities:

We offer clear pathways for career advancement within our organization. Guards who demonstrate outstanding performance have the opportunity to take on leadership roles, such as supervisor or training positions.

## Our Commitment to Retention

At Alltech, we understand that the heart of our success lies in the quality and dedication of our security guard team. It's not just about hiring the best; it's about keeping them motivated, engaged, and committed to our mission and yours.

## Retention Strategies

- **Support Diversity & Inclusion:** At Alltech, we celebrate diversity and inclusivity within our team, embracing guards from a variety of backgrounds. We carefully select team members to best match the unique requirements of each customer, ensuring a safe and welcoming environment tailored to specific needs. Our focus is on providing well-qualified, experienced guards suited for every situation.
- **Committed to Professional Development:** We believe in the power of growth, not only for our company but for each individual guard. We offer continuous training and development opportunities, allowing our guards to enhance their skills, acquire new certifications, and advance their careers. When our team members see a clear path for personal and professional growth, they are more likely to stay and thrive with us.
- **Recognize & Reward Excellence:** Exceptional performance deserves recognition. We have a robust system for acknowledging and rewarding our security guards who consistently go above and beyond. Whether it's a simple "thank you" or a more substantial recognition program, we ensure that their dedication does not go unnoticed.
- **Competitive Compensation & Benefits:** We understand that competitive compensation and comprehensive benefits are fundamental to retention. Our guards are compensated fairly for their hard work and dedication. Our benefits packages include health insurance, retirement plans, and other perks that provide security for them and their families.
- **Supportive Work Environment:** A positive and supportive work environment is key to retaining top talent. Our guards are part of a close-knit team that values their contributions. We foster a culture of respect, open communication, and camaraderie. When our guards feel appreciated and connected, they are more likely to stay and thrive.
- **Career Advancement Opportunities:** We provide clear pathways for career advancement within our organization. Guards who demonstrate exceptional skills and leadership qualities have opportunities to take on supervisory roles, training positions, or other positions of responsibility.

# TRAINING PLAN



With our extensive experience as a trusted security provider serving numerous of city government facilities, we understand that a robust training plan is the foundation for ensuring safety and security when working with El Camino Real Charter High School. To ensure our security guards are not just adequately prepared but exceptionally equipped to secure educational facilities, we have developed a comprehensive training plan that sets the gold standard.

## Training Plan Components

- **Orientation & Onboarding:** Newly recruited security guards will undergo an in-depth orientation and onboarding process. This phase will provide an introduction to our company's mission, values, and policies, as well as an overview of the specific challenges and responsibilities related to the educational facilities.
- **Security Fundamentals:** We will conduct specialized training to familiarize our guards with the unique aspects of securing the schools environment. This includes understanding the layout of premises, emergency response procedures, active shooter training, and a deep dive into facilities policies and regulations.
- **Conflict Resolution & De-escalation:** Schools environment require a particular focus on conflict resolution and de-escalation techniques. Our guards will receive intensive training in peaceful conflict resolution and methods to diffuse potentially volatile situations, ensuring a safe atmosphere for the schools students, staff, and visitors.
- **Crisis Management, Fire Protection & Emergency Response:** Our security guards will undergo rigorous training in crisis management, covering a range of scenarios, including natural disasters, medical emergencies, and lockdown situations. They will be well-versed in the schools emergency response plans and procedures, along with fire watch procedures.
- **Use of Force:** Security guards will receive training on the appropriate use of force, in strict accordance with legal guidelines and regulations. They will be equipped with the knowledge to make informed decisions while prioritizing the safety of all individuals.
- **Technology & Equipment Proficiency:** We ensure that our security personnel are proficient in the use of technology and security equipment relevant to the schools. This includes surveillance systems, alarm systems, and communication devices.
- **Communication & Interpersonal Skills:** We emphasize the importance of effective communication and interpersonal skills, particularly when dealing with visitors, personnel, and property even handling difficult people. Our training will empower guards to build positive relationships and maintain a professional demeanor at all times.
- **Cultural Sensitivity & Inclusivity:** In a culturally diverse educational facility, cultural sensitivity and inclusivity are vital. Our training will incorporate modules on recognizing and respecting cultural differences, fostering an inclusive environment, and preventing discrimination.
- **First Aid & CPR Certification:** All security guards will obtain First Aid and CPR certification to respond effectively to medical emergencies until professional medical assistance arrives.

# TRAINING PLAN



- **Real-World & Scenario-Based Training Exercises:** Practical, scenario-based training exercises will simulate real-life situations, allowing guards to apply their knowledge and skills in a controlled environment, which includes crime scene documentation, crowd control and more. This hands-on experience enhances their preparedness and confidence.
- **Report Writing:** We prioritize comprehensive training for our officers, including thorough instruction in report writing. We recognize the importance of clear and accurate documentation in our line of work. To enhance the efficiency and precision of this critical task, we utilize advanced technology such as TrackTik to capture and electronically submit reports. Our commitment to report writing training underscores our dedication to professionalism and our commitment to providing clients with high-quality security services. Properly documented reports not only serve as a historical record of incidents but also aid in decision-making, risk assessment, and continuous improvement. By equipping our officers with the skills and tools necessary for effective report writing, we ensure that our clients receive meticulous and reliable documentation, ultimately contributing to the safety and security of the environments we serve.
- **Regular Evaluation & Feedback:** We conduct regular performance evaluations and feedback sessions to ensure that our security guards are meeting and exceeding the school district's expectations. Continuous improvement is the cornerstone of our training program.

## Onboarding Training & Monitoring Requirements

Prior to deploying any officer to a specific location, they undergo extensive training both at our facility and at external training centers. Each client and location presents unique requirements, necessitating tailored preparation. Upon assignment to a specific location, officers undergo in-depth training sessions lasting between 30 to 40 hours, focusing on the site's daily operations and specific post orders. To ensure a comprehensive understanding of their responsibilities, officers are accompanied by a supervisor who provides on-the-job training.

Supervisors actively monitor the officers' performance on-site, verifying the correct execution of tasks. Officers are subjected to scenario-based quizzes to assess their preparedness for various situations. Random inspections by supervisors are also conducted to gauge task comprehension, and officers receive additional training if needed.

In compliance with California state regulations, every officer undergoes a mandatory 40-hour training program upon becoming a security officer, followed by an annual requirement of 8 hours of training.

In addition to these mandatory training requirements, Alltech goes above and beyond by offering additional training hours tailored to the specific post orders and tasks associated with each location. If our assessment indicates that an officer requires further training, we readily provide it.

Our commitment to excellence extends to conducting intensive training courses that keep our security officers well-informed about developments in the security field. These courses encompass various formats, including video presentations, lectures, and practical on-the-job training. Furthermore, officers have the opportunity to attend courses offered by local ROP programs, community colleges, and Guard Training academies to further enhance their skills and knowledge.



# SECURITY GUARD UNIFORM POLICY



## Uniform Policy:

### A. Alltech ATTIRE:

1 All security guards shall receive six (6) piece uniform at the time of hire. Each uniform issued shall consist of the following:

Two (3) tan short sleeve or long sleeve shifts  
One (1) bomber jacket  
One (1) company badge  
Two (2) company patches  
One (1) duty belt  
One (1) name tag



2. Uniform Consistency: Officers are required to wear a standardized company uniform that includes our clearly identifiable company badge and logo, name tag, tan short sleeve shirt or long sleeve and black slack pants; polished black shoes or boots designed for comfort and functionality. Uniforms must be clean, well-maintained, and in good condition.

3. Each security guard shall wear black slack pants and black rubber-soled shoes (not tennis shoes or sneakers) while in uniform. Alltech shall not purchase or provide reimbursement to the employee for the cost of his/her pants and work shoes.

4. All security guards shall be required to wear company uniforms while on duty.

5. The uniform policy is applicable to all security guards regardless of gender.

6. Failure to wear company uniform in accordance with this policy shall result in disciplinary action.

### B. IMPERMISSIBLE ATTIRE:

1. Sneakers/tennis shoes, jeans, shorts, sweatpants and/or T-shirts are not acceptable attire for any security guard while on duty.

2. Security guards are expected to report for work physically clean, neat, and well groomed, and remain presentable while on duty.

### C. MAINTENANCE OF UNIFORM

1. Each security guard shall be responsible to maintain, clean and properly care for his/her uniform at his/her own cost.

# SAMPLE OF REPORTING FORM



Alltech Security Solutions

Fullerton JUHSD

## Daily Activity Report

Employee Josue Cuellar

Account: Fullerton JUHSD

Started on: 10/14/2023 02:00pm

Ended on: 10/14/2023 10:00pm



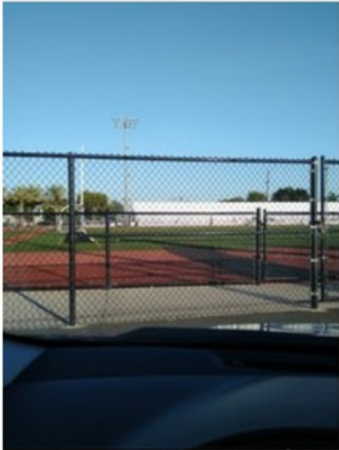

Time	Action	Details
02:19pm 10/14/2023	#444860 Activity Log Entry District Service Center & Warehouse (Fullerton Base)	
		<b>Describe area patrolled and list observations</b> I patrolled the exterior perimeter of the District warehouse base. There are no signs of any trespassing or suspicious activity. All appears to be normal during this time.
02:29pm 10/14/2023	#444861 Activity Log Entry District Bus Lot	
		<b>Describe area patrolled and list observations</b> I patrolled the exterior perimeter of the District bus lot. There are no signs of any trespassing or suspicious activity. All appears to be normal during this time.
03:55pm 10/14/2023	#444873 Activity Log Entry Buena Park High School	
		<b>Describe area patrolled and list observations</b> I patrolled the exterior perimeter of Buena Park High School. There are no signs of any trespassing or suspicious activity. All appears to be normal during this time.
04:17pm 10/14/2023	#444876 Activity Log Entry District Education Center/ Tenant Building	
		<b>Describe area patrolled and list observations</b> I patrolled the exterior perimeter of the District Education Center Tenant building. Checked all stairwell no signs of any trespassing or suspicious activity. All appears to be normal during this time.
04:46pm 10/14/2023	#444879 Activity Log Entry Sunny Hills High School	
		<b>Describe area patrolled and list observations</b> I patrolled the exterior perimeter of Sunny Hills High School. There are no signs of any trespassing or suspicious activity. Parking multiple vehicles parked no incidents to report at this time.
05:08pm 10/14/2023	#444885 Tresspassing Report Buena Park High School	
		<b>Date</b> 10/14/2023  <b>Time of Incident</b> 05:01pm  <b>Narrative</b> During my patrol I observed four individuals one female and three males playing inside the stadium. All were asked to leave the campus and all complied. No further assistance was needed.

# SAMPLE OF REPORTING FORM



Alltech Security Solutions

Fullerton JUHSD

		<p><b>Pic. 1</b></p>  <p>A full resolution version of this image is included in the printed report as well as stored on the platform.</p> <p><b>Signed as Accurate and \true</b></p> 
<p>05:19pm 10/14/2023</p>	<p><b>#444889 Alarm Response</b> Buena Park High School</p>	<p><b>Tme Call Received</b> 04:40pm</p> <p><b>Arrival Time</b> 04:55pm</p> <p><b>Departure Time</b> 05:19pm</p> <p><b>Location of tripped sensors</b> Buena Park High School concession and ticket booth.</p> <p><b>Narrative</b> I responded to alarm Buena Park High School for the concession and ticket booth. Upon my arrival I didn't see anything unusual or any type of vandalism. No incidents to report at this time.</p> <p><b>Names of Parties Involved</b> None</p> <p><b>Current Students/Staff Found on Site</b> None</p> <p><b>Stolen/Damaged property</b> Not to my knowledge.</p> <p><b>On Call Employee Called; Who/Time</b> No</p>

# SAMPLE OF REPORTING FORM



Pic. 5



Officer Signature

*[Handwritten signature]*

Deposition  
No

05:29pm  
10/14/2023  
#444890 Activity Log Entry  
Buena Park High School

**Describe area patrolled and list observations**  
I patrolled the exterior perimeter of Buena Park High School. Made contact with someone individuals for trespassing they were asked to leave and they complied. No other incidents to report at this time.

06:15pm  
10/14/2023  
Break Start  
Fullerton JUHSD

06:15:03pm - 06:45:07pm (30m 04s)

06:45pm  
10/14/2023  
Break End  
Fullerton JUHSD

06:15:03pm - 06:45:07pm (30m 04s)

07:40pm  
10/14/2023  
#444905 Activity Log Entry



# SERVICE CAPABILITIES



At Alltech, we acknowledge that modern businesses encompass a diverse array of valuable assets, including individuals, property, merchandise, information, financial infrastructure, reputation, and stakeholders. We firmly believe that each business and client possesses unique security requirements. Therefore, we take a personalized approach, tailoring and customizing our services to precisely match the distinctive needs of our customers.

We don't simply view ourselves as a security guard company; rather, we see ourselves as committed partners dedicated to enhancing the safety, security, and overall success of our clients. This approach has resulted in our clients repeatedly choosing Alltech as their preferred security service provider. We take great pride in the fact that many of our clients renew their contracts with us, a testament to the exceptional service we consistently deliver.

Alltech stands confidently ready to provide El Camino Real Charter High School with the exceptional security services it requires. Furthermore, we are well-prepared to respond promptly to any unexpected or on-demand security needs that may arise. The tasks our highly trained officers undertake vary from one post to another and are often tailored to the unique preferences of our clients. We take immense pride in our ability to consistently meet and exceed our clients' expectations, consistently delivering the services they desire and require.

Ultimately, at Alltech, we understand that your security needs are as unique as your business, and we are dedicated to ensuring that your safety and security requirements are met with the highest level of professionalism, expertise, and commitment.

## Our Scope of Work

**Preservation of Peace and Order:** Our officers will actively discourage and address any incidents of disorderly conduct or disruptions that may jeopardize the safety of visitors, personnel, and the local community, and may result in property damage or loss. Additionally, they are equipped to manage and respond to such situations, including notifying the relevant authorities when further intervention is necessary or requested.

**Exemplary Customer Service:** Our officers prioritize exceptional customer service by embodying qualities of courtesy, friendliness, attentiveness, and helpfulness toward El Camino Real Charter High School, its visitors, and employees. They receive training to engage effectively with the public, particularly when encountering potential delinquents, violators, or transients. This training equips them with the skills to address these situations assertively yet courteously. Our staff is also well-versed in the daily operations of the facilities they oversee and are trained in conflict resolution and de-escalation techniques to defuse potentially confrontational situations involving the public or city employees.

**Swift Response to Emergencies:** In the event of an emergency, our personnel are well-prepared to respond promptly. They are trained to request appropriate assistance, notify dispatch, and alert the designated emergency contacts for the respective post. Our officers are proficient in managing a wide range of emergency scenarios, offering assistance to responding agencies, and effectively maintaining crowd control when required.

# SERVICE CAPABILITIES



**Dispatch Services:** Alltech's dispatch service operates around the clock, 7 days a week, ensuring constant accessibility. Officers are equipped with cell phones for seamless communication with dispatchers at any given moment. They are responsible for reporting their on-duty and off-duty statuses, and they are also expected to promptly report when approaching potentially hazardous situations. Additionally, our clients have the convenience of contacting a supervisor through the provided dispatch number at any time.

**Post Orders Management:** The formulation of post orders is overseen by the Operations Manager, with further verification conducted by the General Manager and site management. Security Officers undergo comprehensive training to familiarize themselves with these post orders. These documents contain a thorough description of the officers' job responsibilities and include vital information such as emergency contact numbers and procedures.

**Supervision & Operations Management:** The primary point of contact for the contract at Alltech will be our President, who assumes responsibility for communicating any changes or performance-related issues to the Field Supervisors (on-site managers).

In addition to the President, an Operations Manager will be designated for the contract. The Operations Manager serves as the second-in-command and maintains constant communication with the President, remaining well-informed about all contract-related matters. The Operations Manager's responsibilities encompass contract compliance, personnel recruitment, and oversight of billing processes.

Prior to permanent assignment, security officers undergo extensive on-the-job training, typically spanning 30-40 hours. This training includes comprehensive instruction on site overview, post orders, and the execution of these orders.

Supervisors play a pivotal role in ensuring that security officers are fully and correctly attired in their uniforms and that all post-specific rules and regulations are enforced. Should discrepancies arise, supervisors take appropriate corrective actions, which may involve retraining officers on post-specific procedures or issuing warnings. Furthermore, supervisors are responsible for ensuring that Daily Activity Reports (DARs) and Incident Reports are accurately completed. They conduct unannounced inspections of officers on a daily and weekly basis, with their findings reported to the President and Operations Manager.

Alltech places significant emphasis on the proactive involvement of supervisors in maintaining compliance with post orders. They regularly check in with officers to ensure adherence to post orders, and the Operations Manager conducts thorough reviews of post orders, reports, and dispatch activity to ensure the delivery of high-quality services.

To uphold the highest standards, Alltech management continuously monitors all employees, including supervisors, to ensure that they perform to the best of their abilities and that clients receive top-tier service. We maintain a comprehensive log of performance reviews and take necessary disciplinary actions in cases of non-compliance with policies or post orders.

# SECURITY METHODOLOGY



## The “ALL” Approach

At Alltech, our security methodology is encapsulated by the “ALL” approach, which represents our core values, beliefs, training philosophy, and commitment to creating safer school districts.

The acronym “ALL” stands for:

### A - Assurance of Safety

Our foremost commitment is to ensure the safety and security of El Camino Real Charter High School, its students, staff, and visitors. We firmly believe that every member of the school community deserves to learn, work, and thrive in an environment free from security concerns. We take pride in providing an assurance of safety that goes beyond conventional security measures.

### L - Leverage Local Expertise

We recognize the importance of understanding the unique needs and challenges of each educational facility. Our security teams are deeply rooted in the local communities they serve, leveraging their expertise to develop tailored security strategies. By embracing local insights, we can effectively address the specific security concerns of each district.

### L - Lifelong Learning & Training

Education is at the core of what we do. We believe that continuous learning and training are essential to maintaining the highest standards of security. Our security officers undergo rigorous training programs that encompass a wide range of security protocols, emergency response procedures, and conflict resolution techniques. We are dedicated to the ongoing professional development of our personnel to ensure they are well-prepared for any situation.

Our commitment to the “ALL” approach reflects our dedication to enhancing the safety and security of educational facilities. We go above and beyond the conventional role of security providers by embodying these core values in every aspect of our service. With the “ALL” approach, we strive to create safer school environments where students can learn, educators can teach, and communities can thrive with confidence and peace of mind.

### A Reputation Built on Trust

We proudly operate with integrity and we pride ourselves on our commitment to doing exactly what we say we will do. Our reputation is built on trust, and we understand that trust is earned through consistent honesty, reliability, and accountability.

You can rely on us to uphold the highest ethical standards in all our actions and commitments, ensuring that we meet and exceed your expectations with integrity at the forefront of everything we do.



# STAFFING PLAN



In order to ensure the safety and security of El Camino Real Charter High School, we have devised a comprehensive staffing plan that aligns with your specific needs and requirements. The plan is designed to provide 24/7 coverage, responding to calls promptly and conducting patrols during critical hours. This staffing plan adheres to a rotating schedule to ensure continuous coverage, guaranteeing that your school remains secure around the clock.

Our highly trained and dedicated officers will be on hand to respond to calls promptly, conduct patrols, and provide a reassuring presence to maintain the safety and security of the premises.

**Our commitment to excellence means that our officers are well-prepared to handle a wide range of security situations and emergencies, ensuring the protection and peace of mind of all those within your school.**

We commit to the following...

## Event Security Officers:

- Role: Unarmed Security Guard
- Provide Security Officers as requested
- Days: To be Determine
- Shift Hours: To be Determine
- Responsibilities: To provide security services at the designated school district facilities/events.

## Unarmed Security Officer:

- Role: Unarmed Security Guard
- Days: As listed or requested by El Camino Real Charter High School.
- Shift Hours: As listed or requested by El Camino Real Charter High School.

Responsibilities: To ensuring the safety and security of students, staff, and visitors at School located at 5440 Valley Circle Blvd. Woodland Hills CA 91367 and the North Campus located at 7401 Shoup Avenue, West Hills, CA 91307.

## Foot Patrols

We are committed to ensuring the safety and security of your school district through proactive measures. As part of our security strategy, we will implement on-site uniformed walk-throughs at random District sites. These walk-throughs will occur at least every (1) hours throughout the course of each shift. Our dedicated officers will conduct these frequent and systematic patrols to provide a visible and vigilant presence across your District's premises. These routine walk-throughs not only serve as a deterrent to potential security threats but also enable our team to promptly identify and address any safety concerns that may arise. With our commitment to regular foot patrols, you can trust that your school district will benefit from a proactive approach to security, promoting a secure and reassuring environment for students, staff, and visitors.

Alltech will also provide a sufficient number of trained security personnel to cover all school campuses effectively. This includes unarmed security officers as deemed necessary by the school. Security personnel will be available to cover all shifts, including day time, evening, and overnight shifts as required by the district's operational hours and events schedule.

# RESPONSE TIMES



As a firm experienced in delivering security to a host of educational facilities, we understand first-hand that time is of the essence. The safety and well-being of your students, staff, and faculty are our top priority! At Alltech, we also understand the profound importance of swift and precise response times.

## **Dedication to Speed & Efficiency:**

Our commitment begins with a deep dedication to speed and efficiency. From the moment we are entrusted with securing a school we set in motion a well-oiled machine, finely tuned to respond to any situation, any challenge that may arise. We are a force where our security personnel stand as the first line of defense, the key stakeholders of peace and security.

## **Engaging & Empowering Our Team:**

Achieving stellar response times starts with our team. We empower our security personnel with the knowledge, training, and tools necessary to spring into action at a moment's notice. Every member of our team is not just a security guard; they are the first line of defense, a protector, and a responder. They understand that their role goes beyond mere duty—it's a solemn responsibility.

## **Precision in Protocols:**

Behind every swift response is a meticulously-crafted protocol. We leave nothing to chance. Our standard operating procedures (SOPs) and protocols are designed to be precise, enabling us to act swiftly without compromising on safety and precision. It's a delicate balance that we have mastered through years of experience and innovation.

## **Dynamic & Innovative Technology:**

In our quest for stellar response times, we leverage technology as our steadfast ally. We harness the power of cutting-edge systems for real-time communication, incident reporting, and rapid coordination. This ensures that no matter the situation, we are in the right place at the right time, every time.

## **A Culture of Urgency:**

At Alltech we cultivate a culture of urgency. Our team understands that in moments of crisis, every action matters. We imbue in our personnel a sense of purpose—a purpose that drives them to respond swiftly and effectively, safeguarding the educational community they serve.

## **Your Safety is Our TOP Priority:**

Our commitment to achieving excellent response times is rooted in our dedication to the safety and well-being of your school district. It's a promise that goes beyond contracts and agreements; it's a vow to uphold the trust placed in us. In every corner of the school district we protect, in every hallway and classroom, our commitment flows through—a commitment to achieve the best response times, ensuring that all school district needs are not just met, but surpassed. Your safety is our top priority and we stand ready to prove it through our actions, not just our words.

# TECHNOLOGY & INNOVATION

TRACK **TIK**

Since our inception, we have always been driven by the transformative power of technology. We have not only embraced but harnessed the digital age to redefine the way we safeguard our clients, especially when it comes to securing educational facilities.

## Guard Tour Management

Our journey begins with guard tour management, a critical facet of our security operations. Through state-of-the-art technology offered by our partner, TrackTik, we have reinvented how we monitor and manage our security patrols. Our guards are equipped with digital tools that enable them to execute their duties with unprecedented efficiency and precision. These tools provide real-time tracking of their movements, ensuring that every corner of the school is diligently patrolled and expertly monitored.

## Incident & Reporting Excellence

Incident reporting is the cornerstone of our commitment to transparency and accountability. Our technology-driven approach has revolutionized how we document and report incidents. Our security personnel can swiftly and accurately record and report any event, no matter how minor or significant. This ensures that every incident, whether resolved or ongoing, is documented in real-time, enabling a rapid and effective response.

## Performance Tracking & Measurement

We understand that excellence can only be achieved when it is measured and nurtured. With our advanced technology, we have established an intricate performance tracking and measurement system. This system not only evaluates the efficiency of our security guards but also identifies areas for improvement. It allows us to consistently deliver exceptional service, exceeding the expectations of our clients.

## Streamlined Operations

Perhaps the most compelling aspect of our technological integration is the manner in which it streamlines our operations. The digitalization of processes, from scheduling to communication, has reduced manual workloads, minimized human error, and enhanced response times. This seamless orchestration of technology optimizes our resources, ensuring that our security services remain both efficient and cost-effective.

Our commitment to securing educational facilities has never been stronger, and our dedication to innovation never more apparent. We are not just keeping pace with change; we are leading the way, setting new standards for excellence in school security. At Alltech, we understand that the safety of students, staff, and facilities requires not just dedication, but also the most advanced tools at our disposal. **Through our strategic embrace of technology, we are redefining security, making it smarter, safer, and more reliable than ever before.** Our mission is not just to secure; it's to innovate, adapt, and provide a future-proof shield for the educational community.

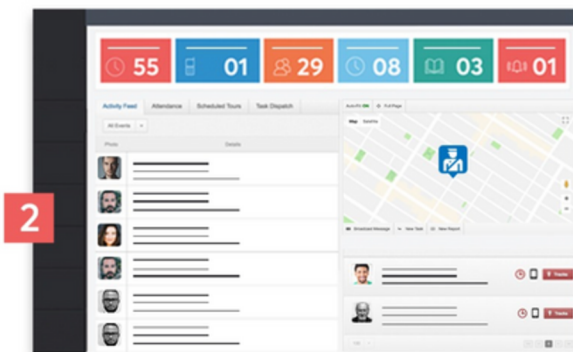
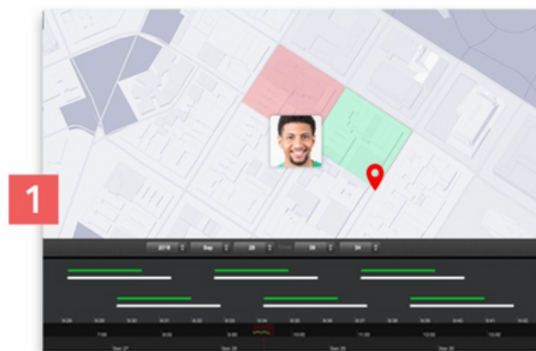
# TECHNOLOGY & INNOVATION

TRACK **TIK**

## Dynamic & Proactive Tracking

Utilizing TrackTik, we have the capability to pinpoint incident patterns and areas for enhancement in our security officer services. Leveraging this advanced technology, our real-time tour data feed enables us to construct a comprehensive historical perspective of the security landscape in which our security personnel operate. This, in turn, facilitates the identification of trends and the potential for enhancements.

At Alltech, our approach is to address issues proactively rather than reactively, thus ensuring your safety. We take preemptive measures to tackle concerns before they escalate into significant problems, underscoring our commitment to your security and peace of mind.



Dynamic Tracking > Live Dashboard > Data Reporting



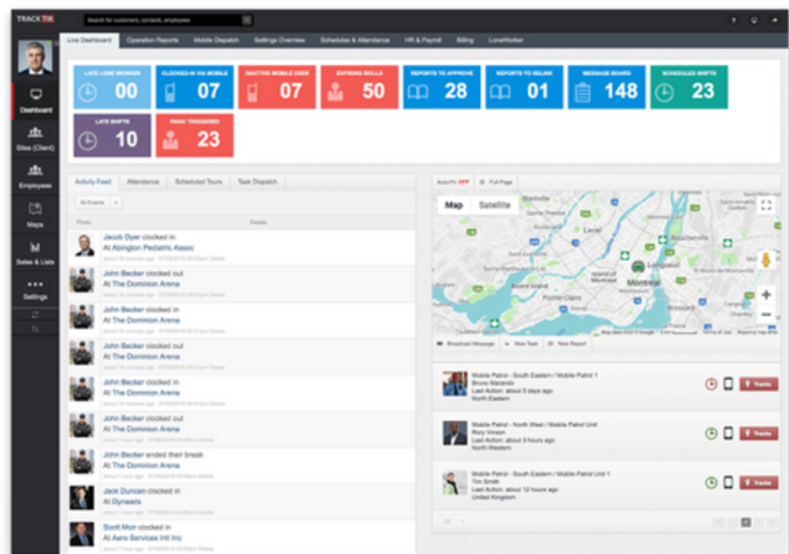
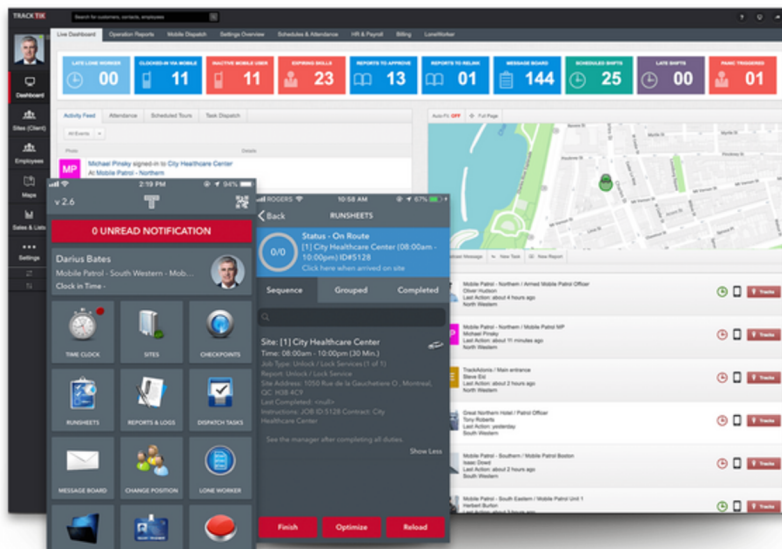
# TECHNOLOGY & INNOVATION

TRACK **TIK**

## Live Dashboard to Monitor Performance

The live dashboard offered by TrackTik provides us with instant visibility into field activities in real-time. This enables us to allocate impromptu assignments to officers and engage in real-time communication through live messaging.

By combining GPS and geocoded checkpoints with real-time tracking of security officers, we can offer a live representation of our guard tour operations, elevating transparency and accountability to new heights, seamlessly.



# METRICS & PERFORMANCE



As we've shared, we are a proven firm that embraces cutting-edge technology as our ally. We rely on TrackTik as a powerful tool to help redefine the way we manage metrics and performance standards.

## Real-Time Insight:

TrackTik empowers us with real-time insight into our operations, allowing us to monitor key performance indicators (KPIs) as they unfold. Gone are the days of waiting for post-event analysis; with TrackTik, we are equipped to make informed decisions in the moment, ensuring that our response is always swift and precise.

## Technology-Driven Improvement:

Our commitment to excellence extends to the continuous improvement of our KPIs. We harness technology to enhance our metrics, refining our benchmarks for performance. Through data-driven analysis and feedback mechanisms, we adapt and evolve, always striving to raise the bar and exceed our own standards.

## Training for Excellence:

But technology is only as good as the hands that wield it. Our team undergoes rigorous training on utilizing TrackTik to its full potential. We empower our staff with the knowledge and tools to not just meet but consistently improve performance standards. It's a culture of continuous learning, where every team member is a vital part of our journey towards excellence.

## Key Stats We Track & Manage:

- **Response Times:** We monitor our response times with precision, ensuring that we are always quick to address any situation.
- **Incident Resolution Rates:** Our ability to effectively resolve incidents is a key metric, ensuring that security concerns are swiftly and efficiently managed.
- **Patrol Coverage:** We track and optimize patrol routes, ensuring comprehensive coverage of all areas under our protection.
- **Compliance Metrics:** Adherence to protocols, regulations, and compliance standards is closely monitored, ensuring that we operate within legal and ethical bounds.
- **Client Satisfaction:** We gauge our success not just through numbers but through client satisfaction ratings, understanding that true excellence is measured in the smiles of those we serve.

# QUALITY CONTROL PLAN (QCP)



Our Quality Control Plan (QCP) outline serves as a framework for continuous improvement and the delivery of high-quality security services to educational facilities. It underscores the commitment to safety, professionalism, and excellence that Alltech brings to each partnership.

## Objectives of the QCP:

- Ensure the safety and security of school premises, personnel, students, and visitors.
- Maintain and continuously improve the quality of security services.
- Proactively address issues, assess performance, and adhere to industry best practices.

## Leadership & Responsibility:

- Senior Leadership: Senior management will oversee and be accountable for the QCP's implementation and effectiveness.
- QCP Manager: Appoint a dedicated Quality Control Manager responsible for the day-to-day execution of the plan.

## Personnel Training & Certification:

- Security officers undergo rigorous initial training in accordance with industry standards.
- Provide ongoing training, including refresher courses, to ensure officers are updated on the latest security procedures, emergency response protocols, and compliance requirements.
- Certify officers in CPR, first aid, and other relevant certifications.
- Conduct continuous evaluations to assess officer competence.

## Regular Post Inspections:

- Assign Supervisors to conduct unannounced inspections of officers.
- Ensure officers are adhering to post orders, uniform standards, and security protocols.
- Evaluate the effectiveness of security measures, report findings, and implement corrective actions as necessary.

## Incident Reporting & Documentation:

- Maintain a comprehensive incident reporting system to track and document all security-related incidents.
- Require officers to complete detailed incident reports promptly.
- Review and analyze incident reports to identify trends, areas for improvement, and opportunities to enhance security procedures.

## Emergency Response Drills:

- Conduct regular emergency response drills and exercises in collaboration with school staff.
- Evaluate the effectiveness of emergency plans and response procedures.
- Implement improvements based on drill outcomes.

## Client Feedback & Communication:

- Encourage open communication channels with educational facility stakeholders.
- Establish a dedicated feedback mechanism for clients to report concerns, suggestions, or compliments.
- Act on client feedback promptly and transparently.



# QUALITY CONTROL PLAN (QCP)

## Technology & Innovation:

- Leverage advanced security technology for guard tour management, incident reporting, and performance tracking.
- Continuously assess and adopt cutting-edge security solutions.
- Ensure all technology systems are maintained, updated, and secured.

## Compliance with Regulations:

- Maintain strict adherence to all federal, state, and local laws, as well as industry regulations.
- Conduct regular audits to ensure compliance with licensing, insurance, and certification requirements.

## Performance Metrics & Reporting:

- Establish Key Performance Indicators (KPIs) to measure the effectiveness of security services.
- Provide regular performance reports to educational facilities leadership, highlighting achievements, challenges, and recommended improvements.

## Corrective Action & Continuous Improvement:

- Implement corrective actions swiftly in response to identified issues or non-compliance.
- Promote a culture of continuous improvement, where lessons learned from incidents and inspections drive enhancements in security protocols and officer training.

## Review & Auditing:

- Conduct periodic internal audits to assess the overall effectiveness of the QCP.
- Engage third-party audits, if necessary, to provide independent evaluations of security services.

## Emergency Response Plan Updates:

- Regularly review and update emergency response plans to account for evolving threats and changing circumstances.
- Collaborate with school district emergency response teams to align strategies.

## Client Satisfaction Surveys:

- Administer client satisfaction surveys periodically to gauge overall satisfaction and areas for improvement.
- Utilize survey feedback to enhance services and adapt to changing client needs.

## Documentation & Record-Keeping:

- Maintain detailed records of all training, incident reports, corrective actions, and audits.
- Ensure documentation is easily accessible for review and auditing purposes.



# QUALITY CONTROL PLAN (QCP)



## Transition Plan:

In an emergency Alltech can start providing services at a moments notice if a client needs us to take over duties as soon as possible. We have enough Officers and Supervisors ready to provide services.

If a 30 days notice is given this will be our transition plan. Alltech's objectives revolve around delivering exceptional security services to El Camino Real Charter High School while meeting all contract requirements. To achieve these goals, we will assemble a start-up team consisting of the Operations Manager, General Manager, Lead-Supervisor, Supervisors, and office staff. This team will collaboratively formulate a comprehensive Pre Start-Up Plan, outlining the objectives to be accomplished before the commencement date.

Next, a Post Start-Up Plan will be developed to ensure that all initial preparations have been successfully completed, guaranteeing full compliance with contract specifications. Typically, a smooth, logical, and systematic start-up process spans a timeframe of two (2) to four (4) weeks, with the latter being the preferred duration.

To facilitate the planning process, Alltech has created a security Pre Start-Up schedule that delineates a sequential sequence of tasks and activities to be undertaken before the commencement date. This plan can be adapted if the start-up timeframe is shorter than anticipated.

## Advantages & Commitment:

Our transition plan is designed to ensure that when a new security team takes the helm, there is no disruption in the safety and security of our clients' premises. We understand the importance of maintaining a strong and steadfast security presence, which is why our plan is structured to facilitate a smooth handover of responsibilities from one team to another. This ensures that security operations remain uninterrupted, safeguarding the peace of mind of our clients and the safety of their assets.

Beyond this critical aspect, our transition plan also serves to streamline our operations. In a dynamic field like security, it's imperative to operate with maximum efficiency. Our plan optimizes the deployment of resources, personnel, and technology to enhance the overall effectiveness of our security services. It leverages the strengths of our security personnel, their training, and the cutting-edge technology we employ to deliver a security solution that is not only robust but also agile and responsive.

At its core, our transition plan reflects our commitment to our clients to deliver service with ease and excellence. We recognize that security is not a one-size-fits-all endeavor. Instead, it requires a tailored approach that aligns with the unique needs and circumstances of each client. Our transition plan allows us to adapt seamlessly to these specific requirements, ensuring that our clients receive the highest standard of security services without any interruptions or compromises.

# QUALITY CONTROL PLAN (QCP)



	<b><u>Pre Start-Up Plan</u></b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
<b>Coordination</b>					
	Appoint a Transition Team	C			
	Joint Meeting with Client	C		C	
	Transition Team Review Meetings	C	C	C	C
<b>Human Resources</b>					
	Recruitment, Flyers, Job Fair, Ads	C			
	Interviewing/Screening/Review of Qualifications	W	C		
	Background Checks, Drug Testing, Employment Physical	W	W	C	
	Processing New Hires	W	W	C	
<b>Training</b>					
	School Training		W	W	C
	Missing Certifications		W	W	C
	On-Site Training			W	C
<b>Scheduling</b>					
	Finalize Schedules with Client			W	C
	Assigned Schedules to trained personnel			W	C
<b>Uniform/Equipment</b>					
	Issue Uniforms			W	C
	Order Equipment		W		C
	Order Forms		W		C

**C = Completion**

**W = Working toward Completion**



# COST PROPOSAL

At Alltech, we are 100% committed to providing pricing that is not only fair and balanced but infused with the very essence of integrity. Our promise is simple yet profound: we deliver exceptional value, consistently completing every job on-time and within budget.

## Fairness & Balance:

Fairness is the keystone of our pricing philosophy. **We believe that security services should be accessible without sacrificing quality.** Our fair base rate for guards reflects our commitment to balance—a balance between affordability and excellence. It's a rate that ensures you receive top-notch security without compromising your budget.

## On-Time, Every Time:

Punctuality is a hallmark of professionalism, and we take it seriously. When we commit to a job, we stand by our promise to complete it on-time, every time. We understand that security cannot wait, and our dedication to timeliness ensures that your safety is never compromised.

## Within Budget:

**Budget constraints should never stand in the way of your security needs.** We understand the importance of fiscal responsibility, and we make it our mission to work within your budgetary parameters. Our transparent and accountable approach to budget management ensures that there are no surprises—only peace of mind.

## Best Value, Competitive Price:

Being the best value doesn't simply mean just being the lowest-priced option; it means delivering exceptional quality at a competitive price. Our commitment to providing the most competitive pricing in the market is a testament to our dedication to your satisfaction. We firmly believe that quality should never be compromised for cost savings.

In a world where trust is paramount, we offer you more than just security services; we offer you our integrity, resources, support, a well-trained and dedicated staff, and our commitment to fairness and value. Our pricing isn't just a number; it's a reflection of our values, our commitment, and our promise to you. Our pricing is rooted in integrity, built on fairness, and driven by excellence.

**When you choose us, you choose not just a security provider, but a partner who stands with you, ensuring that your safety is never compromised and your budget is always respected.**





# PROJECTED FEE

## COST PROPOSAL

### COMPENSATION FEE SCHEDULE

**Staffing Plan:**

Title	Number of Proposed Staff
Security Manager	1
School Security Officer	10

**Rate Schedule:**

Position	Hourly Rate	Overtime/Holiday Rate	
Security Manager	\$40.48	\$60.72	
School Security Officer	\$33.62	\$50.43	

Security Vendor's Name: Alltech Industries Inc.

Company Name: Alltech Industries Inc.

Phone: (323) 450-2168 Fax: (323) 450-2169 Email: ogamez@alltechguards.com

Name: Oscar Gamez

  
Signature

President  
Title

11/05/2024  
Date

# FINANCIAL CAPACITY

---



At Alltech, it is our strong desire to instill complete confidence in our ability to deliver on this contract. Our financial capacity is robust and secure, ensuring that we have the resources necessary to support every aspect of our commitment.

Above all, we are proud to declare that there are no legal matters requiring disclosure, no history of debarment, and we are in excellent standing with all relevant entities. Our commitment to financial stability and impeccable legal compliance is a testament to our reliability and our dedication to your project's success.



# INSURANCE STATEMENT

---



Alltech is fully committed to upholding the highest standards of compliance and responsibility. In the event that we are awarded a contract, we want to assure you that we will adhere to all insurance requirements outlined in the RFP.

Our team takes compliance seriously and views it as a fundamental pillar of our commitment to excellence and accountability. Rest assured, our dedication to meeting and exceeding all insurance requirements is non-negotiable, and we are fully prepared to fulfill these obligations to your complete satisfaction.

A copy of our current Certificate of Insurance (COI) is attached.





ALLTIND-01

ERODEMS

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 4/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0757776 <b>HUB International Insurance Services Inc.</b> 548 W Cromwell Avenue Suite 101 Fresno, CA 93711	<b>CONTACT NAME:</b> Lisa Glynn <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> lisa.glynn@hubinternational.com																					
<b>INSURED</b>  <b>Alltech Security Solutions</b> 301 E. Pomona Blvd., Suite B Monterey Park, CA 91755	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> </thead> <tbody> <tr> <td>INSURER A :</td><td>Summit Specialty Insurance Company</td><td>16889</td></tr> <tr> <td>INSURER B :</td><td>United Financial Casualty Company</td><td>11770</td></tr> <tr> <td>INSURER C :</td><td>State Compensation Insurance Fund of California</td><td>35076</td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Summit Specialty Insurance Company	16889	INSURER B :	United Financial Casualty Company	11770	INSURER C :	State Compensation Insurance Fund of California	35076	INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Summit Specialty Insurance Company	16889																				
INSURER B :	United Financial Casualty Company	11770																				
INSURER C :	State Compensation Insurance Fund of California	35076																				
INSURER D :																						
INSURER E :																						
INSURER F :																						

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCGL005000027302	3/20/2024	3/20/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	00905135	3/7/2024	9/7/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			SXCS005000007102	3/20/2024	3/20/2025	AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A		<input checked="" type="checkbox"/>	9218054-23	3/17/2024	3/17/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

PROPOSAL

## CERTIFICATE HOLDER

## CANCELLATION

PROPOSAL

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

CONFIDENTIAL

Page 47 of 48



**Alltech Industries, Inc.  
c/o Oscar Gamez, CEO**

301 E. Pomona Blvd  
Monterey Park, CA 91755  
Office: (323) 450-2168  
Fax: (323) 450-2169  
ogamez@alltechguards.com



# **SECURAL SECURITY CORP.**

## PROPOSAL FOR CAMPUS SECURITY SERVICES El Camino Real Alliance dba El Camino Real Charter High School RFP-1023241

### PROPOSAL SUBMITTED TO:

El Camino High School  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
-and-  
North Campus  
7401 Shoup Ave.  
West Hills, CA 91301

### PROPOSAL SUBMITTED BY:

Secural Security Corporation  
Ms. Shari Henderson  
24007 Ventura Blvd. Suite 124-A  
Calabasas, CA 91302  
(818) 225-0813  
[www.SecuralCorp.com](http://www.SecuralCorp.com)



## WHO IS SECURAL SECURITY CORPORATION?

Secural Security Corporation (Secural) a California Corporation, established in 1976, is family owned and operated. Being family operated allows us to provide a higher degree of customer service. We do not rely on employees to be the direct contact between client and owners. Clients who choose Secural do so because of the supervision, quality, and personal service that is Secural.

Far too many security providers today make exaggerated claims to their service history only to find that their history is based on an owner or owners who were in other service fields not operating their current company. *Our 48 years of service and experience as Secural is truly what defines us as a company willing to serve.* Our CA state license is PPO 7563, the state of California issues licenses numerically starting back at 100 in 1943. What is your current provider's license number?

Secural currently provides quality safety services to the cities of Calabasas, Westlake Village, Agoura Hills, and Ojai. In addition, Secural has a close and professional working relationship with the Los Angeles County Sheriff Department at the Lost Hills Station as well as the Ventura County Sheriff Department Olsen Road. We are committed to our communities and their schools. We currently service multiple school districts and their schools within the LVUSD, CVUSD, and MUSD. Our training and caliber of employees is second to none. This too is what sets Secural apart from other providers.

While Secural is not a large company, we do provide a large scope of services consisting of:

- Both armed and unarmed standing officers
- Vehicle patrol services
- Armed guard alarm response
- SRO services (School Resource Officers including private and pre-school)
- Executive protection
- Municipal and private parking enforcement
- Unhoused Encampment Program specialty trained officers
- CADOT (California Department of Transportation) traffic control services.
- We operate our own video central dispatch center VASTGuard (Virtual Automated Security Tour Guard). This video center allows our dispatch personnel to view and supervise both customer CCTV sites as well as our officers in the field via their vehicle "dash" and body cameras.
- FAA certified Unmanned Aerial Vehicles and Tether Drones (Drone services)

Our ability to provide the above-mentioned services is only part of what makes Secural a community-oriented company. We look forward to having the opportunity of making your city part of our Secural family.



## REFERENCES (incl. Relevant Experience)

### 1. Conejo Valley Unified School District

Dr. Mark McLaughlin, Superintendent  
750 Mitchell Road, Newbury Park, CA 91320  
(805) 498-4557 [SFehlman@conejousd.org](mailto:SFehlman@conejousd.org)  
2020 to Current

Standing uniformed and plain-clothes Armed/Unarmed officers for district office and multiple school sites as well as Conejo Valley Adult Education school standing officers on site during instructional hours.

### 2. Moorpark High School

Zasha Endres, AP and Zaid Bakoo, Principal  
4500 Tierra Rejada Road, Moorpark, CA 93021  
(805) 378-6305 [ZEndres@mrpk.org](mailto:ZEndres@mrpk.org)  
2021 to Current

Standing uniformed and plain-clothes Armed/Unarmed officers for activities and events both during and after instructional hours.

### 3. Thousand Oaks High School

Mr. Michael Godfrey, AP  
2323 N. Moorpark Road, Thousand Oaks, CA 91360  
(805) 495-7491 [MGodfrey@conejousd.org](mailto:MGodfrey@conejousd.org)  
2021 to Current

Standing uniformed Armed/Unarmed officers for activities and events both during and after instructional hours.

### 4. Las Virgenes Unified School District

Dr. Dan Stepenosky, Superintendent  
4111 Las Virgenes Road, Calabasas, CA 91302  
(818) 878-5225 [Superintendent@lvusd.org](mailto:Superintendent@lvusd.org)  
1999 to Current

Standing uniformed Armed/Unarmed officers for district office and multiple school sites during and after instructional hours.

## OFFICERS AND FIELD SUPERVISORS

All regular assigned security officers will be established once the contract is awarded. The relative employment information will be submitted for client review. This will occur upon completion of Secural's new hire process of Application, Interview, Drug Screening, Background Check, TB/Medical Screening and Final Conditional Interview. Once the process is complete and an applicant has met all of the requirements, they then complete the hiring process. Below are the immediate supervisory personnel that would be assigned to your contract.



**Albert J. Scola III**

30 years with Secural - Contract and Training Manager

BSIS Guard Card, Mace, Baton, Firearm, Patrol Rifle and Shotgun, Taser, Byrna, BLS-Basic Life Support, CERT-Community Emergency Response Team, WMD-Weapons of Mass Destruction, Active Shooter, Bloodborne Pathogens, TIPS/RBS, Certified CA Parking Hearing Examiner, CA Public Parking Enforcement Agent, LA County Sheriff Community Liaison Volunteer, Title 22 for Children.



**Shari Henderson**

22 years with Secural - Field Operations Manager

BSIS Guard Card, Mace, Baton, Firearm, Patrol Rifle and Shotgun, Taser, Byrna, BLS-Basic Life Support, CERT-Community Emergency Response Team, WMD-Weapons of Mass Destruction, Active Shooter, Bloodborne Pathogens, Title 22 for Children.



**Elizabeth Flores**

7 years with Secural - Field Training/Supervisor

BSIS Guard Card, Mace, Baton, Firearm, Taser, Byrna, BLS-Basic Life Support, CERT-Community Emergency Response Team, WMD-Weapons of Mass Destruction, Active Shooter, Title 22 for Children.

## EQUIPMENT

Secural has an extensive list of equipment that is utilized for our many forms of service. For this specific location there is less equipment that would be required.

All on-site personnel may be issued the following Company owned equipment:

- Motorola Digital Two-Way Radio for communication and GPS tracking. This device is connected to the 24-hour Secural Dispatch Network along with immediate communication access to an on-duty patrol officer, an on-duty supervisor, and the on-call administrator after hours. This device includes an emergency SOS system for downed officer detection as well for the safety of our officers.
- Digital Body Camera for officer safety, tracking and accountability, this includes the Snapshot for photos and GPS capabilities.
- Smart Phone with GPS Tracking software, Time Tracking software, Company "CAD" reporting system which includes GPS tag capabilities for site specific accounts and locations, Radio communications software that syncs with the Motorola Digital Two-Way Radio system, etc.
- Beyond this the officers working will have their own required equipment that they will carry while on duty, including their operating flashlight, PPE including their CPR mask and medical gloves, and any additional weaponry as agreed upon per the contract.



## TRAINING FOR ALL PERSONNEL

It is the belief of Secural that the true measure of a security provider is the training of its personnel. Secural maintains Los Angeles County Sheriff's department and Glendale Police Department trained training officers to conduct much of our officer training. Secural also contracts with private agencies to fulfill our training requirements and certifications. All staff must complete Secural's basic officer training consisting of:

- Ethics
- Verbal and non-verbal communication
- Liability awareness and assessment
- Threat assessment
- Report writing
- Field interviewing
- Foot Patrol techniques
- Crowd management and training
- Basic and advanced handcuffing procedures
- CPR/First Aid/AED BLS Certification (Adult, Pediatric and Infant)
- Active Shooter Training
- Hand to hand Self Defense Training ie. Krav Maga
- Weapons of Mass Destruction Training (WMD)
- Two-way radio communication protocol
- Substance Abuse overview, recognition of use and paraphernalia identification
- Homelessness Education (LETA, SAMSHA, NCH)
- Mental Health Awareness Education and Recognition
- Working principles of the California Penal Code
- Working principles of the Educational Code (depending on assignment)
- Alcohol beverage control code (depending on assignment TIPS/RBS).
- Breathalyzer usage
- Baton (straight stick and PR-24)
- Chemical agent (Tear Gas/OC)

Staff training is ongoing and occurs on a regular basis. (monthly, quarterly, bi-annually and annually)

**SCHOOL SPECIFIC TRAINING:** The specifics of on-site training for each of the school locations will be determined once a Standard Operating Procedure (SOP) is established. Our company SOP will be based on the service needs and requirements of each location. Secural will request details from the school administrative staff for this purpose. A draft SOP can be provided for review and recommended alterations. A supervisor will physically train all officers for a minimum of 2 full shifts that they would be working. This will be a minimum of 16 hours of on-site field training at each location for each officer. The onsite supervisor will be responsible for uniform and equipment inspections, replenishment of equipment or uniform items as needed, in-person well-being and accountability discussions, supervisor evaluation of location and operation for potential improvements to current SOP, etc. All personnel assigned to this contract will be cross-trained to have the ability and familiarity of working at each of the school locations.

## DIVERSITY, EQUITY & INCLUSION MISSION STATEMENT

Secural Corporation is engaged in representing and reflecting the unique experiences, perspectives and viewpoints of our employees, clients, and the communities we serve. Secural Corporation endeavors to advocate diversity, equality, and inclusion for all. This allows us to reach unlimited possibilities, driving innovation and connection with our team and the customers and communities we serve.

## SCREENING of PERSONNEL

All applicants must complete a multi-step application process before being considered for employment with Secural Corporation. The process includes a pre-hire written application, which challenges the applicant in reading comprehension, grammar skills, and reasoning. Applicants who pass the written portion must submit to a 0% tolerance pre-hire drug screen. Upon successful completion of the drug screen applicants must submit to an extensive background investigation which investigates their DMV history, Social Security history, criminal history both State and Federal, as well as credit history and sexual offender status. Secural does not rely solely on the state of California to conduct its background verification as we have found cases where the state was not thorough or complete.

Secural's ongoing background verification program for all employees meets and exceeds the requirements of CA Education Code 45125.1

Secural currently conducts random drug screening and background checks on all employees. All current armed officers and school officers submit to regular on-going background checks every 45 days. Focusing on DMV, Criminal and sex offender status.

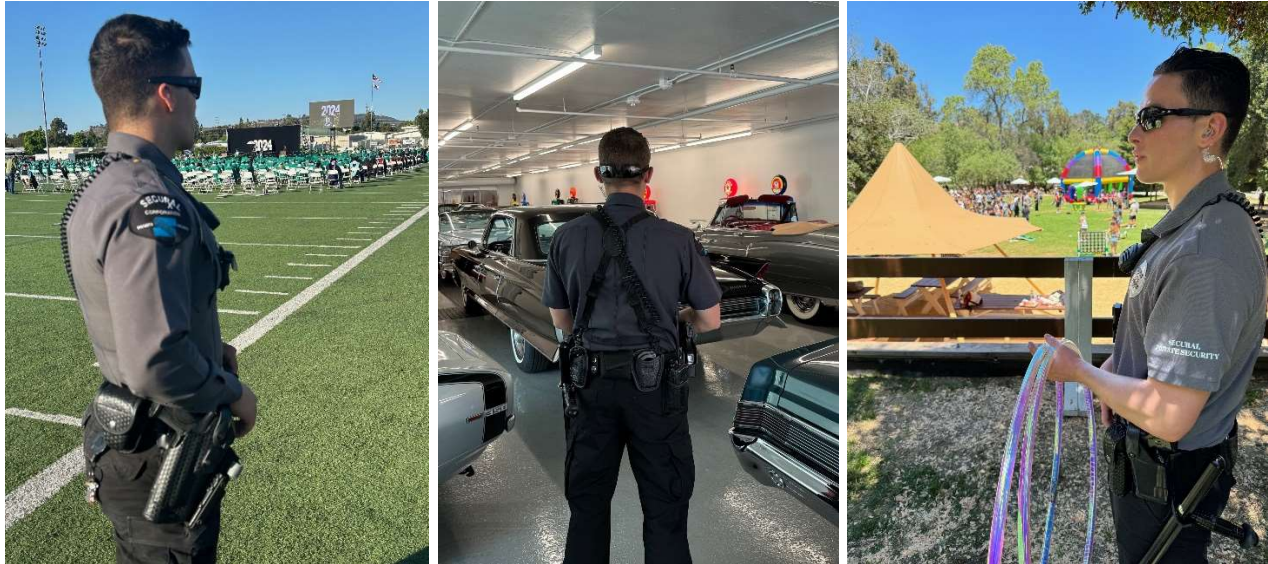
Secural staff assigned to ECR will be cleared for Tuberculosis per CA Education Code 49406

All applicants must be a minimum of 18 years of age, hold a high school diploma or equivalent and possess a valid California state guard card. They must be a U.S. resident or provide resident alien documentation. Applicants must have at least one year's prior security experience to be employed by Secural. Applicants who carry weapons must be certified in the following:

- 1 State approved chemical agent course.
- 2 State approved baton course
- 3 State approved Taser course
- 4 State approved firearms course
- 5 State approved psychological background certification for firearms.



## UNIFORMS



Officers are assigned all necessary equipment by Secural required for their assignment.

Secural supplies its officers two primary uniform styles.

The first is the class “A” style or “dress” uniform which consists of a long sleeve slate gray uniform shirt worn with a tie and black trousers. The variation to this is the class “C” style which is a short sleeve version of class “A”.

Class “C” is worn open collar without a tie; officers must wear a white crew neck undershirt with no visible markings or writing.

Footwear for Class “A” and “C” shall be black leather either uniform boots or shoes, which will have a high luster. Same footwear is required to be non-skid/slip-resistant.

All uniform shirts have the company emblems on both sleeves per California security licensing requirements. All uniform shirts at minimum will have a metal badge, officer nameplate for identification purposes, an American flag bar pin, a whistle chain with attached whistle, and matching “P” buttons. All officers wear a black leather basketweave style duty belt with a minimum of one glove pouch with 2 pairs of medical gloves, one pair of handcuffs in a matching case, one flashlight in a matching holster. Some officers are approved for the softer lighter Cordura style duty belt. This style is approved for “soft uniform” as well.

All officers assigned to any site will be in matching uniform. Secural also provides all necessary overclothing such as winter jackets and rain gear.

Other uniform options are available based on client requirements including Polo shirts and Suit/Executive wear.

## PROPOSED OPERATION AND SERVICES

This proposal is based on the premise that El Camino Real Charter High School wishes to have a highly visible, proactive and professional, well trained security presence at their school sites which will deter possible crime and incidents from occurring. The proposed program will consist of regularly scheduled uniformed standing officers on site.

Ten (10) full-time security officers (SO) including an account supervisor to serve during the academic calendar year.

- Eight (8) SO Security Officers assigned to the Valley Circle Campus
- One (1) SO Security Officer at the off-site Shoup campus.
- One (1) onsite account manager.
- Provide both lethal and non-lethal, weapon free tactics to mitigate safety threats in coordination with law enforcement.

At Secural we specialize in providing custom safety and security programs utilizing software, video, and hands-on service specifically designed upon the client's needs and wants with the ability to change as needed.

Secural will provide an on-site account manager and field supervision to monitor staff activity and ensure the highest level of service is provided to El Camino Real Charter High School.



## PRICING MATRIX

Regular Scheduled Day Officer	\$35.29 per officer hour
Overtime & Holiday Rate	Time plus one half of the above
Overnight Rate	+\$3.00 per officer hour
Regular Scheduled Day Supervisor (SLO)	\$44.65 per officer hour
Overtime & Holiday Rate (SLO)	Time plus one half of the above
Special Events Officer Rate	\$38.82 per officer hour
Special Events Supervisor Rate (SLO)	\$44.65 per SLO hour
Special Events Officer overtime	Time plus one half of rate
Special Events SLO overtime	Time plus one half of rate
Marked Patrol vehicles	\$3.00/hr per vehicle added to officer rate

**Authorized Signature:** *Shari Henderson*

**Date:** 11/04/2024

**Name:** Shari Henderson

**Title:** Field Operations Manager

Thank you for your time and consideration. Please contact me if you have any questions.