El Camino Real Charter High School

Regular Board Meeting

08-27-2026 Regular Board Meeting

Date and Time

Thursday August 27, 2026 at 5:30 PM PDT

Location

El Camino Real Charter High School - Grieb Theater

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

ANNUAL MEETING AND REGULAR BOARD MEETING

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

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING ATTENDEES: El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

PUBLIC COMMENTS

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

2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comments.” “Public Comments” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, Due to public meeting laws, the Board can only listen to your issue, not respond or take action during the Public Comments periods. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

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

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

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IMPORTANT NOTE REGARDING PUBLIC COMMENTS: Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person. There is no obligation on the part of the school to have a school official read public comments during inperson Board Meetings. Powered by BoardOnTrack. A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

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

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

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Brad Wright	1 m
B.	Record Attendance and Guests		Vania Rodriguez	1 m
C.	Pledge of Allegiance to the United States of America (USA)		Emilie Larew	1 m
D.	Public Comments NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and non-agenda items will not exceed thirty (30) minutes.		Public	30 m
E.	Executive Director Update		Emilie Larew	10 m
F.	Board Chair Update		Brad Wright	10 m

		Purpose	Presenter	Time
II.	**Closed Session**			**6:23 PM**
A.	Conference with Legal Counsel - Anticipated Litigation Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: three (3) cases.		Emilie Larew	30 m
B.	Public Employment Title: Interim Executive Director		Brad Wright	15 m
C.	Conference with Labor Negotiator Agency Designated Representative: Board Chair Unrepresented Employee: Interim Executive Director		Board Chair	5 m
III.	**Reconvene to Open Session**			**7:13 PM**
A.	Report on Actions Taken in Closed Session, If Any	Discuss	Board Chair / Legal Counsel	5 m
IV.	**Consent**			**7:18 PM**
A.	Approve Regular Board Meeting Minutes from 2/26/26	Approve Minutes	Brad Wright	1 m
V.	**Governance**			**7:19 PM**
A.	Discuss and Vote to install the one (1) Parent Representative Board Position. The Board will vote to install the one (1) Parent Representative Board Position. Term to start August 27, 2026 and end June 30, 2029.	Vote	Brad Wright	5 m
B.	Discuss and Vote to install the two (2) Certificated Representative Board Position.	Vote	Brad Wright	5 m

		Purpose	Presenter	Time
	The Board will vote to install two (2) Certificated Representative Board Position. Term to start August 27, 2026 and end June 30, 2029.			
C.	Elect 2026-2027 Board Chair	Vote	Vania Rodriguez	1 m
D.	Elect 2026-2027 Board Vice-Chair	Vote	Vania Rodriguez	1 m
E.	Elect 2026-2027 Secretary	Vote	Vania Rodriguez	1 m
F.	Vote to Reaffirm that Executive Director is the 2026-2027 President	Vote	Vania Rodriguez	1 m
G.	Vote to Reaffirm that CBO is the 2026-2027 Chief Financial Officer	Vote	Vania Rodriguez	1 m
H.	Discussion and Vote on Establishment of Board Committees Discuss and vote on the creation of one or more Board committees: * Executive Director Evaluation * Finance & Investment * Capitalization Projects * Safety * Technology * Travel	Vote	Board Chair	5 m
I.	Discussion and Vote on Board Committees' General Membership and Chairpersons Based on the establishment of one or more standing or ad hoc board committees, the Board will nominate and vote to elect each committee's general membership and chairperson.	Vote	Board Chair	5 m
J.	Discussion and Vote to Respond to Notice of Concern from LAUSD with Written Action Plan Prior to the vote, Ms. Ruley will present LAUSD's Notice of Concern and the proposed Written Action Plan and answer any questions.	Vote	Janelle Ruley	5 m
K.	Discuss progress on securing a third-party fiscal and management assistance organization to perform a review of ECRA's internal controls, Vote to approve contract with Fiscal Crisis and Management Assistance Team	Vote	Janelle Ruley	5 m

		Purpose	Presenter	Time
	Ms. Ruley will present this item and answer any questions.			
L.	Discussion and Vote to approve contract with California IT in Education to review technology operations	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed contract with California IT in Education to review the School's technology operations and answer any questions			
M.	Discussion and Vote to Adopt New Cybersecurity Policy	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed Cybersecurity Policy for Board and answer any questions.			
N.	Discussion and Vote to Adopt Amendments to the Board's Fiscal Policies and Procedures Handbook	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed amendments to the Board's Fiscal Policies and Procedures Handbook and answer any questions.			
O.	Discussion and Vote to Adopt Resolution Regarding Related-Party Vendors	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed Resolution Regarding Related-Party Vendors and answer any questions.			
P.	Discussion and Vote to Adopt Ethics Training Frequency Schedule and Timeline for Completion	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed Ethics Training frequency schedule and timeline for completion and answer any questions.			
Q.	Discussion and Vote to Adopt New Formal Complaint Governance Framework	Vote	Janelle Ruley	5 m
	Prior to the vote, Ms. Ruley will present the proposed Formal Complaint Governance Framework and answer any questions.			
R.	Discuss and Vote on the Submission of all Board meeting agendas and minutes to the District regarding June 2026 Notice of Concern	Vote	Janelle Ruley	5 m

	Purpose	Presenter	Time

Prior to the vote, Ms. Ruley will discuss the submission of all Board meeting agendas and minutes to LAUSD in response to the June 2026 Notice of Concern and answer any questions.

S.	Annual Performance-based Charter School Division Oversight Visit Report for 2025-2026	Discuss	Emilie Larew	15 m

Mrs. Larew, Interim Executive Director, will lead a discussion on the annual performance-based Charter School Division (CSD) oversight visit report for 2025-2026

VI. Investment — 8:44 PM

A.	Investment Update August 2026	Discuss	Janneyra Verduzco/B. Thompson	10 m

Mrs. Verduzco and Bill Thompson, Financial Advisor of Beacon Pointe, will provide the Investment Update August 2026

B.	Discuss and Vote to Approve the 2026-2027 OPEB Actuary Report	Vote	Janneyra Verduzco / Brett Schwab	10 m

Prior to the vote, Mrs. Verduzco will present the 2026-2027 Actuary report and answer any questions.

VII. Finance — 9:04 PM

A.	Review and Vote on June and July 2026 Check Registers	Vote	Janneyra Verduzco	10 m

Prior to the vote, Mrs. Verduzco, Director of Accounting and Finance, will review the June and July 2026 check registers from ECRA's City National Bank accounts.

B.	Review and Vote on June and July 2026 Credit Card Statements	Vote	Janneyra Verduzco	10 m

Prior to the vote, Mrs. Verduzco, Director of Accounting and Finance, will review the June and July 2026 bank statements.

		Purpose	Presenter	Time
C.	Review and Vote on 2025-2026 Proposition 30 EPA Budget Vote	Vote	Janneyra Verduzco	10 m

Prior to the vote, Mrs. Verduzco, Director of Accounting and Finance, will present the Proposition 30 EPA Budget and answer any questions.

D.	Discuss and Vote on the 2025-2026 Unaudited Actuals	Vote	Janneyra Verduzco	10 m

Prior to the vote, Mrs. Verduzco, Director, Accounting and Finance, will present the 2025-2026 Unaudited Actuals

VIII. School Business **9:44 PM**

A.	Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2026-2027	Vote	Vania Rodriguez	10 m

Prior to the Vote, Mrs. Rodriguez, Director of Human Resources, will lead a discussion on revisions to the ECRCHS Employee Handbook for 2026-2027.

B.	Discussion and Vote on Revisions to ECRCHS Parent and Student Handbook 2026-2027	Vote	Vania Rodriguez	10 m

Prior to the Vote, Mrs. Rodriguez, Director of Human Resources, will lead a discussion on revisions to the ECRCHS Parent and Student Handbook 2026-2027.

C.	Discuss and Vote on Request for One Period Coach Authorization During 2026-2027	Vote	Emilie Larew	5 m

Prior to a vote, Mrs. Larew, Interim Executive Director, will lead a discussion on the Request for One Period Coach Authorization During 2026-2027, including verification of request and consent for the following sports/courses and authorized Teachers/Coaches:

* Camille King - Cross Country, Track & Field
* Eric Choi - Girls Golf, Girls Soccer, Boys Golf
* Minita Clark- Football
* Dean Bennett - Girls Flag Football, Lacrosse
* Kevin Thurow - Marching Band

D.	Discuss and Vote on the Approval of Contract with Third Party Security Company	Vote	Mike Vosogh	10 m

		Purpose	Presenter	Time
	Prior to the vote, Mr. Vosogh will discuss the contract with the third party security contract and answer any questions.			
E.	Board Approval/Ratification of Compensation Comparability Study for Interim Executive Director Position.	Vote	Board Chair	5 m
F.	Required Oral Report Regarding Interim Executive Director Employment Contract	Discuss	Board Chair	5 m
G.	Board Ratification/Approval of Interim Executive Director Employment Contract	Vote	Board Chair	5 m
H.	Discuss Executive Director Evaluation Process	Discuss	Board Member	5 m
	Designated Board Member will lead the discussion on the Executive Director Evaluation Process			

IX. Closing Items — 10:39 PM

A.	Adjourn Meeting	Vote	Board Chair	1 m

Coversheet

Executive Director Update

Section: I. Opening Items
Item: E. Executive Director Update
Purpose: FYI
Submitted by:
Related Material: Item I.E. Executive Director Update.pdf

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

Interim Executive Director Report
August 27, 2026

Celebrating Milestones and New Beginnings

ECR held a graduation ceremony for summer graduates on July 27th. Faculty, staff, family, and friends celebrated 7 new graduates who completed their remaining requirements during summer school.

The last week of July was ECR's traditional Welcome Week for our incoming students. Welcome Nights were held on July 29th and July 30th. Families and students had the opportunity to pick up student laptops, get their schedules, find their lockers, take a campus tour, and find out more about the various programs, clubs, and activities available for ECR students. Counselors, faculty, staff, and current students welcomed the new students to the ECR family.

During the two Welcome Nights, ECR's hard-working Technology Department distributed 615 laptops. An additional 57 laptops were distributed prior to the start of the school year and 219 more laptops since school started. This includes the distribution of 702 laptops to incoming 9th graders.

An area of focus going into this new school year has been on more effectively communicating information with parents about school events and policies. We have significantly increased the use of text messages this year, beginning during Welcome Week, to share important information. Parent feedback has been positive overall, with many parents reporting they are more likely to see text messages than emails.

Back to School

ECR has had a very busy start to the new school year. Some of the many events and activities in the first three weeks of the year have included:

- Back to School Night on August 20th
- Senior Parent Meeting on August 20th
- Varsity Football Away Game / Field Trip to Hawaii
- Senior Sunrise on August 26th
- MAP Testing – Selected Days the week of August 17th and week of August 24th
- Welcome Back Spirit Week August 24th – 28th
- Blood Drive on August 27th
- Upcoming Event: PSAT on October 17th

ECR

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Heat Precautions

With the ongoing heat wave and excessive heat warnings, ECR has been focused on the safety of students and staff. The air conditioning (A/C) system is working, but is not currently able to operate at full capacity. We are actively working with LAUSD (ECR's landlord) on issues impacting the HVAC system. In the meantime, over 60 portable A/C units have been distributed to classrooms and offices and additional units have been requested. The main building is open at nutrition and lunch for students. Anderson Hall has also been opened to students as a cooling center during nutrition and lunch. Additionally, alternate classrooms have been made available should a class need to temporarily change location due to an A/C issue that cannot be immediately resolved.

Some athletic practices and events have been canceled, others have been rescheduled or the location has changed due to the excessive heat. ECR continues to monitor the forecast and actual conditions closely and additional schedule changes are possible.

The cafeteria has adjusted their menu this week due to the impact on the cafeteria from the intense heat generated during use of the ovens. There will be limited hot items offered in the morning and cold items offered at lunch while the heat wave continues.

Facilities Update

The LAUSD HVAC multi-year project is ongoing. Thermostat replacement in the main building is expected to begin in a few weeks and will be completed in phases that are designed to limit disruptions to classroom instruction to the greatest extent possible.

The project to replace the marquee at the front of the school has experienced several unexpected delays, but completion is now anticipated by end of September.

Community Update from August 17, 2026

I shared a communication with the ECR community on August 17th regarding the recent decision to place some members of ECR's athletic coaching staff on paid administrative leave. That communication is attached for reference.

We are aware of ongoing questions and concerns from the community. I want to reiterate that ECR's top priority is student safety. We are committed to a full and fair review. I will provide an update to the community at the conclusion of the review to the extent the law allows.

A Message to the El Camino Real School Community

From El Camino Real Charter High School <noreply@ecrchsnet.myenotice.com>
Date Mon 8/17/2026 2:00 PM

ECR | HOME OF ACADEMIC, ARTISTIC, & ATHLETIC EXCELLENCE

Dear ECR Community,

I am writing about the recent decision to place some members of our athletic coaching staff on paid administrative leave, and about the questions and concerns this has understandably raised in our community.

As has been reported, the School is reviewing questions concerning the documentation of certain safety certifications that coaching staff are required to hold. I want to be direct about two things. First, paid administrative leave is a neutral, standard step that allows a review to proceed fairly and promptly; it is *not* a finding of wrongdoing by, or an accusation against, any individual. Second, this matter does not involve any allegation of misconduct toward, or involving, any student.

Many of you have asked what, specifically, is being reviewed, and about whom. California law protects the privacy of our employees in personnel matters, and commenting on specifics or on any individual would be unfair to our staff and could compromise the fairness of the review itself. For the same reason, I would ask our community not to speculate about individuals. Speculation harms people who have not been found to have done anything wrong.

I also want to respond directly to calls for immediate reinstatement. The certifications at issue exist for one reason: the safety of our student-athletes. Before anyone resumes coaching duties, the School has an obligation to complete its review and confirm that all requirements are met. That is not a judgment about any coach; it is the same standard we would apply to anyone entrusted with the care of our students, and it is one our families should expect us to hold.

In the meantime, our athletic programs are continuing, and we are working to keep disruption to teams and seasons to a minimum.

Given our interest in a thorough and proper investigation (which our staff and students deserve), we expect to complete the review within the next several weeks, and I will update our community at its conclusion to the extent the law allows.

Our coaches have given a great deal to this School, and our families' dedication to our athletic programs is one of El Camino Real's greatest strengths.

Thank you for your patience, and for the care you show our students every day.

Sincerely,
Emilie Larew
Interim Executive Director



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You were added to our mailing list because you or your student attends El Camino Real Charter High School.

Our mailing address is:
El Camino Real Charter High School

5440 Valley Circle Blvd
Woodland Hills, CA 91367-5949

Coversheet

Approve Regular Board Meeting Minutes from 2/26/26

Section: IV. Consent
Item: A. Approve Regular Board Meeting Minutes from 2/26/26
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on February 26, 2026

DRAFT

El Camino Real Charter High School

Minutes

Regular Board Meeting

2-26-2026 Regular Board Meeting

Date and Time
Thursday February 26, 2026 at 5:30 PM

Location
El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

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Directors Present
Alexandra Ramirez, Brad Wright, Joe Kolkowitz, Linda Ibach, Ronald Laws

Directors Absent
Norris Gunby, Steven Kofahl

Directors who arrived after the meeting opened
Ronald Laws

Directors who left before the meeting adjourned
Ronald Laws

Guests Present
Ryan Guinto, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Feb 26, 2026 at 5:30 PM.

B. Record Attendance and Guests

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

Mr. Wright led Board member and guests in the Pledge of Allegiance to the United States of America (USA)
Brad Wright made a motion to go into closed session.
Joe Kolkowitz seconded the motion.
Entered closed session at 5:32 pm
The board **VOTED** to approve the motion.

D. Public Comments

No public comments
Ronald Laws arrived at 5:31 PM.

E. Executive Director Update

F. Chief Business Officer Update

G. Board Chair Update

II. Reconvene to Open Session

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

The board reconvene to open session at 7:07 PM on the 26th of February, 2026.

Mr. Wright reported that there were no actions taken during the closed session and therefore nothing to report.

Legal counsel reported that the Board took one action during the closed session that required public reporting.

Position Eliminated: The Board voted to eliminate one managerial position.

Clarification: The position eliminated was managerial, not a teaching position.
Ronald Laws left at 7:09 PM.

B. Discuss and Vote on a Resolution for Reduction or Elimination of Certain Certificated Services

- **Presenter:** Vania Rodriguez, Director of Human Resources
- **Reason for Resolution**
  - District is facing financial constraints and must evaluate the budget.
  - State Education Code requires strict timelines for issuing reduction-in-force notices.

    - Notices must be issued before March 15.
- **Potential Teacher Reductions**
    - The resolution could affect seven certificated positions:
        - English
        - SCPR Health
        - Math
        - Physical Education
        - ROTC
        - Social Studies
        - PTE
    - One position from each department is being considered.
- **Board Concerns**
    - Mr. Wright emphasized that teachers are essential to student success.
    - He clarified that voting for the resolution does not necessarily mean supporting the layoffs.
    - He intends to explore other options to protect teacher positions, including eliminating redundant positions or vendors.
    - He stated that seven positions is too many and that he will advocate for keeping as many teachers as possible.
- **Other Cost-Saving Options**
    - The administration has also reviewed:
        - Auxiliary positions
        - Retirements
        - Other staffing changes
        - Other potential cost-saving measures
    - There is currently one confirmed retirement, with additional potential retirements pending official letters.
- **Why Action Is Needed Now**
    - The resolution is described as largely procedural because of the strict Ed Code deadlines.
    - The potential reductions can still be rescinded later.
    - The administration expects that retirements and other savings could reduce or eliminate the need for some of the notices.
    - The expected rescission deadline is around May 14–15.
- **Overall Message**
    - The Board recognizes the seriousness of the financial situation but wants to protect teachers and avoid layoffs whenever possible.
    - Administration will continue evaluating alternatives before final reductions are implemented.

Brad Wright made a motion to Approve the Resolution for Reduction or Elimination of Certain Classified.
Joe Kolkowitz seconded the motion.
The board **VOTED** to approve the motion.

C. Discuss and Vote on a Resolution for Reduction or Elimination of Certain Classified Services

- **Presenter:** Vania Rodriguez, Director of Human Resources
- **Action:** Presenting a resolution for a classified reduction in force (RIF).
- **Position Affected:**
  - Campus Aide Senior position
- **Effective Date:**
  - Beginning with the 2026–2027 school year.
- **Reason:**
  - Financial constraints requiring reductions in staffing.
- **Process:**
  - The reduction is subject to strict timelines and requirements under the CDA.
- **Board Role:**
  - The Board will review the resolution and have an opportunity to ask questions before voting.
- **Motion:**
  - Brad Wright made a motion to approve the Resolution for Reduction or Elimination of Certain Classified Services, which would commence on April 15, 2026.

III. Consent

A. Approve Minutes of January 22, 2026, Regular Board Meeting

Linda Ibach made a motion to approve the minutes from Regular Board Meeting on 01-22-26.
Alexandra Ramirez seconded the motion.
The board **VOTED** to approve the motion.

B. Discuss and Vote on the January 2026 Check Registers

Linda Ibach made a motion to Approve January 2026 Check Registers.
Alexandra Ramirez seconded the motion.
The board **VOTED** to approve the motion.

C. Discuss and Vote on the January, 2026, Credit Card Charges

Linda Ibach made a motion to Approve January, 2026, Credit Card Charges.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

IV. Finance

A. January 2026 Investment Update

January 2026 Investment Update

- **Presenters:** Fernando Delgado, CBO, and Mike Breller/Bill Thompson from Beacon Pointe
- **Overall Outlook for 2026:**
  - Beacon Pointe is cautiously optimistic about the economy and markets.
  - Economic growth is expected to return to around 2%.
  - Inflation is expected to remain above the Federal Reserve's 2% target.
  - The Fed may make 1–2 rate cuts during 2026.
  - Estimated recession risk is around 30%.
  - Portfolio positioning is modestly overweight risk/equities.
- **OPEB Account:**
  - Portfolio balance at the end of 2025: approximately $35.3 million.
  - 2025 return: approximately 14.0%.
  - 3-year annualized return: approximately 13.7%.
  - Since inception in September 2021: approximately 5% annualized return.
  - Portfolio remains within its Investment Policy Statement (IPS) ranges.
  - Current positioning:
    - Modestly overweight U.S. and international equities.
    - Modestly underweight fixed income.
  - Benchmark/risk profile: approximately 60% equities / 40% bonds.
- **General Account (GA):**
  - Balance at the end of 2025: approximately $7.7 million.
  - 2025 return: over 11%.
  - 3-year annualized return: approximately 9.7%.
  - More conservative allocation than OPEB:
    - 30% equities.
    - 70% bonds.
- **Global Diversification:**
  - International equities performed particularly strongly in 2025.
  - International equities: approximately 26.7% return.
  - U.S. equities: approximately 18.8% for the broader U.S. allocation cited.
  - Beacon Pointe emphasized that the results reinforce the value of global diversification.
- **Tariff Concerns:**
  - Board member Mr. Wright questioned the cautious optimism given potential tariffs and economic uncertainty.
  - Beacon Pointe acknowledged that the impact of tariffs is difficult to predict.
  - They believe potential Fed rate cuts and pro-growth provisions from the prior year's legislation could support economic growth and capital markets.
- **Overall Conclusion:**
  - 2025 was a very strong investment year, following three consecutive years of strong equity performance.

- Beacon Pointe does not expect another 20%+ equity return year, but continues to favor stocks over bonds.
- The portfolios remain diversified and within approved investment guidelines.

B. January 2026 Financial Update

January 2026 Financial Update

- **Presenters:** Fernando Delgado, CBO, and Janneyra Verduzco, Director of Accounting and Finance
- **Additional Funding:**
  - School received a grant for the school nutrition services/cafeteria program.
- **Grant Funding:**
  - Approximately $81,492 in additional grant funding was discussed.
  - Total allocation cited: $88,047.
  - Includes $2,500 in base funding.
  - Maximum total entitlement: approximately $90,547.
- **Purpose of the Grant:**
  - Improve cafeteria infrastructure.
  - Support staff training and professional development.
  - Improve meal quality and operational efficiency.
- **Planned Improvements:**
  - Purchase additional ovens.
  - Upgrade refrigeration equipment.
  - Provide professional development to strengthen staff skills and competencies.
  - Improve overall service quality.
- **Additional Information:**
  - The funding was previously discussed by the Finance Committee and was also included in the consent agenda.
  - The school expects to receive the funding shortly.

C. Discussion and Vote the 2025-2026 Second Interim Report

Discussion and Vote – 2025–2026 Second Interim Report

- **Presenter:** Fernando Delgado, CBO
- **Purpose:**
  - Present the 2025–2026 Second Interim Report, a state-mandated financial report.
  - Report is submitted to the State, County Office, and LEUSD.
- **Financial Position:**
  - Original budget: $46+ million.
  - Board-approved operating budget: approximately $46.4 million.
  - Projected year-end revenue: $50.152 million.
  - Projected year-end expenditures: $50.152 million.

- Current projected deficit: approximately $105,450.

- **Revenue Increase:**
  - Projected revenues increased due to two unexpected grants received by the school.
  - Grant funds are restricted and must be used for specific purposes, including:
    - Professional development/training.
    - Salaries/student effectiveness.
    - Anti-bias initiatives.
- **Federal Funding:**
  - Report provides a breakdown of federal revenues, including various Title I funds.
  - Finance Committee recommended creating graphs/visuals to make federal funding easier to understand.
- **Expense Breakdown Includes:**
  - Certificated salaries.
  - Classified salaries.
  - Employee benefits.
  - Books and services.
  - Operating expenses.
  - Pension contributions/matches.
- **Budget Communication:**
  - CBO is working with staff to make financial information easier to understand.
  - Plans include using infographics and a dashboard-style presentation to show how school funds are spent.
  - This will also help staff better understand spending on salaries, benefits, pensions, and other expenses.
- **Upcoming Budget Planning:**
  - Staff have already begun working on the budget calendar/process for the upcoming school year.
  - Preliminary budget information will also be reviewed with UTLA leadership.
- **Debt:**
  - The school currently has no debt.
- **Overall:**
  - The Second Interim Report continues to project a year-end deficit, despite increased revenue from additional grants.

Linda Ibach made a motion to approve 2025-2026 Second Interim Report.
Alexandra Ramirez seconded the motion.
The board **VOTED** to approve the motion.

D. Discussion and vote for CONAPP

Discussion and Vote – CONAPP

- **Presenters:** Fernando Delgado, CBO, and Janneyra Verduzco, Director of Accounting and Finance
- **Purpose:**
  - Present the 2025–2026 Consolidated Application (CONAPP).
- **CONAPP:**
  - Annual reporting required by the California Department of Education (CDE) to distribute and audit federal education funds.
- **Title I Funding:**
  - Provides supplemental funding to schools serving a high percentage of low-income students.
  - Total allocation: $396,496.
  - Funds were reserved for:
    - Homeless student services.
    - Parent engagement.
  - Amount flowing directly to the school: $388,527.
- **Title II Funding:**
  - Supports teacher and principal quality and professional development.
  - Allocation: $69,039.
  - Funds are used for professional development.
- **Title IV Funding:**
  - Allocation: $27,721.
- **Compliance:**
  - All federal funding allocations were reported and certified.
  - The allocations were confirmed to be aligned with federal requirements.

Alexandra Ramirez made a motion to approve consolidated application or the CONAPP.
Linda Ibach seconded the motion.
The board **VOTED** to approve the motion.
Public Information and Transparency

- **Mr. Wright reminded everyone about public information and transparency:**
  - All Board information is public and available for the public to review.
  - Community members can access the information online if they miss any part of the meeting.
  - Board members acknowledged that many financial items were already discussed during the Finance Committee meeting the previous week.
  - The goal is to avoid unnecessary repetition while still providing the public with access to the information.

V. School Business

A. Discussion and Vote to Recommend Christy White Associates to Perform the 2024-2025 School Audit

Discussion and Vote to Recommend Christy White Associates to Perform the 2024–2025 School Audit

- **Presenter:** Vanessa Pineda of Christy White, with Fernando Delgado, CBO.
- **Audit Report Includes:**
  - Financial statements:
    - Statement of financial position.
    - Statement of activities.
    - Statement of functional expenses.
    - Statement of cash flows.
    - Notes to the financial statements.
  - Supplementary information:
    - Federal awards expenditures.
    - ADA.
    - Instructional time.
    - Reconciliation of unaudited actuals to audited financial statements.
  - Organizational information:
    - Administration.
    - Board members.
- **Management Responsibilities:**
  - Maintain effective internal controls.
  - Prepare and maintain the school's financial statements.
  - Manage financial information for day-to-day operations.
- **Auditor Responsibilities:**
  - Provide reasonable assurance that financial statements are free from material misstatements.
  - Review financial transactions, including:
    - Cash receipts and disbursements.
    - Payroll.
    - Journal entries.
    - Internal controls.
- **Financial Statement Audit:**
  - Received an unmodified opinion — the best opinion an organization can receive.
  - No significant deficiencies identified.
  - No material weaknesses identified.
  - No material noncompliance identified.
- **Federal Compliance Audit:**
  - Tested the Education Stabilization Fund (ESSER) program.
  - Received an unmodified opinion.
  - No significant deficiencies or material weaknesses.
- **State Compliance Audit:**
  - Received an unmodified opinion.

- No findings were identified.
- Items marked “not applicable” simply meant the program or funding did not apply to the school.

• **Overall Audit Results:**
- Three clean/unmodified opinions:
  - Financial statements.
  - Federal awards.
  - State awards.
- No significant deficiencies or material weaknesses were identified.

• **Other Audit Matters:**
- Auditors reviewed accounting estimates and required disclosures.
- Key disclosures included:
  - Net assets.
  - Post-employment benefit plan (OPEB).
- Only audit adjustment was related to a fair value adjustment.
- No disagreements, difficulties, or significant issues with management were reported.
- Management representation letter was obtained to finalize the audit.

• **Conclusion:**
- The audit was completed with clean results and no significant findings, and the report was submitted to the required agencies, including CDE, SCO, and LAUSD.

• **Acknowledgment:**
- Christy White thanked El Camino staff for their cooperation and hard work in providing financial, attendance, payroll, and compliance information.

Linda Ibach made a motion to approve Christy White Associates to Perform the 2024-2025 School Audit.
Alexandra Ramirez seconded the motion.
The board **VOTED** to approve the motion.

B. Discussion and Vote on Fee for Service Request for the School Police Officer

C. Discussion and Vote to purchase of Incoming Freshmen Devices

D. Discussion and Vote for the Renewal of 2026-2027 Food Service Contract with Chartwells

E. Discussion and Vote on the 2026-2027 Budget Planning Process and Calendar

F. Discussion on 2025-2026 LCAP Mid-Year Update

VI. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
Vania Rodriguez

Coversheet

Discuss and Vote to install the one (1) Parent Representative Board Position.

Section: V. Governance
Item: A. Discuss and Vote to install the one (1) Parent Representative Board Position.
Purpose: Vote
Submitted by:
Related Material: Item V. A.B..pdf

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

Board of Directors August 2026 Election Results

Teacher-Elected Board Member (2 Seats)

- 6 candidates for 2 available seats

Teacher Representative Position - 2 Positions Available

Option	Votes	
Vote Beth Corbett	49%	92
Vote Mariellen Webster	46%	86
Vote Naomi McCoy	4%	8
Vote Paul Scola	1%	2
Vote Manuela Harris	1%	1
Vote Adeniran Koko	0%	0

Proposed Action: Seat the two (2) candidates with the largest number of votes:

- **Beth Corbett**
- **Mariellen Webster**

Parent-Elected Board Member (1 Seat)

- 3 candidates for 1 available seat:
  - Mandy Rogers
  - Shelly Mark
  - Dana DeFranco

An irregularity that was identified in the election platform for this specific election is currently under review. Final vote tally is not available at this time.

Proposed Action: Provisionally seat the candidate with the largest number of votes prior to the irregularity:

- **Mandy Rogers**

Coversheet

Discuss and Vote to install the two (2) Certificated Representative Board Position.

Section: V. Governance
Item: B. Discuss and Vote to install the two (2) Certificated Representative Board Position.
Purpose: Vote
Submitted by:
Related Material: Item V. A.B..pdf

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
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- **Mariellen Webster**

Parent-Elected Board Member (1 Seat)

- 3 candidates for 1 available seat:
  - Mandy Rogers
  - Shelly Mark
  - Dana DeFranco

An irregularity that was identified in the election platform for this specific election is currently under review. Final vote tally is not available at this time.

Proposed Action: Provisionally seat the candidate with the largest number of votes prior to the irregularity:

- **Mandy Rogers**

Coversheet

Discussion and Vote to Respond to Notice of Concern from LAUSD with Written Action Plan

Section: V. Governance
Item: J. Discussion and Vote to Respond to Notice of Concern from LAUSD with Written Action Plan
Purpose: Vote
Submitted by:
Related Material:
Item V.J. Notice of Concern Letter 6.30.26.pdf
Item V.J. 2025-2026_Annual_Performance_Based_Oversight_Visit_Report.pdf
Item V.J. Notice of Concern (Fiscal) 10.10.2019.pdf
Item V.J. Response Letter to the 10-10-19 Notice of Concern.pdf

LOS ANGELES UNIFIED SCHOOL DISTRICT
Charter Schools Division

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Los Angeles, CA 90017

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ANDRÉS E. CHAIT
Superintendent of Schools

CAROLYN SPAHT GONZALEZ
Chief of Staff

JOSÉ COLE-GUTIÉRREZ
Senior Executive Director of Strategy

MARLA WILLMOTT
Charter Schools Division Director

NOTICE OF CONCERN

IMMEDIATE ACTION REQUIRED

June 30, 2026

Board Chair, Brad Wright
Board Vice Chair, Alexandra Ramirez
Board Member Linda Ibach
El Camino Real Alliance
5440 Valley Circle Boulevard
Woodland Hills, CA 91367

Distributed via Email and Certified Mail
RESPONSE DUE BY

b.wright@ecrchs.net
a.ramirez@ecrchs.net
l.ibach@ecrchs.net

RESPONSE DUE: **July 31, 2026**

SUBJECT: **NOTICE OF CONCERN RE: GOVERNANCE AND FISCAL OPERATIONS:**
IMMEDIATE ACTION REQUIRED
El Camino Real Charter High
Charter Number (1314) Loc. Code 8617

Dear El Camino Real Alliance Board Chair Brad Wright, Vice Chair Alexandra Ramirez and Board Member Linda Ibach:

This correspondence serves as the Los Angeles Unified School District's ("District" or "LAUSD") Notice of Concern regarding the governance and fiscal operations of El Camino Real Charter High ("ECRCH" or "Charter School").[1] The purpose of this Notice of Concern is to address the issues discussed below and those cited in ECRCH's 2025-2026 Annual Performance-Based Oversight Visit Report ("2025-2026 Oversight Report," **Attachment 1**).

I. Background

On March 1, 2011, the District approved ECRCH's conversion from a traditional District-operated school to a fiscally independent charter school. Since its establishment as an independent charter school, ECRCH has encountered fiscal and governance-related challenges that have required corrective actions and continued oversight. Various notices were separately issued by the LAUSD including a Notice of Violations by the LAUSD Board on August 23, 2016, citing failure to comply

[1] ECRCH is an independent charter school operated and managed by a California nonprofit public benefit corporation named El Camino Real Alliance ("ECRA"). ECRA is designated as Entity No. 3327864 by the Office of the Secretary of State of the State of California. Unless otherwise stated, for the purposes of this Notice of Concern, the names "ECRCH," "Charter School," or "ECRA" may be used interchangeably, with the duties and responsibilities of the Charter School and ECRA being the same under this Notice of Concern.

with generally accepted accounting principles; fiscal mismanagement; violations of applicable laws; and material violations of the conditions, standards or procedures. On or about October 18, 2016, ECRA entered into a Memorandum of Understanding ("MOU") with LAUSD to address the significant fiscal and governance concerns. The MOU included corrective action requirements such as the removal of certain school executive leaders and Board members, engagement of the Fiscal Crisis and Management Team ("FCMAT") to provide fiscal oversight, and implementation of other required remedial measures. Prior to the most recent renewal (LAUSD Board Action dated December 8, 2020), Charter School had sufficiently addressed all items identified in the MOU.

Subsequently, on October 10, 2019, a Notice of Concern ("10/10/19 NOC")[2] was issued to ECRCH for concerns regarding payments made to certain vendors, including related-party transactions, and potential violations of Charter School's nepotism policy. Among various matters, the 10/10/19 NOC detailed the District's concerns regarding payments made to, and the scope of work performed by, two affiliated India-based foreign software entities contracted by ECRCH since at least FY 2015-2016 (namely, CRM Maestro and Biztech Consulting and Solutions ("Biztech")),[3] as well as the disclosure of the two related-party entities (namely, Novian and Covantia), reportedly associated with the father of the then-ECRCH Chief Information Officer ("CIO"), who was subsequently approved by the ECRA Board as the current ECRCH Chief Business Officer ("CBO"), on July 16, 2025.[4]

- Payments made to CRM Maestro and Biztech totaled $109K and $120K, respectively, for a combined total of $229K during the period of Fiscal Years (FY) 2015-2016 through 2018-2019.
- Payments made to Novian—a fictitious business name registered in the name and address of the then-ECRCH CIO/current ECRCH CBO, although ECRCH asserted that the entity was associated with the ECRCH CBO's father—totaled $85,672 during the period of FYs 2012-2013 through 2014-2015.
- Payments made to Covantia—a business entity registered under the father of the then-ECRCH CIO/current ECRCH CBO—totaled $216K during the period of FYs 2012-2013 through FY 2017-2018.

On November 7, 2019, ECRCH responded to the 10/10/19 NOC, ("ECRA 11/7/19 Response")[5] including the then-ECRA Board's discussions and its corrective actions, such as the rationale for contracting Novian, Covantia, Biztech, and CRM Maestro. As part of this response, ECRCH provided revised fiscal policies and procedures which included written requirements of approved Scopes of Work (SOW) and Purchase Orders (PO) in advance of any work being done or billed by vendors. The ECRA 11/7/19 Response asserted that both Covantia and Novian were owned by the father of the then-ECRCH CIO and the then-acting ECRA Board was apprised of this issue in March of 2018. The ECRA 11/7/19 Response further explained that the ECRCH relationship with Novian and Covantia began in 2011 when the school first became an independent charter and lacked established credit, vendor relationships, and procurement infrastructure for basic operational needs. This letter also stated that based on ECRA staff's thorough investigation, the

[2] See **Attachment 2**.
[3] CRM Maestro is affiliated with Biztech Consulting and Solutions through ownership and is also located in India.
[4] The current ECRCH CBO previously served as the CIO/ Head of Technology at least as early as FY 2016-2017, and as the Chief Operating Officer (COO) during FYs 2023-2024 and 2024-2025.
[5] See **Attachment 3**.

then-ECRA Board was, "satisfied that ECRA has undertaken all necessary actions needed in order to deal with any potential conflicts, and ***to ensure that this type of event does not happen again***." (Emphasis added.)

Nearly ten years later, and under an entirely different ECRA Board, the District Charter Schools Division's ("CSD") oversight review (in addition to information provided by various ECRCH stakeholders and individuals) indicated that numerous fiscal and governance-related concerns had reemerged that warranted further review and attention, including concerns involving three of the four vendors identified in the 10/10/19 NOC above, as referenced in the CSD's 2025-2026 Oversight Report and detailed under the **III. Basis for Concerns** section below.

II. Overview of Applicable Requirements and Expectations

A. Legal Requirements

Under the Political Reform Act, no public official [includes every employee of a local government agency] shall make, participate in making, or in any way attempt to use his or her position to influence a governmental decision if he or she knows or has reason to know that he or she has a financial interest in the decision. (Gov. Code, §§ 87100 – 87450; 2 CCR § 18700.) A public official has a disqualifying financial interest in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on one or more of the public official's financial interests.

Under Government Code section 1090, any participation by an official or employee in the making of the contract will result in a violation of Government Code section 1090, if they had a financial interest within the meaning of the statute. When an employee is financially interested in a contract, the agency will be prohibited from making the contract only if the employee is involved in the contract-making process. So long as an employee plays no role whatsoever in the contracting process, either because it is outside the scope of his or her employment, or because the employee has disqualified himself or herself from participation, the agency may not necessarily be prohibited from entering into the contract.

Additionally, even if there are no disqualifying financial interests within the meaning of Government Code section 1090, the common law doctrine against conflicts of interest prohibits public officials [generally applicable to private agents and trustees] from placing themselves in a position where their private, personal interests may conflict with their official duties. (See *Clark v. City Hermosa Beach* (1996) 48 Cal.App.4th 1152, 1171.) The common law conflict of interest is premised on the basic presumption that a public officer is impliedly bound to exercise the powers conferred on him/her with disinterested skill, zeal and diligence and primarily for the benefit of the public. Thus, a decisionmaker should not be tempted by his or her own personal or pecuniary interest, and the doctrine will apply to situations involving a nonfinancial personal interest.

For example, the Attorney General concluded that when an adult child of a board member applied to the redevelopment agency for a loan for his corporation that he solely owned, the parent (and agency board member) should disqualify herself from participating in the

loan decision. The Attorney General concluded that "it is difficult to imagine that the agency member has no private or personal interest in whether her son's business transactions are successful or not." (92 Ops.Cal.Atty.Gen. 19 (2009).)

Corporations Code section 5210 provides that:

> "…the activities and affairs of the corporation shall be managed, and all corporate powers shall be exercised under the ultimate direction of the board."

Education Code section 47604.3:

> "A charter school shall promptly respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries."

Education Code section 47604.32(a)(4):

> "Each chartering authority, in addition to any other duties imposed by this part, shall do all of the following with respect to each charter school under its authority… Monitor the fiscal condition of each charter school under its authority."

B. Attorney General's Guide for Charities[6]

Officer's Duties

> "Officers stand in a fiduciary relationship with the corporation. Hence, they must scrupulously protect the interests of the corporation, exercise their powers in good faith and with best efforts, and refrain from doing anything that harms the corporation. For instance, officers cannot use their positions to further their private interests, or otherwise secure any personal advantage against corporation. (citations omitted) In fact, officers who breach their fiduciary duty to the corporation may be liable for any damage their actions or inaction caused." (Pgs. 53-54.)

Director's Duties of Care

> "For public benefit corporations, directors are required to perform with the level of care that an ordinarily prudent person in a like position would use under similar circumstances. This includes making reasonable inquiries as needed.[7]"

[6] Link to California Attorney General's Guide for Charities:
https://www.oag.ca.gov/system/files/media/Guide%20for%20Charities.pdf
[7] (Corp. Code, § 5231, subd. (a).)

> "To ensure the duty of care is met, a director should review the corporation's articles of incorporation and bylaws to better understand the corporation's mission, and the expected roles and responsibilities of directors and officers. Directors are also obliged to be informed about the nonprofit organization's program and operations."
>
> "Directors should also regularly attend board meetings and actively engage in meetings of the board and any board committees on which they serve. Before making any decision, directors should request and obtain all necessary background information and reports to promote informed decisions. Directors should use their own judgment in voting, and not simply follow the lead of other board members, or adopt the recommendations of management or staff. A director should not be afraid to ask questions at board meetings or request that matters be decided at a later date to allow for more in-depth deliberation." (Pg. 54.)

Director's Duties of Loyalty

> "Each director also owes a duty of loyalty to its nonprofit corporation. For public benefit corporations, this means the director must make decisions he or she believes is in the best interest of the corporation, as well as act in such best interest.[8] For instance, the director is obligated to act with undivided loyalty, be fair in his or her dealings with the nonprofit, and must not seek to benefit personally from the activities or resources of the nonprofit." (Pgs. 54-55.)

C. Charter Requirements

The *LAUSD Federal, State, and District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions* ("FSDRL") applies to all LAUSD-authorized charter schools and provides, in pertinent parts:[9]

> "Charter School shall comply with all applicable federal, state, and local laws and regulations, and District policies as it relates to charter schools adopted through Board action." (Pg. 9.)
>
> "Charter School and all employees and representatives of Charter School, including members of Charter School's governing board, members of Charter School or governing board committees and councils, Charter School administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD charter school policy, regarding ethics and conflicts of interest. Charter School shall enter into all transactions and conduct business with all persons and entities at arm's length or, in the case of otherwise permissible related party transactions, in a manner equivalent to arm's length." (Pg. 10.)

[8] (Corp. Code, § 5231, subd. (a).)
[9] See Federal, State, and District Required Language ("FSDRL") Revised - Nov 2024.

> "Charter School shall establish, maintain, and implement sound fiscal policies and procedures, including but not limited to internal controls governing all financial and business-related activities." (Pg. 44.)

Charter School's operative charter provides, in pertinent parts:[10]

> "Board of Directors
>
> The Board of Directors is fully responsible for the operation and fiscal affairs of the Charter School. The Board's duties will include but not limited be to the following:
> - Hire, supervise, evaluate, discipline, and dismissal of the Executive Director of the Charter School
> - Approve all contractual agreements
> - Approve and monitor the implementation of general policies of the Charter School. This includes effective human resource policies for career growth and compensation of the staff
> - Approve and monitor the Charter School's annual budget and budget revisions
> - Act as a fiscal agent. This includes but is not limited to the receipt of funds for the operation of the Charter School in accordance with applicable laws and the receipts of grants and donations consistent with the mission of the Charter School
> - Contract with an external independent auditor to produce an annual financial audit according to generally accepted accounting practices
> - Establish operational committees as needed
> - Regularly measure progress of both student performance
> - Involve parents and the community in school related programs
> - Execute all applicable responsibilities provided for in the California Corporations Code
> - Engage in ongoing strategic planning
> - Approve the school calendar and schedule of Board meetings
> - Participate in the dispute resolution procedure and complaint procedures when necessary
> - Approve charter amendments as necessary and submit requests for material revisions as necessary to the District for consideration
> - Approve annual independent fiscal audit
> - Appoint an administrative panel on recommended student expulsions, and hear any appeals on expulsion decisions
> (Pg. 158.)

[10] Source: Element 4 - Governance of ECRCH's approved renewal petition dated December 8, 2020, for its operative charter.

D. LAUSD Policy and Procedures for Charter Schools ("District Policy") Requirements[11]

District policy specifies, in pertinent parts:

> "An important responsibility for charter schools is effective and ethical governance. Charter schools are publicly funded local educational agencies and shall be subject to the transparency and accountability requirements that govern other publicly funded local educational agencies. Charter schools shall not be operated by a for-profit corporation. (Ed. Code, § 47604(b)(1).) All charter schools authorized by LAUSD commit to the highest level of ethical, transparency, and accountability standards. The Legislature recognizes the need for charter schools and entities managing charter schools to comply with the same open meeting, conflict-of-interest, and disclosure laws as traditional school districts. (Ed. Code, § 47604.1.) Specifically, every charter school governing body and the governing body of the entity managing the charter school shall comply with the requirements of the following:
>
> - Ralph M. Brown Act (Govt. Code, §§ 54950 et seq.)
> - California Public Records Act (Govt. Code, §§ 6250 et seq.)
> - Government Code section 1090 et seq., as set forth in Education Code section 47604.1
> - Political Reform Act of 1974 (Govt. Code, §§ 81000 et seq.)
>
> Members of the charter school's executive board; any administrators, managers or employees; and any other committees of the charter school shall establish and abide by policies and procedures that comply with applicable federal and state laws and regulations and LAUSD charter school policies and regulations regarding conflicts of interest as part of a reasonably comprehensive description of school governance." (Pg. 51 and Pg. 52.)
>
> Charter schools and all employees and representatives of charter schools, including members of charter school's governing board, members of the charter school or governing board committees and councils, charter school administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD Policy and Procedures for Charter Schools, regarding ethics and conflicts of interest. Charter schools shall enter into all transactions and conduct business with all persons and entities in a manner consistent with Government Code section 1090 and other applicable conflict of interest laws. (Pg. 54.)
>
> It is the responsibility of the charter school to ensure that charter school officers and employees understand not only filing requirements but also the requirements regarding conflicts of interest, self-dealing, and incompatible activities, which should be reasonably set forth in the governance provisions of the charter. In addition, each

[11] See LAUSD Policy and Procedures for Charter Schools.

charter school officer bears individual responsibility for the officer's own compliance with all conflict-of-interest laws. (Pg. 54.)

E. El Camino Real Alliance Fiscal Policies and Procedures- Board Approved and dated 12-19-2024

"Staff must always avoid conflicts of interest. 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**." (*Emphasis added*.) (Pg. 10.)

"Non-budgeted contracts that exceed, or are likely to exceed, $50,000 during a calendar year, or contracts that extend beyond an academic year, require Board approval." (Pg. 25.)

"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 § 20111b) of $15,000 or more for construction contracts." (Pg. 29.)

"**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**." (*Emphasis added*.) (Pg. 29.)

"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 [Direct of Human Resources], 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." (*Emphasis added.*) (Pg. 29.)

III. Basis for Concerns

Pursuant to the District's statutory oversight obligations, and as means to conduct appropriate fiscal oversight, the CSD annually requested and obtained fiscal documents from ECRCH and conducted segregation of duties (SOD) interviews with ECRCH staff and leaders to review internal controls and overall compliance with its governing board-approved fiscal policies and procedures. As documented in the 2025-2026 Oversight Report and described in further detail below, the CSD has identified additional concerns as part of its 2025-2026 oversight review, including numerous stakeholder complaints and allegations submitted to the CSD.

Based on numerous stakeholders' communications regarding related-party vendor transactions and additional interviews conducted with ECRCH's Executive Director and school staff members, the District notes that, at a minimum, the inherent risks associated with the referenced related-party transactions do not appear to be adequately monitored by ECRCH leadership and/or the ECRA Board. As provided under **Section II. E.** above, Charter School's fiscal policies and procedures require employees to disclose, in writing, any potential conflict of interest to the Executive Director and CBO. However, the related-party vendors identified are associated with the ECRCH CBO, creating a potential conflict of interest and raising concerns regarding whether the established disclosure process provided an independent mechanism for identifying, reviewing, and addressing the potential conflict. Further, the District has concerns regarding the possibility of duplicate services, redundant expenditures, or payments that may not be adequately supported, justified, or necessary to the school's operations involving the referenced related-party vendors using public or charitable funds.

Additionally, ECRCH did not disclose to the CSD any relationship between the then-ECRCH CIO/current ECRCH CBO (or his family member(s)) and either of the two India-based entities. However, based on the CSD's recent review, Biztech's website identifies the current ECRCH CBO's father as a U.S. partner who reportedly leads Biztech's U.S. business operations.[12] During the May 5, 2026, oversight visit, the ECRCH Executive Director indicated that he was not aware of the aforementioned relationship or role. The CSD also identified a YouTube video, dated November 19, 2017, in which the then-ECRCH CIO/current CBO provided a testimonial regarding Biztech's business.

Below is a table of the most recent expenditures to three of the four related-party vendors referenced in the 10/10/19 NOC, reflecting total payments of approximately $635,000 during the period of July 2021 through April 2026, along with summaries of the CSD's observations and concerns cited in the 2025-2026 Oversight Report.[13] [14] The CSD's documentation review reveals that descriptions included in the POs and vendor work logs were insufficiently detailed to clearly identify the specific systems, products or services that were provided by and paid to these vendors. As a result, it was difficult to determine the purpose, ongoing necessity, and continued value of

[12] Biztech's website: https://www.biztechcs.com/partnerships/business-partnerships/?utm_source=chatgpt.com.
[13] See **Attachment 1**, specifically the Areas Noted for Further Growth and/or Improvement section within Fiscal Operations for further details.
[14] ECRCH's financial records provided to the CSD indicate that Charter School has made no further payments to Novian since FY 2014-2015, and that Charter School did not make any payments to Covantia for the period of FY 2018-2019 through 2021-2022. Payments to Covantia did not resume following the 10/10/19 NOC until FY 2022-2023.

these expenditures, particularly for systems or services that had been developed and utilized for at least 10 years.

Fiscal Year	Covantia	Biztech	CRM Maestro	Total
FY2021-2022	$0	$39,480	$44,945	$84,425
FY2022-2023	$32,230	$0	$0	$32,230
FY2023-2024	$48,035	$57,600	$70,080	$175,715
FY2024-2025	$36,150	$86,304	$90,300	$212,754
FY2025-2026 (Through April 2026 only)	$39,195	$29,880	$60,840	$129,915
TOTALS	**$155,610**	**$213,264**	**$266,165**	**$635,039**

(1) Potential Conflict-of-Interest and Related-Party Vendor Transactions

The use of vendors that may be related to individuals in key Charter School leadership positions could present governance, financial, and compliance risks. Potential concerns may include conflicts of interest, self-dealing, duties of care and loyalty issues, lack of arm's-length transactions, procurement and competitive bidding issues, disclosure and reporting risks, internal control weaknesses, reputational impacts, and increased risk of misuse of public or charitable funds. Appropriate safeguards, including transparency, disclosure, independent review, and proper approval processes are necessary to mitigate these risks.

As documented in the 2025-2026 Oversight Report,[15] Charter School leadership and the ECRA Board have not taken appropriate action to identify, address, and mitigate the associated risks pertaining to the related-party transactions above. Based on the oversight visit on December 4, 2025, and the subsequent visit on May 5, 2026, as well as other financial information obtained from Charter School, the CSD noted the following concerns:

- No evidence or documentation was provided demonstrating that the current ECRA Board was informed of, or has evaluated, the relationship, agreements/contracts and/or transactions with these related-party vendors, despite the then-ECRA Board's assurance in the ECRA 11/7/19 Response, as stated above, that, "this type of event does not happen again."
- To the District's knowledge, the current ECRCH CBO has been with Charter School since its conversion as an independent charter school and has served various executive-level leadership positions, including as the former CIO. The former CIO/current CBO's longstanding involvement with the organization and relationship to the referenced related-party vendors may create a perceived or actual conflict of interest, particularly if the individual has influence over vendor selection, contract terms, approvals, payments, or ongoing vendor relationships. Additionally, due to the ECRCH CBO's historical knowledge, involvement, and

[15] See **Item #1** in the Areas Noted for Further Growth and/or Improvement section within the Fiscal Operations category of the 2025-2026 Oversight Report.

operational reliance on the vendors, there may be limited independent review or challenge of the reasonableness, necessity, and value of services provided. Furthermore, the ECRCH CBO now has the authority to sign bank accounts and responsibility for the school's financial records, thereby increasing the financial reporting risks.

- No documentation was provided to the CSD to support the Request for Proposals (RFP) process or competitive bidding procedures, including the selection criteria and scoring sheets, nor to justify the continued use of these related-party vendors, particularly Covantia.
- The District is concerned that the long-term use of related-party vendors may have resulted in costs that significantly exceed those that would have been incurred through the selection of independent third-party vendors initially. As these systems become increasingly integrated and customized, Charter School's ability to independently monitor, evaluate, and assess whether services remain competitive with the market may be substantially diminished.
- Based on the CSD's documentation review and Segregation of Duties interviews, the ECRCH Executive Director approves invoices. However, there appears to be no oversight or independent approver/reviewer associated with the use of these vendors. Equally concerning is that, at the May 5, 2026, oversight visit, the ECRCH Executive Director has acknowledged not being aware of the foreign, India-based vendor relationship with the ECRHS CBO's father; and that he does not conduct, nor delegate, an independent review of vendor services, pricing, or selection process.
- Based on the CSD's interviews with the ECRCH Executive Director and school staff during the May 5, 2026, oversight visit, there appears to be no ongoing independent monitoring within the organization of these vendors' performance, billings, or potential redundancies in technology or financial systems, separate from the related-party relationship.

As noted above, the CSD identified similar concerns regarding the related-party transactions and conflict-of-interest disclosures in the 10/10/19 NOC. Based on the documentation reviewed during the 2025-2026 oversight process, it is unclear whether appropriate corrective actions and systematic safeguards were created and implemented to address and prevent the recurrence of comparable concerns. For example, while transactions with the related-party vendor, Covantia, ceased temporarily after the 10/10/19 NOC, Charter School has subsequently reinstated the use of Covantia. Notably, although the current ECRA Board is comprised of different members from those who served during the 2019-2020 school year, all current Board members share the responsibility to understand and address prior and ongoing governance issues. Equally important, Charter School continues to have the same executive administrators (i.e., the ECRCH Executive Director and the then-CIO/current CBO), who are aware of the District's concerns previously raised in the 10/10/19 NOC as well as the MOU entered on or about October 18, 2016. Again, there appears to be no mitigation of the inherent risks associated with doing business with related-party vendors by this organization. The ECRCH CBO holds a senior leadership position with significant responsibility over fiscal operations, purchasing, and contracting activities. However, the CSD was not provided documentation demonstrating that the relationship between the CBO's father and the

related-party vendors (Covantia and Biztech) was disclosed to, reviewed by, or approved by the current ECRA Board, even after the CSD informed the ECRCH Executive Director of this relationship during the May 5, 2026, oversight visit, and despite the ECRCH Executive Director's claim that this matter would be placed on the agenda for discussion at ECRA's May 14, 2026, Board meeting.

(2) Related Party Vendor, Covantia, Lacks Written Contract with ECRCH, and Has a Suspended Status with the California Secretary of State and Franchise Tax Board

As noted in **Section II.E.** above, the ECRA Board-approved fiscal policies and procedures authorize the ECRCH Executive Director to approve contracts below $50,000 and stipulate that all service providers must include a written contract clearly defining the SOW to be performed.

As documented in the 2025-2026 Oversight Report,[16] no contract or agreement was provided to the District for the related-party vendor, Covantia. Additionally, upon verification with the California Secretary of State ("SOS"),[17] the CSD noted that Covantia's Statement of Information is past due, the vendor has been inactive since November 30, 2017, and is suspended with both the SOS and the Franchise Tax Board. Based on information published on the SOS website, a domestic entity that is suspended may be subject to legal and contractual implications.[18] Accordingly, this calls into question Charter School's prudence in engaging in business with entities such as Covantia that have a compromised corporate status. It is unclear how an entity with inactive or suspended status can continue to invoice Charter School and provide software-related services without any statutory, regulatory, or contractual-related implications.

(3) Related-Party Vendor Contracts Exceeding Board Approval Threshold Without Documented Board Approval

As documented in the 2025-2026 Oversight Report,[19] the CSD reviewed expenditures associated with Biztech and CRM Maestro, as well as available board agendas and minutes, related to the payments summarized in the table above. However, the CSD did not identify any documentation of ECRA Board's approval for the Biztech and CRM Maestro contracts for the periods in which payments exceeded the organization's policy threshold ($50,000). The absence of documented disclosure to the ECRA Board and/or the required board approval may limit the ECRA Board's ability to provide independent oversight of vendor and related-party transactions and determine whether adequate safeguards were implemented to protect the integrity of procurement and contracting decisions. This may also hinder the Board's ability to assess potential conflicts of interest, evaluate the

[16] See **Item #2** in the Areas Noted for Further Growth and/or Improvement section within the Fiscal Operations category of the 2025-2026 Oversight Report.
[17] Sources: Based on the business entity search conducted through the California Secretary of State's website (https://bizfileonline.sos.ca.gov/search/business).
[18] Corporations that do not pay their taxes, file returns and statements required by law or satisfy other legal requirements are subjected to a serious penalty: their corporate powers, rights and privileges may be suspended or forfeited with the result that they may not sue, contract, or otherwise transact business or deal in real property. (e.g., Revenue and Taxation Code §§ 23301 to 23301.5, 23775.)
[19] See **Item #3** in the Areas Noted for Further Growth and/or Improvement section within the Fiscal Operations category of the 2025-2026 Oversight Report.

reasonableness and necessity of the transactions, ensure compliance with applicable policies and legal requirements, and fulfill its fiduciary responsibilities related to transparency, accountability, and stewardship of school resources.

ACTIONS REQUIRED:

Given the significant governance and fiscal operational concerns described above, the CSD requests that the ECRA Board take immediate action to address the issues referenced in this Notice of Concern, and provide any and all documentation/information **no later than July 31, 2026**, that includes, but is not limited to, a written action plan on ECRA letterhead that outlines the measures and specific steps that the ECRA Board has taken and/or plans to take to address each of the items identified above, as well as the Areas Noted for Further Growth and/or Improvement under the Fiscal Operations category of the 2025-2026 Oversight Report.

The action plan should specifically address the District's concerns of potential conflicts of interest; ECRCH's purchases and procurement processes (including the development of policies governing related-party transactions and implementation of internal controls to strengthen the review, approval, and monitoring of these transactions); the related-party vendor with suspended corporation status; and the lack of documented approval by the ECRA Board for contracts. At a minimum, the plan must address how ECRCH will implement the following:

(1) That ECRA Board seeks a reputable third-party fiscal and management assistance organization (e.g., FCMAT and School Services of California) or a CPA firm to perform a review of Charter School's internal controls, processes, and procedures in the following areas. This review should include, but not be limited to, interviewing school staff, performing an independent fiscal or operational review to assess concerns related to governance, financial practices, internal controls, or compliance, and providing recommendations for these areas.
    a) Procurement, review, approval, and contracting processes for service providers, including related-party vendors identified in this Notice of Concern, to ensure appropriate controls, transparency, and compliance with applicable laws, established policies and procedures, or best business practices. The review should also include measures to promote a competitive and objective vendor selection process and reduce reliance on related-party vendors over time, where appropriate.
    b) Related-party vender performance and contract oversight, including, but not limited to, formal processes for vender evaluation on an ongoing basis, documentation of performance metrics, and responsible individuals for reviewing vendor deliverables independent from the contracting decision. This should include interviews with information technology personnel and end-users, including teachers and other school staff, to obtain a comprehensive understanding of system functionality, user experience, operational needs, and any identified concerns.
    c) Related-party billing and payment review and approval, including controls in place to verify vendor invoices aligning with contracted rates, scope, and deliverables prior to payments, identify duplicate or unsupported changes, and reconcile against contract terms and budgets.
    d) Related-party relationships and independence, including disclosures, approvals, and monitoring mechanisms in place in the selection, negotiation, and oversight of vendors with potential conflicts of interest.
    e) Duplication, redundancy, and system overlap, including the analysis of potential overlapping or redundant information technology-related vendor services (e.g.,

multiple systems performing similar functions, multiple vendors providing similar technology, administrative or financing services without documented justification). The review should evaluate the criteria used to determine whether technology or financial systems or services should be consolidated, replaced, or discontinued, as well as the cost-benefit analysis supporting the continued use of multiple vendors providing similar or overlapping services or, as applicable, services/products for which similar commercial products are readily available and widely used by other charter schools.

f) Operational assessment of the Human Resources (HR) function, including evaluating whether the HR Department is performing core functions (recruitment, onboarding, discipline, investigations, compliance, and recordkeeping) effectively and consistently, and identifying patterns of concern.

g) Governance and oversight structure, including the ECRA Board's review of vendor performance and expenditures, with emphasis on independent evaluation and reporting mechanism.

(2) Written policy regarding the cybersecurity measures in place to protect confidential, private student and personnel information from unauthorized access, disclosure, or misuse, including requirements applicable to all vendor and third-party service providers that have access to such information (e.g., documented cybersecurity controls and third-party risk management).

(3) While awaiting the third-party review referenced in **Action Required (1)** above, the ECRA Board's strengthened written policies and procedures pertaining to:

a) The procurement process, including, but not limited to, public solicitation, all vendor proposals received, evaluation criteria, scoring records, selection rationale, competitive bidding thresholds and processes for the procurement of goods and services, criteria for vendor selection, adequate segregation of duties for procurement to mitigate the risk of fraud and abuse, and adequate retention periods for contract/bidding records.

b) Specific enhanced oversight measures, including the steps the ECRA Board will implement to mitigate the risks associated with related-party transactions. These measures should include identifying a strong, independent reviewer to conduct an in-depth analysis of the justification for the transaction, the competitive procurement process (including the validity of the reasonableness of competing bids), costs, term of the arrangement, and whether the transaction is in the best interest of the school. The measures should also include ongoing monitoring procedures, including assigning responsibility to a designated independent firm (e.g., a CPA firm) to regularly review vendor performance, deliverables, and contract compliance. The relationship, contract, and related transactions should be periodically disclosed to and reviewed and approved by the ECRA Board based on Board member turnover and regardless of the size or scope of the services provided.

c) The ECRA Board's written guidance regarding contracts for specific products or services available from a single source or sole vendor, including the ECRA's/ECRCH's evaluation factors, such as the criteria used to evaluate and justify a sole source/sole vendor designation, the basis for determining that a competitive procurement process is not applicable, and the required documentation to support such determination.

d) The ECRA Board's written guidance regarding establishing and enforcing clear procurement policies that include verifications for vendor suspension and debarment status. The policies should include, but not be limited to,

i. Require Vendor Certification - request that vendors attest to their debarment

and suspension status as part of the contracting process; and

ii. Ongoing Monitoring - periodically review vendor lists against exclusion databases throughout the contract term to ensure continued compliance and identify any changes in vendor eligibility status.

e) Provision of documentation to the District confirming Covantia's corporate status and ability to conduct business in California and other jurisdictions as appropriate pursuant to applicable requirements.

f) Provision of a copy of the revised fiscal policies and procedures to the District.

(4) The ECRA Board's review and resolution adoption addressing the District's concerns regarding the related-party vendors: CRM Maestro, Biztech, and Covantia. The ECRA Board's resolutions should include how the organization will achieve **Actions Required in (3) a) through d)** above. Provide supporting documentation as appropriate. The ECRA Board's response should also include its determination or assessment of:

a) Whether ECRCH receives any direct or indirect financial operational, intellectual property, or other benefit from developing software created for exclusive use by Charter School or the referenced related parties.

b) If ECRCH does not receive such benefits, provide a detailed explanation and supporting documentation demonstrating the business purpose, ownership, and justification for Charter School's funding of software development by a private company or companies, including whether the software is intended for sale, licensing, or use by other for-profit entities and/or other charter schools.

(5) The ECRA Board's required training, consistent with AB 1234 Ethics Training, for the ECRA Board members, executive staff, and employees, including, but not limited to:

a) Laws relating to personal financial gain by public officials (including, but not limited to, laws prohibiting bribery and conflict of interest laws)

b) Laws relating to claiming perquisites (perks) of office (including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies)

c) Laws relating to government transparency (including, but not limited to, financial interest disclosure requirements and open government laws)

d) Laws relating to fair processes (including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for contracts, and disqualification from participating in decisions affecting family members).

(6) Compliance with the above-mentioned ethics training by setting the training frequency and a timeline for when training is to be completed. (See **Action Required (5)** above.)

(7) Pertaining to **Actions Required (5) and (6)** above, copies of ethics training records indicating the date on which the ECRA Board members, executive staff, and employees completed the training and the entity that provided the training, to be provided to the CSD upon completion by the organization as a whole.

(8) The ECRA Board's adoption of a formal complaint governance framework, including established timelines for intake, review, and resolution; implementation of root cause analysis and systemic corrective actions for recurring issues; strengthening of independent review and investigation processes; enhancement of Board oversight and reporting through open regular Board meeting updates; improved transparency and stakeholder access to complaint

procedures; reinforcement of anti-retaliation protections; and provision of Board training to strengthen governance capacity.

a) Provision of a copy of ECRA Board's adopted compliant governance framework, including the training frequency and a timeline for when training is to be completed, to the District.
b) Provision of copies of Board training records, including the date, Board members who completed the training, and the entity that provided the training, to the District.

(9) Copies of all ECRA Board meeting agendas and minutes (or ***other publicly available records***) that evidence reviews, discussions, deliberations, and/or actions taken by the ECRA Board concerning all items identified in this Notice of Concern.

Please be advised that ECRA's failure to address this Notice of Concern may require the District to take additional appropriate oversight actions. Additionally, the District may consider ECRA's noncompliance as a substantial fiscal or governance factor for purposes of the District's renewal recommendation. (See Ed. Code, § 47607(e).)

If you have any questions or need additional information regarding this notice, please contact me by email at sally.ngov@lausd.net or (213) 241-8685. Thank you for your cooperation.

Attachments: **Attachment 1**: 2025-2026 Oversight Report
Attachment 2: 10/10/19 Notice of Concern
Attachment 3: ECRA's 11/7/19 Response to the 10/10/19 Notice of Concern

Sincerely,

Sally Ngov

Sally Ngov
Fiscal Oversight Manager

c: José Cole-Gutiérrez, Senior Executive Director of Strategy, LAUSD
Marla Willmott, Director, CSD
Sarah Ziegenhorn, Administrative Coordinator, CSD
Lillian Lee, Fiscal Administrator, CSD
Taylor Wichmanoski, Senior Coordinator, CSD
Lorraine DeCuir Chaffee, Fiscal Oversight Administrator, CSD
Dr. Imelda Phillips, Specialist, CSD
Dr. Helena Yoon-Fontamillas, Specialist, CSD
David Hussey, Executive Director, ECRCH
Dr. Minita Clark, Administrative Director, ECRCH

ATTACHMENT 1

LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT*
2025-2026 SCHOOL YEAR
FOR

EL CAMINO REAL CHARTER HIGH - 8617
Name and Location Code of Charter School

LAUSD Vision
Los Angeles Unified will be the premier public school district by eliminating educational inequities to graduate ALL students ready for the world – to thrive in college, career, and life.

CSD Mission
The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values
We believe that our success depends on:
- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

***** Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Charter School Name:	**El Camino Real Charter High**			**Location Code:**	**8617**
Current Address:		**City:**	**ZIP Code:**	**Phone:**	**Fax:**
5440 Valley Circle Blvd. **7401 Shoup Ave.**		**Woodland Hills** **West Hills**	**91367** **91307**	**818-595-7500** **818-857-5119**	**818-595-7501** **818-595-7519**
Current Term of Charter[1]:			**LAUSD Board District:**	**LAUSD Region:**	
July 1, 2021 to June 30, 2027			**3**	**North**	
Number of Students Currently Enrolled:	**Enrollment Capacity Per Charter:**		**Number Above/Below Enrollment Capacity (day of visit):**		**Below by 935**
2865	**3800**				
Grades Currently Served:	**Grades To Be Served Per Charter:**		**Percent Above/Below Enrollment Capacity (day of visit):**		**Below by 24.61%**
9-12	**9-12**				
Norm Enrollment Number:	**2823**				
Total Number of Staff Members:	**280**	**Certificated:**	**154**	**Classified:**	**126**
Charter School's Leadership Team Members:	**David Hussey, Executive Director; Dean Bennett: Administrative Director; Jason Camp, Administrative Director; Dr. Minita Clark, Administrative Director; Fernando Delgado, Chief Business Officer; Janneyra Verduzco, Director of Accounting; and Vania Rodriguez, Director of Human Resources**				
Charter School's Contact for Special Education:	**Emilie Larew, Administrative Director**		**SELPA & Option:**	**LAUSD SELPA & MOU Option 3**	
CSD Assigned Administrator:	**Imelda Phillips**		**CSD Fiscal Oversight Manager:**	**Sally Ngov**	
Other School/CSD Team Members:	**N/A**				
Oversight Visit Date(s):	**November 21, 2024**		**Fiscal Review Date (if different):**	**N/A**	
Is school located on a District facility? If so, please indicate the applicable program (e.g., Prop 39, PSC, conversion, etc.):	**Yes; Sole Occupancy Agreement**		**LAUSD Co-Location Campus(es) (if applicable):**	**N/A**	

SUMMARY OF RATINGS

(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory

Governance	Student Achievement and Educational Performance	Organizational Management, Programs, and Operations	Fiscal Operations
3, Proficient	**3, Proficient**	**4, Accomplished**	**2, Developing**

[1] Education Code section 47607.4 provides that "all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years, and all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year."

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605, 47607, and 47607.2, in order to renew a charter, the District must determine whether the charter school has met specific renewal criteria prescribed in statute.

REPORT GUIDE

LAUSD's oversight procedures are intended to balance a charter school's autonomy of operation with its accountability to the public. LAUSD utilizes a holistic, performance-based approach to evaluate all charter schools, guided principally by making decisions in the best interest of students. The CSD observes and monitors each charter school in accordance with applicable laws, regulations, LAUSD policy, memoranda of understanding, and the school's operative charter. Information gathered through oversight serves as part of the charter school's ongoing record for the District to make informed decisions about charter school authorization, renewal, material revisions, sharing of promising practices, and if need be, revocation. While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own Governing Board. The Governing Board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders. In designing this document, the District has considered the California Charter Schools Act, the *LAUSD Policy and Procedures for Charter Schools,* the factors and guidance promulgated by the California State Board of Education in evaluating charter schools, and the National Association of Charter School Authorizers' *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

- ***Governance*** – demonstrating fulfillment of the Governing Board's fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school's full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education
- ***Student Achievement and Educational Performance*** – demonstrating positive academic achievement and growth for all students
- ***Organizational Management, Programs, and Operations*** – demonstrating effective leadership and implementation of the governing board's policies and procedures, as well as the school's educational program and systems and procedures for the day-to-day operations of the school
- ***Fiscal Operations*** – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered for the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide*. The "Sources of Evidence" sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school's performance in each category: *(4) Accomplished, (3) Proficient, (2) Developing, and (1) Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress; (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under "Corrective Action Required," the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school's approved charter. **If the report includes any findings under "Corrective Action Required," the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its "tiered intervention" approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those "promising practices" that the school believes have contributed to its success, in order to support the CSD's ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across all LAUSD schools.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

GOVERNANCE	RATING*
Summary of School Performance	3, Proficient

Areas of Demonstrated Strength and/or Progress

G2: DUE PROCESS - The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public.

- Review of Governance documentation in Folder I included evidence of systems to provide due process for students, employees, and parents including, but not limited to, Uniform Complaint Procedures (UCP) and related forms; and procedures and forms for resolving general stakeholder complaints, which are readily available on campus and the school's website. The school's Parent Student Handbook 2025-2026 is available via the school's website, which includes, but not limited to Discipline Policies and Procedures, Suspension and Expulsion Policy (including appeals), Title IX Policy, Technology Policy, Wellness Policy, and Attendance and Truancy Policy.
- Folder I also included the Employee Discipline Policy. In addition, the 2025-2026 Employee Handbook is available on the school's website and includes descriptions of the school's Policies and Procedures Related to Equal Employment Opportunity, Workplace Bullying, Conflicts of Interest, Computer and Electronic Communication Policy, Social Media, and Attendance, among others.

G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE-STAFFING AND EVALUATIONS – The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff.

- Review of documentation in Folder I included evidence that the school's governing board monitors the school's staffing needs and compliance with applicable credentialing, clearance, and training requirements, as evidenced by review and certification of relevant aspects of the *Compliance Monitoring and Certification of Board Compliance Review* form at its December 18, 2025, board meeting and demonstrated compliance in clearances and credentialing. Additional evidence included the employee handbook, which is reviewed and voted on every year by El Camino's board and maintained on the school's website. Documentation of the evaluation tools, procedures, and timelines (in accordance with the respective unions) were submitted for all employees.
- Governance documentation also included evidence that the school's governing board has established procedures to evaluate El Camino's Executive Director through the submission of the Executive Director's evaluation tool. Agendas reviewed reveal that discussion and vote on the Board Committee that evaluates the Executive Director take place several times throughout the year. Per agendas submitted, the Executive Director was last evaluated on June 30, 2025.

G6: FISCAL MANAGEMENT AND ACCOUNTABILITY

- As noted in further detail in the Fiscal Operations category, below, a related Notice of Concern issued concurrently with this report on June 30, 2026, the rating of "2" for this indicator is primarily due to significant fiscal and governance concerns, including potential conflicts of interest, related-party vendor

transactions, and insufficient safeguards to ensure transparency and appropriate oversight of financial activities by the organization. Please see the Areas Noted for Further Growth and/or Improvement section and the Corrective Action Required for the Notice of Concern issued within the Fiscal Operations category, below, for additional information.

Areas Noted for Further Growth and/or Improvement

- As noted in further detail in the Fiscal Operations category, below, the rating of "2" is primarily due to significant fiscal and governance concerns, including related-party transactions and potential conflicts of interest, and governance issues.

Corrective Action Required

- Per the Notice of Concern referenced under G6, above, a formal response from the El Camino Real Alliance governing board on the issues noted herein is required by July 31, 2026. See the Fiscal Operations category, below, for additional information.

Notes:

- Given the areas noted for further growth and/or improvement in applicable categories of this report, the overall Governance category rating is, "2, Developing." See "*Rating Notes," below, for more information.

Progress on LAUSD Board of Education Benchmarks and/or MOU related to GOVERNANCE (if applicable):

☒ Not Applicable

RATING NOTES:

- ***A charter school may receive a rating as low as one (1) in this category for any of the following reasons: 1) Evidence of conflict(s) of interest within the organization (i.e. Governing Board, staff, contracted external parties, etc.), 2) School is in breach of the operative charter, including Federal, State, and District Required Language, 3) School is "Not in Good Standing," 4) Unresolved concern(s) and/or ongoing tiered intervention (i.e., Notice of Concern and/or Notice to Cure), and/or 5) If there are serious concerns related to fiscal matters (e.g., negative financial condition, fiscal mismanagement, repeat material weaknesses, significant deficiencies, and/or significant audit findings disclosed in the charter operator's most recent annual independent audit report, etc.).***
- ***A charter school cannot receive a rating greater than three (3) in this category if it receives an overall rating of two (2) or one (1) in any other category (Student Achievement and Educational Performance; Organizational Management, Programs, and Operations; or Fiscal Operations).***

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

G1: GOVERNANCE STRUCTURE AND COMPLIANCE MONITORING

The Governing Board has implemented the organizational structure, roles, and responsibilities set forth in the approved charter and applicable law, including:

- Governing Board composition, structure, roles, and responsibilities as set forth in the approved charter
- Governing Board committees/councils are implemented as described in the school's charter (e.g., Finance, Human Resources, Academics, etc.)
- The Governing Board has a system in place to ensure compliance with the public integrity statutes including laws requiring open meetings and laws forbidding financial and other conflicts of interest.
- The Governing Board reviews and certifies the *Compliance Monitoring and Certification of Board Compliance Review* form

Performance Rubric	Sources of Evidence
☒ The Governing Board has fully implemented the organizational structure set forth in the school's operative charter, including all committees/councils; and has a system in place to ensure it consistently complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has implemented the organizational structure set forth in the school's operative charter, including committees/councils; and has a system in place to ensure it complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has partially implemented the organizational structure set forth in the school's operative charter; and/or has an ineffective system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has not implemented the organizational structure set forth in the school's operative charter; and has an ineffective or no system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	☒ Organizational chart in approved charter ☒ Organizational chart (current) ☒ Board member roster ☒ Bylaws (current) ☒ Board Committee(s) Calendar(s) ☒ California open meeting law training (Brown Act) ☒ Compliance Monitoring and Certification of Board Compliance Review ☒ Board meeting agendas, minutes, and/or documentation ☒ Observation of Governing Board meeting(s) ☒ Discussion with leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

G2: DUE PROCESS

***The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school's charter, and LAUSD charter school policy, to honor and protect the rights of students, employees, parents, and the public in the following areas*:**

- Student discipline
- Employee grievances and discipline
- Stakeholder complaint resolution pursuant to the Uniform Complaint Procedures (UCP)
- Parent/stakeholder complaint resolution for complaints outside regulatory scope of UCP

Performance Rubric	Sources of Evidence
☒ The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has partially developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has minimal or no systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	☒ Student discipline policy and procedures ☒ Employee grievance and discipline policy and procedure ☒ Uniform Complaint Procedures policy and form(s) ☒ Stakeholder complaint procedures and form(s) ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - EDUCATIONAL PROGRAM

The Governing Board has systems in place to ensure ongoing:

- Review and use of academic performance data (e.g., CA School Dashboard, internal assessments, etc.) and other school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence
- Monitoring of the school's implementation of its Local Control and Accountability Plan (LCAP) and additional school plans (e.g., Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), School Plan for Student Achievement (SPSA), and action plans for making progress toward LCAP goals)
- Transparent governance and accountability to stakeholders, including compliance with the LAUSD BOE's Charter School Transparency Resolution, as well as consideration of input from the school's committees/councils and stakeholders

Performance Rubric	Sources of Evidence
☒ The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board seldom considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board does not consider school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)	☒ Board meeting agendas, minutes, and/or documentation ☒ Board member and executive leadership training of Governing Board meeting(s) ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – STAFFING AND EVALUATIONS

The Governing Board has systems in place to ensure ongoing:

- Monitoring of staffing needs and the school's compliance with all applicable credentialing, clearance, and training requirements
- Evaluation procedures with clear performance standards for all school-based staff, including but not limited to administrators, certificated staff, and classified staff
- Evaluation of executive level leadership (including, but not limited to, those positions reporting to the Governing Board, as indicated in Element 4 of the approved charter, such as Executive Director, Area Superintendent, Principal, etc.)

Performance Rubric	Sources of Evidence
☒ The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff ☐ The Governing Board monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a system for the evaluation of school-based staff and executive level leadership staff ☐ The Governing Board inconsistently monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has partially implemented a system for the evaluation of school-based staff and/or executive level leadership staff ☐ The Governing Board seldom monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has not implemented a system for the evaluation of school-based staff and/or executive level leadership staff	☒ Human Resources policies and procedures ☒ Board meeting agendas, minutes, and/or documentation ☒ Evaluation of Executive Leadership procedures and tools ☒ Evaluation of school-based staff procedures and tools ☒ Compliance Monitoring and Certification of Board Compliance Review ☒ *Certification of Clearances, Credentialing, and Mandated Reporter Training* form ("ESSA Grid") for current academic year ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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G5: FISCAL CONDITION

The Governing Board has a system in place to ensure fiscal viability:

- The school is fiscally strong and net assets are positive in the two most current annual independent audit reports.
- If applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s).

Performance Rubric	Sources of Evidence
☒ The school is fiscally strong with positive net assets and meets the four (4) recommended financial ratios (identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section below for the rating of 4, *Accomplished)* in the two most current annual independent audit reports, ***and***, if applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s) ☐ The school is fiscally stable, with positive net assets in the most current annual independent audit report ☐ The school is fiscally weak or unstable*, net assets are negative in the most current annual independent audit report, **or** the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer ☐ The school is consistently fiscally weak, net assets are negative in the two most current annual independent audit reports, **or** the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer **Notes:** Additional factors that may affect the rating include: inadequate cash flow; financial condition and/or enrollment trend that is declining and/or beginning to reflect an unbalanced budget; indicators of deteriorating financial health that could result in negative net assets and/or fiscal insolvency (such as a negative cash balance) during the current and/or the foreseeable fiscal years; prolonged reliance on financing resources to sustain operations (e.g., factoring receivables, intraorganizational or third-party loans, ongoing deficit spending); or concerns that the school may be unable to maintain quality educational programs if the student enrollment falls below a certain threshold. *For example, the school's financial condition fluctuates from year to year, with significant net losses contributing to negative net assets in the current or upcoming school years.	☒ Board meeting agendas and minutes ☒ Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances ☒ Observation of Governing Board meeting ☒ Discussion with leadership ☒ Independent audit report(s) ☒ Other financial information submitted by the school ☒ Other: (see Fiscal Operations section below)

LAUSD CHARTER SCHOOLS DIVISION

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G6: FISCAL MANAGEMENT AND ACCOUNTABILITY

The Governing Board has a system in place to ensure sound fiscal management and accountability:

- The school adheres to the Governing Board-approved fiscal policies and procedures and does not have any areas noted for improvement.
- The two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies.
- The school is in compliance with Generally Accepted Accounting Principles, all applicable federal, state, and local laws and regulations, LAUSD charter policy, and the school's approved charter.
- If applicable, all LAUSD Board of Education-approved fiscal management-related benchmark(s) are met by the required deadline(s).

Performance Rubric	Sources of Evidence
☐ The school **consistently adheres** to the Governing Board-approved fiscal policies and procedures, does not have any areas noted for improvement, and the two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies ☐ The school **generally adheres** to the Governing Board-approved fiscal policies and procedures, but has areas noted for improvement, and the most current annual independent audit report shows no audit findings that are identified as material weaknesses or significant deficiencies ☒ The school is **not adhering** to the Governing Board-approved fiscal policies and procedures, and has areas noted for improvement, **or** has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings that are identified as material weaknesses or significant deficiencies, unresolved recurring issues, potential conflicts of interest, etc.) ☐ The school is **continuously not adhering** to the Governing Board-approved fiscal policies and procedures, **or** has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings that are identified as material weaknesses or significant deficiencies, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, etc.)	☒ Board meeting agendas and minutes ☒ Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances ☒ Observation of Governing Board meeting ☒ Discussion with leadership ☒ Independent audit report(s) ☒ Other: (see Fiscal Operations section below)

LAUSD CHARTER SCHOOLS DIVISION

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DATE OF VISIT: **12/4/2025**

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3, Proficient
California Department of Education's (CDE) Charter School's 2026 Performance Category[2]	Middle Performing

Areas of Demonstrated Strength and/or Progress

A1: ALL STUDENTS ENGLISH LANGUAGE ARTS (ELA) INDICATOR

- The schoolwide Dashboard ELA Indicator performance color is Green. The school's 2025 schoolwide ELA DFS (35.1 DFS) is higher than the state average (-8.1 DFS).

A2: STUDENT GROUP ENGLISH LANGUAGE ARTS (ELA) INDICATOR

- The majority of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS). The 2025 average DFS in ELA for the school's:
  - Students with Disabilities student group (-85.4 DFS) is higher than the state average (-89.4 DFS).
  - Latino student group (18.9 DFS) is higher than the state average (-33.7 DFS).
  - Socioeconomically Disadvantaged student group (29.9 DFS) is higher than the state average (-35.3 DFS)
  - Asian student group (64.7 DFS) is higher than the state average (61.9 DFS).
  - White student group (26.3 DFS) is higher than the state average (23.8 DFS)
  - Black or African American student group (46.7 DFS) is higher than the state average (-51.3 DFS)
  - Filipino student group (80.9 DFS) is higher than the state average (49.6 DFS).
  - Two or More Races student group (59.2 DFS) is higher than the state average (29.4 DFS).
  - English Learners student group (-110.2 DFS) is lower than the state average (-59.9 DFS)

A3: ALL STUDENTS MATH INDICATOR

- The schoolwide Dashboard Math Indicator performance color is Yellow. The school's 2025 schoolwide Math DFS (-40.3 DFS) is higher than the state average (-42.4 DFS).

[2] In January 2026, the California Department of Education (CDE) updated Criterion 1 and Criterion 2 for determining charter school performance categories. For Criterion 1, the CDE added the Science Indicator to the Dashboard state indicators used to determine the performance category. Additionally, the CDE updated Criterion 2, the academic indicators, to include Science in the determination of performance categories.

A5: ALL STUDENTS ENGLISH LEARNER PROGRESS INDICATOR (ELPI)

- The schoolwide Dashboard ELPI performance color is Green. The school's 2025 percentage of English Learner students making progress towards English language proficiency (46.0%) is lower than the state average (46.4%).

A6: ALL STUDENTS COLLEGE/CAREER (CCI) INDICATOR

- The schoolwide Dashboard College/Career Indicator performance color is Green. The school's 2025 percentage of students prepared for college or a career (55.7%) is higher than the state average (51.7%).

A7: STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI)

- All of the school's numerically significant student groups have CCI percentages above their respective statewide student group percentages.
  The 2025 percentage of the school's:
  - Latino student group prepared for college or a career (52.36%) is higher than the state average (45.1%).
  - Asian student group prepared for college or a career (82.7%) is higher than the state average (77.9%).
  - Socioeconomically Disadvantaged student group prepared for college or a career (53.7%) is higher than the state average (44.8%).
  - Filipino student group prepared for college or a career (77.6%) is higher than the state average (74.6%).
  - Black or African American student group prepared for college or a career (48.8%) is higher than the state average (35.7%).
  - Two or More Races student group prepared for college or a career (51.5%) is lower than the state average (58.6%).
  - Students with Disabilities student group prepared for college or a career (15.6%) is lower than the state average (18.7%).
  - White student group prepared for college or a career (52.1%) is lower than the state average (58.6%).

A9: ALL STUDENTS GRADUATION RATE INDICATOR

- The schoolwide Dashboard Graduation Rate Indicator performance color is Green. The school's 2025 Graduation Rate (92.9%) is higher than the state average (87.8%).

A10: ALL STUDENTS SUSPENSION RATE INDICATOR

- The schoolwide Dashboard Suspension Rate Indicator performance color is Green. The school's 2025 percentage of students suspended at least one day (0.7%) is lower than the state average (2.9%).

<u>Areas Noted for Further Growth and/or Improvement</u>

A4: STUDENT GROUP MATH INDICATOR

- None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS).
  The 2025 average DFS in Math for the school's:
  - English Learner student group (-169.7 DFS) is lower than the state average (-86.1 DFS).

- Latino student group (-77.4 DFS) is lower than the state average (-73.6 DFS).
- Socioeconomic Disadvantage student group (-44.3 DFS) is higher than the state average (-72.9 DFS).
- Students with Disabilities student group (-155.5 DFS) is lower than the state average (-120.7 DFS).
- Asian student group (16.8DFS) is lower than the state average (51.9 DFS).
- White student group (-42.4 DFS) is lower than the state average (-6.2 DFS)
- Black or African American student group (-47.0 DFS) is higher than the state average (-95.8 DFS)
- Filipino student group (46.7 DFS) is higher than the state average (14.2 DFS).
- Two or More Races student group (-12.3 DFS) is lower than the state average (-0.7 DFS).

In light of these results, school leaders report implanting the following:

- "Introducing Pre-AP Algebra, Pre-AP Geometry, and Pre-AP Algebra II to create an accelerated pathway that better differentiates instruction and pushes high-performing students while providing structured supports for those who need reinforcement.
- "Teachers are using common formative assessments and data cycles to address skill gaps earlier in the semester."
- "Increasing communication and coordination across grade levels to ensure students transitioning into 9th Grade receive consistent mathematical foundations."

Corrective Action Required
None noted that require immediate action to remedy concerns indicated in this report.

Notes:
The Indicator information below is provided for informational purposes only and will not be scored.

A5: DASHBOARD SCHOOLWIDE ENGLISH LEARNER PROGRESS - The school's 2025 percentage of Long-Term English Learner students making progress towards English language proficiency (36.8%) is lower than the state average (49.1%).

ALL STUDENTS SCIENCE INDICATOR - The school's schoolwide Dashboard Science Indicator is at 56.1 science points as compared to the state at 52.6 science points.

Local Indicators: Dashboard Year 2025
Basic Services and Conditions: Met
Implementation of State Academic Standards: Met
Parent and Family Engagement: Met
School Climate: Met
Access to a Broad Course of Study: Met

Charter School's 2025-2026 Every Student Succeeds Act (ESSA) Assistance Status:
☐ Comprehensive Support and Improvement – Low Graduation Rate (CSI- Low Grad)
☐ Comprehensive Support and Improvement – Low Performance (CSI- Low Perform)

☐ Additional Targeted Support and Improvement (ATSI)
☐ Targeted Support and Improvement (TSI)
☒ No Status

2025 LCFF Charter School Assistance Eligibility:
☒ General Assistance (Level 1) - resources and assistance that is made available to all local educational agencies
☐ Differentiated Assistance (Level 2) - local educational agencies that meet certain eligibility criteria for additional support

For 2024-2025:
The school's percent of "At Risk" ELs is 0.6% as compared to the state's percent of 6.0%
The school's percent of "LTELs" is 2.1% as compared to the state percent of 10.4%

Progress on LAUSD Board of Education Benchmarks and/or MOU related to STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE (if applicable):
☐ Not Applicable

On December 8, 2020, the Los Angeles Unified School District (LAUSD) Board of Education voted to approve with benchmarks the charter renewal petition of El Camino Real Charter High.

1. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's English Language Arts (ELA) Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Increased in Change level in ELA.

2. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's Math Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Not Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Maintained in Change level in Math.
   In light of these results, school leaders report the following targeted support for Students with Disabilities:
   - "Increasing push-in support and collaborative planning between math teachers and special education staff."
   - "Utilizing data from Pear Assessments to provide SWD students with precise remediation."

- "Developing a new Algebra 1 Support section with built-in tutoring, small-group instruction, and targeted interventions for students entering below grade level, especially English Learners, SWD, and 9th graders."

RATING NOTE: A charter school cannot receive a rating in this category greater than a one (1) if the school has been identified as a Low Performing charter school based on the state's published list.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

A1: ALL STUDENTS ENGLISH LANGUAGE ARTS (ELA) INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students ELA Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students ELA Indicator color is Blue ☒ The California School Dashboard All Students ELA Indicator color is Green; or a Status (DFS) that is the same or higher than the state average ☐ The California School Dashboard All Students ELA Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average ☐ The California School Dashboard All Students ELA Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the ELA Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A2: STUDENT GROUP ENGLISH LANGUAGE ARTS (ELA) INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard ELA Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☒ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A3: ALL STUDENTS MATH INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Math Indicator (CDE)

Performance Rubric	Sources of Evidence

☐ The California School Dashboard All Students Math Indicator color is Blue ☒ The California School Dashboard All Students Math Indicator color is Green; or a Status (DFS) that is the same or higher than the state average ☐ The California School Dashboard All Students Math Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average ☐ The California School Dashboard All Students Math Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Math Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A4: STUDENT GROUP MATH INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Math Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☒ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A5: ALL STUDENTS ENGLISH LEARNER PROGRESS INDICATOR (ELPI)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students ELPI (CDE)

Performance Rubric	Sources of Evidence

☐ The California School Dashboard All Students ELPI color is Blue ☒ The California School Dashboard All Students ELPI color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students ELPI color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students ELPI color is Red ☐ Not available - No color assigned on the California School Dashboard for the ELPI	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A6: ALL STUDENTS COLLEGE/CAREER (CCI) INDICATOR - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students CCI (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students CCI color is Blue ☒ The California School Dashboard All Students CCI color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students CCI color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students CCI color is Red ☐ Not available – No color assigned on the California School Dashboard for the CCI ☐ Not applicable - CCI is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A7: STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI) - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard CCI for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence

☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☒ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ Not available – No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s) ☐ Not applicable - CCI is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A8: ALL STUDENTS CHRONIC ABSENTEEISM INDICATOR - (GRADES K-8)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Chronic Absenteeism Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Blue ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Green; or a Status (Percent) that is the same or lower than the state average ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Red notwithstanding the Status (Percent) ☐ Not available - No color assigned on the California School Dashboard for the Chronic Absenteeism Indicator ☒ Not applicable - The Chronic Absenteeism Indicator is not applicable for the grade levels assigned at the charter school	☐ California School Dashboard (CDE) ☐ Other: (Specify)

A9: ALL STUDENTS GRADUATION RATE INDICATOR - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Graduation Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Graduation Rate Indicator color is Blue ☒ The California School Dashboard All Students Graduation Rate Indicator color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students Graduation Rate Indicator color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students Graduation Rate Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Graduation Rate Indicator ☐ Not applicable - The Graduation Rate Indicator is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A10: ALL STUDENTS SUSPENSION RATE INDICATOR - (GRADES K-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Suspension Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Suspension Rate Indicator color is Blue ☒ The California School Dashboard All Students Suspension Rate Indicator color is Green; or a Status (Percent) that is the same or lower than the state average ☐ The California School Dashboard All Students Suspension Rate Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average ☐ The California School Dashboard All Students Suspension Rate Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Suspension Rate Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

ALL STUDENTS SCIENCE INDICATOR - (GRADES 5, 8, 10-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Science Indicator (CDE)

Performance Rubric	Sources of Evidence
The Science Indicator information is for informational purposes only and will not be scored.	☒ California School Dashboard (CDE) ☐ Other: (Specify)

☒ The California School Dashboard All Students Science Indicator is the same or higher than the state ☐ The California School Dashboard All Students Science Indicator is lower than the state ☐ Not applicable - The Science Indicator is not applicable for the grade levels assigned at the charter school ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	4, Accomplished

Areas of Demonstrated Strength and/or Progress

O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE - The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates effective and consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups.

- Per the *LAUSD Office of Data & Accountability's Data Sets for suspension, expulsion, and disproportionality*, the school's 202-2025 suspension event rate was less than 3% and zero expulsions. Review of documentation in Folder III, discussions with school leaders, and classroom/campus observations included evidence of systems to promote a positive school climate. School leadership shared the following Positive Behavior Supports as part of its *School Positive Behavior and Support System:*
  - *Two full-time Dean of Students*
  - *Intervention coordinator*
  - *One School Based Therapist*
  - *Student support groups*
- Additionally, school leadership shared the following *Tiered Behavior Intervention*:
  - *Restorative Practices*
  - *Conflict Resolutions led by the Deans*
  - *Individual Counseling*
  - *Behavioral Contracts*
  - *Referral to one of our four School Based Therapists & Intervention Team*

O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT - The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements.

- The school yearlong calendar of school events and meetings are shared with the public via the school's website. The calendar is kept current and provides stakeholders information of upcoming events such as sports, parent meetings, early dismissal days, general activities, student activities, AP exam information, and school trips.
- Folder III included agenda and minutes of meetings of the School Site Council (SSC) and English Learner Advisory Council (ELAC). Additionally, agendas and minutes are available on the school's website. A Calendar of Stakeholder Engagement Events/Meetings was submitted, which included (but not limited to) dates of parent meetings for School Site Council, ELAC, Parent Advisory Committee, School Safety Committee, Padres Latinos (parent group), RISE (parent group), and ECR Royal Families (parent group).

- School leadership shared the following regarding their *School Parental Involvement Policy*:
  - "ECRCHS involves parents in the activities of the Charter School to adequately represent the needs of the population."
  - "ECRCHS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful Charter School and family interactions."
  - "ECRCHS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs."

Areas Noted for Further Growth and/or Improvement
None noted at this time.

Corrective Action Required
None noted that require immediate action to remedy concerns indicated in this report.

Notes: None.

Progress on LAUSD Board of Education Benchmarks and/or MOU related to ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS (if applicable):
☒ Not Applicable

RATING NOTES:

- ***The overall rating for this category will be impacted if the school is in breach of the operative charter, including Federal, State, and District Required Language related to this section; and/or by a failure to provide evidence of any item on the following three (3) checklists: A) Review of Clearances, Credentialing, and Mandated Training Compliance Items; B) Review of Health and Safety Compliance Items; C) Review of Transparency and Stakeholder Information Compliance Items. See checklists below.***

O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM

The school has systems in place to ensure alignment to the curricular and educational program outlined in the approved charter by:

- Implementing innovative components and key features of the educational program described in the charter
- Implementing standards-based instruction in accordance with the California State Content Standards specific to the grade levels served and aligned with the needs of students
- Implementing assessments to measure the development of grade-level appropriate academic and non-academic skills
- Reviewing and analyzing school and student progress towards annual goals (schoolwide and for all student groups that the school serves) that are consistent with the educational performance measured by the California School Dashboard and state assessments
- Providing teacher, staff, and administrator professional development specific to supporting desired student outcomes, innovative components, and key features outlined in the school's charter
- Implementing a system to monitor student progress toward, and completion of, graduation and A-G requirements (**high schools only**)

Performance Rubric	Sources of Evidence
☒ The school has fully implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report ☐ The school has implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served ☐ The school has partially implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served ☐ The school has minimally implemented, or not at all, the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served	☒ Innovative Components and Key Features of the Educational Program ☒ Standards-Based Instructional Program ☒ Master Schedule/Course Schedule ☒ Student Achievement Data Analysis ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Other: (Specify) High School: ☒ System for monitoring student progress toward and completion of graduation and A-G Requirements ☒ WASC Accreditation Notification Letter ☒ UC Doorways course approval ☒ Graduation Requirement/Policy ☒ Math Placement Assessment Policy (9th grade only) ☒ Advanced Placement Exam: Participation Rate and Passage Rate ☒ College acceptance and enrollment rates

O2: MEETING THE NEEDS OF ALL STUDENTS; STUDENT GROUP DATA ANALYSIS

The school has a system in place to ensure:

- Implementation of differentiated instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all numerically significant student groups identified in the school's LCAP and by the CDE
- Implementation of internal student assessments aligned with instructional outcomes to determine student mastery of California State Content Standards
- Disaggregation and analysis of data on a regular basis to address individual student needs and guide instructional planning and use of interventions
- Implementation, review, and modification, as appropriate, of its Master Plan for English Learners (EL identification, standards-based designated and integrated ELD instruction, progress monitoring, assessment, and reclassification)

Performance Rubric	Sources of Evidence

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☐ The school has a well-developed system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; evidence of systems to modify instruction based on data analysis; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report ☒ The school has a system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; and evidence of systems to modify instruction based on data analysis ☐ The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or limited evidence of systems to modify instruction based on data analysis ☐ The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or no evidence of systems to modify instruction based on data analysis	☒ Implementation of differentiated instructional strategies ☒ Intervention/Enrichment Program during the instructional day ☒ Student Group data analysis ☒ Internal assessment data ☒ Professional Development documentation ☒ Students Experiencing Homelessness Designee ☒ Foster Youth Designee ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Other: (Specify) English Learners ☒ Master Plan for English Learners ☒ Designated English Language Development (ELD) schedule ☒ Documentation of implementation of the school's Master Plan for English Learners ☒ Implementation of a data analysis system

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O3: SPECIAL EDUCATION

The school has a system in place to ensure that the school:

- Provides special education programs and services in accordance with students' IEPs
- Maintains and monitors mandated IEP timeline records and accurate service provision records in Welligent
- Conducts a special education self-review annually, using the Special Education Self-Review Checklist
- Provides special education training for staff

Performance Rubric	Sources of Evidence
☐ The school has a well-developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with regular and ongoing professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records ☒ The school has a system in place for implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records ☐ The school has a partially developed system in place for implementation and monitoring of its special education processes and program in compliance with all requirements ☐ The school has a minimal or no system in place for implementation and monitoring of its special education processes and program in compliance with all requirements ☐ Not applicable - Charter school participates in LAUSD's Option 1 SELPA	☒ Welligent IEP Timeline and Service Tracking Reports ☒ Annual Self-Review Checklist ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with School Leadership ☐ Other: (Specify)

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O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE

The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:

- Align with principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, schoolwide positive behavior support, and data monitoring
- Provide positive opportunities for student wellness, growth, and success, aimed at making the school safe, welcoming, supportive, and inclusive
- Monitor discretionary suspensions and expulsions
- Monitor chronic absenteeism for all students and student groups
- Prevent acts of bullying, including cyberbullying, in accordance with the requirements of Ed. Code, §§ 32283.5 and 234.4

Performance Rubric	Sources of Evidence
☒ The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates effective and consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District. ☐ The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate notification to the District. ☐ The school has a partially developed and/or minimally effective school climate and student discipline system that is only partially aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, and/or the school demonstrates inconsistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District. ☐ The school has a minimally developed school climate and student discipline system as demonstrated by one or more of the following: the issuance of repeated CSD Notices to Cure (tiered intervention) related to suspension/expulsion; noted concerns related to ensuring due process rights when implementing suspension/expulsion practices; violation of law or policy.	☒ Positive school climate system and Restorative Justice documentation ☒ Documentation of systems to prevent acts of bullying ☒ Documentation of systems to promote regular attendance ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

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O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT

The school has a system for stakeholder engagement, including gathering input, facilitating, and encouraging involvement, sharing information, and resolving concerns, which:

- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school's charter, and the school LCAP
- Implements a School Site Council (SSC), English Learner Advisory Committee (ELAC), and/or Parent Advisory Committee (PAC) in accordance with applicable legal requirements (e.g., member composition of committee/council, legally required topics, etc.), if applicable

Performance Rubric	Sources of Evidence
☒ The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements ☐ The school provided evidence of a system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements ☐ The school provided limited evidence of a system for stakeholder engagement, sharing information, and resolving concerns ☐ The school provided little to no evidence of a system for stakeholder engagement, sharing information, and resolving concerns	☒ Yearlong Calendar of stakeholder engagement events/meetings. ☒ Stakeholder Engagement ☒ Stakeholder Consultation ☒ School Site Council (SSC) documentation ☐ Parent Advisory Committee (PAC) documentation ☒ English Learners Advisory Committee (ELAC) documentation ☒ School website ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

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A. Review of Clearances, Credentialing, and Mandated Training Compliance Items

The items below are expected to be evident to ensure the school is in compliance with applicable law and the terms of its approved charter regarding clearances, credentialing, and mandated training at all times. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

Rating Note: A charter school cannot receive an overall rating in this category greater than one (1) if any items below are not evident.

Item	Evident	Not Evident
All new employees of the charter have a DOJ Criminal Background Clearance date prior to start date, per Ed Code § 45125.	☒	☐
Charter maintains accurate vendor certification forms, which are reviewed and signed by the charter school representative, prior to start date of vendor services, per Ed Code §§ 44237 and 45125.1.	☒	☐
All sole proprietors have a Sole Proprietor Criminal Background Clearance Certification form and a Sole Proprietor Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification form completed prior to start date, per Ed Code §§ 44237, 45125.1 and 49406.	☒	☐
If applicable, all volunteers who perform school-site services while not under the direct supervision of a school employee have a DOJ Criminal Background Clearance date prior to start date, Ed Code §§ 44237 and 45125.	☒	☐
	☐ Not applicable	

Rating Note: A charter school cannot receive an overall rating in this category greater than two (2) if any items below are not evident.

Item	Evident	Not Evident
All employees have completed mandated child abuse reporter training within 6-weeks of the beginning of the school year or within 6-weeks of employment, per Ed Code § 44691.	☒	☐
All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times, per Ed Code § 47605(l).	☒	☐

Rating Note: A charter school may not receive an overall rating in this category greater than two (2) if any items below are not evident.

Item	Evident	Not Evident
The school has provided documentation for at least one Custodian of Records, per California Penal Code § 11102.2.	☒	☐
All new employees of the charter have undergone a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, per Ed Code § 49406.	☒	☐
All employees have current TB clearance, per Federal, State, and District Required Language.	☒	☐
	☒	☐

All volunteers with frequent or prolonged contact with students have a current TB clearance upon initial time of assignment, per Ed Code § 49406.	☐ Not applicable
Notes: None.	

B. Review of Health and Safety Compliance Items

The items below are expected to be evident at the charter school to ensure the protection of student and staff health and safety. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

A charter school cannot receive an overall rating in this category greater than one (1) if the items below are not evident.

Item	Evident	Not Evident
A current, comprehensive, site-specific comprehensive Health, Safety, and Emergency School Safety Plan per requirements of Ed. Code, §§ 47605(c)(5)(F), 32282, and 35179.4, as applicable. (Note: For schools co-located with a District school, the charter school participates in and complies with the District school's Integrated Safe School Plan)	☒	☐

A charter school may receive an overall rating in this category of two (2) if any of the items below are not evident.
If several (i.e., two or more) items below are not evident, charter school may receive an overall rating of one (1) in this category.

Item	Evident	Not Evident
School has sufficient emergency supplies in the event of a natural disaster or other emergency (Ed. Code § 32282)	☒	☐
School conducts annual emergency drills and trainings as legally required to prepare for a natural disaster or other emergency, per Ed. Code §§ 32001 and 32282	☒	☐
Provision and documentation of health screenings (e.g., vision, hearing, and scoliosis) per current applicable law and terms of the charter (Ed. Code § 49450 et seq, as referenced in FSDRL)	☒	☐
Stock and maintenance of the required number and type of emergency epinephrine auto-injectors ("epi-pen") onsite and training has been provided to volunteer staff member(s) in the storage and emergency use, per Ed. Code § 49414 and § 4119.2 of the Business and Professions Code	☒	☐
Provision of at least two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility, per Ed. Code § 49501.5	☒	☐

A Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), requirements per of Ed. Code § 215. Suicide Prevention Lifeline and National Domestic Violence Hotline on at least one side of Student ID cards, as specified in Ed. Code § 215.5	☒	☐
For schools offering an interscholastic athletic program, at least one automated external defibrillator (AED) is onsite, and available at on-campus athletic activities or events per Ed. Code §§ 35179.4 and 35179.6.	☒	☐
	☐ Not applicable	
Notes:		

C. Review of Transparency and Stakeholder Information Compliance Items

The items below are expected to be evident at the charter school to ensure that it operates in a transparent manner and keeps all stakeholders informed. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and impact the overall rating in the Organizational Management, Programs, and Operations category.

A charter school cannot receive a rating in this category greater than three (3) if any of the items below are not evident.

Item	Evident	Not Evident
The following information posted to the school's website: ☒ LCAP, per Ed. Code § 47606.5(h) ☒ Current Board agenda in compliance with Brown Act, per Gov. Code, § 54954.2 (a)(1) and (d). ☒ Policy on Pupil Suicide Prevention per Ed. Code § 234.6 ☒ Title IX information, including a link to CDE's Title IX website per Ed. Code § 234.6 ☒ Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including: anti-cyberbullying procedures, social media anti-bullying procedures, and a link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6 ☒ Information provided to parents/guardians regarding the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl; the possibility that dangerous synthetic drugs can be found in counterfeit pills; and the risk of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl, per Ed Code § 48985.5	☒	☐
Provides stakeholders with appropriate, accessible, and relevant information about individual student and schoolwide academic progress and performance Ed. Code § 47605(c)(5)(C)	☒	☐
Access to approved charter	☒	☐

Documentation of informing parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements (high schools only), per Ed. Code § 47605	☒	☐
	☐ Not applicable	
Informing parents/guardians of human trafficking prevention resources (grades 6-12), per Ed. Code § 49381	☒	☐
	☐ Not applicable	
Notification of access to available mental health services (grades K-12), per Ed. Code § 49428.	☒	☐
Charter schools serving any of the grades 6 to 12, shall prominently and conspicuously display a poster that identifies approaches and shares resources regarding pupil mental health in appropriate public areas that are accessible to, and commonly frequented by, pupils, per Ed. Code § 49428.5	☒	☐
	☐ Not applicable	
Notes:		

LOCAL CONTROL AND ACCOUNTABILITY PLAN 2025-2026 (For Informational Purposes Only)

The CSD reviewed the Local Control and Accountability Plan.	
All requested template information and descriptions were provided:	**Sources of Evidence**
☒ LCFF Budget Overview for Parents ☒ Plan Summary ☒ Engaging Educational Partners ☒ Goals and Actions ☒ Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students ☒ Action Tables ☒ Instructions	☒ Local Control and Accountability Plan ☒ Board Agenda and Minutes
Notes: None.	

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8617	2021-2022					2022-2023					2023-2024				
El Camino Real Charter High	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents		29,698,121	21,939,977	51,345,897	23,373,143		27,596,670	27,523,694	63,975,626	31,155,388		36,000,000	37,569,124	73,499,800	35,084,033
Accounts Receivable		1,725,356	1,725,356	79,075	1,550,223		535,513	30,554,932	1,847,280	1,847,701		600,000	8,530,000	1,880,749	1,880,748
Other Current Assets		135,241	7,591,990	1,260,888	6,874,049		6,596,328	177,256	321,981	7,259,604		7,765,403	234,403	446,723	8,018,193
Total Current Assets		**31,558,718**	**31,257,323**	**52,685,860**	**31,797,415**		**34,728,511**	**58,255,882**	**66,144,888**	**40,262,693**		**44,365,403**	**46,333,527**	**75,827,272**	**44,982,974**
Fixed and Other Assets		6,317,733	6,317,733	6,232,487	6,232,487		6,267,754	6,301,569	6,740,588	6,740,587		7,108,079	7,168,079	7,846,631	9,197,672
Total Assets		**37,876,451**	**37,575,056**	**58,918,346**	**38,029,902**		**40,996,265**	**64,557,451**	**72,885,475**	**47,003,280**		**51,473,482**	**53,501,606**	**83,673,903**	**54,180,646**
Deferred Outflows of Resources		0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities		5,174,488	5,174,488	6,118,645	5,860,387		6,100,885	5,003,335	5,758,869	5,914,678		2,849,519	2,493,889	7,285,263	6,901,342
Other Long Term Liabilities		232,691	232,691	243,890	0		243,890	243,890	266,936	0		243,890	243,890	0	0
Unfunded OPEB Liabilities		10,446,629	10,446,629	26,203,640	5,744,200		6,642,503	28,597,049	26,722,139	1,881,947		6,642,503	6,642,503	28,722,687	0
Total Liabilities		**15,853,808**	**15,853,808**	**32,566,175**	**11,604,587**		**12,987,278**	**33,844,274**	**32,747,944**	**7,796,625**		**9,735,912**	**9,380,282**	**36,007,950**	**6,901,342**
Deferred Inflows of Resources		0	0	0	0		0	0	0	0		0	0	224,300	0
Net Assets		**22,022,643**	**21,721,248**	**26,352,171**	**26,425,315**		**28,008,987**	**30,713,177**	**40,137,531**	**39,206,655**		**41,737,570**	**44,121,324**	**47,441,653**	**47,279,304**
Total Revenues	45,751,865	49,082,103	46,196,939	43,083,110	51,199,804	48,321,627	51,797,198	55,018,033	61,447,080	62,083,145	54,636,848	53,278,893	55,400,421	57,395,408	57,395,409
Total Expenditures	43,409,347	43,132,164	44,357,512	36,612,760	44,656,310	47,870,517	50,140,382	50,730,171	47,734,864	49,301,805	52,599,850	51,678,854	50,485,752	49,160,411	49,322,760
Net Income / (Loss)	**2,342,518**	**5,949,939**	**1,839,427**	**6,470,350**	**6,543,494**	**451,110**	**1,656,816**	**4,287,862**	**13,712,216**	**12,781,340**	**2,036,998**	**1,600,039**	**4,914,669**	**8,234,998**	**8,072,649**
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	**2,342,518**	**5,949,939**	**1,839,427**	**6,470,350**	**6,543,494**	**451,110**	**1,656,816**	**4,287,862**	**13,712,216**	**12,781,340**	**2,036,998**	**1,600,039**	**4,914,669**	**8,234,998**	**8,072,649**
Net Assets, Beginning	15,237,560	16,072,704	16,072,705	16,072,705	19,881,821	21,721,248	26,352,171	26,352,171	26,352,171	26,425,315	33,163,702	40,137,531	40,137,531	40,137,531	39,206,655
Adj. for restatement / Prior Yr Adj	0	0	3,809,116	3,809,116	0	0	0	73,144	73,144	0	0	0	(930,876)	(930,876)	0
Net Assets, Beginning, Adjusted	**15,237,560**	**16,072,704**	**19,881,821**	**19,881,821**	**19,881,821**	**21,721,248**	**26,352,171**	**26,425,315**	**26,425,315**	**26,425,315**	33,163,702	40,137,531	39,206,655	39,206,655	39,206,655
Net Assets, End	**17,580,078**	**22,022,643**	**21,721,248**	**26,352,171**	**26,425,315**	**22,172,357**	**28,008,987**	**30,713,177**	**40,137,531**	**39,206,655**	**35,200,700**	**41,737,570**	**44,121,324**	**47,441,653**	**47,279,304**
Unrestricted Net Assets		21,974,947	21,110,252	25,613,255	26,425,315		26,442,240	27,124,251	34,501,009	39,206,655		35,792,662	38,371,782	40,131,219	47,279,304
Restricted Net Assets		47,696	610,996	738,916	0		1,566,747	3,588,926	5,636,522	0		5,944,909	5,749,542	7,310,434	0

8617	Audited Financials					2024-2025					2025-2026				
El Camino Real Charter High	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents	23,373,143	31,155,388	35,084,033	37,961,348	0		73,353,373	73,353,373	37,516,211	37,961,348		35,907,002	42,045,702	0	0
Accounts Receivable	1,550,223	1,847,701	1,880,748	2,377,742	0		800,000	2,412,721	2,377,742	2,377,742		897,216	2,377,742	0	0
Other Current Assets	6,874,049	7,259,604	8,018,193	8,722,712	0		330,000	470,000	8,633,618	8,722,712		14,200,199	8,561,962	0	0
Total Current Assets	**31,797,415**	**40,262,693**	44,982,974	49,061,802	0		**74,483,373**	**76,236,094**	**48,527,570**	**49,061,802**		**51,004,417**	**52,985,406**	**0**	**0**
Fixed and Other Assets	6,232,487	6,740,587	9,197,672	11,575,256	0		8,058,324	9,213,131	8,942,395	11,575,256		(199,819)	8,944,595	0	0
Total Assets	**38,029,902**	**47,003,280**	**54,180,646**	**60,637,058**	**0**		**82,541,697**	**85,449,225**	**57,469,966**	**60,637,058**		**50,804,598**	**61,930,001**	**0**	**0**
Deferred Outflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities	5,860,387	5,914,678	6,901,342	10,500,306	0		7,400,000	7,400,000	10,831,479	10,500,306		4,551,559	8,429,541	0	0
Other Long Term Liabilities	0	0	0	0	0		220,000	275,000	291,629	0		291,629	791,629	0	0
Unfunded OPEB Liabilities	5,744,200	1,881,947	0	0	0		26,722,687	31,587,115	(3,262,927)	0		(3,262,927)	0	0	0
Total Liabilities	**11,604,587**	**7,796,625**	**6,901,342**	**10,500,306**	**0**		**34,342,687**	**39,262,115**	**7,860,180**	**10,500,306**		**1,580,260**	**9,221,170**	**0**	**0**
Deferred Inflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Net Assets	**26,425,315**	**39,206,655**	**47,279,304**	**50,136,752**	**0**		**48,199,010**	**46,187,110**	**49,609,785**	**50,136,752**		**49,224,337**	**52,708,831**	**7,790,947**	**0**
Total Revenues	51,199,804	62,083,145	57,395,409	52,335,435	0	45,572,763	46,172,089	47,713,785	51,802,053	52,335,435	46,400,969	45,627,435	49,154,362	0	0
Total Expenditures	44,656,310	49,301,805	49,322,760	49,477,987	0	44,001,680	45,414,732	48,805,979	49,471,572	49,477,987	46,583,385	45,850,534	46,582,283	0	0
Net Income / (Loss)	**6,543,494**	**12,781,340**	**8,072,649**	**2,857,448**	**0**	**1,571,083**	**757,357**	**(1,092,194)**	**2,330,481**	**2,857,448**	**(182,416)**	**(223,099)**	**2,572,079**	**0**	**0**
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	**6,543,494**	**12,781,340**	**8,072,649**	**2,857,448**	**0**	1,571,083	**757,357**	**(1,092,194)**	**2,330,481**	**2,857,448**	(182,416)	(223,099)	2,572,079	0	0
Net Assets, Beginning	19,881,821	26,425,315	39,206,655	47,279,304	0	42,347,813	47,441,653	47,441,653	47,441,653	47,279,304	46,644,986	49,609,785	50,136,752	0	0
Adj. for restatement / Prior Yr Adj	0	0	0	0	0	0	0	(162,349)	(162,349)	0	(162,349)	(162,349)	526,967	0	0
Net Assets, Beginning, Adjusted	19,881,821	26,425,315	39,206,655	47,279,304	0	42,347,813	47,441,653	47,279,304	47,279,304	47,279,304	46,482,637	49,447,436	50,663,719	0	0
Net Assets, End	**26,425,315**	**39,206,655**	**47,279,304**	**50,136,752**	**0**	**43,918,896**	**48,199,010**	**46,187,110**	**49,609,785**	**50,136,752**	**46,300,221**	**49,224,337**	**53,235,798**	**0**	**0**
Unrestricted Net Assets	26,425,315	39,206,655	47,279,304	50,136,752	0		43,142,509	40,854,369	41,818,838	50,136,752		43,521,520	52,708,831	0	0
Restricted Net Assets	0	0	0	0	0		5,056,500	5,332,740	7,790,947	0		5,702,817	0	7,790,947	0

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

FISCAL OPERATIONS	RATING
Summary of School Performance	2, Developing

Other circumstances and information could influence the rating and are noted in this evaluation.

Financial Highlights

The charter school's net assets are positive.

FINANCIAL HIGHLIGHTS					
El Camino Real Charter High (ECRCH)	2021-2022 (Audited Actuals)	2022-2023 (Audited Actuals)	2023-2024 (Audited Actuals)	2024-2025 (Audited Actuals)	2025-2026 (Second Interim)
Net Assets[1]	$26,425,315	$39,206,655	$47,279,304	$50,136,752	$52,708,31
Net Income / (Loss)[1]	$6,543,494	$12,781,340	$8,072,649	$2,857,448	$2,572,079
Transfers In / Out	$0	$0	$0	$0	$0
Prior Year Adjustment(s)	$0	$0	$0	$0	$0
Cash and Cash Equivalents	$23,373,143	$31,155,388	$35,084,033	$37,961,348	$42,045,702
Unrestricted Net Assets	$26,425,315	$39,206,655	$47,279,304	$50,136,752	$52,708,831
Norm Enrollment Reported by the School	3,567	3,479	3,171	2,948	2,823
FINANCIAL RATIO ANALYSIS					
Fund Reserve (Reserve for Economic Uncertainty) (Unrestricted Net Assets /Total Expenditures) *3% - 5% and greater is recommended (depending on the school's ADA)*	59.17%	79.52%	95.86%	101.33%	113.15%

Cash Reserve Level (Cash Balance/Total Expenditures) *5% and greater is recommended*	52.34%	63.19%	71.13%	76.72%	90.26%
Current Ratio (Working Capital Ratio) (Current Assets/Current Liabilities) *At least 1.2 or 120% is recommended*	542.58%	680.73%	651.80%	467.24%	628.57%
Debt Ratio (Total Liabilities/Total Assets) *Lower than 1.0 or 100% is recommended*	30.51%	16.59%	12.74%	17.32%	14.89%

[1]The Net Asset and Net Income figures represent the school's financial condition, including its actuarial Other Post-Employment Benefits ("OPEB") liability and related expenses for the respective fiscal years, as required by the Financial Accounting Standards Board ("FASB") Accounting Standards Codification 715 ("ASC 715"). ECRCH sponsors a post-employment benefit plan to provide post-employment healthcare benefits (medical, dental, and vision) to eligible retirees and eligible covered spouses and pays a portion of the cost.

According to the latest ASC 715 Actuarial Valuation Report for the fiscal year ending June 30, 2025 (issued by a certified actuary on July 10, 2025), and the 2024-2025 independent audit report, as of June 30, 2025, the school's net accumulated post-retirement benefits asset was estimated at $2,630,661 (compared to a net accumulated post-retirement asset of $1,512,840 as of June 30, 2024). ECRCH's 2024-2025 independent audit report states: "At June 30, 2025, the trust assets exceeded the total obligation resulting in a net noncurrent plan asset." This is primarily due to the increase in the fair value of the plan assets (see further information below). Per ECRCH, its accrued OPEB expenses were $2,911,705, $1,138,515, $2,656,620 and $2,046,484 for Fiscal Years (FY) 2021-2022 through 2024-2025, respectively.

Per ECRCH, the school made annual contributions to its OPEB in the amount of $2,640,000, during Fiscal Years 2021-2022 through 2023-2024 and no contributions were necessary for 2024-2025. Per ECRCH's ASC 715 Actuarial Valuation Report (as well as its 2024-2025 annual independent audit report), as of June 30, 2025, the market value of ECRCH's plan assets earmarked for its OPEB funds on deposit with its third-party administrator* was reported at approximately $33.4M (compared to $30.8M as of June 30, 2024), which exceeds the Accumulated Post-Employment Benefit Obligation ("APBO") of $30.7M, as well as estimated future benefit payments under the school's OPEB plan over the next 10 years. Based on the June 30, 2025, ASC 715 Actuarial Valuation Report and the 2024-2025 independent audit report, the expected retiree payments (mainly the actual pay-as-you-go costs) were estimated at $9.04M over the next 10 years (i.e., from fiscal years ending June 30, 2026, through June 30, 2034).

* The ECRCH Chief Business Officer ("CBO") provided documentation supporting that the ECRCH's OPEB plan assets are held in an Irrevocable Trust in the name of "El Camino Real Healthcare Trust" managed by a third-party administrator (US Bank).

Norm Enrollment Data and Trends

The school's Norm Enrollment history by grade level is summarized below.

El Camino Real Charter High's Norm Day Enrollment History					
Grade Level	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**
9	840	845	681	655	728
10	888	841	807	696	631
11	923	885	806	775	689
12	916	908	877	822	775
Total Enrollment	**3567**	**3479**	**3171**	**2948**	**2823**
Increase/(Decrease) in Enrollment from Prior Year	**N/A**	**(88)**	**(308)**	**(223)**	**(125)**
Enrollment Growth/(Decrease) (%)	**N/A**	**(2.5%)**	**(8.9%)**	**(7.0%)**	**(4.2%)**

Accumulated Increase/Decrease in Student Enrollment Since 2021-2022	
Accumulated decrease in student enrollment count	**(744)**
Accumulated decrease in student enrollment percentage	**(20.9%)**
Current Board-approved enrollment capacity in the school's operative charter as compared to its reported 2025-2026 Norm Enrollment	
Per Board-approved enrollment capacity in the school's operative charter	**3,800**
2025-2026 Norm Enrollment	**2,823**
Below Board-approved enrollment capacity in the school's operative charter	**(977)**
Below Board-approved enrollment capacity percentage in the school's operative charter	**(25.7%)**

According to ECRCH, the charter school's enrollment declines are part of a broader, systemic trend across California and are not unique to the school. Statewide demographic shifts, lower birth rates, increased competition, and continued post pandemic instability have resulted in declining enrollment across many districts and

charter schools. As a result, schools across California, including ours, have been advised to plan and budget conservatively for enrollment decline when developing annual and multiyear financial projections.

The school stated that it has taken a proactive and realistic approach by incorporating conservative enrollment assumptions into the budget while simultaneously implementing a comprehensive enrollment action plan focused on recruitment and retention. This plan emphasizes strengthening the school's academic identity, expanding outreach efforts, improving communication with families, increasing student engagement, and fostering a strong culture of belonging and recognition. The intent is to stabilize enrollment over time while ensuring fiscal responsibility.

Despite the statewide enrollment challenges, ECRCH stated that the school's marketing and outreach efforts continue to show measurable impact. During the prior year, coordinated digital and traditional marketing efforts generated 281 total applicants. Of these, 198 applicants came from digital platforms such as Meta, Google, and Niche, while 83 applicants resulted from traditional outreach including printed materials, mailers, banners, and increased community visibility. Using an estimated Average Daily Attendance revenue of $14,000 per student, these applicants represent approximately $3.9 million in potential revenue generated through marketing driven interest.

ECRCH asserted that the current enrollment data also reflects positive indicators. The current ninth grade class includes 710 students, which is 82 more students than the current tenth grade class of 628. Early projections estimate between 557 and 587 incoming ninth graders for the upcoming school year. In addition, non residential applications increased by 11 percent, with more than 100 ninth grade students enrolling from outside the school's boundary.

ECRCH further stated that, together, these actions reflect a balanced approach. The school is budgeting responsibly in alignment with statewide guidance while continuing to invest in targeted recruitment, outreach, and retention strategies to improve enrollment stability and support long term student success.

As noted above, the school has maintained a balanced budget for Fiscal Year 2024-2025 and projected a balanced budget for the 2025-2026 Second Interim Financials. The CSD will continue to monitor the school's student enrollment and financial condition through oversight.

Areas of Demonstrated Strength and/or Progress:

The school's net assets are positive.

Areas Noted for Further Growth and/or Improvement:

As documented in detail within the Notice of Concern ("6/30/26 NOC") issued concurrently with the 2025-2026 Annual Performance-Based Oversight Visit Report ("Oversight Report"), as referenced in the **Corrective Action Required** section below, ECRCH has encountered fiscal and governance-related challenges that have required corrective actions and continued oversight since its conversion from a traditional District-operated school to a fiscally independent charter school on March 1, 2011.

For contact, on October 10, 2019, a Notice of Concern ("10/10/19 NOC")[3] was issued to ECRCH for concerns regarding payments made to certain vendors, including related-party transactions, and potential violations of Charter School's nepotism policy. Among various matters, the 10/10/19 NOC detailed the District's concerns regarding payments made to, and the scope of work performed by, two affiliated India-based foreign software entities contracted by ECRCH since at least FY 2015-2016 (namely, CRM Maestro and Biztech Consulting and Solutions ("Biztech")),[4] as well as the disclosure of the two related-party entities (namely, Novian and Covantia), reportedly associated with the father of the then-ECRCH Chief Information Officer ("CIO"), who was subsequently approved by the ECRA Board as the current ECRCH Chief Business Officer ("CBO"), on July 16, 2025.

- Payments made to CRM Maestro and Biztech totaled $109K and $120K, respectively, for a combined total of $229K during the period of Fiscal Years (FY) 2015-2016 through 2018-2019.
- Payments made to Novian—a fictitious business name registered in the name and address of the then-ECRCH CIO/current ECRCH CBO, although ECRCH asserted that the entity was associated with the ECRCH CBO's father—totaled $85,672 during the period of FYs 2012-2013 through 2014-2015.
- Payments made to Covantia—a business entity registered under the father of the then-ECRCH CIO/current ECRCH CBO—totaled $216K during the period of FYs 2012-2013 through FY 2017-2018.

On November 7, 2019, ECRCH responded to the 10/10/19 NOC, ("ECRA 11/7/19 Response") including the then-ECRA Board's discussions and its corrective actions, such as the rationale for contracting Novian, Covantia, Biztech, and CRM Maestro. As part of this response, ECRCH provided a revised fiscal policies and procedures which included written requirements of approved Scopes of Work (SOW) and Purchase Orders (PO) in advance of any work being done or billed by vendors. The ECRA 11/7/19 Response asserted that both Covantia and Novian were owned by the father of the then-ECRCH CIO and the then-acting ECRA Board was apprised of this issue in March of 2018. The then-ECRCH Board Chair explained that the ECRCH relationship with Novian and Covantia began in 2011 when the school first became an independent charter and lacked established credit, vendor relationships, and procurement infrastructure for basic operational needs. This letter also stated that based on ECRA staff's thorough investigation, the then-ECRA Board was, "satisfied that ECRA has undertaken all necessary actions needed in order to deal with any potential conflicts, and ***to ensure that this type of event does not happen again***." (Emphasis added.)

As described in further detail below, the CSD has identified additional concerns as part of its 2025-2026 oversight review, including numerous stakeholders' complaints and communications submitted to the CSD. Below is a table of the most recent expenditures to three of the four related-party vendors referenced in the 10/10/19 NOC, reflecting total payments of approximately $635,000 during the period July 2021 through April 2026. ECRCH's financial records provided to the CSD indicate that ECRCH has made no further payments to Novian since FY 2014-2015 and that ECRCH did not make any payments to Covantia for the period of FY 2018-2019 through 2021-2022, Payments to Covantia did not resume following the 10/10/19 NOC until FY 2022-2023.

Fiscal Year	Covantia	Biztech	CRM Maestro	Total
FY2021-2022	$0	$39,480	$44,945	$84,425
FY2022-2023	$32,230	$0	$0	$32,230
FY2023-2024	$48,035	$57,600	$70,080	$175,715

[3] See **Attachment 2**.
[4] CRM Maestro is affiliated with Biztech Consulting and Solutions through ownership and is also located in India.

FY2024-2025	$36,150	$86,304	$90,300	$212,754
FY2025-2026 (Through April 2026 only)	$39,195	$29,880	$60,840	$129,915
TOTALS	**$155,610**	**$213,264**	**$266,165**	**$635,039**

1. **Type of Observations: Potential Conflict-of-Interest, and Related-Party Vendor Transactions**
   - **Source(s) of Document Reviewed:** Check Register, Segregation of Duties Interviews, Vendor Information, Publicly Available Records, Communications with ECRCH Stakeholders, and Other Supporting Documentation.
   - **Description of Observations:** The three (3) vendors identified above, utilized by ECRCH, are either owned or affiliated with the father of ECRCH's current CBO, who previously served as the CIO/ Head of Technology at least as early as FY 2016-2017, and as the Chief Operating Officer (COO) during FYs 2023-2024 and 2024-2025. These related-party vendors transactions are summarized in the table above and the relationships are described below.
     - Covantia—Reportedly owned by the ECRCH's current CBO's father. This entity is in suspended status with the CA Secretary of State. See further information under **Item 2.B** below.
     - Biztech Consulting and Solutions—As noted above, this vendor is located in India, and the current ECRCH CBO's father is identified on the vendor's website as its US partner.
     - CRM Maestro—This vendor is affiliated with Biztech Consulting and Solutions through ownership and is also located in India.

   The use of vendors that may be related to individuals in key leadership positions can present governance, financial, and compliance risks. Potential concerns may include conflicts of interest, self-dealing, duties of care and loyalty issues, lack of arm's-length transactions, procurement and competitive bidding issues, disclosure and reporting risks, internal control weaknesses, reputational impacts, and increased risk of misuse of public or charitable funds. Appropriate safeguards, including transparency, disclosure, independent review, and proper approval processes, are necessary to mitigate these risks.

   If the school determines that related-party arrangements are in the school's best interest, proactive measures should be implemented to mitigate the associated risks. These measures should include formal related-party transaction policies, disclosure of potential conflicts of interest to the board and independent auditors, independent review of the relationship and ongoing transactions, competitive bidding or market benchmarking, and maintenance of supporting documentation demonstrating the business justification, which should be periodically reviewed.

   During the 2025-2026 oversight review process, ECRCH leadership and the ECRA Board have not taken appropriate action to identify, address, and mitigate the associated risks pertaining to the related-party transactions above. Based on the oversight visit on December 4, 2025, and the subsequent visit on May 5, 2026, as well as other information obtained from the "Source of Documents" above, the CSD noted the following concerns:
     - No evidence or documentation was provided demonstrating that the current ECRA Board was informed of, or has evaluated, the relationship, agreements/contracts and/or transactions with these related-party vendors, despite the then-ECRA Board's assurance in the ECRA 11/7/19 Response, as stated above, that, "this type of event does not happen again."
     - To the District's knowledge, the current ECRCH CBO has been with Charter School since its conversion as an independent charter school and has served various executive-level leadership positions, including as the former CIO. The former CIO/current CBO's longstanding involvement

with the organization and relationship to the referenced related-party vendors may create a perceived or actual conflict of interest, particularly if the individual has influence over vendor selection, contract terms, approvals, payments, or ongoing vendor relationships. Additionally, due to the ECRCH CBO's historical knowledge, involvement, and operational reliance on the vendors, there may be limited independent review or challenge of the reasonableness, necessity, and value of services provided.

- No documentation was provided to the CSD to support the Request for Proposals (RFP) process or competitive bidding procedures, including the selection criteria and scoring sheets, nor to justify the continued use of these related-party vendors, particularly Covantia.
- The District is concerned that the long-term use of related-party vendors may have resulted in costs that significantly exceed those that would have been incurred through the selection of independent third-party vendors initially. As these systems become increasingly integrated and customized, the school's ability to independently monitor, evaluate and assess whether services remain competitive with the market may be substantially diminished.
- Based on the CSD's documentation review and Segregation of Duties interviews, the ECRCH Executive Director approves invoices. However, there appears to be no oversight or independent approver/reviewer associated with the use of these vendors. Equally concerning is that the ECRCH Executive Director has acknowledged not being aware of the foreign, India-based vendor relationship with the ECRHS CBO's father; and that he does not conduct, nor delegate, an independent review of vendor services, pricing, or selection process.
- There appears to be no ongoing independent monitoring within the organization of these vendors' performance, billings, or potential redundancies in technology or financial systems, separate from the related-party relationship.

- **Charter Operator's Fiscal Policies and Procedures:** Page 10 of the Fiscal Policies and Procedures dated 12-19-24 states: "Staff must always avoid conflicts of interest. 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**." (*Emphasis added*.)

  Additionally, the 2025-2026 ECRCH Employee Handbook includes a conflict-of-interest policy (page 5/59, section 2.5): "All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action." Section 2.6 of the Employee Handbook defines "relatives" (including parents) and "close personal relationships."

  Section 2.6 of the 2025-2026 ECRCH Employee Handbook provides (page 5/59):
  "In order to safeguard ECRCHS interests, employees must disclose any relatives or close personal relationships that exist or may exist with other ECRCHS employees, contractors, consultants, students, or suppliers. An employee should also disclose this fact if, during employment, the employee becomes a relative of or develops a close personal relationship with (though marriage or dating, for instance) another employee, contractor, consultant, student, or supplier."

  "The Executive Director may approve working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of ECRCHS operations or activities, for instance, by creating potential supervisory, morale,

safety, fairness, or public relations problems. Where possible, ECRCHS will strive to neutralize such conflicts of interests without impairing the benefits employees receive from ECRCHS; however, ECRCHS reserves the right to take any action necessary to remove conflicts of interest that threaten ECRCHS interests."

- **Charter School's or Charter Operator's Response:** At the May 5, 2026, oversight visit, in response to the CSD inquiry regarding the business affiliation between Biztech and the ECRCH CBO's father, the ECRCH Executive Director stated that he intended to inform the ECRA Board of the foreign related-party vendors at the May 14, 2026, board meeting.
- **CSD's Comments:** Despite the ECRCH Executive Director's response above, the CSD was not provided documentation demonstrating that the relationship between the CBO's father and the related-party vendors (Covantia and Biztech) was disclosed to, reviewed by, or approved by the current ECRA Board. As noted above, the CSD identified similar concerns regarding the related-party transactions and conflict-of-interest disclosures in the 10/10/19 NOC. Based on the documentation reviewed during the 2025-2026 oversight process, it is unclear whether appropriate corrective actions and systemic safeguards were created and implemented to prevent the recurrence of comparable concerns. It was concerning to discover that while transactions with related-party vendor, Covantia, ceased temporarily after the 10/10/19 NOC, the school subsequently reinstates the use of Covantia. For example, while transactions with the related-party vendor, Covantia, ceased temporarily after the 10/10/19 NOC, Charter School has subsequently reinstated the use of Covantia. Notably, although the current ECRA Board is comprised of different members from those who served during the 2019-2020 school year, all current Board members share the responsibility to understand and address prior and ongoing governance issues. Equally important, Charter School continues to have the same executive administrators (i.e., the ECRCH Executive Director and the then-CIO/current CBO), who are aware of the District's concerns previously raised in the 10/10/19 NOC as well as the MOU entered on or about October 18, 2016. There appears to be no mitigation of the inherent risks associated with doing business with related-party vendors by this organization. The ECRCH CBO holds a senior leadership position with significant responsibility over fiscal operations, purchasing, and contracting activities. However, the CSD was not provided documentation demonstrating that the relationship between the CBO's father and the related-party vendors (Covantia and Biztech) was disclosed to, reviewed by, or approved by the current ECRA Board.

  The CSD urges that the ECRA Board to implement measures to provide independent oversight and reduce reliance on related-party vendors and increase the utilization of independent third-party vendors over time for school services and systems. The former CIO/current CBO's longstanding involvement with the organization and relationship to the referenced related-party vendors may create a perceived or actual conflict of interest, particularly if the individual has influence over vendor selection, contract terms, approvals, payments, or ongoing vendor relationships. Additionally, due to the ECRCH CBO's historical knowledge, involvement, and operational reliance on the vendors, there may be limited independent review or challenge of the reasonableness, necessity, and value of services provided. Additionally, the ECRCH CBO has the authority to sign bank accounts and responsibility for the school's financial records, thereby increasing the financial reporting risks. As part of the Actions Required within the 6/30/26 NOC, the District request that the ECRA Board seek a reputable independent fiscal and management assistance organization (e.g., FCMAT or equivalent) to perform a review of Charter School's internal controls, processes, and procedures pertaining to related-party procurement, review, approval, and contracting processes; related-party vendor performance and contact oversight; related-party billing and payment review and approval; and related-party relationships and impudence. It is further advised that the ECRCH fiscal policies and procedures include specific enhanced oversight measures monitoring related-party transactions, including assigning responsibility to a designated independent firm (e.g., a CPA firm) to regularly review vendor performance, deliverables, and contract compliance. Related-party relationships, contracts, and financial transactions should be periodically disclosed to and approved by the ECRA Board based on Board member turnover and regardless of the size or scope of services provided.

2. **Type of Observations: A Related-Party Vendor that Lacks Written Contracts with ECRCH and Has a Suspended Status with the California Secretary of State and Franchise Tax Board**
   - **Source(s) of Document Reviewed:** Charter Operator's Fiscal Policies, and Procedure, Check Register, Segregation of Duties Interviews and Vendor Documentation, the California Secretary of State Website, and Other Supporting Records.

   A. The School Lacks a Written Contract or Agreement with the Vendor, Covantia
   - **Description of Observation:** ECRCH made payments totaling $155,610 to Covantia for the period of July 2021 through April 2026, for an annual software subscription fee(s) as noted in the summary table above.
   - **Charter Operator's Fiscal Policies and Procedures:** Page 29 of the schools Fiscal Policies and Procedures, dated 12-19-2024, states that "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." (*Emphasis added*.)
   - **Charter School's or Charter Operator's Response:** The ECRCH Executive Director stated that there are no existing Covanta projects or contracts other than the annual subscription for the 360iSuite, which includes Digital ID and ADS [Automatic Discrepancy Solver].
   - **CSD Comments:** The ECRA-approved Fiscal Policies and Procedures authorize the Executive Director to approve contracts below $50,000; however, ECRCH provided no written agreement establishing the terms, scope of services, pricing, responsibilities, or other provisions governing Covantia's subscription services and/or the software development purportedly supported by the subscription payments. However, the CSD's documentation review reveals that descriptions included in the POs and vendor work logs were insufficiently detailed to clearly identify the specific systems, products or services that were provided by and paid to these vendors. As a result, it was difficult to determine the purpose, ongoing necessity, and continued value of these expenditures, particularly for systems or services that had been developed and utilized for at least 10 years. The CSD urges ECRCH or the ECRA Board to obtain and maintain written contracts for all vendors, including the related-party vendors. Written contracts help establish service expectations, pricing, deliverables, renewal terms, data ownership provisions, and accountability for both parties. Mitigating risks discussed in **Item #1** herein would also include assigning a reputable independent fiscal and management assistance organization to perform a review duplication, redundancy, and system overlap, including the analysis of potential overlapping or redundant information technology-related vendor services to determine whether technology or financial systems or services should be consolidated, replaced, or discontinued, as well as the cost-benefit analysis supporting the continued use of multiple vendors providing similar or overlapping services or, as applicable, services/products for which similar commercial products are readily available and widely used by other charter schools.

   B. The Vendor, Covantia is Not in Good Standing with the California Secretary of State or the California Franchise Tax Board
   - **Description of Observation:** Upon verification with the California Secretary of State (SOS), the CSD noted that Covantia's Statement of Information is past due, the vendor has been inactive since November 30, 2017, and is suspended with both the SOS and the Franchise Tax Board. Based on information published on the SOS website, a domestic entity that is suspended, may be subject to legal and contractual implications. Corporations that do not pay their taxes, file returns and statements required by law or satisfy other legal requirements are subjected to a serious penalty: their corporate powers, rights and privileges may be suspended or forfeited with the result that they may not sue, contract, or otherwise

transact business or deal in real property. (e.g., Revenue and Taxation Code §§ 23301 to 23301.5, 23775.) Accordingly, this calls into question ECRCH's prudence in engaging in business with entities such as Covantia that have a compromised corporate status. It is unclear how an entity with inactive or suspended status can continue to invoice ECRCH and provide software-related services without any statutory, regulatory, or contractual-related implications.

- **CSD's Comments:** The CSD urges ECRCH to perform due diligence to ensure that vendors' corporate statuses are in good standing before engaging in business. The CSD strongly recommends that ECRCH develop and enforce clear procurement policies that include verifications for vendor suspension and debarment status. The policies should include, but not be limited to, 1) Require Vendor Certification - request that vendors attest to their debarment and suspension status as part of the contracting process, and 2) Ongoing Monitoring - periodically review vendor lists against exclusion databases throughout the contract term to ensure continued compliance and identify any changes in vendor eligibility status.

  The CSD will continue to monitor the school's implementation of the above recommendations through the oversight and/or tiered intervention process.

3. **Type of Observations: Contracts Exceeding Board Approval Threshold Without Documented Board Approval**
   - **Source(s) of Document Reviewed:** Charter Operator's Fiscal Policies, and Procedure, Vendor Documentation, Board Agenda and Minutes, and Other Supporting Records.
   - **Description of Observation:** The CSD reviewed expenditures associated with Biztech and CRM Maestro, as well as available board agendas and minutes, related to the payments summarized in the table above. However, the CSD did not identify documented ECRA Board's approval for the Biztech and CRM Maestro contracts for the periods in which payments exceeded the organization's policy threshold ($50,000).
   - **Charter Operator's Fiscal Policies and Procedures**: Page 25 of the school's Fiscal Policies and Procedures, dated 12-19-24 states that "Non-budgeted contracts that exceed, or are likely to exceed, $50,000 during a calendar year, or contracts that extend beyond an academic year, require Board approval."
   - **Charter School's or Charter Operator's Response:** School leadership disclosed that these related party transactions did not need board approval since according to current fiscal policies and procedures, only contracts in excess of $50K need board approval. Leadership also stated that the board has knowledge of these related party relationships.
   - **CSD Comments:** Contrary to school leadership's response and based on expenditures summarized above, payments to Biztech and CRM Maestro in most of the school years exceeded the Board approval threshold established in ECRA's Fiscal Policies and Procedures. The CSD did not receive evidence from ECRCH that the ECRA Board approval was obtained for any of those school years. The absence of documented disclosure to the ECRA Board and/or the required board approval may limit the ECRA Board's ability to provide independent oversight of vendor and related-party transactions and determine whether adequate safeguards were implemented to protect the integrity of procurement and contracting decisions. This may also hinder the Board's ability to assess potential conflicts of interest, evaluate the reasonableness and necessity of the transactions, ensure compliance with applicable policies and legal requirements, and fulfill its fiduciary responsibilities related to transparency, accountability, and stewardship of school resources. The CSD expects that all related-party relationships, contracts or agreements, and transactions be presented to the ECRA Board for discussion and deliberation. ECRCH should provide documentation to the CSD of the ECRA Board's review, discussion, and approval, as appropriate.

The governing board and leadership team of the charter school are responsible for managing the operations of the school. The CSD recommends that the Annual Performance-Based Oversight Visit Report, including the above-noted fiscal finding(s) and observation(s), be discussed at the school's next governing board meeting, highly preferably no later than 90 days following the school's receipt of this report, so that the charter school and its governing board may address any issues early

enough to implement changes in order to see results in its next fiscal year. It is the school's responsibility to provide the CSD its action plans/steps, proof of implementation of the mitigating actions taken by the school, and/or documentation (e.g., governing board meeting agendas and approved board meeting minutes, updated fiscal policies and procedures, etc.), as applicable, prior to or during the next Annual Performance-Based Oversight Visit. The CSD will continue to monitor these issues through oversight and may take additional appropriate oversight actions. The results may be factored into the school's rating for next year.

See the Corrective Action Required below pertaining to issues described in Items 1 -3 above. Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.

Other Observations (Items described in this section, which may not have been addressed in the charter school's Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).

1. **Type of Observation: Requests for Expenditures of ASB Funds-Lack of ASB Representatives' Signatures on Request Form**
   - **Source(s) of Document Reviewed: Other sources of documents.**
   - **Description of Observation:** The CSD's observation of ASB expenditures revealed that they lacked student representatives' signatures.
   - **Charter Operator's Fiscal Policies and Procedures**: ECRCH asserted that they did not have their own ASB policies. However, they have been relying on the Fiscal Crisis & Management Assistance Team **(**FCMAT) Associated Student Body Manual dated October 16, 2025.
   - **Charter School's or Charter Operator's Response:** ASB expenditures are initiated by student clubs or student groups and must be presented to Student Council for review and approval prior to payment. Approval is documented in official Student Council meeting minutes. This process ensures that ASB funds are used for student related purposes and that spending decisions are made by students rather than staff. All ASB fundraising activities require advanced Student Council approval. Proposed fundraisers are reviewed to confirm they are appropriate, allowable, and aligned with student goals. Approved fundraising activities are recorded in Student Council minutes before implementation.
   - **CSD's Comments:** Based on sample documentation review, the CSD observed that the expenditure approval was documented in official Student Council meeting minutes; however, the Request for Expenditure/Purchase Order (PO) form did not include the required student officer's signature. According to best practices established by FCMAT, expenditure from ASB funds require proper documented approval. For example, page 83-84 of the 2025 FCMAT ASB Manual states: "Expenditures cannot be made from ASB funds without appropriate approval. For organized ASB, approval must come with three required signatures. These three signatures meet the requirements for approval in Education Code section 48933(b). These signatures must include a student representative, a board designee (principal), and a certificated advisor. The only way to prove that this Education Code is followed is by having a purchase order or other expenditure approval form that contains all three signatures." While approval may be reflected in the meeting minutes, the absence of the student representative's signature on the Request for Expenditure/PO does not fully align with FCMAT best practices and Education Code requirements.

2. **Type of Observation: Lack of a Written Policy on Preparation, Review, and Approval Timeframes for Bank Reconciliation Activities**
   - **Source(s) of Document Reviewed: Bank Reconciliation Reports.**
   - **Description of Observations:** Based on the CSD's review of the Bank Reconciliation Reports for the months of March 2025 through August 2025, the CSD noted the lack of timely preparation, review, or approvals of bank reconciliations. A summary of these bank reconciliation reports in question is provided below.

Monthly Bank Statement Ending Date	Actual Reconciliation Report Preparation Date / Date Review/Approved	Number of Days to Reconcile	Number of Months to Reconcile	Reconciliation Report Preparation and Approval Deadline
3/31/2025	7/22/2025	113	3.77	No Policy
4/30/2025	7/31/2025	92	3.07	No Policy
5/31/2025	8//20/2025	81	2.70	No Policy
6/30/2025	8/28/2025	59	1.97	No Policy
7/31/2025	10/14/2025	75	2.50	No Policy
8/31/2025	10/27/2025	57	1.90	No Policy

- **Charter Operator's Fiscal Policies and Procedures:** Page 34 (Bank Reconciliation) of El Camino Real Alliance Fiscal Policies and Procedures Handbook (Board Approved and Effective date state(s): December 19, 2024) does not specify timelines for the preparation, review, and approval of monthly bank reconciliation activities.
- **Charter School's or Charter Operator's Response: "**During the period from March 2025 through July 2025, bank reconciliations were not prepared, reviewed and approved in a timely manner. As outlined in the Bank Reconciliation section of the Fiscal Policies and Procedures, designated accounting personnel are responsible for preparing monthly bank reconciliations and submitting completed reconciliations to the Chief Business Officer for review and approval, which serves as a key internal control. This control was not operating as designed during this period due to staffing disruptions. Specifically, the Director of Accounting departed earlier in the fiscal year, followed shortly thereafter by the accountant. These departures materially reduced the department's capacity to perform timely month end close activities, including the preparation and supervisory review of bank reconciliations. As a result, reconciliations exceeded both the expected preparation and approval timelines. These conditions were temporary. The Business Services Department is now fully staffed, and reconciliation responsibilities have been reassigned in accordance with the Fiscal Policies and Procedures. Staff have been trained on reconciliation procedures, documentation standards, and required timelines. Bank reconciliations are currently being prepared and approved in a timely manner, and management review controls are operating as intended."
- **CSD's Comments:** The CSD recommends that El Camino Real revise its current fiscal policies and procedures and establish a Bank Reconciliation Policy that includes a timeline of when the bank reconciliation should be prepared, reviewed, and approved. The bank reconciliation policy must be approved by its governing board and the school should strictly adhere to its fiscal policy and procedures to ensure that all of the school's bank reconciliation reports are prepared accurately, reviewed, and approved in a timely manner, and include documentation of the appropriate signatures (including the titles/positions), as well as the preparation and review/approval dates, to validate the review and approval process performed by the school to help reduce the risk of fraudulent activities and detect unauthorized withdrawals and/or bank errors.

The Charter Schools Division will review these issues referenced above and/or the recommended updates to the school's fiscal policies by or during the next oversight visit. The results may be factored into the school's rating for next year.

Corrective Action Required:

On June 30, 2026, a Notice of Concern was issued currently with the 2025-2026 Oversight Report, regarding the CSD's concerns related to potential conflict-of-interest and related-party vendor transactions; related party vendor, Covantia, lacks written contract with ECRCH, and has a suspended status with the California Secretary of State and Franchise Tax Board; and related-party vendor contracts exceeding board approval threshold without documented board approval, based on the issues described in the **Areas Noted for Further Growth and/or Improvement** section above (**Item #1-#3**). The deadline for the ECRA Board's response is **July 31, 2026**. The CSD will continue to monitor these issues through ongoing oversight.

Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

☒ Not Applicable

Notes:

I.	Review of Fiscal Documentation	Comments
1.	FY 2024-2025 Independent Audit Report	
	a. Audit opinion:	Unmodified/Unqualified
	b. Material weaknesses:	None Reported
	c. Deficiencies/Findings:	None Reported
	d. Lack of a Going Concern:	None Reported
	Description (if applicable):	Not applicable
	The status of audit findings from 2023-2024 (if applicable):	Not applicable
2.	(Only for **new schools** without an audit report on file) The charter school is in its first/second year of operation and there is no independent audit report on file with the CSD.	Not applicable

3.	The 2024-2025 audited and unaudited actuals:	Do not mirror each other; however, the charter school provided reasonable variance explanation/s.
	The 2024-2025 independent audit report is not available as of the date of this report.	Not applicable
4.	Segregation of Duties (SOD) review(s) was/were conducted in-person/virtually at:	El Camino Real High School The CSD's observations were noted in the ANI section above.
5.	Proposition 39 information.	Not applicable

II.	**Review of 2025-2026 Fiscal Preparation Guide**	**Provided**	**Comments**
1.	Most Current Fiscal Reports Reported to the Board	Yes	
2.	Board Meeting Minutes – Discussion of Fiscal Reports Presented to Board & Board Packet	Yes	
3.	Audit or Fiscal Reports – CalSTRS, CalPERS, USDE, CDE, FCMAT, IRS, SBA, OPEB, etc.	N/A	FASB ASC 715 Actuarial Valuation Report
4.	Board Meeting Minutes – Approval of 2025-2026 Budget	Yes	
5.	Evidence of Compliance – STRS, PERS, Social Security, Other Benefits	Yes	Benefits offered by the school: STRS, PERS, Social Security.
6.	Board Meeting Minutes – Selection of Independent Auditor	Yes	
7.	Board Meeting Minutes – Discussion of Independent Audit Report	Yes	
8.	Board Meeting Minutes – Discussion of the Most Recent Interim Financial Reports Submitted to LAUSD	Yes	
9.	Board Meeting Minutes – Discussion of Staff or Vendors Complaints	N/A	
10.	Board Meeting Minutes – Discussion of 2024-2025 Annual Performance-Based Oversight Visit Report	Yes	
11.	Current Fiscal Policies and Procedures	Yes	

12.	Board Meeting Minutes – Approval of Fiscal Policies and Procedures	Yes	
13.	Organizational Chart(s)	Yes	
14.	Summary of Total Compensation Paid in FY 2024-2025	Yes	
15.	Related Parties	Yes	The CSD's observations were noted in the ANI section above.
16.	MOUs for CMO Management Fees and/or back office service provider agreements	Yes	
17.	Board Meeting Minutes – Approval of Management Fees, License Fees, or Any Other Fees	Yes	
18.	Most Current Accounts Payable Aging Report	Yes	No discrepancies were noted.
19.	Check Registers (12 months)	Yes	Period spanning from 9/2024 to 8/2025 Reviewed checks for sample testing The CSD's observations were noted in the ANI section above.
20.	Credit Card Statements and Reconciliations (6 months)	Yes	Period spanning from 3/2025 to 8/2025 Reviewed credit card transactions for sample testing No discrepancies were noted.
21.	Monthly Bank Statements and Reconciliations (6 months)	Yes	Period spanning from 3/2025 to 8/2025 Reviewed electronic credit/debit transactions for sample testing The CSD's observations were noted in the OO section above.
22.	Student Body Financial Records (6 months)	Yes	Period spanning from 3/2025 to 6/2025 Reviewed student body financial transactions for sample testing The CSD's observations were noted in the OO section above.
23.	Capitalized and Non-Capitalized Inventory Listing	Yes	
24a.	Posting of EPA on School's Website	Yes	

24b.	Posting of Audited Financials on School's Website	Yes	
25.	Financing Activities, Loans, Factoring Receivables, Intercompany Transfers/Loans, etc.	N/A	
26.	New and Renewed Facility Lease Agreements and Board Meeting Minutes – Approval of New or Renewed Lease	N/A	
27.	Facilities Plans – Purchase, Lease, Relocation, Expansion, Major Improvements	N/A	
28.	Employee Retention Credit	N/A	
29.	Disclosure of Legal Issues with material fiscal impact	Yes	The charter operator disclosed three legal matters and indicated that these issues have no significant financial impact on the organization at this time.

Notes: N/A (Provided Column) = indicated by the charter school as not applicable
ANI = Areas Noted for Further Growth and/or Improvement
OO = Other Observations

Fiscal Operations Rubrics

Existing School *– a charter school that was/is in operation/active in the preceding school year(s) and the current school year. Existing schools may receive a rating of 4, 3, 2, or 1.*
New School *– a charter school that is in its first year of operation in the current school year and does not have an independent audit report or audited financial result for its first operative year on file with LAUSD. New schools are evaluated based on current year information. New schools may receive a rating of 2 or 1.*

Existing School 4 (Accomplished)	***To receive a rating of 4 (Accomplished), an existing school, at a minimum, meets all of the Required and Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the two most current annual independent audit reports;
2. The cash balance at the beginning of the school year is positive;
3. The two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies;
4. If applicable, federal, state, and other public agency audits/reviews (e.g., California State Teachers' Retirement System (CalSTRS), California Public Employees' Retirement System (CalPERS), Fiscal Crisis & Management Assistance Team (FCMAT), United States Department of Education (USDE), California Department of Education (CDE), United States Small Business Administration (SBA), Internal Revenue Service (IRS), Employment Development Department (EDD), etc.), at the time of the oversight visit, show no outstanding findings;
5. Vendors and staff are consistently paid in a timely manner;
6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term;
7. The charter school consistently adheres to the governing board-approved fiscal policies and procedures;
8. Governing board adopts the annual budget;
9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD;
10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD;
11. There is no apparent conflict of interest;
12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website;
13. The LCAP is submitted to the appropriate agencies;
14. Reasonable requests for information made by the Charter Schools Division and LAUSD are consistently processed or submitted by the charter school in a timely manner;
15. There are no items cited in Areas Noted for Further Growth and/or Improvement and there are no more than five (5) items cited in Other Observations for the most current year;
16. If applicable (when audited and unaudited actuals do not mirror each other), adequate explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;
17. Proper segregation of duties is consistently in place;
18. If applicable, there are no outstanding fiscal-related tiered intervention notices issued to the school; or the school has no tiered intervention notices as of the oversight report issuance date; and

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19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are fully met by the required deadline(s); or the school has no fiscal benchmarks in its current charter term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the two most current annual independent audit reports;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the two most current annual independent audit reports;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the two most current annual independent audit reports;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the two most current annual independent audit reports;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)), or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

Existing School 3 (Proficient)	***To receive a rating of 3 (Proficient), an existing school, at a minimum, meets all of the Required and at least five (5) of the Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is positive;
3. The most current annual independent audit report shows no audit findings that are identified as material weaknesses or significant deficiencies;
4. If applicable, federal, state, and other public agency audits/reviews (e.g., CalSTRS, CalPERS, FCMAT, USDE, CDE, SBA, IRS, EDD, etc.), at the time of the oversight visit, show outstanding findings, and the school is able to demonstrate evidence of remedies in addressing these findings;
5. Vendors and staff are generally paid in a timely manner;
6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term;
7. The charter school generally adheres to the governing board-approved fiscal policies and procedures;

8. Governing board adopts the annual budget;
9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD;
10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD;
11. There is no apparent conflict of interest;
12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website;
13. The LCAP is submitted to the appropriate agencies;
14. Reasonable requests for information made by the Charter Schools Division and LAUSD are generally processed or submitted by the charter school in a timely manner;
15. There are no significant recurring issues cited in the Areas Noted for Further Growth and/or Improvement;
16. If applicable (when audited and unaudited actuals do not mirror each other), at least partial explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;
17. Proper segregation of duties is generally in place;
18. If applicable, the charter school is in the process of resolving outstanding fiscal issues cited in a Notice issued by the CSD as part of its tiered intervention process; and
19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are partially met by the required deadline(s).

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit report;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit report;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit report;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Existing School 2 (Developing)	***An existing school would receive a rating of 2 (Developing) if the charter school is not eligible for the rating of Accomplished or Proficient, but, at a minimum, meets all of the Required and at least four (4) of the Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report; net assets are negative with strong trend towards becoming positive (be positive at the end of the third year per the applicable interim financials); or the school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years;
2. The cash balance at the beginning of the school year is positive; and
3. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Existing School 1 (Unsatisfactory)	***An existing school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.***

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:

A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Accomplished*, *Proficient*, or *Developing* above. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, audit findings that are identified as repeat material weaknesses or significant deficiencies disclosed in the charter operator's most recent annual independent audit report, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

New School 2 (Developing)	***A new school would receive a rating of 2 (Developing) if the charter school, at a minimum, meets all of the Required Criteria listed below.***

REQUIRED CRITERIA

1. Interim reports and/or unaudited actuals project positive net assets;
2. Projected debt, if any, is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school;
3. If enrollment is significantly below the enrollment per the school's *Pupil Estimates for New or Significantly Expanding Charters* report and/or its approved petition budget, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised viable three-year budget and three-year cash flow projections;
4. Governing board adopts the annual budget;
5. Governing board reviews and discusses the charter school's financial reports as evidenced by the governing board meeting minutes;
6. Reasonable requests for information made by the Charter Schools Division and LAUSD are processed or submitted by the charter school in a timely manner; and
7. The LCAP is submitted to the appropriate agencies.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

New School 1 (Unsatisfactory)	***A new school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.***

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:

A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Developing*. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result in non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

ATTACHMENT 2

LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION
333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017
Office: (213) 241-0399♦ Prop. 39: (213) 241-5130♦ Fax: (213) 241-2054

AUSTIN BEUTNER
Superintendent

VERONICA ARREGUIN
Chief Strategy Officer

JOSÉ COLE-GUTIÉRREZ
Director, Charter Schools Division

October 10, 2019

Board Chair Scott Silverstein
El Camino Real Alliance
5440 Valley Circle Boulevard
Woodland Hills, CA 91367

Distributed Via:
Email & U.S. Mail
RESPONSE DUE: October 24, 2019

SUBJECT: **NOTICE OF CONCERN REGARDING EL CAMINO REAL CHARTER HIGH'S PAYMENTS TO CERTAIN VENDORS AND POTENTIAL VIOLATION OF NEPOTISM POLICY**

El Camino Real Charter High
Charter Number (1314) Loc. Code 8617

Dear El Camino Real Alliance Board Chair Scott Silverstein,

The purpose of this notice is to inform the governing board of El Camino Real Alliance (ECRA) of the Charter Schools Division's (CSD) concerns, primarily regarding the recent communications initiated by the CSD with El Camino Real Charter High's (ECRCH) Chief Business Officer (CBO) pertaining to the issues surrounding ECRCH's payments to certain vendors, and a potential violation of the school's nepotism policy by school staff.

CSD staff initially became acquainted with these issues through a July 26, 2019 telephone call from a concerned ECRCH stakeholder. This prompted the CSD to meet with ECRCH on August 2, 2019. During the August 2, 2019 meeting, the CSD requested additional information regarding these matters, and subsequently received related email communications and supporting documents from ECRCH's CBO. The material received by the CSD, which raised concerns, pertained to the following:

A. Payments to Two Foreign Entities - CRM Maestro, and Biztech IT Consultancy Private Limited (Biztech)[1]

(a) CRM Maestro and Biztech are two foreign software entities contracted and paid by ECRCH, from at least Fiscal Years 2015-2016 through 2018-2019.

(b) CRM Maestro and Biztech are sister companies, with billing done separately. [CRM Maestro's online information states that it is a subsidiary of Biztech.]

(c) ECRCH made payments to CRM Maestro and Biztech (via American Express Credit Card transactions), to these two entities' PayPal accounts.

(d) From Fiscal Years 2015-2016 through 2018-2019, ECRCH made approximately $228,960 in payments to these two foreign entities for software development-related services. The Excel file[2] provided by ECRCH's CBO to the CSD on August 6, 2019 summarizes total payments to each of these two entities by Fiscal Year. Based on this Excel file, the $228,960 in payments consisted of $108,524 in payments to BizTech and $120,436 in payments to CRM Maestro for Fiscal Years 2015-2016 through 2018-2019.

Fiscal Year	BizTech	CRM Maestro	Total Payments Made by ECRCH
FY 2015-2016	$44,360	$0	$44,360
FY 2016-2017	$48,437	$18,891	$67,328
FY 2017-2018	$6,213	$67,893	$74,106
FY 2018-2019	$9,514	$33,652	$43,166
TOTALS	**$108,524**	**$120,436**	**$228,960**

(e) Within the email communications referenced above, ECRCH's CBO and ECRCH's former Accounting and Finance Manager each explicitly shared their concerns with the ECRCH governing board member and/or school leaders listed below.

i. Mr. Scott Silverstein, ECRA's governing board Chair
ii. Mr. David Hussey, ECRCH's Executive Director (ED)
iii. Mr. Daniel Chang, ECRCH's Chief Compliance Officer (CCO)
iv. Mr. Ryan Guinto, ECRCH's Information Analyst
v. Mr. Fernando Delgado, ECRCH's Chief Information Officer (CIO)

[1] **Exhibit A**: Email communications (and attachments) - (1) "Software Development #1 Invoices CRM Maestro and Biztech;" (2) "Software Development Invoices #2 CRM Maestro and Biztech;" (3) "Software Development Invoices #3 CRM Maestro and Biztech;" (4) "Fwd Biztech and CRM Maestro NDA;" (5) "Biztech and CRM Maestro - Software Development FY 2015-2019;" and (6) "Fwd EOE Parent Portal SOW."
[2] Excel file provided by ECRCH' CBO under **Exhibit A**: "BzTch and CRM 2015 thru 2019 csd"

(f) The ECRCH CBO's concerns regarding the payments to CRM Maestro and Biztech (as referenced in his various email communications) include, but are not limited to:
   i. Services and expenses were not pre-approved;
   ii. Purchase Orders (POs) or PO numbers were not generated [prior to payment requests by ECRCH's CIO];
   iii. Multiple violations were caused by ECRCH's CIO and are ongoing [e.g., the ECRCH CIO's alleged non-compliance with the school's fiscal policies and procedures regarding the procurement of services and pre-approvals, lack of providing adequate supporting documentation, and a viable Scope of Work (SOW)(including detailed descriptions of the purpose, scope, expected duration, and cost for the projects and/or services) performed or to be performed by these two foreign entities; and the lack of the IRS Form W-9 (or foreign equivalent) prior to the issuance of payments to either of these two entities];
   iv. ECRCH's Executive Director approved payments for the invoices to CRM Maestro and Biztech even after the concerns above were brought both to the ECRCH Executive Director's attention and the ECRA Finance Committee's attention by ECRCH's CBO;
   v. While ECRCH's CCO's February 14, 2018 email to ECRCH's CBO stated that the agreements [with these two foreign entities] "appear to be standard agreements," ECRCH's CCO stated that he did not recall ever having seen these agreements before. ECRCH's CCO also stated in this email: "But let's be real, if there was ever a violation, it would be a nightmare pursuing a company in India for any breach. And suing them here in California would have little to no effect."

(g) ECRCH's former Accounting and Finance Manager's concerns regarding the payments to CRM Maestro and Biztech (as referenced in her July 13, 2019 email communication to the school's ED, COO, and CBO) include, but are not limited to:
   i. "[T]here was no reason to wait on submission of this PO even if there were delays in payment. It would be helpful to be more communicative in the future rather than waiting to the last minute."
   ii. "[T]he SOW and contract are very vague and not detailed and there is no way for anyone to assess the deliverables and we are left to trust that this is done, yet again."
   iii. "These are consulting services and they have been assigned to the Technology budget. I would suggest that there needs to be a true and unbiased review of what the direction of the school as a whole should be when it comes to these types of software development and I leave that in your hands."

B. Payments to Two Entities Related to ECRCH's Chief Information Officer—Novian, and Covantia, LLC[3]

(a) Based on the CSD's review of the Excel files with payment transactions[4] (provided by ECRCH's CBO to the CSD on August 19, 2019), spanning from Fiscal Years 2012-2013 through 2017-2018, ECRCH made approximately $301,430 in payments to Novian, and Covantia, LLC. The transaction descriptions referenced in the accounting included software development and Integration Gateway, business technology, non-instructional consultants, computer/equipment, etc. Based on these Excel files, the $301,430 in payments consisted of $85,672 in payments to Novian and $215,758 in payments to Covantia, LLC for Fiscal Years from 2012-2013 through 2017-2018, with the last payments made to Novian and Covantia, LLC on October 20, 2014, and September 15, 2017, respectively.

Fiscal Year	Novian	Covantia	Total Payments Made by ECRCH
FY 2012-2013	$38,830	$10,908	$49,738
FY 2013-2014	$36,988	$33,300	$70,288
FY 2014-2015	$9,854	$46,750	$56,604
FY 2015-2016	$0	$52,800	$52,800
FY 2016-2017	$0	$62,400	$62,400
FY 2017-2018	$0	$9,600	$9,600
TOTALS	**$85,672**	**$215,758**	**$301,430**

(b) The ECRCH CBO's concerns regarding the payments to Novian and Covantia, LLC (as referenced in his email communication to the CSD on August 19, 2019) include, but are not limited to:

i. These two entities (Novian, and Covantia, LLC), were companies owned by ECRCH's CIO and/or a family member of ECRCH's CIO, which could constitute a conflict of interest for the school.

C. Potential Violation of ECRCH's Nepotism Policy by School Staff[5]

(a) The ECRCH CBO expressed his concern in various email communications to ECRCH's CCO regarding the potential violation of the school's nepotism policy involving an ECRCH Assistant Principal and an Office Assistant II of the school (who may be related to each other). This Office Assistant reports directly to this

[3] **Exhibit B**: Email communication (and attachments) - "ECR CSD Exchange"
[4] Excel files provided by ECRCH's CBO under **Exhibit B**: "Novian & Covantia 10.2012 thru 3.2015," "Novian & Covantia 2012 thru 2018 Summary," and "Novian & Covantia Expenses FY 15_16 16_17 17_18."
[5] **Exhibit C**: Email communication (and attachments) - "Fwd Nepotism Policy"

Assistant Principal, and their relationship was not disclosed during the hiring process of the Office Assistant.

Requested Action:

Based on the information above, the CSD requests that the governing board of ECRA take immediate action regarding the items noted below, and, by the close of business **on Thursday, October 24, 2019**, provide any and all documentation, including copies of ECRA' governing board meeting agendas and minutes, reflecting its discussion of the following:

1. The ECRA governing board's analyses and/or discussions that have been performed or conducted by ECRA' governing board with its school leaders, including, but not limited to ECRCH's Chief Business Officer, its Executive Director, its Chief Compliance Officer, and its Chief Information Officer regarding the three matters detailed above.

2. In relation to question # 1 above, please explain what the ECRA governing board's view is and its approach to addressing each of the concerns raised by ECRCH's Chief Business Officer and ECRCH's former Accounting and Finance Manager. Further, provide details clarifying whether any of these issues/concerns have been resolved as of the date of this Notice (e.g., how and when). Please number and name your responses and/or documents to be provided to the CSD in correspondence with the concerns enumerated above [i.e., A(f)(i through v), B(g)(i through iii), B(b)i., and C(a).].

3. If ECRA's governing board has not discussed or investigated the issues above, nor conducted analyses (utilizing the internal or external resources or expertise) to determine the potential impact of these issues to the school prior to the date of this Notice, please provide the CSD with details as to how and when ECRA's governing board will specifically address these matters. These details should include documentation reflecting the governing board's discussions, deliberations, and rationale for the actions taken, timelines for correcting each of the issues above, and copies of all documents relating to same. Please number and name your responses and/or documents to be provided to the CSD in correspondence with the concerns enumerated above [i.e., A(f)(i through iv), B(g)(i through iii), B(b)i., and C(a).].

4. In relation to CRM Maestro, and Biztech IT Consultancy Private Limited, please provide:
   (a) A complete accounting of all payments made by ECRCH to CRM Maestro and Biztech, including, but not limited to, the American Express credit card payments and PayPal transactions, from the initiation date through the present.
   (b) A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to CRM Maestro and Biztech.

(c) A list and copies of the bidding documentation relating to the services provided by CRM Maestro and Biztech.
(d) A list and copies of all signed and executed contracts (including attachments and exhibits) between these two foreign entities and ECRCH.
(e) A list of and copies of Scope of Work from CRM Maestro and Biztech for the last two completed fiscal years through the current date—i.e., for the period spanning from July 1, 2017 through the present.
(f) A comprehensive status report of all specific proposed projects, completed work, and pending projects (including dates and detailed descriptions of the deliverables) with CRM Maestro and Biztech, and the ECRA governing board's verification of this status report.
(g) Complete explanations for the omission of any documentation relating to Items 5(a) through 5(f) above.

5. In relation to Novian, and Covantia, LLC, please provide:
   (a) A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to Novian and Covantia, LLC.
   (b) A list and copies of the bidding documentation relating to the services provided by Novian and Covantia, LLC.
   (c) Documentation regarding the disclosure of the conflict in writing by the financially interested employee (i.e., ECRCH's Chief Information Officer). If this information is not available, please explain.
   (d) A complete description of the services provided by Novian, and Covantia, LLC, in comparison to the services provided by CRM Maestro, and Biztech.
   (e) An explanation as to how the ECRA governing board verifies the work actually completed by Novian, and Covantia, LLC for the benefit of the school.

6. Please provide a written plan that includes a detailed explanation as to how the ECRA governing board and ECRCH will address each of the non-compliant items (if any) relating to issues above, and how ECRA's governing board will hold the school leadership and/or employees accountable. Further, indicate (within in the written plan) what new procedures and/or changes will be implemented, and by when.

If you have any questions or need additional information regarding this Notice, please contact Lourdes Echavarria by email at lourdes.echavarria@lausd.net or via telephone at (213) 241-0451, or contact me by email at lillian.l.lee@lausd.net or via telephone at (213) 241-8777.

Thank you for your cooperation.

Sincerely,

Lillian Lee
Fiscal Oversight Administrator

c: José Cole-Gutiérrez, Director, CSD
Dr. Robert Perry, Administrative Coordinator, CSD
James Robinson, Fiscal Administrator, CSD
Marla Willmott, Senior Coordinator, CSD
Dr. Aida Tatiossian, Specialist, CSD
Lourdes Echavarria, Fiscal Services Manager, CSD

EXHIBIT A

(1)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 1:36 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Software Development #1 Invoices CRM Mastro and Biztech
Attachments: Biztech Invoice - 12_2018.pdf

Categories: El Cammino Real

Good afternoon - as per our discussion this past friday, I am and will be sending you a series of emails and documents. The first batch will center around the foreign software entities. I will try to avoid any redundancies. Please let me know if you have any questions.

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Thu, Dec 27, 2018 at 9:59 AM
Subject: Fwd: Programming Invoices CRM Mastro and Biztech
To: Daniel Chang <d.chang@ecrchs.net>

Mr. Chang - as evidenced in the emails below, Mr. Delgado forwarded the business department an invoice from Biztech totaling more than $7,000 for software development. Although the invoice (attached) has been signed by Mr. Hussey, these services and expenses were not pre-approved as should have been. Mr. Delgado did not comply with ECR's FPP thereby circumventing the rules which every ECR employee is required to follow.

As you are aware, this is only one of the multiple violations caused by Mr. Delgado - some of which have also involved Biztech. Although Mr. Delgado has been repeatedly been advised as to the proper procedures and policies regarding the procurement of services, his infractions continue. This issue is one of sensitivity given the lack of internal controls ECR has historically demonstrated when handling public funds.

Please describe the actions that will be taken considering Mr. Delgado's repeated insubordination. I am concerned that simply "discussing" these issues with Mr. Delgado will not result in sustained compliance.

Additionally, I am requesting a review of Mr. Delgado's personnel file as I want to confirm that the relevant information regarding his past and more recent infractions are being accurately documented.

Please keep in mind that because Mr. Delgado's title includes the words "Chief" and "Officer" there should be an expectation that he is to set an example for other employees at ECR and not continuously resist the FPP.

I look forward to and welcome your response.

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Sat, Dec 22, 2018 at 8:39 PM

Subject: Re: Programming Invoices CRM Mastro and Biztech
To: <f.delgado@ecrchs.net>
Cc: Daniel Chang <d.chang@ecrchs.net>, David Hussey <D.Hussey@ecrchs.net>, Ryan Guinto <r.guinto@ecrchs.net>, Susan Kim <S.Kim@ecrchs.net>

Please submit an SOW - which should also include purpose and description of project for any future work.

For the work that has been completed by Biztech but did not have prior approval - I'm still reviewing the information. As you are aware, it is ECR's process to obtain prior approval for such services and expenses.

On Sat, Dec 22, 2018 at 8:30 PM <f.delgado@ecrchs.net> wrote:

> Yes for this semester, I'll create a sow for next semester. Should I create a PO or just get the SOW signed off?
>
> On Dec 22, 2018, at 7:24 PM, Alan Darby <a.darby@ecrchs.net> wrote:
>
> > Thank you. The work has been completed for Biztech?
> >
> > If there will be more work, please define the scope, expectated duration, and cost.
> >
> > On Sat, Dec 22, 2018 at 7:13 PM <f.delgado@ecrchs.net> wrote:
> >
> > > Yes, all work logs match and there is a way to not incur the PayPal fees. This can be accomplished by an ACH transfer. All the necessary information e.g. banking routing numbers are found in the invoices. The companies are separate but sister companies therefore billing is done separately. No PO number generated for either company. Should we generate a blanket PO or do you prefer a PO for each invoice? This is ongoing work so whichever way is most efficient is recommended.
> > >
> > > On Dec 22, 2018, at 4:37 PM, Alan Darby <a.darby@ecrchs.net> wrote:
> > >
> > > > Hi - a few question - I see the pre-approved scope of work to CRM $10,000 signed by Mr. Hussey. Do the work logs match up invoices in anyway?
> > > >
> > > > There are $403 in PayPal fees to CRM and $300 to Biztech. Aren't the companies related? ECR should find another payment method that does not cost money.
> > > >
> > > > Was the Biztech work pre-approved? If so, please forward PO number.
> > > >
> > > > Thank you
> > > >
> > > > On Fri, Dec 21, 2018 at 5:18 PM Fernando Delgado <F.Delgado@ecrchs.net> wrote:
> > > >
> > > > > Hi Susan,
> > > > > I'm attaching the Paypal links to the invoices and work-logs that Ryan dropped off today with Guadalupe. All invoices below have been approved by Mr.Hussey.
> > > > >
> > > > > CRM Mastro (1:1 Phase-1)

Invoice #: 2018014
Amount: 5,010
Link: Click Here

Invoice #: 2018013
Amount:4,260
Link: Click Here

Invoice: Invoice #: 2018009
Amount: 625
Link: Click Here

Biztech (Work for the Fall 2018 semester)
Invoice #: 2018112
Amount: 7,350
Link: Click Here

Thanks and happy holidays,

Fernando Delgado

Chief Information Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023 **E** F.Delgado@ecrchs.net **W** http://www.ecrchs.net

CONFIDENTIALITY NOTICE: This email and any files transmitted with it are confidential and intended solely for the use of the individual and/or entity to whom they are addressed. If you have received this email in error, please notify the sender by reply email or by the phone number listed above, and delete the original message and all copies from your system and promptly destroy any copies made of this electronic message. Thank you.

--

Alan Darby
Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

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(2)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 1:39 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Software Development Invoices #2 CRM Mastro and Biztech

Categories: El Cammino Real

Hi - please see below and attached

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Sat, Jan 12, 2019 at 12:58 PM
Subject: Re: Programming Invoices CRM Mastro and Biztech
To: Daniel Chang <d.chang@ecrchs.net>

Mr. Chang - thank you for the reply and for meeting with Mr. Delgado. While such efforts are recognized and may potentially have value - questions still remain.

In my email to you on December 27th, I had expressed the concern that simply discussing the situation with Mr. Delgado would not result in his sustained compliance. Consequently, I had requested that you provide me with a description of the action steps that would be taken in light of Mr. Delgado's multiple violations. In that same email, I had also asked to review Mr. Delgado's personnel file in order to verify that his current and past infractions have been accurately documented.

As of this email, my requests have gone unanswered.

Despite conveying my misgivings that merely speaking with Mr. Delgado would potentially be an exercise in futility - that is precisely what occurred. To highlight the lack of integrity in this process, I was not consulted about any part of this situation nor was I asked to attend the meeting with Mr. Delgado.

In order to properly put this into perspective, I will offer this data point - a quick, high-level review shows that since approximately June 2017, Mr. Delgado has spent a minimum of $65,000 of ECR's funds without receiving prior approval. Moreover, each time it has been discovered that Mr. Delgado violated ECR's stated fiscal policies by spending funds without prior approval - he has been spoken with - and each time he has repeated the offense. A more in-depth analysis is being prepared and is forthcoming.

As you are aware, as CBO, a large percentage of my responsibilities revolve around enforcing ECR's 'Fiscal Policies and Procedures.' As you are also aware, as CBO, I have a fiduciary responsibility to ECR that includes the duties of care, loyalty, and disclosure. I take each of these extremely seriously and value their intent. In order to gain the trust and respect of the students and their families, the staff and their families, the district, the board of directors, as well as the surrounding communities - we must preserve the

integrity of ECR's policies.

To state this more directly, Mr. Delgado's repeated actions are unacceptable and need to be addressed with more than a conversation. His actions are contrary to the culture I thought ECR was trying to create and can damage the confidence of the shareholders.

Please provide me with a list of the corrective measures that will be taken and include the consequences Mr. Delgado will face if his behavior continues. Please also let me know when I can expect to review Mr. Delgado's personnel file.

As of this email I have not discussed this matter with ECR's Board of Directors or LAUSD / CSD. In the spirit of transparency however, I do recognize the obligation I have to protect ECR's assets and the public's trust.

I look forward to hearing from you and of course welcome any questions that you may have.

On Fri, Jan 11, 2019 at 7:33 AM Daniel Chang <d.chang@ecrchs.net> wrote:
> We will be meeting with Fernando today to talk about this, as well as future steps that may be necessary to ensure this does not happen again.
>
> On Thu, Jan 10, 2019 at 6:05 PM Alan Darby <a.darby@ecrchs.net> wrote:
> > Mr. Chang - what is the status of this? As of this email, the invoice remains unpaid.
> >
> > Please advise. Thank you.
> >
> > On Sat, Dec 29, 2018 at 10:44 AM Daniel Chang <d.chang@ecrchs.net> wrote:
> > > I will, when I return on Wednesday. Until then, I don't have the basis for responding. I do not recall off the top of my head what the understanding was in terms of use of Biztech and Maestro, but I had thought we had an ongoing contract with them. I will discuss this with you in the coming week.
> > >
> > > On Sat, Dec 29, 2018 at 10:40 AM Alan Darby <a.darby@ecrchs.net> wrote:
> > > > Mr. Chang - I wanted to follow up on this. Please let me know your thoughts. Thank you.
> > > >
> > > > On Thu, Dec 27, 2018 at 9:59 AM Alan Darby <a.darby@ecrchs.net> wrote:
> > > > > Mr. Chang - as evidenced in the emails below, Mr. Delgado forwarded the business department an invoice from Biztech totaling more than $7,000 for software development. Although the invoice (attached) has been signed by Mr. Hussey, these services and expenses were not pre-approved as should have been. Mr. Delgado did not comply with ECR's FPP thereby circumventing the rules which every ECR employee is required to follow.
> > > > >
> > > > > As you are aware, this is only one of the multiple violations caused by Mr. Delgado - some of which have also involved Biztech. Although Mr. Delgado has been repeatedly been advised as to the proper procedures and policies regarding the procurement of services, his infractions continue. This issue is one of sensitivity given the lack of internal controls ECR has historically demonstrated when handling public funds.
> > > > >
> > > > > Please describe the actions that will be taken considering Mr. Delgado's repeated insubordination. I am concerned that simply "discussing" these issues with Mr. Delgado will not result in sustained compliance.

Additionally, I am requesting a review of Mr. Delgado's personnel file as I want to confirm that the relevant information regarding his past and more recent infractions are being accurately documented.

Please keep in mind that because Mr. Delgado's title includes the words "Chief" and "Officer" there should be an expectation that he is to set an example for other employees at ECR and not continuously resist the FPP.

I look forward to and welcome your response.

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Sat, Dec 22, 2018 at 8:39 PM
Subject: Re: Programming Invoices CRM Mastro and Biztech
To: <f.delgado@ecrchs.net>
Cc: Daniel Chang <d.chang@ecrchs.net>, David Hussey <D.Hussey@ecrchs.net>, Ryan Guinto <r.guinto@ecrchs.net>, Susan Kim <S.Kim@ecrchs.net>

Please submit an SOW - which should also include purpose and description of project for any future work.

For the work that has been completed by Biztech but did not have prior approval - I'm still reviewing the information. As you are aware, it is ECR's process to obtain prior approval for such services and expenses.

On Sat, Dec 22, 2018 at 8:30 PM <f.delgado@ecrchs.net> wrote:

> Yes for this semester, I'll create a sow for next semester. Should I create a PO or just get the SOW signed off?
>
> On Dec 22, 2018, at 7:24 PM, Alan Darby <a.darby@ecrchs.net> wrote:
>
> > Thank you. The work has been completed for Biztech?
> >
> > If there will be more work, please define the scope, expectated duration, and cost.
> >
> > On Sat, Dec 22, 2018 at 7:13 PM <f.delgado@ecrchs.net> wrote:
> >
> > > Yes, all work logs match and there is a way to not incur the PayPal fees. This can be accomplished by an ACH transfer. All the necessary information e.g. banking routing numbers are found in the invoices. The companies are separate but sister companies therefore billing is done separately. No PO number generated for either company. Should we generate a blanket PO or do you prefer a PO for each invoice? This is ongoing work so whichever way is most efficient is recommended.
> > >
> > > On Dec 22, 2018, at 4:37 PM, Alan Darby <a.darby@ecrchs.net> wrote:
> > >
> > > > Hi - a few question - I see the pre-approved scope of work to CRM $10,000 signed by Mr. Hussey. Do the work logs match up invoices in anyway?

There are $403 in PayPal fees to CRM and $300 to Biztech. Aren't the companies related? ECR should find another payment method that does not cost money.

Was the Biztech work pre-approved? If so, please forward PO number.

Thank you

On Fri, Dec 21, 2018 at 5:18 PM Fernando Delgado <F.Delgado@ecrchs.net> wrote:

> Hi Susan,
> I'm attaching the Paypal links to the invoices and work-logs that Ryan dropped off today with Guadalupe. All invoices below have been approved by Mr.Hussey.
>
> CRM Mastro (1:1 Phase-1)
> Invoice #: 2018014
> Amount: 5,010
> Link: Click Here
>
> Invoice #: 2018013
> Amount:4,260
> Link: Click Here
>
> Invoice: Invoice #: 2018009
> Amount: 625
> Link: Click Here
>
> **Biztech** (Work for the Fall 2018 semester)
> Invoice #: 2018112
> Amount: 7,350
> Link: Click Here
>
> Thanks and happy holidays,

Fernando Delgado

Chief Information Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023 **E** F.Delgado@ecrchs.net **W** http://www.ecrchs.net

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notify the sender by reply email or by the phone number listed above, and delete the original message and all copies from your system and promptly destroy any copies made of this electronic message. Thank you.

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Alan Darby
Chief Business Officer

El Camino Real Charter High School
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818.595.7500 (main)

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Daniel H. Chang

Chief Compliance Officer, El Camino Real Charter High School

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(3)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 1:41 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Software Development Invoices #3 CRM Mastro and Biztech

Categories: El Cammino Real

Hi - below is the email I sent to Scott Silverstein. Eventually this issue went in front of the Board's Finance Committee. As I mentioned on Friday, the Finance Committee pushed the issue of paying the bills to Mr. Hussey. Mr. Hussey approved payment of these invoices.

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Fri, Jan 11, 2019 at 8:05 AM
Subject: Fwd: Programming Invoices CRM Mastro and Biztech
To: <s.silverstein@ecrchs.net>

Mr. Silverstein - please see emails below - perhaps a good place to begin is with my email to Mr. Chang on December 27th. You and I can discuss a bit further.

Begin forwarded message:

> **From:** Daniel Chang <d.chang@ecrchs.net>
> **Date:** January 11, 2019 at 7:33:46 AM PST
> **To:** Alan Darby <a.darby@ecrchs.net>
> **Subject: Re: Programming Invoices CRM Mastro and Biztech**
>
> We will be meeting with Fernando today to talk about this, as well as future steps that may be necessary to ensure this does not happen again.
>
> On Thu, Jan 10, 2019 at 6:05 PM Alan Darby <a.darby@ecrchs.net> wrote:
> > Mr. Chang - what is the status of this? As of this email, the invoice remains unpaid.
> >
> > Please advise. Thank you.
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> > On Sat, Dec 29, 2018 at 10:44 AM Daniel Chang <d.chang@ecrchs.net> wrote:
> > > I will, when I return on Wednesday. Until then, I don't have the basis for responding. I do not recall off the top of my head what the understanding was in terms of use of Biztech and Maestro, but I had thought we had an ongoing contract with them. I will discuss this with you in the coming week.
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> > > On Sat, Dec 29, 2018 at 10:40 AM Alan Darby <a.darby@ecrchs.net> wrote:
> > > > Mr. Chang - I wanted to follow up on this. Please let me know your thoughts. Thank you.
> > > >
> > > > On Thu, Dec 27, 2018 at 9:59 AM Alan Darby <a.darby@ecrchs.net> wrote:
> > > > > Mr. Chang - as evidenced in the emails below, Mr. Delgado forwarded the business department an invoice from Biztech totaling more than $7,000 for software

development. Although the invoice (attached) has been signed by Mr. Hussey, these services and expenses were not pre-approved as should have been. Mr. Delgado did not comply with ECR's FPP thereby circumventing the rules which every ECR employee is required to follow.

As you are aware, this is only one of the multiple violations caused by Mr. Delgado - some of which have also involved Biztech. Although Mr. Delgado has been repeatedly been advised as to the proper procedures and policies regarding the procurement of services, his infractions continue. This issue is one of sensitivity given the lack of internal controls ECR has historically demonstrated when handling public funds.

Please describe the actions that will be taken considering Mr. Delgado's repeated insubordination. I am concerned that simply "discussing" these issues with Mr. Delgado will not result in sustained compliance.

Additionally, I am requesting a review of Mr. Delgado's personnel file as I want to confirm that the relevant information regarding his past and more recent infractions are being accurately documented.

Please keep in mind that because Mr. Delgado's title includes the words "Chief" and "Officer" there should be an expectation that he is to set an example for other employees at ECR and not continuously resist the FPP.

I look forward to and welcome your response.

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From: **Alan Darby** <a.darby@ecrchs.net>
Date: Sat, Dec 22, 2018 at 8:39 PM
Subject: Re: Programming Invoices CRM Mastro and Biztech
To: <f.delgado@ecrchs.net>
Cc: Daniel Chang <d.chang@ecrchs.net>, David Hussey <D.Hussey@ecrchs.net>, Ryan Guinto <r.guinto@ecrchs.net>, Susan Kim <S.Kim@ecrchs.net>

Please submit an SOW - which should also include purpose and description of project for any future work.

For the work that has been completed by Biztech but did not have prior approval - I'm still reviewing the information. As you are aware, it is ECR's process to obtain prior approval for such services and expenses.

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If there will be more work, please define the scope, expectated duration, and cost.

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> > > Hi Susan,
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> > > CRM Mastro (1:1 Phase-1)
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> > >
> > > Invoice: Invoice #: 2018009
> > > Amount: 625
> > > Link: Click Here
> > >
> > > **Biztech** (Work for the Fall 2018 semester)
> > > Invoice #: 2018112

Amount: 7,350
Link: Click Here

Thanks and happy holidays,

Fernando Delgado

Chief Information Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023 **E** F.Delgado@ecrchs.net **W** http://www.ecrchs.net

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Chief Business Officer

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818.595.7500 (main)

(4)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 1:57 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Fwd: Biztech and CRM Maestro NDA
Attachments: Biztech & CRM FY 2017_18 (AMEX Pull) 2.14.2018.xlsx

Categories: El Cammino Real

HI - please see below

---------- Forwarded message ---------
From: **Alan Darby** <a.darby@ecrchs.net>
Date: Wed, Feb 14, 2018 at 1:47 PM
Subject: Re: Biztech and CRM Maestro NDA
To: Daniel Chang <d.chang@ecrchs.net>

Daniel - these were sent in December originally after they were requested. You make a point - my reality exists in the fact that FY 2017/18 year-to-date ECR has paid Biztech $6,193 and CRM = $35,777. I believe we are done with BizTech but CRM was paid $8,224 in January 2018 (see attached). Perhaps we can find a vendor that can be accountable via a contract. Otherwise we are continuing the frowned upon practice of having services done without a contract and without controls (budget, scope, etc). Where's the protection for the school? Where's the back up/justification for the expenses?

These payments were made though PayPal / AMEX. Although we have the invoices, I've asked Fernando to supply any back-up (work logs) in preparation for CSD's oversight visit and to better understand what these payments are for.

On Wed, Feb 14, 2018 at 11:59 AM, Daniel Chang <d.chang@ecrchs.net> wrote:
> They appear to be standard agreements, don't recall ever seeing these before. I would not agree to section 8 about submitting to the jurisdiction of the courts of India. But let's be real, if there was ever a violation, it would be a nightmare pursuing a company in India for any breach. And suing them here in California would have little to no effect.
>
> On Wed, Feb 14, 2018 at 11:23 AM, Alan Darby <a.darby@ecrchs.net> wrote:
> > Daniel - did you ever review these? please let me know
> >
> > ---------- Forwarded message ----------
> > From: **Fernando Delgado** <f.delgado@ecrchs.net>
> > Date: Wed, Dec 20, 2017 at 5:21 PM
> > Subject: Biztech and CRM Maestro NDA
> > To: Alan Darby <a.darby@ecrchs.net>
> > Cc: Daniel Chang <d.chang@ecrchs.net>
> >
> > Alan,

Sorry for the late response, please see the NDA containing in section 12 the disclosed $60 per hour rate charged by these two partners. If all is good could you please give Susan the green light to pay the past due amounts (we are two months behind).

Let me know if you need anything else or if you need me to come see you tomorrow.

Thanks,

--
Fernando Delgado
Chief Information Officer

El Camino Real Charter High School
Home of Academic and Athletic Excellence
5440 Valley Circle Blvd. Woodland Hills, CA 91367
Tel.818.595.7500 Fax 818.710.9023
www.ecrchs.net

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--
Alan Darby
Chief Business Officer

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--

Daniel H. Chang
CHIEF COMPLIANCE OFFICER

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Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018

CRM Only

INVOICE DATE	VENDOR NAME	PURCHASE RECEIPT ID	OBJECT CODE	DESCRIPTION	RESOURCE
07/28/2017	American Express	PRJRN/2017/0981	5820 Consultants - Non Instructional	6. Paypal *Crmmaestro Ref# 22230554	0000-0 General
10/28/2017	American Express	PRJRN/2017/1106	9451 2017 Network Infrastructure Project	2. Paypal *Crmmaestro PO04048	0000-0 General
10/28/2017	American Express	PRJRN/2017/1106	9451 2017 Network Infrastructure Project	3. Paypal *Crmmaestro PO04048	0000-0 General
10/28/2017	American Express	PRJRN/2017/1106	5820 Consultants - Non Instructional	50. Paypal *Crmmaestro	0000-0 General
11/28/2017	American Express	PRJRN/2017/1140	5820 Consultants - Non Instructional	46. Paypal *Crmaestro	0000-0 General

Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018
CRM Only

FUNCTION	TYPE	AMOUNT	DUE DATE	SUMMARY
		$ 5,821.00	08/12/2017	PRJRN/2017/0981,General (Academic),6. Paypal *Crmmaestro Ref# 22230554
17-18 LCAP		$ 6,889.00	10/28/2017	PRJRN/2017/1106,17-18 LCAP Local Control Accountability Plan,2. Paypal *Crmmaestro PO04048
17-18 LCAP		$ 6,889.00	10/28/2017	PRJRN/2017/1106,17-18 LCAP Local Control Accountability Plan,3. Paypal *Crmmaestro PO04048
General Operations 17-18		$ 7,954.00	10/28/2017	PRJRN/2017/1106,General (Operations),50. Paypal *Crmmaestro
General Operations 17-18		$ 8,224.00	11/28/2017	PRJRN/2017/1140,General (Operations),46. Paypal *Crmaestro
CRM Total FY 2017/18		***$ 35,777.00***		

Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018
CRM Only

ATTACHMENT	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
081217 AMEX Hussey July Statement signed.pdf 081217 AMEX Hussey July details complete.pdf	51837	08/16/2017	16,781.64
american express X3-31039 102817 $41117.80.pdf	**52729**	11/21/2017	41,117.80
american express X3-31039 102817 $41117.80.pdf	**52729**	11/21/2017	41,117.80
american express X3-31039 102817 $41117.80.pdf	**52729**	11/21/2017	41,117.80
american express X3-31015 112817 $26985.58.pdf	53035	01/03/2018	26,985.58

Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018
BIZTECH Only

INVOICE DATE	VENDOR NAME	PURCHASE RECEIPT ID	OBJECT CODE	DESCRIPTION	RESOURCE
06/28/2017	American Express	PRJRN/2017/0951	5820 Consultants - Non Instructional	12. Paypal *Biztechitco	0000-0 General
07/28/2017	American Express	PRJRN/2017/0981	5820 Consultants - Non Instructional	19. Paypal *Biztechitco Ref# 61844667	0000-0 General
09/28/2017	American Express	PRJRN/2017/1077	5820 Consultants - Non Instructional	35. Paypal PO04105 BIZTECH	0000-0 General
09/28/2017	American Express	PRJRN/2017/1077	5820 Consultants - Non Instructional	50. Paypal Biztech PO03847	0000-0 General
10/28/2017	American Express	PRJRN/2017/1106	5820 Consultants - Non Instructional	53. Paypal *Biztechitco	0000-0 General

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Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018
BIZTECH Only

FUNCTION	TYPE	AMOUNT	DUE DATE	SUMMARY
		$ 2,039.00	07/13/2017	PRJRN/2017/0951,General (Operations),12. Paypal *Biztechitco
		$ 1,517.00	08/12/2017	PRJRN/2017/0981,General (Operations),19. Paypal *Biztechitco Ref# 61844667
General Operations 17-18		$ 832.00	09/28/2017	PRJRN/2017/1077,General (Operations),35. Paypal PO04105
General Operations 17-18		$ 1,437.00	09/28/2017	PRJRN/2017/1077,General (Operations),50. Paypal Biztech PO03847
General Operations 17-18		$ 368.00	10/28/2017	PRJRN/2017/1106,General (Operations),53. Paypal *Biztechitco
	Biztech Total:	***$ 6,193.00***		

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Biztech CRM FY 2017_18 (AMEX Pull) 2.14.2018

BIZTECH Only

ATTACHMENT	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
american express 071317 hussey $15344.93.pdf 071317 AMEX Hussey June Statement.pdf	51732	07/27/2017	15,344.93
081217 AMEX Hussey July Statement signed.pdf 081217 AMEX Hussey July details complete.pdf	51837	08/16/2017	16,781.64
101317 AMEX Darby 31039 September Statement.pdf 101317 Amex Darby x31039 September$41699.09 Details.pdf	**52459**	10/25/2017	41,699.09
101317 AMEX Darby 31039 September Statement.pdf 101317 Amex Darby x31039 September$41699.09 Details.pdf	**52459**	10/25/2017	41,699.09
american express X3-31039 102817 $41117.80.pdf	52729	11/21/2017	41,117.80

(5)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 2:49 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Biztech and CRM Maestro - Software Development FY 2015-2019
Attachments: BzTch and CRM 2015 thru 2019 csd.xlsx

Categories: El Cammino Real

Hi - please see attached. As a reminder, the two companies are related entities.

From FY 2015-16 through FY 2018-19 - ECR has spent approximately $228,960 for 'software' development with these two related companies. Much of this has been without a SOW, without prior approvals, etc.

--
Alan Darby
Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

BzTch and CRM 2015 thru 2019 csd

Biztech & CRM Maestro	FY 2015-2019
FY 2015-16	
BizTech	**44,360.00**
Fy 2016-17	
BizTech	48,437.00
CRM Maestro	18,891.00
Total	**67,328.00**
FY 2017-18	
BizTech	6,213.00
CRM Maestro	67,893.00
Total	**74,106.00**
FY 2018-19	
BizTech	9,514.00
CRM Maestro	33,652.00
Total	**43,166.00**
Grand Total	**228,960.00**

(6)

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Wednesday, August 7, 2019 9:11 AM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Fwd: EOE & Parent Portal SOW

Categories: El Cammino Real

Good morning - below are emails regarding the continual software development with foreign entities (Biztech and CRM). Please remember that although we eventually were given 'contracts' - a viable SOW has never been submitted by either company. There has never been a w-9 or foreign equivalent submitted. At this point, it is impossible to say what work has been completed.

---------- Forwarded message ---------
From: **Susan Kim** <S.Kim@ecrchs.net>
Date: Sat, Jul 13, 2019 at 10:44 PM
Subject: Re: EOE & Parent Portal SOW
To: David Hussey <d.hussey@ecrchs.net>
Cc: d.chang <d.chang@ecrchs.net>, Alan Darby <a.darby@ecrchs.net>

Hi,

I just want to say that there was no reason to wait on submission of this PO even if there were delays in payment. It would be helpful to be more communicative in the future rather than waiting to the last minute.

Additionally, I would just like to point out that the SOW and contract are very vague and not detailed and there is no way for anyone to assess the deliverables and we are left to trust that this is done, yet again. However, I can only do my job and provide the warning. I have approved the expense.

There were accounting errors on the submission which I did update. These are consulting services and they have been assigned to the Technology budget. I would suggest that there needs to be a true and unbiased review of what the direction of the school as a whole should be when it comes to these types of software development and I leave that in your hands.

Best,

Susan Kim
Accounting and Finance Manager

Please note that my last day with ECRCHS is **Friday, July 19, 2019.*

El Camino Real Charter High School
5440 Valley Circle Blvd., Woodland Hills, CA 91367
P: 818-595-8019
M: 818-641-1434
www.ecrchs.net

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On Sat, Jul 13, 2019 at 9:25 PM Alan Darby <a.darby@ecrchs.net> wrote:
Thank you

On Jul 13, 2019, at 7:55 PM, Susan Kim <S.Kim@ecrchs.net> wrote:

Hi,

I spoke with Daniel this afternoon. I am not at home at the moment but will review as soon as I get home tonight.

Thanks,
Susan

On Sat, Jul 13, 2019 at 4:17 PM David Hussey <d.hussey@ecrchs.net> wrote:
A PO was signed and accompanied by a SOW.

On Jul 13, 2019, at 10:15 AM, Alan Darby <a.darby@ecrchs.net> wrote:

David - as is ECR's practice, documentation should support a submitted PO. My email identified that as did Susan's.

On Jul 13, 2019, at 8:06 AM, David Hussey <D.Hussey@ecrchs.net> wrote:

Since I did not receive an email that I did not need to scan the documents, I am at ECR and I retrieved the contract from Mr. Chang's office and the paperwork for the PO's.

Please see attached file.

I need this processed ASAP.

Thank you

On Fri, Jul 12, 2019 at 9:04 PM David Hussey <d.hussey@ecrchs.net> wrote:
I signed the contract and put it in Mr. Chang's box this afternoon. It is a fully executed contract as of July 12,2019. If I go to school tomorrow and scan the contract, SOW and cover letter, is there anything else needed?

On Jul 12, 2019, at 6:54 PM, Susan Kim <S.Kim@ecrchs.net> wrote:

Hi Daniel,

I have not received any paperwork for this. Our process is to have the cover sheet and any back up documentation. In this particular case, I'm expecting to see a fully executed contract with a complete SOW. I have not seen anything as of yet and we were doing payroll all day. Also, because the coding is not correct, this will need to be corrected.

Thanks,

Susan Kim
Accounting and Finance Manager

Please note that my last day with ECRCHS is **Friday, July 19, 2019.*

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On Fri, Jul 12, 2019 at 6:48 PM d.chang <d.chang@ecrchs.net> wrote:

> The contract would be additional documentation, as well as the email setting forth the scope of work sought. This would only be for the BizTech work, which to my understanding is needed for the rollout that starts on Monday.
>
> -------- Original message --------
> From: Alan Darby <a.darby@ecrchs.net>

Date: 7/12/19 6:45 PM (GMT-08:00)
To: "d.chang" <d.chang@ecrchs.net>
Cc: David Hussey <D.Hussey@ecrchs.net>, s.kim@ecrchs.net
Subject: Re: EOE & Parent Portal SOW

Hi - the next approver is Susan. Generally a PO is accompanied with additional documental.

On Jul 12, 2019, at 5:55 PM, d.chang <d.chang@ecrchs.net> wrote:

> Alan, what backup documentation do you need?
>
> -------- Original message --------
> From: Alan Darby <a.darby@ecrchs.net>
> Date: 7/12/19 5:24 PM (GMT-08:00)
> To: David Hussey <D.Hussey@ecrchs.net>
> Cc: Daniel Chang <d.chang@ecrchs.net>, s.kim@ecrchs.net
> Subject: Re: EOE & Parent Portal SOW
>
> David - I am not aware that the business office received the necessary paper work (ie back up documentation, invoice/proposal, etc). Do you know if it was submitted?
>
> On Fri, Jul 12, 2019 at 2:41 PM David Hussey <D.Hussey@ecrchs.net> wrote:
>> Alan,
>>
>> Please look at this PO today (making sure everything is complete for an approval). We are under a tight timeline to get this work complete.
>>
>> Thank you
>>
>> On Fri, Jul 12, 2019 at 2:09 PM Fernando Delgado

<F.Delgado@ecrchs.net>
wrote:

> Submitted both in Netsuite and are currently pending approval.
>
> On Fri, Jul 12, 2019 at 1:10 PM David Hussey <D.Hussey@ecrchs.net> wrote:
>
> > Fernando,
> >
> > Make sure this is in NetSuite and I approve the scope of work to be done.
> >
> > Thank you
> >
> > ---------- Forwarded message ---------
> > From: **Fernando Delgado** <F.Delgado@ecrchs.net>
> > Date: Tue, Jul 9, 2019 at 5:05 PM
> > Subject: EOE & Parent Portal SOW
> > To: David Hussey <D.Hussey@ecrchs.net>
> >
> > Here are the items needed for the new year rollover for the 2019-20 school year. Can I get approval for the following scope of work:
> >
> > **Admission Application-EOE (Biztech):**
> > **Task:** Rollover to new year database 2019-20 school year
> > **Deliverable:** Assure all systems / databases are created and synced to new corresponding years. Make necessary changes to admissions packet to reflect new student hand book, emergency contact sync order, lottery registration code modification, have all uses access to scanned / archived notes-documents, delete page

2 in enrollment packet, make pdf enrollment packet, and re-map Aeries gender neutral field.

Total Hours: 45
Cost per hour: $60
Total cost: $2,700

Parent Portal - SRM (CRM Maestro):
Task: Rollover to new year database 2019-20 school year
Deliverable: Make 2019-20 connection to Parent Portal for 1:1 device distribution and sync SRM to new school year. Modify AUP, make changes to online contract and warranty. Modify HTLM / PDF content to new content and assure templates are formatted properly.

Total Hours: 20
Cost per hour: $60
Total cost: $1,200

If you have any questions please let me know. We need to start this process ASAP, to minimize any issues with the upcoming 1:1 distribution (this Monday 8/15) along with the online admissions application.

Thank you,

--

Fernando Delgado
Chief Information Officer, El Camino Real Charter High School
5440 Valley Circle Blvd. Woodland Hills CA 91367
D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023 **E** F.Delgado@ecrchs.net **W** http://www.ecrchs.net

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--

Fernando Delgado

Chief Information Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7517 **P** 818-595-7500 **F** 818-710-9023 **E** F.Delgado@ecrchs.net **W** http://www.ecrchs.net

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--

David Hussey

Executive Director, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

P 818-595-7500 **F** 818-710-9023 **E** D.Hussey@ecrchs.net **W** http://www.ecrchs.net

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--
Alan Darby
Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

--

David Hussey

Executive Director, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

P 818-595-7500 **F** 818-710-9023 **E** D.Hussey@ecrchs.net **W** http://www.ecrchs.net

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<Contract and PO's.pdf>

--
Susan Kim
Accounting and Finance Manager

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--
Alan Darby

Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

EXHIBIT B

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Monday, August 19, 2019 9:59 AM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: ECR / CSD Exchange
Attachments: Novian & Covantia 2012 thru 2018 Summary.xlsx; Novian & Covantia 10.2012 thru 3.2015.xlsx; Novian & Covantia Expenses FY 15_16 16_17 17_18.xlsx

Categories: El Cammino Real

Lillian and Lourdes – during our recent meeting you had requested information regarding in-house software development. Specifically, this software development had previously created a conflict of interest issue at ECR.

To summarize, there were two named companies which had received payments - 'Novian' and 'Covantia'. These companies were similarly owned by Fernando Delgado, ECR's current Chief Information Officer, and a family member.

The last payment made to either of these companies was on or about 8.1.2017 – shortly after I began at ECR.

From October 2012 through August 2017 Novian and Covantia were paid a total of $287,029.63. I have attached a list of these payments to this email.

Please let me know if there are any questions.

--
Alan Darby
Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

Novian Covantia 2012 thru 2018 Summary

Novian & Covantia

10/22/2012 - 3/1/2015	176,629.63
7/1/2015 - 6/30/2016 *FY 2015-16*	52,800.00
7/1/2016-6/30/2017 *FY 2016-17*	48,000.00
7/1/2017-6/30/2018 *FY 2017-18*	9,600.00
Total	**287,029.63**

Novian Covantia 10.2012 thru 3.2015

INVOICE DATE	VENDOR	DESCRIPTION/OBJECT	CATEGORY	TYPE	AMOUNT	DUE DATE	GROUP TYPE	GROUPS	INVOICE NUMBER	NOTES	REPORT DATE
10/22/2012	**Novian**	Computer / Equipment 9440			$ 37,450.00	11/21/2012		General	10-85203	Computers - 50 HP Envy dv6-7220us	10/25/2012
10/22/2012	**Novian**	Communications 5900			$ 1,379.88	11/21/2012		General	10-85204	Web Hosting, Backup, Monitoring, Quickbooks (annual)	10/25/2012
2/13/2013	**Covantia, LLC**	Computer / Equipment 9440			$ 4,780.00	3/15/2013		General		1 POS System	2/18/2013
6/21/2013	**Covantia, LLC**	Non-Instructional consultants 5850			$ 6,128.00	7/21/2013		General		2 Software Development	7/1/2013
10/24/2013	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,700.00	11/23/2013		General	INV-0002	Software Development	11/4/2013
10/28/2013	**Novian**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 1,080.00	11/27/2013		Technology	ECR-2891	Web Hosting, Data Back up and Maintenance 90/mo	11/4/2013
10/28/2013	**Novian**	Dues and Memberships 5300	El Camino Real CHS	Unrestricted	$ 1,080.00	11/27/2013		Technology	ECR-2891	Web hosting, Data Back up, Maintenance, Support	11/26/2013
11/24/2013	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	Unrestricted	$ 3,700.00	12/24/2013		Technology	INV-0003	Software Development	11/26/2013
12/17/2013	**Novian**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 850.00	1/16/2014		Technology	ECR-2892	Volume Data Entry, Indexing Docs, Data Extraction	12/16/2013
12/24/2013	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 3,700.00	1/23/2014		Technology	INV-0004	Software Development	1/15/2014
1/20/2014	**Novian**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 650.00	2/19/2014		Technology	ECR-2893	Volume Data Entry, Indexing Docs, Data Extraction	2/4/2014
1/24/2014	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 3,700.00	2/23/2014		Technology	INV-0005	Software Development	2/4/2014
2/24/2014	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	Unrestricted	$ 3,700.00	3/26/2014		Technology	INV-0007	Software Development	2/26/2014
2/25/2014	**Novian**	Computer / Equipment 9440	El Camino Real CHS	Unrestricted	$ 10,444.83	3/27/2014		AB602 OPTION 3 - S	ECR-2895	13comptrs for Special Education (from Grant Funds)	2/26/2014
2/25/2014	**Novian**	Computer / Equipment 9440	El Camino Real CHS	Unrestricted	$ 5,754.87	3/27/2014		General	ECR-2895	7computers for General Ed	2/26/2014
2/25/2014	**Novian**	Non-Instructional consultants 5850	El Camino Real CHS	Unrestricted	$ 850.00	3/27/2014		Technology	ECR-2894	One full time Data Proc Agent-w/ Proj Mgr	2/26/2014
3/24/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	Unrestricted	$ 3,700.00	4/23/2014		Technology	INV-0008	Software Development	4/3/2014
3/25/2014	**Novian**	Non-Instructional consultants 5850	El Camino Real CHS	Unrestricted	$ 850.00	4/24/2014		Technology	ECR 2896	Data Processing Agent Fee Volume Data Entry	4/3/2014
4/24/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	Unrestricted	$ 3,700.00	5/24/2014		Technology	INV-0009	Software Development	4/28/2014
4/27/2014	**Novian**	Non-Instructional consultants 5850	El Camino Real CHS	Unrestricted	$ 850.00	5/27/2014		Technology	ECR_2897	Data Processing Agent Fee Volume Data Entry	4/28/2014
5/24/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,700.00	6/23/2014	N/A	Technology	INV-0010	Software Development	7/25/2014
5/30/2014	**Novian**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 850.00	6/29/2014	N/A	General	ECR_2898	Outsourced data entry for ERP May 2014	7/25/2014
5/30/2014	**Novian**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 850.00	6/29/2014	N/A	General	ECR	Outsourced data entry for ERP June 2014	7/25/2014
6/24/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,700.00	7/24/2014	N/A	Technology	INV-0011	Software Development	7/25/2014
6/27/2014	**Novian**	Non Capitalized Equipment 4400	Special Eduation	N/A	$ 8,987.88	7/27/2014	N/A	OPTION 3 - Sp Ed	ECR_2901	Computer equipment Spec Ed Option 3	7/25/2014
6/27/2014	**Novian**	Non Capitalized Equipment 4400	El Camino Real CHS	N/A	$ 3,890.52	7/27/2014	N/A	Technology	ECR_2901	Computer equipment	7/25/2014
8/24/2014	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 3,700.00	9/23/2014	N/A	Technology	INV-0013	Software Development	9/2/2014
9/24/2014	**Covantia, LLC**	Travel and Conferences 5200	El Camino Real CHS	N/A	$ 3,700.00	10/24/2014	N/A	Administration	INV-0014	Software Development	12/5/2014
9/27/2014	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 3,750.00	10/27/2014	N/A	Technology	INV-0015	ECR Google Spa 50% (1st 50%)	10/6/2014
10/10/2014	**Novian**	Computer / Equipment 9440	El Camino Real CHS	N/A	$ 9,853.65	11/9/2014	N/A	Technology	ECR_2902	HPTouch-Smart laptop Proc, Mem, Drive, OperSystem (15),	10/20/2014
10/27/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 7,800.00	11/26/2014	N/A	General	INV-0017	ECR Website	10/31/2014
11/1/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,700.00	12/1/2014	N/A	General	INV-0018	ECR Website	11/7/2014
11/1/2014	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 3,000.00	12/1/2014	N/A	General	INV-0019	Development of Mobile Ios App	11/17/2014
11/25/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,000.00	12/25/2014	N/A	General	INV-0020	Mobile iOS App	12/5/2014
12/1/2014	**Covantia, LLC**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$ 3,700.00	12/31/2014	N/A	General	INV-0021	Software Development	12/5/2014
1/1/2015	**Covantia, LLC**	Dues and Memberships 5300	El Camino Real CHS	N/A	$ 4,800.00	1/31/2015	N/A	Technology	INV-0022	Software Development and Integration Gateway	2/9/2015
2/1/2015	**Covantia, Inc**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$4,800.00	3/3/2015	N/A	Technology	INV-0023	Software Development and Integration Gateway	3/16/2015
3/1/2015	**Covantia, Inc**	Non-Instructional consultants 5850	El Camino Real CHS	N/A	$4,800.00	3/31/2015	N/A	Technology	INV-0024	Software Development and Integration Gateway	4/7/2015
				Total:	**$ 176,629.63**						

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Novian Covantia Expenses FY 15_16 16_17 17_18
2015-16

INVOICE DATE	VENDOR NAME	DESCRIPTION	SUMMARY	CHECK DATE	CHECK AMOUNT
06/01/2016	Covantia, LLC	06/16 Software Development and Integration Gateway	ECR-S/2016/2504, Technology, 06/16 Software Development and Integration Gateway	06/21/2016	$4,800.00
05/01/2016	Covantia, LLC	5/1/16- Software Development and Integration Gateway	ECR-S/2016/2547, Technology, 5/1/16- Software Development and Integration Gateway	06/21/2016	$4,800.00
03/01/2016	Covantia, LLC	03/01/16 - Software Development and Integration Gateway	ECR-S/2016/2042, Technology, 03/01/16 - Software Development and Integration Gateway	04/26/2016	$4,800.00
02/01/2016	Covantia, LLC	2/1/16 Software Development and Integration Gateway	ECR-S/2016/1741, Technology, 2/1/16 Software Development and Integration Gateway	03/07/2016	$4,800.00
01/01/2016	Covantia, LLC	12/15 Software Development and Integration Gateway	ECR-S/2016/1452, Technology, 12/15 Software Development and Integration Gateway	01/28/2016	$4,800.00
12/01/2015	Covantia, LLC	11/15 Software Development and Integration Gateway	ECR-S/2016/1380, Technology, 11/15 Software Development and Integration Gateway	01/21/2016	$4,800.00
11/01/2015	Covantia, LLC	10/15 Software Development and Integration Gateway	ECR-S/2016/1249, Technology, 10/15 Software Development and Integration Gateway	01/06/2016	$4,800.00
10/01/2015	Covantia, LLC	09/15 Software Development	ECR-S/2015/0946, Technology, 09/15 Software Development	11/19/2015	$4,800.00
09/01/2015	Covantia, LLC	08/15 - Software Development	ECR-S/2015/0547, , 08/15 - Software Development	09/29/2015	$4,800.00
08/01/2015	Covantia, LLC	07/15 - Software Development	ECR-S/2015/0238, , 07/15 - Software Development	08/13/2015	$4,800.00
07/01/2015	Covantia, LLC	Software Software	ECR-S/2015/0145, Business Technology, Software Software	07/20/2015	$4,800.00
				TOTAL	***$52,800.00***

Novian Covantia Expenses FY 15_16 16_17 17_18
2016-17

INVOICE DATE	VENDOR NAME	DESCRIPTION	SUMMARY	CHECK DATE	CHECK AMOUNT
08/01/2017	Covantia, LLC	08/17 Software Development and Integration Gateway	ECR-S/2017/5545, Technology Refresh, 08/17 Software Development and Integration Gateway	09/06/2017	$ 4,800.00
07/01/2017	Covantia, LLC	07/17 Software Development and Integration Gateway	ECR-S/2017/5609, Technology Refresh, 07/17 Software Development and Integration Gateway	09/15/2017	$ 4,800.00
06/01/2017	Covantia, LLC	06/17 Software Development and Integration Gateway	ECR-S/2017/5188, Technology Refresh, 06/17 Software Development and Integration Gateway	07/12/2017	$ 4,800.00
05/01/2017	Covantia, LLC	05/17 Software Development and Integration Gateway	ECR-S/2017/4776, Technology Refresh, 05/17 Software Development and Integration Gateway	05/23/2017	$ 4,800.00
04/01/2017	Covantia, LLC	04/17 Software Development and Integration Gateway	ECR-S/2017/4777, Technology Refresh, 04/17 Software Development and Integration Gateway	05/23/2017	$ 4,800.00
03/01/2017	Covantia, LLC	03/17 Software Development and Integration Gateway	ECR-S/2017/4377, Technology Refresh, 03/17 Software Development and Integration Gateway	03/28/2017	$ 4,800.00
02/01/2017	Covantia, LLC	02/17 Software Development and Integration Gateway	ECR-S/2017/4378, Technology Refresh, 02/17 Software Development and Integration Gateway	03/28/2017	$ 4,800.00
01/01/2017	Covantia, LLC	01/17 Software Development and Integration Gateway	ECR-S/2017/4050, Technology Refresh, 01/17 Software Development and Integration Gateway	02/03/2017	$ 4,800.00
12/01/2016	Covantia, LLC	12/16 Software Development and Integration Gateway	ECR-S/2016/3639, Technology Refresh, 12/16 Software Development and Integration Gateway	12/21/2016	$ 4,800.00
11/01/2016	Covantia, LLC	11/16 Software Development and Integration Gateway	ECR-S/2016/3550, Technology Refresh, 11/16 Software Development and Integration Gateway	12/01/2016	$ 4,800.00
10/01/2016	Covantia, LLC	10/2016 Software Development and Integration Gateway	ECR-S/2016/3203, Technology, 10/2016 Software Development and Integration Gateway	10/26/2016	$ 4,800.00
08/01/2016	Covantia, LLC	Software Development and Integration Gateway	ECR-S/2016/2928, Technology, Software Development and Integration Gateway	09/08/2016	$ 4,800.00
07/01/2016	Covantia, LLC	07/16 Software Development and Integration Gateway	ECR-S/2016/2772, Technology, 07/16 Software Development and Integration Gateway	08/09/2016	$ 4,800.00
				TOTAL	***$ 62,400.00***

Novian Covantia Expenses FY 15_16 16_17 17_18
17-18

INVOICE DATE	VENDOR NAME	DESCRIPTION	SUMMARY	CHECK DATE	CHECK AMOUNT
08/01/2017	Covantia, LLC	08/17 Software Development and Integration Gateway	ECR-S/2017/5545, Technology Refresh, 08/17 Software Development and Integration Gateway	09/06/2017	$ 4,800.00
07/01/2017	Covantia, LLC	07/17 Software Development and Integration Gateway	ECR-S/2017/5609, Technology Refresh, 07/17 Software Development and Integration Gateway	09/15/2017	$ 4,800.00
				TOTAL	***$ 9,600.00***

EXHIBIT C

LEE, LILLIAN L

From: Alan Darby <a.darby@ecrchs.net>
Sent: Tuesday, August 6, 2019 3:06 PM
To: LEE, LILLIAN L; Echavarria, Lourdes
Subject: Fwd: Nepotism Policy

Categories: El Cammino Real

Hi - this is in regard to a violation of ECR's nepotism policy. Ms. Ring is still Ms. Toca's supervisor - in spite of the relationship

---------- Forwarded message ---------
From: **d.chang** <d.chang@ecrchs.net>
Date: Thu, Mar 21, 2019 at 4:25 PM
Subject: Re: Nepotism Policy
To: Alan Darby <a.darby@ecrchs.net>
Cc: Susan Kim <s.kim@ecrchs.net>

I am waiting for clarification on one issue from YM&C, will get back to you probably tomorrow, Monday at the latest.

-------- Original message --------
From: Alan Darby <a.darby@ecrchs.net>
Date: 3/20/19 3:44 PM (GMT-08:00)
To: Daniel Chang <d.chang@ecrchs.net>
Cc: Susan Kim <s.kim@ecrchs.net>
Subject: Re: Nepotism Policy

Daniel - I am following up on this. Please advise as to the status.

On Thu, Mar 14, 2019 at 7:20 PM Alan Darby <a.darby@ecrchs.net> wrote:

> Daniel - I've attached the relevant supporting documentation as well as a summary spreadsheet.
>
> To answer your question regarding a claim that "Ms. Ring is not fulfilling her supervisory role as it pertains to Ms. Toca." This issue was brought to me by a staff member who has a concern that there may be a nepotism situation. I now have a duty to investigate and report.
>
> The focus here should not be on Ms. Ring's job performance as a supervisor but on compliance with ECR's stated nepotism policy. Concentrating on job performance would be akin an employee violating the FPP and then making the argument that what was purchased was needed/useful by the school. The problem is the potential violation to policy and, in this instance, that there was no disclosure.
>
> There will be no integrity in ECR's policies if they are not followed and individuals are not held accountable.
>
> Please look into this matter. Thank you.

On Thu, Mar 14, 2019 at 4:21 PM Alan Darby <a.darby@ecrchs.net> wrote:
Daniel - it's in Dropbox. I'm mobile at the moment but will send later.

On Mar 14, 2019, at 4:19 PM, Daniel Chang <d.chang@ecrchs.net> wrote:

Alan, can I ask where you are getting this information? In ERP, they list completely different addresses. And I don't see anything anywhere identifying Ms. Ring's maiden name as Toca - and Mr. Hussey was not aware of this either. Just curious.

I will speak with Ms. Ring about the disclosure issue, I will discuss it with her on Monday.

On Thu, Mar 14, 2019 at 4:11 PM Alan Darby <a.darby@ecrchs.net> wrote:
Daniel - the relationship seems to be deeper than an ECR relationship. Kristin Toca started at ECR in August 2017 and applied specifically to be an assistant in the ISP.

Both Ms. Ring and Ms. Toca list the same address in Moorpark. They both lived in Modesto. Their maiden names are both 'Toca'.

They may or may not be sisters, but there appears to be a relationship that warrants disclosure as per the school's policy. Even if proper disclosure is provided, a decision needs to be made regarding whether the working relationship is in the best interests of the organization.

On Thu, Mar 14, 2019 at 3:17 PM Alan Darby <a.darby@ecrchs.net> wrote:
yes - if work was the genesis of their relationship.

On Thu, Mar 14, 2019 at 2:26 PM Daniel Chang <d.chang@ecrchs.net> wrote:
No, I understand that, I'm saying if the basis of their relationship is having worked together for years and become friends during that time, does that necessarily disqualify a person from hiring a subordinate with whom she is friends.

On Thu, Mar 14, 2019 at 2:17 PM Alan Darby <a.darby@ecrchs.net> wrote:
I believe it's a matter of a supervisor/subordinate role and reporting - not 'together'

On Thu, Mar 14, 2019 at 2:13 PM Daniel Chang <d.chang@ecrchs.net> wrote:
Tough standard that one - people who have worked together for years may have considered each other friends during those years, does that disqualify them automatically from working together?

On Thu, Mar 14, 2019 at 2:10 PM Alan Darby <a.darby@ecrchs.net> wrote:
please do. also, the policy does apply to 'close personal relationships' as well.

2.4 Employment of Relatives and Personal Relationships Nepotism and favoritism may jeopardize ECRCHS operations and success. Therefore, employees are prohibited from supervising or reporting to their relatives or persons with whom they have close personal relationships outside of their employment with ECRCHS, except where such relationships are disclosed to and approved by a senior member of the Business Office. "Relatives" include spouses/domestic partners, children (including adopted children), parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brother and sister-in-law, mother- and father-in-law, and relatives of domestic partners. **"Close personal relationships" includes relationships with persons with whom the employee shares a household, dates, or**

has had personal and close friendships for an extended period of time outside of employment with ECRCHS. Typically, informal acquaintances are not considered close personal relationships.

On Thu, Mar 14, 2019 at 2:04 PM Daniel Chang <d.chang@ecrchs.net> wrote:

> Maybe that's where an assumption was made. I will follow up with Mr. Hussey, he may know.
>
> On Thu, Mar 14, 2019 at 2:03 PM Alan Darby <a.darby@ecrchs.net> wrote:
>
> > Interesting - especially given that Ms. Ring's maiden name is 'Toca'
> >
> > On Mar 14, 2019, at 2:02 PM, Daniel Chang <d.chang@ecrchs.net> wrote:
> >
> > > Hello, I have been advised by Ms. Ring that there is no truth to that, that though they have known each other for a long time, there is absolutely no familial relationship involved. Thanks.
> > >
> > > On Thu, Mar 14, 2019 at 1:49 PM Alan Darby <a.darby@ecrchs.net> wrote:
> > >
> > > > Daniel - it has been brought to my attention that Kristin Toca and Lisa Ring are (possibly) sisters. Ms. Toca is the Office Assistant in the Alt Ed Office and reports directly to Lisa Ring. If this is accurate and has not been disclosed - this would be in conflict with ECR's Employee Handbook.
> > > >
> > > > " Therefore, employees are prohibited from supervising or reporting to their relatives or persons with whom they have close personal relationships outside of their employment with ECRCHS, except where such relationships are disclosed to and approved by a senior member of the Business Office."
> > > >
> > > > --
> > > > Alan Darby
> > > > Chief Business Officer
> > > >
> > > > El Camino Real Charter High School
> > > > 5440 Valley Circle Boulevard
> > > > Woodland Hills, California 91367
> > > > 818.595.7500 (main)

--

Daniel H. Chang

Chief Compliance Officer, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7537 **P** 818-595-7500 **F** 818-710-9023 **E** d.chang@ecrchs.net **W** http://www.ecrchs.net

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--

Daniel H. Chang

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Alan Darby
Chief Business Officer

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Woodland Hills, California 91367
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--

Daniel H. Chang

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--

Alan Darby
Chief Business Officer

El Camino Real Charter High School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 (main)

ATTACHMENT 3

EL CAMINO REAL CHARTER HIGH SCHOOL
A California Distinguished School
5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 TEL; 818.710.9023 FAX
www.ecrchs.net

SCOTT SILVERSTEIN
Board Chair

DAVID HUSSEY
Executive Director

November 7, 2019

VIA E-MAIL (LILLIAN.L.LEE@LAUSD.NET) AND U.S. MAIL

Lillian Lee, Fiscal Oversight Administrator
Charter Schools Division
Los Angeles Unified School District
333 S. Beaudry Ave., 20th Floor
Los Angeles, CA 90017

Re: Notice of Concern Regarding ECRCHS's Payments to Certain Vendors and Potential Violation of Nepotism Policy

Dear Ms. Lee:

This shall constitute the written response of El Camino Real Alliance ("ECRA"), which operates El Camino Real Charter High School ("ECRCHS" or the "Charter School"), to the Charter School Division's ("CSD") Notice of Concern dated October 10, 2019 regarding ECRCHS's payments to certain vendors and potential violation of nepotism policy.

OVERVIEW

ECRA understands the concerns regarding its use of certain vendors, and the potential violation of ECRA's nepotism policy. However, please be advised that all of the issues raised in the Notice of Concern was previously investigated, reviewed, and dealt with thoroughly, and appropriate actions were taken as warranted. Specifically:

First, as to the India-based vendors CRM Maestro and Biztech IT Consultancy Private Limited ("Biztech"), ECRA's staff has thoroughly investigated the issues raised in the Notice of Concern, and took appropriate actions based on the results of that investigation. It was determined that, as to invoices prior to 2018, there were instances where purchase orders were not created prior to work being started; however, the work was always done at the request of ECRA's Chief Information Officer ("CIO"), who monitored and oversaw the work being done to ensure that it was done to ECRA's specifications and met ECRA's specific needs. Moreover, the issue of statements of work ("SOW") and purchase orders not being created prior to work being commenced was specifically addressed by ECRA staff; in fact, this very issue was brought up and reviewed by the Board's Finance Committee, and based on information provided it was recommended that payment on certain unpaid invoices be made. This was all done with the Chief Business Officer's ("CBO") knowledge and involvement.

Second, as to the relationship between ECRA's Chief Information Officer ("CIO") and certain vendors used (namely, Covian and Novantia), this matter was thoroughly investigated by ECRA's Executive Director and Chief Compliance Officer ("CCO"), and the matter reviewed with the CBO and the Board during closed session. Based on the investigation, it was determined that the Board in place at the time the relationship was entered into (i.e., in the 2011-2012 school year) and prior administration *knew* of the relationship between the CIO and his father's company, as this was disclosed prior to the start of any relationship[1]. After the investigation was completed, appropriate actions were taken to ensure that any issues regarding the purchase order/invoicing process would no longer occur. Moreover, this matter was discussed with the Board at length during a Board Meeting[2].

Third, as to the potential violation of ECRA's nepotism policy, this matter was also investigated and appropriate action was taken to ensure that there was no issue with nepotism. Specifically, ECRA identified that the classified member in question is *not* under the direct supervision of the Assistant Principal, but is rather directly supervised by another certificated member. Moreover, any scheduling and overtime issues that the classified member may have goes through ECRA's Human Resources Manager, and not through the Assistant Principal. This matter was a personnel one, and did not involve the Board as it related to a daily operational issue.

Finally, it should be noted that ECRA has a procedure in place if a staff member believes that there has been a breach in any policy, such as a breach of the Fiscal Policies and Procedures ("FPP"). Typically, a staff member would first address this issue with the Executive Director; then, if the staff member believed appropriate action was not taken, the staff member would contact a Board member for further investigation/response. An Internal Complaint Form is part of ECRA's Employee Handbook, and could be utilized to make a claim regarding failure to follow any written policy or procedure. Please be advised that an Internal Complaint Form was never received by the Executive Director or the Board regarding any of the concerns raised in this matter.

---

[1] The ECRA Board members in office in 2011 were: Shukla Sarkar (Chair), Karen Jones (Secretary), Jeff Falgien, Jackie Keene, Larry Rubin, Donna Slamon, and Patricia Valentine. The current Board members for 2019-2020 are Scott Silverstein (Chair), Darin Ryburn (Vice Chair), Beatriz Chen (Secretary), Brian Archibald, Gregory Basile, Dr. Jeff Davis, Steven Kofahl, and Kenneth Lee. As such, there is no individual who served on ECRA's Board in 2011 who is still on ECRA's Board today.

[2] Due to employee privacy issues, all matters regarding public employee discipline / dismissal / release was discussed during closed session, the substance of which cannot be discussed in this response due to privacy concerns.

RESPONSES TO REQUESTED ACTIONS

REQUEST NO. 1:

The ECRA's governing board's analyses and/or discussions that have been performed or conducted by ECRA' governing board with its school leaders, including, but not limited to ECRCH's Chief Business Officer, its Executive Director, its Chief Compliance Officer, and its Chief Information Officer regarding the three matters detailed above.

RESPONSE TO REQUEST NO. 1:

CRM Maestro and Biztech: as to the payments made to the two foreign entities, CRM Maestro and Biztech, the Board was made aware of these two specific entities when the matter was presented to the Board's Finance Committee during a Finance Committee Meeting on April 24, 2019. (*See* the Minutes from said April 24, 2019 Finance Committee Meeting, which are part of the responsive documents produced[3].) Specifically, during this April 24, 2019 meeting, the CBO advised the Finance Committee that he had concerns about paying certain invoices from CRM Maestro and Biztech, because fiscal policies had not been followed. The Executive Director advised the Board that issues with the fiscal policies not being followed had been addressed, but that there was evidence that the work was done, including work logs provided by the vendors for the work identified. Based on this, the Finance Committee recommended that the invoices be paid.

Moreover, all work done by CRM Maestro and Biztech involve development of certain software products as specifically requested by ECRA. This included development of a student resource management ("SRM") system, which was included as part of ECRA's Local Control Accountability Plan ("LCAP") from 2016 going forward. (*See* relevant pages of ECRA's LCAP for 2016-19 and 2017-2020, which are part of the responsive documents produced concurrently with this Response letter.) As such, the Board had knowledge of the development of the SRM system, as the Board has reviewed and voted on the LCAP since this 2016-17 time period.

Covian and Novantia: regarding the school's use of these two vendors, both of which were owned by the father of the CIO, the Board was apprised of this issue in March of 2018. Specifically, a thorough investigation into the nature of the relationship between the vendors and the CIO was conducted by the CCO. The results of that investigation, including supporting documentation and information, was discussed with the Board during closed session at a Special Board Meeting on March 15, 2018. (A copy of the Minutes from the March 15, 2018 Special Board Meeting is attached to the responsive documents produced.)

[3] All documents produced in response to the Notice of Concern will be shared by Dropbox, with each folder numbered according to the corresponding Request item.

Potential Violation of Nepotism Policy: preliminarily, it is the Board's understanding that issues related to nepotism and staffing are not governance-related; as such, the Board was not involved in any discussions regarding this matter. The results of the investigation conducted by ECRA's leadership will be discussed below.

REQUEST NO. 2:

In relation to question # 1 above, please explain what the ECRA governing board's view is and its approach to addressing each of the concerns raised by ECRCH's Chief Business Officer and ECRCH's former Accounting and Finance Manager. Further, provide details clarifying whether any of these issues/concerns have been resolved as of the date of this Notice (e.g., how and when). Please number and name your responses and/or documents to be provided to the CSD in correspondence with the concerns enumerated above [i.e., A(f)(i through v), B(g)(i through iii), B(b)i., and C(a).].

RESPONSE TO REQUEST NO. 2:

Response to A(f): *The ECRCH CBO's concerns regarding the payments to CRM Maestro and Biztech (as referenced in his various email communications) include, but are not limited to:*

(i) *Services and expenses were not pre-approved*: the Board was not made aware that services provided by these entities were not pre-approved, until the Board-appointed Finance Committee met on April 24, 2019. At this April 24, 2019 Finance Committee Meeting, the Committee was apprised that there was an issue with outstanding invoices for work done by these vendors during the prior school year. The Committee was advised that ECRA staff had undertaken reasonable steps to ensure that the failure to comply with the purchase process was followed, and based thereon recommended that the outstanding invoices should be paid. (*See* minutes from the April 24, 2019 Finance Committee Meeting, attached as part of the responsive documents produced.)

Moreover, it is overbroad to say that these expenses were not pre-approved; this is not akin to or similar to ECRA being billed for work that it did not request or did not confirm was done. Rather, all work done that is the subject of invoices was done at the specific request of ECRA, for specified projects/tasks. ECRA has substantive materials provided by the vendors, in the form of computer programs and updates to existing programs, that identify that the work requested was completed.

However, to the extent that an approved purchase order ("PO") was not in place prior to the work being done, please note that ECRA has specifically counseled the CIO

to ensure that all future work has a pre-approved PO in place before the work is done. This includes clear instructions that no further work is to be done by either CRM Maestro or Biztech unless and until a SOW and PO are completed and approved. As to the SOW, please note that this is not currently, nor has it ever been, a written requirement. In fact, adding a written SOW policy will be considered at ECRA's next Board meeting. Nonetheless, the CIO has been instructed to obtain a SOW before any more work is done by CRM Maestro or Biztech, or any other vendor as warranted.

(ii) *Purchase Orders (POs) or PO numbers were not generated [prior to payment requests by ECRCH's CIO]*: this issue is directly related to and is identified in the response to A(f)(i) above. To reiterate, all work done without a PO was done at the specific request of ECRA staff, and progress/confirmation of the work done was confirmed before any payments were made. Moreover, the CIO has been advised that no further work can be done by CRM Maestro or Biztech, unless and until a SOW and PO are submitted and approved.

(iii) *Multiple violations were caused by ECRCH's CIO and are ongoing [e.g., the ECRCH CIO's alleged non-compliance with the school's fiscal policies and procedures regarding the procurement of services and pre-approvals, lack of providing adequate supporting documentation, and a viable Scope of Work (SOW) (including detailed descriptions of the purpose, scope, expected duration, and cost for the projects and/or services) performed or to be performed by these two foreign entities; and the lack of the IRS Form W-9 (or foreign equivalent) prior to the issuance of payments to either of these two entities]*: as identified above, the CIO has been counseled and instructed on following the proper fiscal policies and procedures regarding any further use of CRM Maestro and Biztech. This was done in January of 2019. Moreover, the CIO has been apprised that any future work to be done by these entities will be done through a properly approved SOW and PO in advance of any work being done or billed. In fact, a SOW and PO was recently approved for Biztech for work on the online enrollment system.

Moreover, as discussed above, it must be noted that requiring a pre-approved SOW before work is done has never been a written requirement for ECRA. As such, it is inaccurate to say that the failure to have a SOW in advance of work being done was a violation of ECRA policy, particularly for work being done as far back as 2015. Notwithstanding, going forward the written requirement of a SOW in advance of work being done has been implemented and will be complied with by all ECRA staff.

(iv) *ECRCH's Executive Director approved payments for the invoices to CRM Maestro and Biztech even after the concerns above were brought both to the ECRCH Executive Director's attention and the ECRA Finance Committee's attention by ECRCH's CBO*: as identified above, this was not an instance in which the work was not done, though ECRA understands and acknowledges that ECRA's FPP was not complied with as to some of the invoices. When a staff member is found to not have followed

procedures, it is ECRA's policy to determine if the subject of the billing was done, whether it be materials provided or services rendered. If there is reasonable confirmation that the work was done, ECRA's policy has been to pay the invoice, and then counsel the employee on proper procedures and policies. When the issue with CRM Maestro and Biztech was initially raised by the CBO, it was reasonably confirmed that the work specified in the invoices was performed; this was confirmed through the submission of work logs and other documentation identifying the work done. (A copy of work logs representative of the details given by CRM Maestro and Biztech are attached as part of the responsive documents produced.)

Moreover, as discussed above, this same issue was specifically raised at the meeting of ECRA's Board's Finance Committee of April 24, 2019. During this meeting, the CBO's concerns regarding CRM Maestro and Biztech was raised, ECRA's policies regarding payment of such invoices and counseling the employee was discussed, and the Finance Committee recommended that the invoices be paid. (*See* minutes of April 24, 2019 Finance Committee Meeting.) As such, this matter has been thoroughly reviewed by ECRA. And, as discussed at length above, ECRA has undertaken reasonable steps to ensure that such issues with CRM Maestro and Biztech do not occur again.

(v) While ECRCH's CCO's February 14, 2018 email to ECRCH's CBO stated that the agreements [with these two foreign entities] "appear to be standard agreements," ECRCH's CCO stated that he did not recall ever having seen these agreements before. ECRCH's CCO also stated in this email: "But let's be real, if there was ever a violation, it would be a nightmare pursuing a company in India for any breach. And suing them here in California would have little to no effect." – the Board recognizes that it may be necessary at times to enter into contractual agreements with companies that are foreign or smaller in size, in order to obtain a more competitive or reasonable price. The Board has been advised that having computer programmers do the specific work needed for the projects that they were asked to do, would cost significantly higher if a US-based company were used. As such, the Board is satisfied that ECRA staff exercised reasonable business judgment in agreeing to go forward with CRM Maestro and Biztech.

Moreover, it should be recognized that, at the time these contracts were entered into, ECRA had an existing relationship with CRM Maestro and Biztech that went back to at least 2015. As such, ECRA has been satisfied with the quality and nature of work performed by CRM Maestro and Biztech, notwithstanding the concerns raised by the former Accounting and Finance Manager. In fact, ECRA was very recently visited by another charter school, which reviewed the SRM system designed by CRM Maestro. This visiting school was so impressed with the SRM system that they have asked to help pay for the continuing development of the system, in exchange for which they would be able to use the system once it is developed.

Response to A(g): *ECRCH's former Accounting and Finance Manager's concerns regarding the payments to CRM Maestro and Biztech (as referenced in her July 13, 2019 email communication to the school's ED, COO, and CBO) include, but are not limited to*:

(i) *"[T]here was no reason to wait on submission of this PO even if there were delays in payment. It would be helpful to be more communicative in the future rather than waiting to the last minute."* – There does not appear to be a real question or issue here, just a complaint that a PO was submitted and asked to be approved quickly, given that there was a need to have some programming work done just before the start of school. At least part of the discussion / delay arose because, at this time there were outstanding invoices that were a year old that had been unpaid, which made it difficult to determine if another PO, if processed, would have been paid. However, the PO was eventually submitted and approved.

(ii) *"[T]he SOW and contract are very vague and not detailed and there is no way for anyone to assess the deliverables and we are left to trust that this is done, yet again."* – The SOW was created by the CIO, the individual most familiar with the exact work needed by CRM Maestro and Biztech, based on the technical specifications and the needs of the school. The contract was reviewed by the CCO, a licensed attorney who was satisfied with the terms of the contract (even if it was standard/simple in nature). As such, the Board is satisfied that staff used reasonable business judgment in determining that the PO should be approved based on the SOW and contract provided.

(iii) *"These are consulting services and they have been assigned to the Technology budget. I would suggest that there needs to be a true and unbiased review of what the direction of the school as a whole should be when it comes to these types of software development and I leave that in your hands."* - The programming needed that was the subject of the SOW, contract and PO were all based on the specific needs of ECRCHS. There was no off-the-shelf product that the school was aware of that would meet its needs, and so the decision was made to have the outside programmers create the exact product needed. Again, this was based on the reasonable business judgment of the CIO, who is the individual with the appropriate training and knowledge needed to make this type of determination.

From a broader perspective, it should also be noted that the quality of work done by CRM Maestro, at least in terms of the SRM system being developed, was so impressive that another charter school that reviewed the SRM system has asked to be involved in completing the development. ECRA welcomes CSD to also come and review the system.

Finally, it should be noted that the development of an SRM system has been part of ECRA's LCAP, since at least the 2016-2017 school year. (*See* relevant portions of ECRA's LCAP, attached as part of the responsive documents produced.)

Response to B(a): *Based on the CSD's review of the Excel files with payment transaction (provided by ECRCH's CBO to the CSD on August 19, 2019), spanning from*

Fiscal Years 2012-2013 through 2017-2018, ECRCH made approximately $301,430 in payments to Novian, and Covantia, LLC. The transaction descriptions referenced in the accounting included software development and Integration Gateway, business technology, non-instructional consultants, computer/equipment, etc. Based on these Excel files, the $301,430 in payments consisted of $85,672 in payments to Novian and $215,758 in payments to Covantia, LLC for Fiscal Years from 2012-2013 through 2017-2018, with the last payments made to Novian and Covantia, LLC on October 20, 2014, and September 15, 2017, respectively.

In order to understand the nature of the relationship between ECRA and Novian and Covantia, it is important to understand the timeframe in which this relationship began. When ECRA first went charter in 2011, it had no credit history, no sourcing for goods and materials, and no relationships with vendors that would allow ECRA to purchase basic supplies such as books and computers. As such, upon becoming a charter school, ECRA had to find support from stakeholders in order to meet its basic needs. To that end, the CIO's father, named Fernando Delgado, Sr. ("Delgado, Sr."), who owned a procurement company (Novian) at the time, offered to assist ECRA in obtaining goods and materials. In fact, one of ECRA's Assistant Principals ("AP") affirmed that Delgado, Sr. came to one of ECRA's very early Board meetings, along with other potential vendors; further, this AP affirmed that it was disclosed at the time that Delgado, Sr. was the CIO's father. Attached to the document production are minutes from the Board meeting of August 11, 2011, which mentions that Novian provided training to ECRA's department chairs on a website portal known as IMA.

Later, ECRA decided that it needed to develop certain software that would help with school operations. This included creating a customized Enterprise Resource Planning ("ERP") program in order to integrate the school's operational functions. Delgado, Sr. was requested to assist in the customization of the ERP program; to that end, his company Covantia, LLC retained computer programmers to develop the custom-made software, and initially did not charge ECRA anything for the costs associated with hiring these programmers. Later, ECRA agreed to pay the overhead costs associated with having these programmers work on behalf of ECRA – this is the genesis of the costs associated with these two entities. As more programming work was needed, not only on on-going customization of ERP but also in creating an attendance/tardy system, Covantia, LLC wase used as needed.

ECRA staff thoroughly investigated the issues surrounding having business entities owned by a family member of the CIO, including interviewing multiple witnesses including former staff members. The results of the investigation were shared with the Board during closed session, since the matter involved possible Public Employee Discipline / Dismissal / Release; this closed session took place during a Special Board Meeting which occurred on March 15, 2018. Based on the results of this investigation, the Board is satisfied that ECRA

has undertaken all necessary actions needed in order to deal with any potential conflicts, and to ensure that this type of event does not happen again.

Response to B(b): *The ECRCH CBO's concerns regarding the payments to Novian and Covantia, LLC (as referenced in his email communication to the CSD on August 19, 2019) include, but are not limited to: i. These two entities (Novian and Covantia, LLC), were companies owned by ECRCH's CIO and/or a family member of ECRCH's CIO, which could constitute a conflict of interest for the school.*

As discussed above, this issue was thoroughly investigated and the results of the investigation shared during closed session at the March 15, 2018 Special Board Meeting. While there is no dispute that the two entities, Novian and Covantia, LLC, are owned by the CIO's father, the Board has taken into consideration that this was disclosed at the time the relationship was entered into, in approximately 2011. While there may be a potential conflict in using a business owned by a family member as a vendor[4], ECRA has undertaken appropriate actions in response to this issue and has ceased using Novian since the 2014-2015 school year and Covantia since August 2017.

Response to C: *The ECRCH CBO expressed his concern in various email communications to ECRCH's CCO regarding the potential violation of the school's nepotism policy involving an ECRCH Assistant Principal and an Office Assistant II of the school (who may be related to each other). The Office Assistant reports directly to this Assistant Principal, and their relationship was not disclosed during the hiring process of the Office Assistant.*

It should be noted that this is an operational/staffing matter, in which the Board would normally not involve itself. However, the Board has been advised that this matter was investigated and appropriate actions taken regarding the failure to disclose the nature of the relationship between the Assistant Principal and the Office Assistant at the time the Office Assistant was hired. Moreover, the Board has been advised that the Assistant Principal, while overall is in charge of the program, is not the direct supervisor of the Office Assistant; rather, the Office Assistant reports directly to a certificated staff member who oversees the Office Assistant's work and who is responsible for the Office Assistant's evaluation. Also, the work schedule and any requests for overtime by the Office Assistant is overseen by the HR Manager.

[4] It should be noted that Form 700 – Statements of Economic Interest, Schedule A-2 specifically does not include disclosure of business relationships with a parent. Specifically, the instructions to Schedule A-2 requires the disclosure of interest in a business entity in which "you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest." It should also be noted that there has been no evidence or information to indicate that the CIO had *any* ownership interest, or benefitted financially from, Novian or Covantia, LLC.

Based thereon, ECRA's Board is satisfied that appropriate steps were taken to ensure that the nepotism policy is adhered to, and that any potential conflict of interest between the Assistant Principal and the Office Assistant is minimized.

REQUEST NO. 3:

If ECRA's governing board has not discussed or investigated the issues above, nor conducted analyses (utilizing the internal or external resources or expertise) to determine the potential impact of these issues to the school prior to the date of this Notice, please provide the CSD with details as to how and when ECRA's governing board will specifically address these matters. These details should include documentation reflecting the governing board's discussions, deliberations, and rationale for the actions taken, timelines for correcting each of the issues above, and copies of all documents relating to same. Please number and name your responses and/or documents to be provided to the CSD in correspondence with the concerns enumerated above [i.e., A(f)(i through iv), B(g)(i through iii), B(b)i., and C(a).].

RESPONSE TO REQUEST NO. 3:

Response to A(f): *The ECRCH CBO's concerns regarding the payments to CRM Maestro and Biztech (as referenced in his various email communications) include, but are not limited to:*

(i) *Services and expenses were not pre-approved*: the Board was not made aware that services provided by these entities were not pre-approved, until the Board-appointed Finance Committee met on April 24, 2019. At this April 24, 2019 Finance Committee Meeting, the Committee was apprised that there was an issue with outstanding invoices for work done by these vendors during the prior school year. The Committee was advised that ECRA staff had undertaken reasonable steps to ensure that the failure to comply with the purchase process was followed, and based thereon recommended that the outstanding invoices should be paid.

Moreover, it is overbroad to say that these expenses were not pre-approved; this is not akin to or similar to ECRA being billed for work that it did not request or did not confirm was done. Rather, all work done that is the subject of invoices was done at the specific request of ECRA, for specified projects/tasks. ECRA has substantive materials provided by the vendors, in the form of computer programs, that identify that the work requested was completed.

However, to the extent that an approved PO was not in place prior to the work being done, please note that ECRA has specifically counseled the CIO to ensure that all future work has a pre-approved PO in place before the work is done. This includes clear

written instructions that no further work is to be done by either CRM Maestro or Biztech unless and until a SOW and PO are completed and approved. As to the SOW, please note that this is not currently, nor has it ever been, a written requirement. In fact, adding a written SOW policy will be considered at ECRA's next Board meeting. Nonetheless, the CIO has been instructed to obtain a SOW before any more work is done by CRM Maestro or Biztech, or any other vendor as warranted. In fact, a SOW and PO for Biztech was approved by the CBO, in July of 2019, which evidences compliance with the purchasing process.

(ii) *Purchase Orders (POs) or PO numbers were not generated [prior to payment requests by ECRCH's CIO]*: this issue is directly related to and is identified in the response to A(f)(i) above. To reiterate, all work done without a PO was done at the specific request of ECRA staff, and progress/confirmation of the work done was confirmed before any payments were made. Moreover, the CIO has been advised that no further work can be done by CRM Maestro or Biztech, unless and until a SOW and PO are submitted and approved. In fact, a SOW for Biztech was approved by the CBO, in July of 2019, which evidences compliance with the purchasing process.

(iii) *Multiple violations were caused by ECRCH's CIO and are ongoing [e.g., the ECRCH CIO's alleged non-compliance with the school's fiscal policies and procedures regarding the procurement of services and pre-approvals, lack of providing adequate supporting documentation, and a viable Scope of Work (SOW) (including detailed descriptions of the purpose, scope, expected duration, and cost for the projects and/or services) performed or to be performed by these two foreign entities; and the lack of the IRS Form W-9 (or foreign equivalent) prior to the issuance of payments to either of these two entities]*: as identified above, the CIO has been counseled and instructed on following the proper fiscal policies and procedures regarding any further use of CRM Maestro and Biztech. This was done in January of 2019. Moreover, the CIO has been apprised that any future work to be done by these entities will be done through a properly approved SOW and PO in advance of any work being done or billed. In fact, a SOW and PO was recently approved for Biztech for work on the online enrollment system.

Also, as discussed above, it must be noted that a written SOW has never been a written requirement for ECRA. As such, it is inaccurate to say that the failure to have a SOW in advance of work being done was a violation of ECRA policy, particularly for work being done as far back as 2015. Notwithstanding, going forward the written requirement of a SOW in advance of work being done has been implemented and will be complied with by all ECRA staff. In fact, a SOW and PO for Biztech was approved by the CBO, in July of 2019, which evidences compliance with the purchasing process.

(iv) *ECRCH's Executive Director approved payments for the invoices to CRM Maestro and Biztech even after the concerns above were brought both to the ECRCH Executive Director's attention and the ECRA Finance Committee's attention by*

ECRCH's CBO: as identified above, this was not an instance in which the work was not done, though ECRA understands and acknowledges that ECRA's FPP was not complied with as to some of the invoices. When a staff member is found to not have followed procedures, it is ECRA's policy to determine if the subject of the billing was done, whether it be materials provided or services rendered. If there is reasonable confirmation that the work was done, ECRA's policy has been to pay the invoice, and then counsel the employee on proper procedures and policies. When the issue with CRM Maestro and Biztech was initially raised by the CBO, it was reasonably confirmed that the work specified in the invoices was performed; this was confirmed through the submission of work logs and other documentation identifying the work done. (A copy of work logs representative of the details given by CRM Maestro and Biztech are attached as part of the responsive documents produced.)

Moreover, as discussed above, this same issue was specifically raised at the meeting of ECRA's Board's Finance Committee of April 24, 2019. During this meeting, the CBO's concerns regarding CRM Maestro and Biztech was raised, ECRA's policies regarding payment of such invoices and counseling the employee was discussed, and the Finance Committee recommended that the invoices be paid. (*See* minutes from the April 24, 2019 Finance Committee Meeting, a copy of which is attached to the responsive documents produced.) As such, this matter has been thoroughly reviewed by ECRA. And, as discussed at length above, ECRA has undertaken reasonable steps to ensure that such issues with CRM Maestro and Biztech do not occur again. In fact, a SOW and PO for Biztech was approved by the CBO, in July of 2019, which evidences compliance with the purchasing process.

(v) While ECRCH's CCO's February 14, 2018 email to ECRCH's CBO stated that the agreements [with these two foreign entities] "appear to be standard agreements," ECRCH's CCO stated that he did not recall ever having seen these agreements before. ECRCH's CCO also stated in this email: "But let's be real, if there was ever a violation, it would be a nightmare pursuing a company in India for any breach. And suing them here in California would have little to no effect." – the Board recognizes that it may be necessary at times to enter into contractual agreements with companies that are foreign or smaller in size, in order to obtain a more competitive or reasonable price. The Board has been advised that having computer programmers do the specific work needed for the projects that they were asked to do, would cost significantly higher if a US-based company were used. As such, the Board is satisfied that ECRA staff exercised reasonable business judgment in agreeing to go forward with CRM Maestro and Biztech.

Moreover, it should be noted that, at the time these contracts were entered into, ECRA had an existing relationship with CRM Maestro and Biztech that went back to at least 2015. As such, ECRA has been satisfied with the quality and nature of work performed by CRM Maestro and Biztech, notwithstanding the concerns raised by the former Accounting and Finance Manager. In fact, ECRA was very recently visited by another charter school, which reviewed the SRM system designed by CRM Maestro. This visiting school was so impressed with the SRM system that they have asked to help

pay for the continuing development of the system, in exchange for which they would be able to use the system once it is developed.

Response to A(g): *ECRCH's former Accounting and Finance Manager's concerns regarding the payments to CRM Maestro and Biztech (as referenced in her July 13, 2019 email communication to the school's ED, COO, and CBO) include, but are not limited to*:

(i) *"[T]here was no reason to wait on submission of this PO even if there were delays in payment. It would be helpful to be more communicative in the future rather than waiting to the last minute."* – There does not appear to be a real question or issue here, just a complaint that a PO was submitted and asked to be approved quickly, given that there was a need to have some programming work done just before the start of school. It should be noted that there were outstanding invoices at this time that were a year old that had been unpaid, which made it difficult to determine if another PO, if processed, would have been paid. However, the PO was eventually submitted and approved.

(ii) *"[T]he SOW and contract are very vague and not detailed and there is no way for anyone to assess the deliverables and we are left to trust that this is done, yet again."* – The SOW was created by the CIO, the individual most familiar with the exact work needed by CRM Maestro and Biztech, based on the CIO specifications and the needs of the school. The contract was reviewed by the CCO, a licensed attorney who was satisfied with the terms of the contract (even if it was standard/simple in nature). As such, the Board is satisfied that staff used reasonable business judgment in determining that the PO should be approved based on the SOW and contract provided.

(iii) *"These are consulting services and they have been assigned to the Technology budget. I would suggest that there needs to be a true and unbiased review of what the direction of the school as a whole should be when it comes to these types of software development and I leave that in your hands."* - The programming needed that was the subject of the SOW, contract and PO were all based on the specific needs of ECRCHS. There was no off-the-shelf product that the school was aware of that would meet its needs, and so the decision was made to have the outside programmers create the exact product needed. Again, this was based on the reasonable business judgment of the CIO, who is the individual with the appropriate training and knowledge needed to make this type of determination.

From a broader perspective, it should also be noted that the quality of work done by CRM Maestro, at least in terms of the SRM system being developed, was so impressive that another charter school that reviewed the SRM system has asked to be involved in completing the development. ECRA welcomes CSD to also come and review the system.

Finally, it should be noted that the development of an SRM system has been part of ECRA's LCAP, since at least the 2016-2017 school year. (*See* relevant portions of ECRA's LCAP, attached as part of the responsive documents produced.)

Response to B(a): *Based on the CSD's review of the Excel files with payment transaction (provided by ECRCH's CBO to the CSD on August 19, 2019), spanning from Fiscal Years 2012-2013 through 2017-2018, ECRCH made approximately $301,430 in payments to Novian, and Covantia, LLC. The transaction descriptions referenced in the accounting included software development and Integration Gateway, business technology, non-instructional consultants, computer/equipment, etc. Based on these Excel files, the $301,430 in payments consisted of $85,672 in payments to Novian and $215,758 in payments to Covantia, LLC for Fiscal Years from 2012-2013 through 2017-2018, with the last payments made to Novian and Covantia, LLC on October 20, 2014, and September 15, 2017, respectively.*

ECRA staff thoroughly investigated the issues surrounding having business entities owned by a family member of the CIO, including interviewing multiple witnesses including former staff members. The results of the investigation were shared with the Board during closed session, since the matter involved possible Public Employee Discipline / Dismissal / Release; this closed session took place during a Special Board Meeting which occurred on March 15, 2018. Based on the results of this investigation, the Board is satisfied that ECRA has undertaken all necessary actions needed in order to deal with any potential conflicts, and to ensure that this type of event does not happen again. (A copy of the Special Meeting Minutes is attached as part of the responsive documents produced.)

Response to B(b): *The ECRCH CBO's concerns regarding the payments to Novian and Covantia, LLC (as referenced in his email communication to the CSD on August 19, 2019) include, but are not limited to: i. These two entities (Novian and Covantia, LLC), were companies owned by ECRCH's CIO and/or a family member of ECRCH's CIO, which could constitute a conflict of interest for the school.*

As discussed above, this issue was thoroughly investigated and the results of the investigation shared during closed session at the March 15, 2018 Special Board Meeting. While there is no dispute that the two entities, Novian and Covantia, LLC, are owned by the CIO's father, the Board has taken into consideration that this was disclosed at the time the relationship was entered into, in approximately 2011. While there may be a potential conflict in using a business owned by a family member as a vendor, ECRA has undertaken appropriate actions in response to this issue and has ceased using Novian since the 2014-2015 school year and Covantia since August of 2017.

Response to C: *The ECRCH CBO expressed his concern in various email communications to ECRCH's CCO regarding the potential violation of the school's nepotism policy involving an ECRCH Assistant Principal and an Office Assistant II of the school (who may be related to each other). The Office Assistant reports directly to this Assistant Principal, and their relationship was not disclosed during the hiring process of the Office Assistant.*

It should be noted that this is an operational/staffing matter, in which the Board would normally not involve itself. However, the Board has been advised that this matter was investigated and appropriate actions taken regarding the failure to disclose the nature of the relationship between the Assistant Principal and the Office Assistant at the time the Office Assistant was hired. Moreover, the Board has been advised that the Office Assistant, while in charge of the program, is not the direct supervisor of the Office Assistant; rather, the Office Assistant reports directly to a certificated staff member who oversees the Office Assistant's work and who is responsible for the Office Assistant's evaluation. Also, the work schedule and any requests for overtime by the Office Assistant is overseen by the HR Manager.

Based thereon, ECRA's Board is satisfied that appropriate steps were taken to ensure that the nepotism policy is adhered to, and that any potential conflict of interest between the Assistant Principal and the Office Assistant is minimized.

REQUEST NO. 4:

In relation to CRM Maestro, and Biztech IT Consultancy Private Limited, please provide:
(a) A complete accounting of all payments made by ECRCH to CRM Maestro and Biztech, including, but not limited to, the American Express credit card payments and PayPal transactions, from the initiation date through the present.
(b) A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to CRM Maestro and Biztech.
(c) A list and copies of the bidding documentation relating to the services provided by CRM Maestro and Biztech.
(d) A list and copies of all signed and executed contracts (including attachments and exhibits) between these two foreign entities and ECRCH.
(e) A list of and copies of Scope of Work from CRM Maestro and Biztech for the last two completed fiscal years through the current date—i.e., for the period spanning from July 1, 2017 through the present.
(f) A comprehensive status report of all specific proposed projects, completed work, and pending projects (including dates and detailed descriptions of the deliverables) with CRM Maestro and Biztech, and the ECRA governing board's verification of this status report.
(g) Complete explanations for the omission of any documentation relating to Items 5(a) through 5(f) above.

RESPONSE TO REQUEST NO. 4:

(a) *A complete accounting of all payments made by ECRCH to CRM Maestro and Biztech, including, but not limited to, the American Express credit card payments and PayPal transactions, from the initiation date through the present.*

Copies of the relevant accounting documents are attached as part of the responsive documents produced.

(b) *A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to CRM Maestro and Biztech.*

The decision to use these two entities was solely economic in nature – for the specific type of work needed, creating customized programs that would meet very specific needs of the school, it was determined that utilizing foreign programmers would represent a significant cost savings than using US-based programmers. (For example, a quote was obtained from a US-based programmer for project management work, at $175.00 an hour; based on the CIO's experience and knowledge, actual programming work is charged at a significantly higher price than project management work. A copy of this quote is attached as part of the responsive documents produced.)

(c) *A list and copies of the bidding documentation relating to the services provided by CRM Maestro and Biztech.*

No formal bidding process was used, as at the time the relationships with CRM Maestro and Biztech was started (in 2015-2016), the threshold for use of a bidding for which Board approval was required was $100,000 or more. (*See* Fiscal Policies and Procedures approved December 9, 2015, attached as part of the responsive documents produced.) Rather, the CIO had experience working with Biztech through Covantia, LLC, and was comfortable with the quality of the work provided, and was aware that the price charged was significantly lower than what could be obtained in the U.S. mark. As such, it was decided to utilizes these two companies for ongoing programming work.

(d) *A list and copies of all signed and executed contracts (including attachments and exhibits) between these two foreign entities and ECRCH.*

A copy of all such contracts are attached to the responsive documents produced.

(e) *A list of and copies of Scope of Work from CRM Maestro and Biztech for the last two completed fiscal years through the current date—i.e., for the period spanning from July 1, 2017 through the present.*

A copy of all such Scope of Work documents are attached to the responsive documents produced.

(f) *A comprehensive status report of all specific proposed projects, completed work, and pending projects (including dates and detailed descriptions of the deliverables) with CRM Maestro and Biztech, and the ECRA governing board's verification of this status report.*

A comprehensive status report is attached to the responsive documents produced. Please note that some of the projects, particularly the ERP system, were developed over the course of several years, including adding or modifying features and functionalities based on specific requests from or needs of ECRA staff. As such, some of the projects will not have specific start and end dates; however, the comprehensive list of features and functionalities in the report identifies the extent of the deliverables provided by CRM Maestro and Biztech.

(g) *Complete explanations for the omission of any documentation relating to Items 5(a) through 5(f) above.*

There are no documents attached to subsections (b) or (c) above, as no bidding process was used (since, to ECRA's understanding, none was required at the time). Rather, as identified, the CIO was aware that the specialized type of programming needed, that was specific to and customized for ECRA's use, would cost significantly higher if a U.S. based company was used. As he had knowledge of and experience working with Biztech initially, and given the competitive pricing offered, it was decided to work with Biztech and CRM Maestro. Again, at the time these relationships were started, there was no requirement for Board approval or bidding process for projects of this type.

REQUEST NO. 5:

In relation to Novian, and Covantia, LLC, please provide:
(a) A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to Novian and Covantia, LLC.
(b) A list and copies of the bidding documentation relating to the services provided by Novian and Covantia, LLC.
(c) Documentation regarding the disclosure of the conflict in writing by the financially interested employee (i.e., ECRCH's Chief Information Officer). If this information is not available, please explain.
(d) A complete description of the services provided by Novian, and Covantia, LLC, in comparison to the services provided by CRM Maestro, and Biztech.

(e) An explanation as to how the ECRA governing board verifies the work actually completed by Novian, and Covantia, LLC for the benefit of the school.

RESPONSE TO REQUEST NO. 5:

(a) *A complete explanation and supporting documentation regarding ECRCH's decisions for awarding contracts to Novian and Covantia, LLC.*

In order to understand the nature of the relationship between ECRA and Novian and Covantia, it is important to understand the timeframe in which this relationship began. When ECRA first went charter in 2011, it had no credit history, no sourcing for goods and materials, and no relationships with vendors that would allow ECRA to purchase basic supplies such as books and computers. As such, upon becoming a charter school, ECRA had to find support from stakeholders in order to meet its basic needs. To that end, the CIO's father, Delgado, Sr., who owned a procurement company at the time, offered to assist ECRA in obtaining goods and materials – this was done through the use of Delgado, Sr.'s company Novian. In fact, one of ECRA's AP's affirmed that Delgado, Sr. came to one of ECRA's very early Board meetings, along with other potential vendors; further, this AP affirmed that it was disclosed at the time that Delgado, Sr. was the CIO's father.

Later, ECRA decided that it needed to develop certain software that would help with school operations. This included creating a customized ERP program in order to integrate the school's operational functions. Delgado, Sr. was requested to assist in the customization of the ERP program; based on this request, Delgado, Sr.'s company Covantia, LLC initially paid all costs associated with customizing the ERP platform for its use. Subsequently, ECRA agreed to pay the overhead costs associated with having these programmers work on behalf of ECRA – this is the genesis of the costs associated with these two entities. As more programming work was needed, not only on on-going customization of ERP but also in creating an attendance/tardy system, Covantia, LLC were used as needed.

ECRA staff thoroughly investigated the issues surrounding having business entities owned by a family member of the CIO, including interviewing multiple witnesses including former staff members. The results of the investigation were shared with the Board during closed session, since the matter involved possible Public Employee Discipline / Dismissal / Release; this closed session took place during a Special Board Meeting which occurred on March 15, 2018. Based on the results of this investigation, the Board is satisfied that ECRA has undertaken all necessary actions needed in order to deal with any potential conflicts, and to ensure that this type of event does not happen again.

(b) *A list and copies of the bidding documentation relating to the services provided by Novian and Covantia, LLC..*

No bidding documentation relating to the services provided by Novian and Covantia, LLC. As identified above, the relationship started as far back as 2011, when Delgado, Sr. came to a Board meeting and provided a proposal for helping the School at a time when it had just become a charter school and needed a great deal of assistance in obtaining goods and services. There were no written fiscal guidelines in place that necessitated a bidding process.

(c) *Documentation regarding the disclosure of the conflict in writing by the financially interested employee (i.e., ECRCH's Chief Information Officer). If this information is not available, please explain.*

This disclosure was not made in writing at the time the relationship was entered into in 2011, but was rather disclosed orally. Moreover, there was no requirement at the time that ECRA is aware of that necessitated that the disclosure be done in writing. However, as will be discussed below, the Employee Handbook has been revised to require disclosure in writing of such conflicts of interest to Human Resources.

(d) *A complete description of the services provided by Novian, and Covantia, LLC, in comparison to the services provided by CRM Maestro, and Biztech.*

Novian was a procurement company that ECRA primarily used to purchase goods (mainly computer products and textbooks) on its behalf[5]. Novian was also used to provide some computer programming work, including development of ECRA's first website. Attached to the responsive documents are check registers showing some of the goods purchased and services provided.

Covantia, LLC was a computer programming company that provided programming services for ECRA. Primarily, this consisted of development of the ERP system, customizing the ERP system as well as creating / modifying various modules for ECRA's use. This included created / modifying functionality for the ERP's Human Resources system, purchasing system, Accounting system, and Point of Sale system. The development of these systems was overseen by the CIO, and some are still in use today. Covantia worked on not only integrating these systems in ERP, but also integrating them into other applications used by ECRA, such as Aeries and Adobe.

Biztech is a company based in India that has approximately 150 engineers, programmers, and designers on staff. Biztech was initially used to work on some of the

[5] It is ECRA's understanding that Novian was an LAUSD-approved vendor as well, since approximately October of 2010.

modules for ERP, and as such there was some overlap in time (though not in the work done) between Biztech and Covantia. Eventually, when Covantia ceased doing computer systems work in 2017, Biztech became the primary vendor for integrating and updating ERP. Biztech was also hired to create ECRA's textbook application, online enrollment system, and the lottery and waitlist management program.

CRM Maestro is a subsidiary of Biztech, and specializes in creation of integrated resource management systems. CRM Maestro has been asked to assist in the development of the SRM system.

(e) *An explanation as to how the ECRA governing board verifies the work actually completed by Novian, and Covantia, LLC for the benefit of the school.*

Given that neither Novian or Covantia, LLC has done any work for ECRCHS in some two plus years[6], there is no current process to verify that the work they are doing is being done for the benefit of the school. However, as a general guideline, ECRA's Board verifies that work is actually done by vendors based on discussions with staff and tangible items that can be seen. In this instance, Novian was a procurement company through which equipment, particularly computers, were purchased from 2011 through 2014-2015, and Covantia, LLC worked on various software development at ECRA's request from approximately 2012 through August of 2017. The ECRA Board cannot, some 4 plus years later, determine whether the equipment purchased through Novian was received. However, all invoices were reviewed by accounting staff and by various staff members, such as the former Assistant Principal. If there was any dispute as to receipt of the goods ordered, it would certainly have been raised at the time. Moreover, as to the programming work that Covantia did, these were project-specific items, such as the ERP system or the e-commerce site – these items are verifiable in that ECRA continues to use these items on a daily basis.

REQUEST NO. 6

Please provide a written plan that includes a detailed explanation as to how the ECRA governing board and ECRCHS will address each of the non-compliant items (if any) relating to issues above, and how ECRA's governing board will hold the school leadership and/or employees accountable. Further, indicate (within in [sic] the written plan) what new procedures and/or changes will be implemented, and by when.

[6] Specifically, Novian has not done any work for ECRA since approximately 2014, while Covantia last did work for ECRA in August of 2017.

RESPONSE TO REQUEST NO. 6

As identified and discussed above, each of the non-compliant items discussed above were already investigated and addressed, well before this Notice of Concern was issued. Specifically:

Novian and Covantia, LLC – as identified above, the issues surrounding the use of these two vendors, and the relationship between the CIO and the two companies, was thoroughly investigated by ECRA staff, in particular the CCO. As a result of this investigation, appropriate actions were taken to hold the employee accountable, as warranted. Due to privacy issues, ECRA will not and cannot disclose what actions were taken; however, ECRA's Board is satisfied that the extent of the actions taken were appropriate. Moreover, since it has been years since either of these vendors were used, there is no further action needed by the Board to ensure ongoing compliance as to these vendors.

CRM Maestro and Biztech – as discussed above, ECRA has undertaken all necessary steps to ensure that any future work to be done by these entities will have an approved SOW and PO before any work is done. Any issues with prior failure to have an approved SOW and PO have been addressed, and appropriate actions taken (which, again, cannot be disclosed here due to privacy issues). Moreover, it should be noted that a written SOW was not a requirement in ECRA's fiscal policies; in fact, adding a written requirement for a SOW will be considered by ECRA's Board at its next Board meeting in November. As of now, however, there is no such written requirement nor has there ever been such a written requirement. However, ECRA's staff, including the CIO, has been specifically advised and instructed to ensure that a SOW and PO for all ongoing projects are submitted before work is done.

Potential Violation of Nepotism Policy – as discussed above, ECRA has already investigated this issue, and has undertaken appropriate actions for the failure to disclose the familial relationship (which cannot be disclosed here due to privacy issues), including ensuring that the Assistant Principal does not directly supervise the staff member, and that other staff are responsible for the staff member's time reporting. Moreover, all staff have been made aware, through the Employee Handbook, of the school's nepotism policy, and ECRA will continue to monitor this issue to ensure that all staff comply with the written requirements accordingly. Additionally, ECRA's management will be provided training during an administrative meeting regarding the nepotism policy; this training will take place on November 15, 2019.

Further, the Employee Handbook has been revised to further strengthen the requirement that all possible nepotism and conflict of interest issues must be disclosed in writing and approved before any such relationship is entered into. A true and correct copy of the Employee Handbook and the Addendum thereto is attached as part of the responsive documents produced.

New Procedures and/or Changes – the primary change made was to revise the FPP to include the requirement for a written SOW approval process, including detailed information as to

what is required of a SOW. ECRA will ensure that all vendors who provides services to the school will comply with the SOW process.

CONCLUSION

As discussed at length above, ECRA was aware of the issues surrounding CRM Maestro and Biztech, and Novian and Covantia, LLC. ECRA's Board has been advised that a thorough investigation was done regarding these vendors, and is satisfied that any fiscal issues surrounding the use of these vendors has been reviewed and handled in an appropriate and reasonable manner. ECRA will continue to ensure that its FPP is complied with, and will continue monitoring any further issues that may arise with such compliance, from these vendors as well as all other vendors as is appropriate and prudent and necessary.

Further, ECRA welcomes CSD to come and inspect the various computer systems and programs created by the various vendors identified in the Notice. In particular, CSD is welcome to come and review the SRM system which is still in development with the assistance of CRM Maestro.

ECRA strives to maintain compliance with all applicable fiscal requirements. We appreciate this opportunity to share with you what has transpired in the past and what our plans are for ensuring that all reasonable and necessary steps are taken so that no further issues arise like those raised in the Notice of Concern.

Sincerely,

Scott Silverstein
Board Chair

Coversheet

Discuss progress on securing a third-party fiscal and management assistance organization to perform a review of ECRA's internal controls, Vote to approve contract with Fiscal Crisis and Management Assistance Team

Section: V. Governance
Item: K. Discuss progress on securing a third-party fiscal and management assistance organization to perform a review of ECRA's internal controls, Vote to approve contract with Fiscal Crisis and Management Assistance Team
Purpose: Vote
Submitted by:
Related Material: Item V.K. Fiscal Crisis and Management Assistance Team Contract.pdf

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
STUDY AGREEMENT
FOR MANAGEMENT ASSISTANCE

This study agreement, hereinafter referred to as Agreement, is made and entered into by and between the Fiscal Crisis and Management Assistance Team, hereinafter referred to as the Team or FCMAT, and the El Camino Real Charter High School, hereinafter referred to as the Client; collectively, FCMAT and Client are hereinafter referred to as the Parties. This Agreement shall become effective from the date of execution hereof by FCMAT.

1. BASIS OF AGREEMENT

FCMAT provides a variety of services to local education agencies (LEAs) as authorized by Education Code (EC) 42127.8(d). The Client has requested that the FCMAT assign professionals to study specific aspects of the Client's operations. The professionals will include FCMAT staff and may include professionals from county offices of education, school districts, charter schools, community colleges, other public agencies or private contractors. All professionals assigned shall work under the direction of FCMAT. All work shall be performed in accordance with the terms and conditions of this Agreement.

FCMAT will notify the Client's county superintendent of schools of this Agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

In response to the Client's authorizing entity's Notice of Concern (NOC) dated June 30, 2026, FCMAT will conduct an independent review of selected governance, operational, procurement, and human resources practices at the Client. The study will evaluate current operations and provide recommendations where appropriate to strengthen internal controls, processes and procedures, oversight, compliance, and operational effectiveness in the following areas:

1. Procurement and vendor contracting: Review the Client's procurement, vendor selection, approval, and contracting processes, including those involving related-party vendors identified in the NOC. Areas of focus will include internal controls; compliance with applicable laws, policies, and procedures; transparency and documentation; and practices to support objective and competitive vendor selection.

2. Related-party vendor oversight: Review the Client's oversight of the related-party vendors identified in the NOC, with a focus on the following areas:

    a) Vendor performance and contract oversight: Assess processes used to monitor and evaluate related-party vendor performance.

b) Billing and payment review and approval: Assess controls and procedures used to review, approve, and process payments for related-party vendor invoices.

c) Related-party relationships and independence: Assess the processes for identifying, disclosing, approving, and monitoring relationships with related-party vendors, including any controls designed to address conflicts of interest.

3. Governance and oversight: Review the Client's governance and oversight structure related to vendor performance and expenditures, including the roles and responsibilities of the charter school governing board and administration, information available to support decision-making, and mechanisms for independent evaluation and reporting.

4. Human resources: Review key functions, including recruitment, onboarding, employee relations, disciplinary actions, investigations, compliance, and personnel recordkeeping, to determine the effectiveness and consistency of the Client's human resources operations.

B. Services and Products to be Provided

1. Orientation Meeting
The Team will conduct an orientation session at the Client's location to brief the Client's management and supervisory personnel on the Team's procedures and the purpose and schedule of the study. This orientation meeting is normally held at the beginning of fieldwork for the study.

2. Fieldwork
The Team will conduct fieldwork at the Client's office and/or school site(s), or other locations as needed. Limited fieldwork may also be conducted remotely via telephone or videoconferencing services, in addition to the Public Safety Considerations outlined in Section 13 below.

3. Exit Meeting
The Team will hold an exit meeting at the conclusion of the fieldwork to inform the Client of the status of the study. The exit meeting will include a review of the scope of work; outstanding items, including documents, data and interviews not yet received or held; and the estimated timeline for a draft report. The meeting will not memorialize details regarding findings because the Team's conclusions may change after a complete analysis is finished. Exceptions to this will be findings of immediate health and safety concerns for students or staff, and other time-sensitive items that include the potential for risk or exposure to loss.

4. Exit Letter
Approximately 10 business days after the exit meeting, the Team will issue an exit letter briefly memorializing the topics discussed in the exit meeting.

5. Draft Report
   An electronic copy of a preliminary draft report will be delivered to the Client's point of contact identified below for review and comment.

6. Final Report
   An electronic copy of the final report will be delivered to the Client's point of contact and to the Client's county superintendent of schools following completion of the study. FCMAT's work products are public, and all final reports are published on the FCMAT website.

7. Board Presentation
   Presentations to the Client's board are optional and are made at the request of the Client. If a board presentation is requested, it will be noted in the scope and objectives of the study or can be added as a change in scope at a later date.

8. Follow-Up Review
   If requested by the Client within six to 12 months after completion of the study, FCMAT, at no additional cost, will assess the Client's progress in implementing the recommendations included in the report. This follow-up support is primarily a document review-based study. Progress in implementing the recommendations will be documented to the Client in a FCMAT management letter. FCMAT will work with the Client on a mutually convenient time to return for follow-up support that is no sooner than eight months and no later than 18 months after the date of the final report.

3. PROJECT PERSONNEL

The personnel assigned to the study will be led by a FCMAT staff person (job lead) and will include at least one other professional. FCMAT will notify the Client of the assigned personnel when the fully executed copy of this Agreement is returned to the Client.

FCMAT will communicate to the Client any changes in assigned project personnel.

4. PROJECT COSTS

The cost for studies requested pursuant to EC 42127.8(d)(1) and 84041 shall be as follows:

A. $1,600 per day for each FCMAT staff member while on site conducting fieldwork. The cost of independent FCMAT consultants will be billed at their daily rate for all work performed. On-site is defined as either 1) physically at the Client's office or school site(s), or 2) in a scheduled virtual meeting with the Client's personnel, representatives or others associated with the scope of work pursuant to Section 13 below.

B. All out-of-pocket expenses, including travel and its associated costs, and miscellaneous items necessary to complete the scope and objectives of the study.

C. The applicable indirect rate at the time work is performed on the study will be added to all costs billed.

D. The Client will be invoiced for 50% of the not-to-exceed cost shown below following completion of fieldwork (progress payment) and the remaining amount shall be due upon the issuance of the final report or presentation to the Client's board, whichever is later (final payment). The Parties agree that changes documented in a revised study agreement may change the original not-to-exceed amount shown below. If changes are made before or during fieldwork, the new not-to-exceed amount documented in such a revised study agreement will constitute the basis for the progress payment. If changes are made after fieldwork, 100% of the total changed value documented in a revised study agreement, less progress payments made, will constitute the final payment due. All payments shall be due immediately based on the terms of the invoice.

   Based on the scope and objectives of the study, the total not-to-exceed cost of the study will be $38,000.

E. Any change to the scope of work will affect the total cost. Changes may include, but are not limited to, delays, revisions to the scope of services, and substitution or addition of personnel. The need for changes shall be communicated by FCMAT to the Client in advance in the form of a revised study agreement.

Payments for FCMAT's services are payable to Kern County Superintendent of Schools, Administrative Agent, 1300 17th Street, City Centre, Bakersfield, CA 93301.

5. RESPONSIBILITIES OF THE CLIENT

A. Return current organizational chart(s) that show the Client's management and staffing structure with the signed copy of this Agreement. Organizational charts should be relevant to the scope of this Agreement.

B. Provide private office or conference room space for the Team's use during fieldwork.

C. Provide for a Client employee to upload all requested documents and data to FCMAT's online SharePoint repository per FCMAT's instructions. Provide FCMAT with the name and email of the person who will be responsible for collecting and uploading documents requested by FCMAT with the signed copy of this Agreement.

D. Provide documents and data requested on the Team's initial and supplementary document request list(s) by the date requested.

   All documents and data provided shall be responsive to FCMAT's request, in quality condition, readable and in a usable form. With few exceptions, documents and data requested are public records and records maintained by LEAs in the routine course of doing business. Some data requested may require exporting LEA financial system reports to Microsoft Excel or another usable format agreed to by FCMAT.

   All documents shall be provided to FCMAT in electronic format, labeled as instructed by FCMAT. Upon approval of this Agreement, access will be provided to FCMAT's online SharePoint repository, to which the Client will upload all requested documents and data.

E. Ensure appropriate senior-level staff are available for the orientation and exit meetings.

F. Facilitate access to requested board members, officers and staff for interviews.

G. Facilitate access to requested information and facilities to include, but not be limited to, files, sites, classrooms and operational areas for observation.

H. Review a draft of the report and return it to FCMAT by the date FCMAT requests with any comments regarding the accuracy of the report's data or the practicability of its recommendations. The Team will review this feedback in a timely manner and make any adjustments it deems necessary before issuing the final report.

I. Return the requested evaluation survey to FCMAT as described below.

6. PROJECT SCHEDULE

Time is of the essence. The Parties acknowledge that the goal of the scope and objectives of the study under this Agreement is to produce a timely and thorough report that adds value for the Client. To accomplish this goal, the Parties agree to communicate and mutually agree to honor established time commitments. These commitments include the Client providing requested documents, setting and keeping interview appointments and returning comments on the draft report consistent with the established project schedule.

The following project schedule milestones will be established by FCMAT upon receipt of a signed Agreement from the Client:

ACTION	TIMELINE
FCMAT provides the Client with a draft Agreement.	Draft Agreements are usually provided within 20 business days of the Client's initial request for services.
Client returns partially executed Agreement to FCMAT along with the applicable organizational chart and the name and email of the person who will be responsible for collecting and uploading documents requested by FCMAT.	Draft Agreements are valid for 30 business days.
FCMAT returns a fully executed Agreement to the Client and identifies the project schedule and the lead and other personnel assigned to the job.	Within five business days of the Client's return of the signed Agreement.
Client uploads initial requested documents and data to FCMAT's online SharePoint repository.	Within 10 business days of the Client's receipt of the FCMAT document and data request list.
Fieldwork	Mutually agreed upon; usually, to commence within 10 business days of FCMAT's receipt of requested documents and data.
Orientation meeting	First day of fieldwork.
Exit meeting	Last day of fieldwork.

ACTION	TIMELINE
Follow up fieldwork, if needed (e.g., rescheduled interview, additional interviews).	Mutually agreed upon; usually, within five business days of FCMAT's request.
Client uploads supplemental documents and data to FCMAT's online SharePoint repository.	Within two business days of the Client's receipt of FCMAT's supplemental document and data request(s).
Draft report submitted to the Client.	To be determined, usually, within eight weeks of the conclusion of fieldwork and receipt of all documents and data requested.
Client comments on draft report	Within 10 business days of FCMAT providing a draft report to the Client.

The Client acknowledges that project schedule deadlines build upon and are contingent on each previous deadline. Missed deadline dates will affect future deadline dates and ultimately the timing of the final report. For example, if the Client does not provide requested documents and data by the specified date, the fieldwork may not be able to proceed as originally planned.

FCMAT acknowledges that the Client has an educational program to administer, is balancing many priorities, and in some cases may have records management difficulties, staffing capacity issues, staff on various types of leave, or other circumstances, all of which will affect the project schedule.

The Parties commit to regular communication and updates about the study schedule and work progress. FCMAT may modify the usual timelines as needed.

7. COMMENCEMENT, TERMINATION AND COMPLETION OF WORK

FCMAT will commence work as soon as it has assembled an available and appropriate study team, taking into consideration other jobs FCMAT has previously undertaken, assignments from the state, and higher priority assignments due to fiscal distress. The Team will work expeditiously to complete its work and deliver its report, subject to the cooperation of the Client and any other related parties from which, in the Team's judgment, it must obtain information. Once the Team has completed its fieldwork, it will proceed to prepare a report. In the absence of extraordinary circumstances, FCMAT will not withhold preparation, publication and distribution of a final report once fieldwork has been completed.

Prior to completion of fieldwork and upon written notice to FCMAT, the Client may terminate its request for service and will be responsible for all costs incurred by FCMAT to the date of termination under Section 4 (Project Costs). If the Client does not provide written notice of termination prior to completion of fieldwork, the Team will complete its work and deliver its final report and the Client will be responsible for the full costs.

FCMAT may terminate this Agreement at any time if the Client fails to cooperate with the requested project schedule, provide requested documents and data and/or make staff

available for interviews as requested by FCMAT.

8. INDEPENDENT CONTRACTOR

FCMAT is an independent contractor and is not an employee or engaged in any manner with the Client. The manner in which FCMAT's services are rendered shall be within its sole control and discretion. FCMAT representatives are not authorized to speak for, represent, or obligate the Client in any manner without prior express written authorization from an officer of the Client.

9. RECORDS

The Client understands and agrees that FCMAT is a state agency and all FCMAT reports are public records and are published on the FCMAT website. Supporting documents and data in FCMAT's possession may also be public records and will be made available in accordance with the provisions of the California Public Records Act.

FCMAT has a records retention policy and practice, and every effort will be made to maintain records related to this Agreement in accordance with this policy.

10. CONTACT WITH PUPILS

Pursuant to EC 45125.1, representatives of FCMAT will have limited contact with pupils. The Client shall take appropriate steps to comply with EC 45125.1.

11. INSURANCE

During the term of this Agreement, FCMAT shall maintain liability insurance of not less than $1 million unless otherwise agreed upon in writing by the Client, automobile liability insurance in the amount required by California state law, and workers' compensation as required by California state law. Upon the request of the Client and receipt of the signed Agreement, FCMAT shall provide certificates of insurance, with the Client named as additional insured, indicating applicable insurance coverages.

12. HOLD HARMLESS

FCMAT shall hold the Client, its board, officers, agents, and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of FCMAT's board, officers, agents and employees undertaken under this Agreement. Conversely, the Client shall hold FCMAT, its board, officers, agents, and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of the Client's board, officers, agents and employees undertaken under this Agreement.

13. PUBLIC SAFETY CONSIDERATIONS

Whether due to public health considerations, extreme weather conditions, road closures, other travel restrictions or interruptions, shelter-at-home orders, LEA closures or other related considerations, at FCMAT's sole discretion, the Scope of Work, Project Costs, Responsibilities of the Client, and Project Schedule (Sections 2, 4, 5 and 6 herein) and other provisions herein may be revised. Examples of such revisions may include, but not be limited to, the following:

A. Orientation and exit meetings, interviews and other information-gathering activities may be conducted remotely via telephone, videoconferencing, or other means. References to fieldwork shall be interpreted appropriately given the circumstances.

B. Activities performed remotely that are normally performed in the field shall be billed hourly as if performed in the field (excluding out-of-pocket costs that can otherwise be avoided).

C. The Client may be relieved of its duty to provide conference and other work area facilities for the Team.

14. FORCE MAJEURE

Neither party will be liable for any failure or delay in the performance of this Agreement due to causes beyond the reasonable control of the party, except for payment obligations by the Client.

15. EVALUATION

In the interest of continuous improvement, FCMAT will provide the Client with an evaluation survey at the conclusion of the services. FCMAT appreciates the Client's honest assessment of the Team's services and process. The Client shall return the evaluation survey within 10 business days of receipt.

16. CLIENT CONTACT PERSON

The Client's contact person designated below shall be the primary contact person for FCMAT to use in communicating with the Client on matters related to this Agreement. At any time when this Agreement or FCMAT's process requires that FCMAT send information, document request lists, draft report or final report, or when FCMAT makes other requests for the Client to act upon, this is the person whom FCMAT will contact. The Client may change the contact person upon written notice to FCMAT's job lead assigned to the study.

Name: Emilie Larew, Interim Executive Director

Telephone: (818) 595-7500

Email: e.larew@ecrchs.net

17. SIGNATURES

Each individual executing this Agreement on behalf of a party hereto represents and warrants that he or she is duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

For Client:

_____

Emilie Larew Date
Interim Executive Director
El Camino Real Charter High School

For FCMAT:

_____

Michael H. Fine, Date
Chief Executive Officer
Fiscal Crisis and Management Assistance Team

Coversheet

Discussion and Vote to approve contract with California IT in Education to review technology operations

Section: V. Governance
Item: L. Discussion and Vote to approve contract with California IT in Education to review technology operations
Purpose: Vote
Submitted by:
Related Material: Item V. L. CITE contract.pdf

CITE™
CALIFORNIA IT IN EDUCATION

CITE Technology Review Agreement

This agreement is made and entered into on September 1, 2026 by and between California IT in Education, a Non-Profit Public Benefit Corporation ("CITE"), and El Camino Real Alliance dba El Camino Real Charter High School ("LEA"), referred to herein collectively as the "Parties."

1. **Purpose**
   a. The CITE Technology Review Team provides a variety of services to California schools. The LEA has requested that CITE assemble a review team to perform an analysis of LEA current technology operations as described more particularly in the Scope of Work set forth in Appendix A, which is incorporated herein by reference.

2. **Obligations of the CITE Technology Review Team**
   a. The CITE Technology Review Team ("Team") will engage with the LEA and perform the Scope of Work set forth in Appendix A.
   b. CITE will provide a team of two (2) qualified consultants specialized in the technology operation in education for a 1 (one) day site visit, at the administrative office of the LEA or as otherwise directed by the LEA, on the dates mutually approved by the Parties. Additional meeting will be done online.
   c. CITE will invoice the LEA for the balance due upon completion of the deliverables outlined in the work plan in Appendix A, which shall be paid within thirty (30) days upon LEA's receipt of such invoice.
   d. CITE shall adhere to all applicable LEA policies, procedures, and guidelines while conducting the review, including those related to security, access control, and professional conduct.
   e. CITE shall ensure that all consultants assigned to the engagement who will interact with pupils, outside of the immediate supervision and control of the pupil's parent or guardian or a school employee, shall comply with Education Code section 45125(a) and complete any background checks or fingerprinting requirements as mandated by law and LEA policy before performing work on-site.
   f. CITE shall prepare and submit a written final report that includes findings, recommendations, and any supporting documentation as outlined in the Scope of Work (Appendix A). The report shall be delivered within a mutually agreed timeframe following the site visit.
   g. CITE shall conduct its work in a manner that minimizes disruption to LEA operations, staff, and students, coordinating its activities in advance to ensure smooth execution.

3. **Obligations of El Camino Real Alliance**
   a. The LEA will engage with the Team to assist in the completion of the Scope of Work in Appendix A.
   b. The LEA will pay a total of $15,000 according to the following schedule:

i. Deposit of 50%, or $7,500, within thirty (30) days upon LEA's receipt of such invoice, if this does not violate the LEA's policy.
ii. Balance of contract amount is due upon submission of final report by CITE, within thirty (30) days upon LEA's receipt of such invoice and receipt of final report by CITE.

c. The LEA will provide private meeting space for onsite interviews. These may be individual interviews or group focus groups. Additional interviews may be held online.
d. The LEA will provide the following if requested and available (collectively, "LEA's Documents"):

i. Current and previous organization charts
ii. Job descriptions and salary scales for all technology staff and educational technology staff
iii. Current technology service catalog
iv. List of current software and apps
v. Documentation (if available) of current workflows and processes (e.g., app approval, Chromebook maintenance, etc.)
vi. Copies of technology plans, policies, and supporting documentation (e.g., AUPs, technology plan, refresh cycle plan, etc.)
vii. Technology infrastructure documentation
viii. Hardware inventory
ix. Network diagrams
x. Disaster recovery plan
xi. Budget and expenditure detail
xii. Latest findings by the authorizer
xiii. Additional items as needed.

The LEA's administration will review a draft copy of the report resulting from the review. Any comments regarding the accuracy of the report or the recommendations will be reviewed with the team prior to the completion of the final report.

4. **Additional Obligations**

a. The parties shall maintain the confidentiality of all of the confidential and proprietary information and data ("Confidential Information") expressly marked as "CONFIDENTIAL" by either or both parties. Notwithstanding the foregoing, the Parties acknowledge and agree that in the course of performing the requested analysis, CITE may receive access to confidential and proprietary information belonging to the LEA, including but not limited to the LEA's Documents, and CITE shall treat all documents and information received from the LEA as Confidential Information unless otherwise expressly notified by the LEA in writing. The Parties also shall take all reasonable steps to ensure that no use, by themselves or by any third parties, shall be made of the other party's Confidential Information without such other party's consent except as contemplated by this agreement or as required

by law. Each party's Confidential Information shall remain the property of that party and shall be considered to be furnished in confidence to the other party when necessary, under the terms of this agreement. Upon termination of this agreement, each party shall: (i) deliver immediately to the other party all Confidential Information of the other party, including but not limited to all written and electronic documentation of all Confidential Information, and all copies thereof; (ii) make no further use of it; and (iii) make reasonable efforts to ensure that no further use of it is made by either that party or its officers, directors, employees, agents, contractors, or any other person or third party. Each party's confidentiality obligations under this Section shall survive the expiration or termination of this agreement.

b. Without in any way limiting CITE's liability pursuant to the Indemnification section of this agreement, CITE shall, at its sole cost and expense, maintain in full force and effect, during the Term of this agreement, the following insurance coverage from a California licensed and/ or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, to cover any claims, damages, liabilities, costs and expenses (including legal counsel fees) arising out of or in connection with CITE's fulfillment of any of its obligations under this Agreement:

    i. Liability. Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments with limits of not less than Two Million Dollars ($1,000,000) for each occurrence and Four Million Dollars ($2,000,000) for General Aggregate,
    ii. Workers' Compensation insurance as required by applicable law and Employer's Liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence or the minimum required by law, whichever is greater.

CITE shall furnish the documentation as requested prior to entering into LEA's premises or performing any services under this agreement and, at least thirty (30) days prior to expiration of the insurance required herein, furnish renewal documentation. CITE shall notify the LEA in writing within five (5) business days if any insurance required herein is voided by the insurer or cancelled by the insured. This notice shall be sent by certified mail, return receipt requested, and shall include a certificate of insurance and the required endorsements for the replacement coverage.

5. **Term of Agreement**

The term of this Agreement shall commence on the date first written above and shall continue until the "Completion Date" designated in Appendix A for final revisions to be delivered to the LEA, unless terminated earlier for cause or convenience. Such deadline may be extended for force majeure as defined in this Agreement, or by agreement of the Parties.

6. **Default**

A "Default" of this Agreement shall occur if a Party breaches a material provision of this Agreement if and fails to cure such breach within thirty (30) days from the date the non-breaching Party provides written notice of such breach, or if cure is not possible within such thirty (30) days, fails to commence and diligently pursue such cure.

7. **Delays**

The Completion Date shall automatically be extended in the event of force majeure, at no cost to either Party, provided that the Party claiming force majeure shall provide reasonable documentation demonstrating the delay and its effect. If either Party causes a delay beyond the Completion Date thereby causing damage to the other Party, the non-delaying Party may request reasonable compensation for such damages. Such request shall be accompanied by reasonable documentation demonstrating such delay and resulting damage. Disputes regarding entitlement to compensation shall be handled through the dispute resolution process set forth in this Agreement.

8. **Termination of Agreement**

a. For convenience. This agreement may be terminated by one or both Parties for convenience upon written notice to the other party thirty (30) days in advance of the date of termination. In the event of a termination for convenience, the Parties shall reconcile the amount of work completed by CITE at that time, and the amounts paid by LEA at that time, and either CITE shall refund any amounts paid but not yet earned, or LEA shall pay for any Work completed and for which payment has not yet been made.

b. For cause. Either Party may terminate this agreement for cause if the other Party remains in Default (as defined above) of this Agreement after the applicable cure period. In the event of a termination for cause, the non-breaching Party shall comply with the dispute resolutions provisions provided later in this Agreement prior to pursuing any remedies available at law or equity.

9. **Compliance with Applicable Statutes, Ordinance, and Regulations.**

a. The Parties shall comply with all applicable federal, state and local laws and regulations.

10. **Relationship of the Parties.**

a. The relationship of CITE, the Team, and the LEA to each other is that of independent contractors. Nothing contained in this agreement shall be construed as creating a joint venture, partnership or any similar arrangement between the Parties. None of the Parties to this agreement shall be deemed to be a representative, an agent or an employee of any of the other Parties. Unless otherwise expressly specified in this agreement, no Party shall have the authority or right to assume or create an obligation of any kind or nature, express or implied, on behalf of, or in the name of any of the other Parties, nor bind any of the other Parties in any respect, without the specified prior written authorization of that Party.

b. None of the employees of any Party to this agreement shall be considered an

employee of any of the other Parties, nor shall such employees be entitled to any of the benefits which pertain to employees of any of the other Parties. Each Party shall be responsible for all salaries, payments, insurance and benefits for all of its officers, agents, representatives and employees in performing services pursuant to this agreement.

c. The Parties agree that this contract is made solely for the benefit of the Parties, and no third person or entity shall be deemed to have any rights or remedies hereunder, except as provided in this agreement.

11. **Indemnification.**

a. CITE and the CITE Technology Review Team shall indemnify and hold harmless the LEA, its officers, directors, employees, members, attorneys, successors, and assigns, and each of them, from and against any and all third party claims, actions, suits, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "Claim") to the extent that they arise by reason of (i) any act or omission by CITE or the CITE Technology Review Team or any of its subsidiaries, affiliates, related entities, partners, officers, directors, employees, members, shareholders or agents, or (ii) the breach of any of the covenants, representations and warranties made by CITE and or CITE Technology Review Team in this agreement.

b. The LEA shall indemnify and hold harmless CITE, its officers, directors, employees, members, attorneys, successors, and assigns, including the CITE Technology Review Team, and each of them, from and against any and all third party claims, actions, suits, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "Claim"), to the extent they may arise by reason of (i) any negligent act or omission by the LEA or any of its subsidiaries, affiliates, related entities, partners, officers, directors, employees, members, shareholders or agents, or (ii) the material breach of any of the covenants, representations and warranties made by the LEA in this Agreement.

c. Neither party will be liable to the other party for any indirect, incidental, consequential, punitive reliance or special damages, including without limitation damages for lost profits, advantage, savings or revenues or for increased cost of operations.

12. **Miscellaneous.**

a. Disputes In the event of a Default and dispute between the Parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the Parties shall attempt to resolve the dispute in good faith. Prior to filing any lawsuit, the Party claiming the other has breached shall send a demand for mediation in writing to the other Party. If the Parties cannot agree on a mediator, each shall select a mediator, and those mediators shall select a 3rd mediator to conduct the mediation. Each Party shall pay

one half (½) of the mediation costs. All claims, disputes or other matters in controversy between CITE and the LEA arising out of, interpreting, or pertaining to this Agreement which are not fully resolved through the dispute resolution process above shall be resolved by binding arbitration. If the Parties cannot agree on an arbitrator, each shall select an arbitrator, and those arbitrators shall select a 3rd arbitrator to conduct the arbitration. The award rendered by the Arbitrator shall be final and binding upon the LEA and CITE and shall be supported by law and substantial evidence pursuant to California Code of Civil Procedure section 1296.

b. Entire Agreement. This agreement: (i) constitutes the entire agreement between the parties hereto with respect to the subject matter hereof; (ii) supersedes and replaces all prior agreements, oral and written, between the parties relating to the subject matter hereof; and (iii) may be amended only by a written instrument clearly setting forth the amendment(s) and executed by both parties.

c. Warranties. Each party covenants, warrants and represents that it shall comply with all applicable laws, regulations and other legal standards applicable to this agreement, and that it shall exercise due care and act in good faith at all times in performance of its obligations under this agreement. The provisions of this Section shall survive any revocation, surrender or other termination of this Agreement.

d. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this agreement shall not be deemed a waiver of any further or future right under this agreement.

e. Authority to Execute. The persons executing this agreement on behalf of the Parties warrant and represent that they have the authority to execute this agreement on behalf of each respective Party and further warrant and represent that they have the authority to bind each respective Party to the performance of its obligation hereunder.

f. Non-assignability. This agreement shall not be assigned by any party without first obtaining the express written consent of the other Parties, except when such assignment is made to a parent, subsidiary or corporate affiliate or the party.

g. Amendments. No change, amendment, or modification of this agreement shall be valid or binding upon the Parties unless such change, amendment, or modification is in writing and duly executed by all Parties.

h. Effective Date. The effective date of this agreement shall be the date first written in the first paragraph of this agreement as the date made and entered by and between the Parties.

i. Execution in Counterparts. This agreement may be signed by the different Parties hereto in counterparts, each of which shall be an original but all of which together shall constitute one and the same agreement.

j. Severability. All provisions of this agreement are severable. If any provision or portion hereof is determined to be unenforceable in arbitration or by a court of competent jurisdiction, then the remaining portion of the agreement shall remain in full effect.

k. Force Majeure. Neither party shall be liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, including, but

not limited to, strikes, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation or order (whether valid or invalid) of any governmental body.

13. **Signatures**

CITE	LEA
Signature	Signature
Executive Director	Interim Executive Director
Title	Title
Date	Date

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Appendix A

CITE Technology Review
Statement of Work

Introduction

CITE's members are the IT Professionals working in schools. These individuals have the responsibility for the use of technology throughout their organizations and therefore understand the whole organization.

Our review teams are experienced, professional, and qualified to help LEAs evaluate their technology needs. They are working professionals in California schools with the knowledge needed to guide LEAs in the best practices for the use of technology in their organizations.

Review Team

CITE will recruit an individual who is currently working as a Chief Technology Officer or equivalent in California schools. In addition, staff from CITE may accompany the Team onsite and will complete the evaluation, development, modification, and presentation of the final report. These individuals will be the review team (Team).

Qualifications for the individuals on a Team include:

- 5 or more years in a leadership role in a California school or county office of education.
- Documented training completed with CITE demonstrating competence in educational and/or IT technology.
- Excellent verbal and written communication skills.
- Have an understanding of K-12 educational technology curriculum and the tools and applications used; Have excellent verbal and written communication skills;
- Listen carefully to the needs of the client;
- Remain objective and withhold personal opinions during the review;
- Make realistic recommendations based on the customer's needs and resources;
- Work collaboratively with the team and the client to gather the necessary information.
- Compliant with California Education Code 45125.1.

Review Objectives

The CITE review team will engage in a review process which may include:

A. The CITE review team shall analyze potential overlapping or redundant information technology-related vendor services (e.g., multiple systems performing similar functions, multiple vendors providing similar technology, administrative or financing services without documented justification). The review shall evaluate the criteria used to determine whether technology or financial systems or services should be consolidated, replaced, or discontinued, as well as the cost-benefit analysis supporting the continued use of multiple vendors providing similar or overlapping services or, as applicable,

services/products for which similar commercial products are readily available and widely used by other charter schools. This item is not a discretionary component of the statement of work

B. The CITE review team shall review the LEA's cybersecurity policy and make recommendations for revisions, if needed. This item is not a discretionary component of the statement of work.
C. Review and analyze the LEA's technology master plan with an emphasis on the integration with the Local Control and Accountability Plan (LCAP).
D. Analyze the status of the following:
    a. Project management
    b. Infrastructure planning, deployment, and maintenance
    c. Help desk system and ticketing process
    d. Website development and support with an emphasis on content management, board and social media policies
    e. Hardware installation and setup
    f. Application software used at LEA and site levels, including, but not limited to, the Student Information System and Automated Attendance Dialer
E. Review the job descriptions, skill level, and staffing of the technology department, including any site-level support.
F. Review professional development methodology for technology department staff.
G. Review life-cycle management of devices including acquisition, disposal and inventory management.
H. Make staffing recommendations based on the support level necessary to meet the LEA's technology requirements.
I. Review the network design for systems and data safeguards against a catastrophic event or security breach.
   Review the processes or planning used to ensure that hardware and software assets are up to date.
J. Review current applications and subscribed services for duplicated services or for efficiencies

Work Plan

Scope of Work

Task	Responsible	Completion Date
Contract Execution (within 30 days)	CITE Team/LEA	September 1, 2026
Initial Planning Meeting (within 30 days)	CITE Team /LEA	
Project Milestones	CITE Team /LEA	
Site Visit Schedule Development	LEA	
Interview Schedule Development	LEA	
Site Visits and Interviews	CITE Team/LEA	
Draft Report Delivered	CITE Team	
Finalize Report	CITE Team/LEA	

Deliver Report	CITE Team	
Present Report	CITE Team/LEA	

Project Planning

Within 30 days of Contract Execution, an initial planning meeting must be scheduled and completed by CITE and LEA representatives. This meeting with verify the scope of work and the schedules. The agenda will include but may not be limited to:

- Confirm the following:
  - Priorities for review
  - Members of the review team provided by CITE
  - Interviewee list
  - Survey audiences (teacher, classified staff, leadership, students, etc.)
- Establish Project Milestones. Project Milestones may include timelines for the following:
  - CITE will complete modifications to surveys
  - LEA will administer surveys to appropriate staff and CITE will review the data
  - LEA will share documentation required for review
- Site visit schedule to be completed by LEA
  - LEA will schedule interviews with Superintendent/Executive Director and members of cabinet (individual or group)
    - Director of Technology, or equivalent
    - Director of Education Technology, or equivalent
    - Director of Curriculum & Instruction, or equivalent
    - Chief Business Official, or equivalent
    - Director of Maintenance & Operations, or equivalent
  - LEA will schedule interviews with members of the information technology and/or education technology department(s) (individual or group)
    - Managers and supervisors in technology department
    - TOSAs or other technology coaches
    - Analysts, Network Administrators, System Administrators, or equivalent
    - Technology technicians
    - Other technology support staff

- 3-4 Weeks after Site Visits: Draft report will be delivered for review and suggested edits.
- 2 Months after completion of audit, site visits, and receipt and review of all documentation

from LEA: “Completion Date” - Final report revisions incorporated and delivered.

- Presentation to Board or Cabinet
    - Includes separate summary, presentation materials, and travel for staff and consultant CTO. May also be done virtually.

Coversheet

Discussion and Vote to Adopt New Cybersecurity Policy

Section: V. Governance
Item: M. Discussion and Vote to Adopt New Cybersecurity Policy
Purpose: Vote
Submitted by:
Related Material: Item V.M. ECRA Cybersecurity Policy Draft 8.27.26.pdf

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Board President: Brad Wright

ECRCHS CYBERSECURITY POLICY

The El Camino Real Alliance ("ECRA") Board of Directors, which operates El Camino Real Charter High ("ECRCHS" or the "Charter School") recognizes the role that technology plays in the Charter School's daily operations. As such, the security of ECRA's electronic system against cyber-attacks and the prevention of a possible breach of electronic information is a priority of the Board. Therefore, the Board directs the Executive Director or designee to manage cybersecurity measures to minimize threats that could lead to significant downtime of ECRA's systems, safeguard the integrity of the Charter School's telecommunications and computing infrastructure, and prevent risk to critical systems and data.

This policy is established to protect confidential, private student and personnel information from unauthorized access, disclosure, or misuse, including requirements applicable to all vendor and third-party service providers who have access to such information, and to help prevent infection of ECRCHS computers, networks, and technology systems from malware and other malicious code. This policy is intended to help prevent damage to user applications, data, files, and hardware. This policy applies to all computers connecting to the ECRCHS network for communications, file sharing, etc. This includes, but is not limited to, desktop computers, laptop computers, servers, and any mobile devices.

The Charter School shall, to the extent possible, abide by industry best practices and act in accordance with the advice of local, state and federal agencies and regulators.

I. DEFINITIONS

User: Includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the Charter School regardless of the physical location of the user.

Incident: An accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of communication or information resources of the Charter School.

Virus: A program that attaches itself to an executable file or vulnerable application and delivers a payload that ranges from annoying to extremely destructive. A file virus executes when an infected file is accessed. A macro virus infects the executable code embedded in programs and applications that allows users to generate macros.

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Trojan horse: Destructive programs, usually viruses or worms, which are hidden in an attractive or innocent looking piece of software, such as a game or graphics program. Victims may receive a Trojan horse program by e-mail or removable media, often from another unknowing victim, or may be urged to download a file from a web site or download site.

Worm: A program that makes copies of itself elsewhere in a computing system. These copies may be created on the same computer or may be sent over networks to other computers. Some worms are security threats using networks to spread themselves against the wishes of the system owners and disrupting networks by overloading them. A worm is similar to a virus in that it makes copies of itself, but different in that it need not attach to particular files or sectors at all.

Phishing: The fraudulent practice of sending emails or other messages purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers.

Spyware: Programs that install and gather information from a computer without permission and report the information to the creator of the software or to one or more third parties.

Malware: Short for malicious software, a program or file that is designed to specifically damage or disrupt a system, such as a virus, worm, or a Trojan horse.

Adware: Programs that are downloaded and installed without user's consent or bound with other software to conduct commercial advertisement propaganda through pop-ups or other ways, which often lead to system slowness or exception after installing.

Ransomware: A type of malware that prevents or limits users from accessing their system, either by locking the system's screen or by locking the users' files, unless a ransom is paid.

II. CYBER-SECURITY PREVENTION MEASURES TO BE INSTITUTED

ECRCHS will, to the extent possible, keep all systems and programs up to date and backed up. The Charter School shall continuously monitor all systems and programs for signs of cyber insecurity.

ECRCHS will create prudent and acceptable practices regarding anti-virus management and to educate users who utilize ECRCHS's system resources on the responsibilities associated with anti-virus protection including the use of multi-factor

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identification practices, strong passwords, and backups. ECRCHS shall educate system users about phishing and other potential risks posed by outside actors attempting to access the Charter School's systems and/or data.

All computer devices connected to the network shall have anti-virus software installed and configured so that the virus definition files are current and are routinely and automatically updated. The anti-virus software must be actively running on these devices. The virus protection software must not be disabled or bypassed without IT approval. The settings for the virus protection software must not be altered in a manner that will reduce the effectiveness of the software. The automatic update frequency of the virus protection software must not be altered to reduce the frequency of updates.

All computer devices will also utilize cloud app security measures, which includes the use of multi-factor authentication applications to ensure secure sign-ins for online accounts associated with the programs utilized by ECRCHS. All users are to only use those programs and apps that are approved by the Board for the conducting of Charter School business.

All incoming files through email will be scanned for malware and other potential cyber-security risks.

Every virus that is not automatically cleaned by the virus protection software constitutes a security incident and must be reported to the Manager of Information Services or designee.

III. CYBER-SECURITY BREACH RESPONSE

Upon the discovery of any suspected cybersecurity incident, ECRCHS shall make the appropriate notification(s) to its insurance carrier(s) as required by any applicable insurance policy. ECRCHS shall identify individuals from different areas of the organization to serve on an incident response team. The Charter School shall then appoint an incident response manager to head the incident response team. In the event of any disclosure of personally identifiable information, ECRCHS shall comply with all applicable local, state and federal law and/or regulations in response to the disclosure.

Confirmed or suspected incidents shall be reported promptly to the incident response team. A formal report shall be filed that includes full and accurate details of the incident including who is reporting the incident and what data is involved. Once an incident is reported, the incident response team and cybersecurity personnel shall conduct an assessment to establish the severity of the incident, next steps in response, and potential remedies and solutions. All incidents should be centrally logged and documented to

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ensure appropriate documentation, oversight, and consistency in response, management, and reporting.

IV. ROLES AND RESPONSIBILITIES FOR EMPLOYEES AND VENDORS WITH ACCESS TO SENSITIVE DATA

All users should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. These technologies shall not be used to transmit confidential information about students, employees or Charter School operations without authority.

The Executive Director or designee shall establish administrative regulations which outline obligations and responsibilities related to the use of district technology. The Executive Director or designee also may establish guidelines and limits on the use of technological resources. These guidelines and regulations shall require that:

- Incidents are reported in a timely manner and can be properly investigated.
- Incidents are handled by appropriately authorized and skilled personnel.
- Appropriate levels of management are involved in response management.
- Incidents are recorded and documented.
- Organizational impacts are understood and action is taken to prevent further damage.
- Evidence is gathered, recorded, and maintained in a form that will withstand internal and external scrutiny.
- External agencies, customers, and data users are informed as required.
- Incidents are dealt with in a timely manner and normal operations are restored.
- Incidents are reviewed to identify improvements in policies and procedures.

Inappropriate use shall result in a cancellation of user privileges, disciplinary action and/or legal action in accordance with law, Board policy and administrative regulations.

Everyone at ECRA is required to safeguard this data. To enhance the ability to recognize and respond to cybersecurity threats, the Board will ensure all users have comprehensive training modules prepared by ECRA, alongside vetted vendors and partners. These include essential programs on internet security, social engineering red flags, and common threats, all aimed at fostering a vigilant and informed school community.

ECRA also has a vetting process for third-party vendors, ensuring compliance with the Board's cybersecurity standards and incorporating data protection clauses into agreements.

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V. AWARENESS AND TRAINING PROGRAM

ECRA's approach to practical implementation involves a mandatory completion timeline for all staff training before commencement of the next school year, regular application of training insights, and a commitment to continuous improvement. The policy also includes a bi-annual review schedule to adapt to evolving cybersecurity landscapes and detailed incident response plans to efficiently manage potential cybersecurity incidents.

Timeline:

- Mandatory completion of training programs by August 6, 2027.
- Integration of training insights into daily operations, supported by ongoing discussions and simulations.

VI. REGULAR POLICY REVIEW AND UPDATES:

ECRA requires an every-other-year review schedule to adapt to evolving cybersecurity landscapes, incorporating feedback from IT staff, administrative members, and external consultants. ECRA also remains committed to continuous improvement. Training outcomes will inform updates to our cybersecurity practices and policy.

This comprehensive cybersecurity policy, enhanced by targeted training initiatives and strategic policy enhancements, positions ECRA as a proactive entity in the realm of digital security.

By adopting a holistic and adaptive approach to cybersecurity, ECRA not only protects its technological assets but also fosters an environment of awareness, responsibility, and resilience among its students, staff, and broader community. The commitment to ongoing review, stakeholder engagement, and adherence to legal obligations underscores ECRA's dedication to maintaining a secure and trustworthy digital learning environment.



Coversheet

Discussion and Vote to Adopt Amendments to the Board's Fiscal Policies and Procedures Handbook

Section: V. Governance
Item: N. Discussion and Vote to Adopt Amendments to the Board's Fiscal Policies and Procedures Handbook
Purpose: Vote
Submitted by:
Related Material: Item V.N. Fiscal Policies and Procedures.pdf

EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

DRAFT

Board Approved & Effective: ~~June~~ August 2~~5~~7, 2026

Latest revisions are on page :

5, 6, 7, 10, 22, 29, 30, 31, 34, 35

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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.~~currently, Harness Potential Inc). 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 (by LAUSD's Charter Schools Division) reviews financials annually;
2. Independent Certified Public Accountant conducts annual financial audit;
3. Back-office Services Provider (currently, Harness Potential Inc), 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.

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

Record Documentation and Storage
- CBO or designee

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance; Record Keeping
- 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, $150,000 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: $10,000 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.~~ FAS") 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 PayPal, 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 PayPal, ~~,~~Apple Pay~~,~~ or Venmo (or similar) accounts, 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 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.

3. 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.
4. School to/from school event/meeting is 100% reimbursable.
5. 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.

b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.

c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.

d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.

e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.

h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA administration prior to booking the hotel. Specific rules include:

i. Reservations will be made by ECRA business office staff, where the hotel room selected must be the least expensive available room offered within the hotel.

ii. Hotels should be chosen for the following reasons:

1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

iii. Hotel rates exceeding an average of $250/night (when not ordered by the Business Office), not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over $250/night plus applicable taxes and fees.

iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

v. The ECRA Board of Directors shall review this policy annually to ensure consistency.

vi. Meals are reimbursed up to the published GSA rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates 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

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.

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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.

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 $1~~2~~50,000, within a monthly statement period, $10,000 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 CalC~~ARD~~ard VISA as its credit card vendor. Credit card charges in excess of $50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.

12. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

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

a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.

b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.

c. Records of how the converted credit card points were used must be maintained.

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

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

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

16. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or 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;

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

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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[1] for comparable

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

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

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

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

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

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

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

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

a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

Petty Cash

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

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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.

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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

Procurement and Contract Bidding Thresholds

The ECRA Board declares its intent for the Charter School to procure goods and services as well as bidding for construction projects such as new building and facility construction, reconstruction, rehabilitation, alterations and additions in a manner consistent with the guidelines set forth herein. The Charter School's practices have been designed to give fair and equitable treatment to all persons who interact with the Charter School's procurement system, to provide maximum economy in procurement activities, and to foster competition within the solicitation and selection system. Adequate segregation of duties for procurement will be instituted to mitigate the risk of fraud and abuse. Notwithstanding any provision of this policy, applicable state or federal law shall be complied with to the extent this policy is inconsistent with state or federal law on any particular procurement decision.

Procurement Process:

"Procurement" for the purposes of this policy is defined as buying, purchasing, renting, leasing, or otherwise acquiring goods, services, or construction for the Charter School. It also includes all functions that pertain to the obtaining of any good, service, or construction for the Charter School, including complying with bidding procedures as described herein, as well as administering agreements for goods, services, or construction once established. Procurement does not include expenditures that typically would not be reviewed by any system of hierarchy for approval, such as using a petty cash fund to purchase lunch for a group of teachers at a professional development seminar.

The procurement process shall consist of:

- Public solicitation of proposals: for purchases that cost more than $5,000 per item, ECR shall strive to get three quotes.
- Evaluation of all vendor proposals received: Ensuring that vendors are properly vetted, documented and inspected, and that they are performing the services agreed upon, is essential to maintaining internal controls for expenditures. Additionally, the Charter School shall ensure there are no possible conflict of interest violations with potential vendors. Vendors will be evaluated according to the following criteria:
    - Pricing: The vendor's pricing should be competitive, but it should not be the only criteria.
    - Capability: A vendor should be able to demonstrate that it is in good financial standing, has sufficient employees, equipment and facilities to perform the work required, and has the required professional licenses and experience.
    - Parts and Deadlines: The vendor should have access to the required parts and be able to meet the Charter School's shipping deadlines.
    - Quality Assurance: The vendor should have an internal quality assurance program such as peer review; preference should be given to vendors that have such a program.
    - References and Background Checks: Sufficient references and background checks should be made and should reveal no problems. This includes searching for lawsuits and proper business licenses and matching the vendor's name and federal identification number. Additionally, in accordance with Education Code Section 45125.1, vendors

Commented [JR1]: NOC item #3a:

"The procurement process, including, but not limited to, public solicitation, all vendor proposals received, evaluation criteria, scoring records, selection rationale, competitive bidding thresholds and processes for the procurement of goods and services, criteria for vendor selection, adequate segregation of duties for procurement to mitigate the risk of fraud and abuse, and adequate retention periods for contract/bidding records."

who may have contact with students shall submit or have submitted their fingerprints in a manner authorized by the DOJ.
  - Warranty: Sufficient warranty information should be available, if applicable.
  - Federal and State Funding Eligibility: When applicable, ensure that the vendor is not barred from receiving federal or state funds.
- Implementation of evaluation criteria: The business office or purchasing group or department should review the proposed purchasing terms, vendor qualifications, pricing and other factors listed by the requester. Purchasing should notify the requester of any questions, adjustments or differences noted during this review before placing the order.
- Maintaining records of scoring proposals: Records shall be maintained consistent with ECRA's record retention and destruction policy.
- Selection rationale: The selection rationale aligns with the evaluation criteria listed above.
- Competitive bidding threshold: for purchases that cost more than $5,000 per item, ECR shall strive to get three quotes.
- Processes for the procurement of goods and services: The processes for procurement of goods and services is consistent with the procedures set forth in this section.
- Criteria for vendor selection: The criteria aligns with the evaluation criteria listed above.
- Adequate segregation of duties for procurement to mitigate the risk of fraud and abuse: No single employee will handle a transaction from initiation to reconciliation, and no single employee will have custody of an asset, such as cash, and maintain the records of its transactions. The individual who prepares the bank reconciliation shall not be involved with any cash transactions.
- Adequate retention periods for contract/bidding records: Records shall be maintained consistent with ECRA's record retention and destruction policy.

Any procurement of goods, services, or construction shall be made upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timelines, proposals received, reputation, and prior dealings. No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the requirements of this policy.

For open-ended hourly contracts, the Board will require the following:

- A renewal of the contract every two years to ensure it remains the strongest option for the Charter School's needs;
- Projected annual costs, including, but not limited to, hourly price and anticipated output;
- Semi-annual review of payments-to-date to ensure compliance with threshold requirements;
- Approval by the Board for all contracts anticipated to exceed $50,000 in an annual year;
- If the vendor has not projected an annual cost of $50,000, but semi-annual review of the vendor payments-to-date illustrate the probability of exceeding that limit, then any further payments will require Board approval prior to any additional payments.

Oversight Measures:

To mitigate any risk associated with related-party transactions, the ECRA Board will implement

Commented [JR2]: NOC item #3b:

"Specific enhanced oversight measures, including the steps the ECRA Board will implement to mitigate the risks associated with related-party transactions. These measures should include identifying a strong, independent reviewer to conduct an in-depth analysis of the justification for the transaction, the competitive procurement process (including the validity of the reasonableness of competing bids), costs, term of the arrangement, and whether the transaction is in the best interest of the school. The measures should also include ongoing monitoring procedures, including assigning responsibility to a designated independent firm (e.g., a CPA firm) to regularly review vendor performance, deliverables, and contract compliance. The relationship, contract, and related transactions should be periodically disclosed to and reviewed and approved by the ECRA Board based on Board member turnover and regardless of the size or scope of the services provided."

measures including identifying a strong, independent reviewer to conduct an in-depth analysis of the justification for the transaction, the competitive procurement process (including the validity of the reasonableness of competing bids), costs, term of the arrangement, and whether the transaction is in the best interest of the Charter School. The measures also include ongoing monitoring procedures, including assigning responsibility to a designated independent firm to regularly review vendor performance, deliverables, and contract compliance. The relationship, contract, and related transactions shall be periodically disclosed to and reviewed and approved by the ECRA Board based on Board member turnover and regardless of the size or scope of the services provided.

To ensure transparency and accountability, all records relating to a particular vendor will be kept in a singular, cloud-based location. The CBO or designee will be responsible for updating and maintaining this system bi-weekly, or as otherwise required. This will ensure that all relevant information is maintained in a single source of truth, eliminating any risk of confusion or disorganization. All records will require the following: Task-level entries, Dates worked, Hours worked by date, Personnel performing work, Specific deliverables, Acceptance or verification of completed work, Service activity, Usage data, Operational output, Work performed, Necessity or value provided, and Implementation details.

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

   The Board must also approve the following contracts:
   - Any contract that would cause the charter school to compensate an individual contractor more than one hundred thousand dollars ($100,000) in a fiscal year.
   - 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 ~~§~~ Section 20111(a) for 2026 is **$119,100** or more for equipment, materials, supplies, services and repairs.
     - Bid limit under Public Contract Code § 20111b) 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.

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

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

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

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

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

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

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

a. For contracts for specific products or services available from a single source or sole vendor, ECRA has developed evaluation factors, such as the criteria used to evaluate and justify a sole source/sole vendor designation, the basis for determining that a competitive procurement process is not applicable, and the required documentation to support such determination. In evaluating whether goods or services may be purchased from a single source or sole vendor, ECRA shall consider whether the product or service is uniquely available from that source, compatibility with existing systems or equipment, continuity of operations, vendor expertise, timing, total cost, and whether a reasonable alternative source is available. The requesting department shall document the basis for the single-source or sole-vendor designation, the reason competitive procurement is not applicable, and the approval obtained, and shall retain that documentation in the procurement or contract file.

b. The Executive Director or CBO will provide ongoing monitoring of all vendor contracts, including periodically reviewing vendor lists against exclusion databases throughout the contract term to ensure continued compliance and identify any changes in vendor eligibility status. The ECRA Board will annually check verifications for vendor suspension and debarment status. The Board will require vendor certification and request that vendors attest to their debarment and suspension status as part of the contracting process.

~~4.~~5. The Executive Director or CBO will approve proposed contracts and modifications in writing.

~~5.~~6. Contract service providers will be paid in accordance with approved contracts as work is performed.

~~6.~~7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

~~7.~~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. Upon disclosure of a conflict of interest, relevant employees and Board members will be required to fill out a Form 700 requiring disclosure of potential conflicts of interest, a written disclosure of the potential conflict in conformity with employee and Board policies, and if necessary, the recusal of that individual from any involvement with the

Commented [JR3]: NOC item #3d:

"The ECRA Board's written guidance regarding establishing and enforcing clear procurement policies that include verifications for vendor suspension and debarment status. The policies should include, but not be limited to,
Require Vendor Certification - request that vendors attest to their debarment and suspension status as part of the contracting process; and
Ongoing Monitoring - periodically review vendor lists against exclusion databases throughout the contract term to ensure continued compliance and identify any changes in vendor eligibility status."

vendor.

~~8.~~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.

~~9.~~10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid.

~~10.~~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 through 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 they will be kept them under lock and key.

4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Business Office.

5. Once approved by the Authorizing Personnel, the Business Office processes the check for signatures.

   a. Two authorized check signers will co-sign checks in excess of $10,000 for all items.
   b. All checks less than $10,000 require the signature of only one authorized check signer.

c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.

6. The Business Office will record the check transaction(s) into the approved FAS software system.

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

Bank Reconciliation

1. Bank statements will be received directly or printed directly from online banking by the Business Office and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider)

2. The Personnel Assigned will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.

3. The Personnel Assigned will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.

4. The Personnel Assigned will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back-office Services Provider assigned to the Charter School and the CBO.

5. Completed Bank reconciliation will then be sent to CBO for approval and follow up, if needed.

Timely Payment of Credit and Store Charge Card Statements

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.

2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRCHS email address coordinated in the Business Office. If only one email address may be the recipient of the monthly statement,

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

3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.

4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.

5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under "Employee Receipts/Substantiation."

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 Personnel assigned in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.

a. The coordinator will complete a cash deposit form to account for the amount of cash and checks turned into the business office and indicate what trust (if applicable) account to deposit the funds to.

b. The Business Office will record the transaction in the approved FAS software at the time the transaction is made, with a copy of the receipt provided to the donor.

a. The cash, checks, receipt book, and deposit summary must be given to the ECRA Business Office, who will immediately put the funds in a secure, locked location.

b. The Business Office and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.

2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.

a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.

b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be a member of the Business Office, and sign off on the amounts received.

c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed $5K.

3. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document

a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.

4. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."

5. A deposit slip will be completed by the Business Office for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

6. The deposit receipt will be attached to the deposit documentation.

Returned Checks and Improper Checks

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

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.

2. In the event that a second NSF check is received by any individual, the Charter School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or the Board.

4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Board.

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.

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

Overtime

1. All employees must seek pre-approval of unscheduled time (e.g., overtime) from their authorized supervisor in the Charter School's payroll system (i.e., Paycom).

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

Payroll Processing

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of time and attendance records. The Business Office and Payroll Service provider will verify all records for accuracy.

2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the Business Office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. The Business Office and Payroll Service provider will process all authorizations for approved stipends and the hourly or daily rate.

4. Business Office will prepare the payroll worksheet for review and approval by the CBO/ Director of Finance before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the Payroll System used to track hours.

5. The payroll checks (if applicable) will be printed by the Charter School. The Business Office will document each printed check and review the payroll checks prior to distribution.

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

Payroll Taxes and Filings

1. The Payroll Department will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.

2. Business Office will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the CBO or Executive Director, and submit the forms to the respective agencies.

Record Keeping

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

a. Payroll Staff will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.

b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

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.

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

Date: _____

SECTION 1 — STUDENT INFORMATION

Student Last Name	**Student First Name**
School Year	**Email Address**
Phone Number	

SECTION 2 — REMIT / PAYMENT ADDRESS

Make Check Payable To (School student attends)		**Student ID #**
Mailing Address (Street)		
City	**State**	**ZIP Code**

SECTION 3 — SCHOLARSHIP DETAILS

Scholarship Name	**Amount ($)**

SECTION 4 — TO BE COMPLETED BY ADMINISTRATOR

Approval Administrator Name	**Administrator Signature**	**Date**

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:

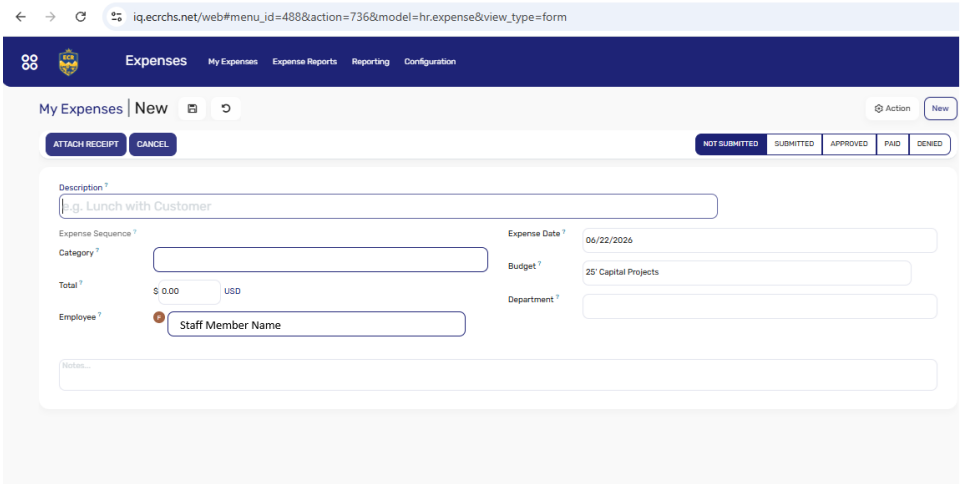
- Employee must receive pre-approval before using the card for a specific purpose.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for 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 REQUEST FORM

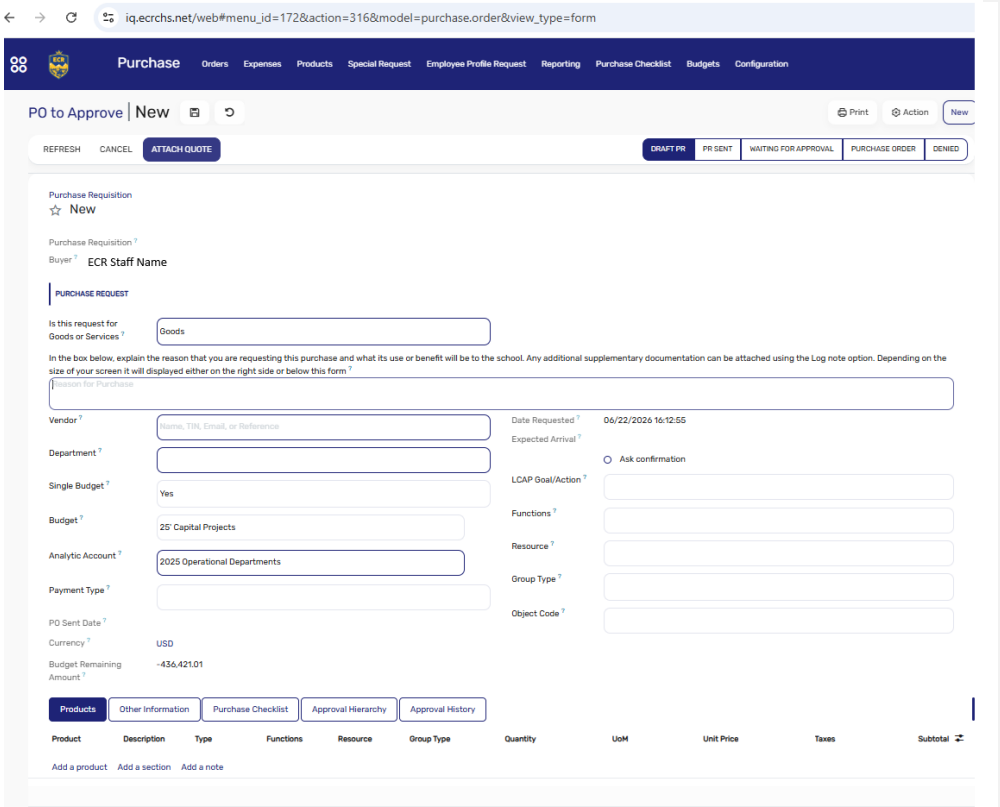
Purchase request forms will be completed ~~e~~electronically on the school's ERP system e.g. IQ at www.iq.ecrchs.net



ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES

APPENDIX IV – PURCHASE REQUEST FORM

Purchase request forms will be completed electronically on the school's ERP system e.g. IQ at www.iq.ecrchs.net



Coversheet

Discussion and Vote to Adopt Resolution Regarding Related-Party Vendors

Section:	V. Governance
Item:	O. Discussion and Vote to Adopt Resolution Regarding Related-Party Vendors
Purpose:	Vote
Submitted by:	
Related Material:	Item V.O. Board Resolution Regarding Related-Party Vendors 8.26.pdf

ECR

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Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

EL CAMINO REAL ALLIANCE BOARD RESOLUTION NO. 2026-08-1

RESOLUTION ADDRESSING RELATED-PARTY VENDORS

WHEREAS, El Camino Real Alliance ("ECRA") is a California nonprofit public benefit corporation operating El Camino Real Charter High ("ECRCH"), a California public charter school; and

WHEREAS, the Board of Directors ("Board") of ECRA is the governing body of the ECRCH and is responsible for overseeing the organization, including decisions which impact the ECRCH budget and leadership structure; and

WHEREAS, ECRA acknowledges the District's concerns relating to the related-party vendors CRM Maestro, Biztech, and Covantia as detailed in a Notice of Concern from the Los Angeles Unified School District (the "District") dated June 30, 2026. The Board has launched an external investigation into these vendors, including the verification of their legal status, procurement and purchase practices, as well as potential sources for any conflicts of interest; and

WHEREAS, ECRA's Fiscal Policies and Procedures Handbook has been updated to detail the procurement process, including, but not limited to, public solicitation, all vendor proposals received, evaluation criteria, scoring records, selection rationale, competitive bidding thresholds and processes for the procurement of goods and services, criteria for vendor selection, adequate segregation of duties for procurement to mitigate the risk of fraud and abuse, and adequate retention periods for contract/bidding records; and

WHEREAS, ECRA's Fiscal Policies and Procedures Handbook have been updated relating to open-ended hourly contracts, including mandated time frames to revisit any such contract to ensure it remains the best choice for the Charter School, as well as mandatory annual projected costs for contracts expected to exceed $50,000 annually; and

WHEREAS, ECRA's Fiscal Policies and Procedures Handbook have been updated to require clear standards for all vendor bids and purchases, including the designation of one individual responsible for obtaining all contracts and supporting documents, the designation of one central cloud-based location containing all information and records relating to the contracts to be updated bi-weekly, or as necessary, as well as the requirement that all records include the following: Task-level entries, Dates worked, Hours worked by date, Personnel performing work, Specific deliverables, Acceptance or verification of completed work, Service activity, Usage data, Operational output, Work performed, Necessity or value provided, and Implementation details; and

WHEREAS, ECRA's Fiscal Policies and Procedures Handbook has been updated to detail specific enhanced oversight measures, including the steps the ECRA Board will implement to mitigate the risks associated with related-party transactions. This includes the requirement that all employees and Board members fill out a Form 700 requiring disclosure of potential conflicts of interest, a written disclosure of the potential conflict in conformity with employee and Board policies, and if necessary, the recusal of that individual from any involvement with the vendor; and

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WHEREAS, ECRA's Fiscal Policies and Procedures Handbook has been updated to detail written guidance regarding contracts for specific products or services available from a single source or sole vendor, including ECRA's evaluation factors; and

WHEREAS, ECRA's Fiscal Policies and Procedures Handbook has been updated to detail written guidance regarding establishing and enforcing clear procurement policies that include verifications for vendor suspension and debarment status, including annual recertification of vendor legal status; and

WHERAS, ECRA has undertaken all necessary steps to ensure that any future work to be done by the named entities will have an approved scope of work and purchase order before any work is done; and

WHEREAS, ECRA does not receive any direct or indirect financial operational, intellectual property, or other benefit from developing software created for exclusive use by Charter School or the referenced related parties. An external investigation demonstrated that no evidence exists to support the District's allegation that ECRCH funded software developed by a private company for the purpose of receiving benefits, direct or indirect; and

WHEREAS, ECRCH has an investigation report demonstrating that the Charter School has not participated in the funding of software development by a private company or companies, that is intended for sale, licensing, or use by other for-profit entities and/or other charter schools.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board hereby approves and adopts a resolution addressing the District's concerns regarding the related-party vendors: CRM Maestro, Biztech, and Covantia.

AND BE IT FURTHER RESOLVED that the Governing Board affirms the Fiscal Policies and Procedures Handbook has been updated on August 27, 2026 and procedures shall been implemented immediately.

* * *

IN WITNESS WHEREOF, the Board of Directors has adopted the above resolution by the following vote at a regular Board meeting this 27th day of August, 2026.

AYES:
NOS:
ABSTENTIONS:
ABSENT:

By:_____
Board Secretary

Coversheet

Discussion and Vote to Adopt Ethics Training Frequency Schedule and Timeline for Completion

Section: V. Governance
Item: P. Discussion and Vote to Adopt Ethics Training Frequency Schedule and Timeline for Completion
Purpose: Vote
Submitted by:
Related Material: Item V.P. Ethics Training Frequency Schedule 8.26.pdf

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Board President: Brad Wright

Ethics Training Frequency Schedule and Timeline for Completion

Assembly Bill 2158 (2022) requires charter school Board members to participate in ethics training for two hours, every two years. Initial compliance was required by January 1, 2026. ECRA requires its Board members to complete ethics training within 30 days of assuming office.

There is no legal requirement for charter school employees to participate in this training, but ECRA mandates that its executive-level employees participate in AB 2158 ethics training with the same two hours every two years requirement as is applicable to Board members.

Effective October 15, 2026, ECRA will mandate school Board members and executive-level employees participate in ethics training annually, exceeding the legal requirement of completing training every two years.

ECRA Board Member Training Compliance as of August 27, 2026

Board member	Most Recent Training Completed Date	Next Training Deadline Per ECRA Requirement
Brad Wright	11/18/2025	11/18/2026
Steven Kofahl	11/20/2025	11/20/2026
Ronald Laws	12/1/2025	12/1/2026
Alexandra Ramirez	10/15/2025	10/15/2026
Joe Kolkowitz	11/20/2025	11/20/2026
Linda Ibach	12/1/2025	12/1/2026
Norris Gunby	12/18/2025	12/18/2026

ECRA Designated Employees Training Compliance as of August 27, 2026

Employee	Most Recent Training Completed Date	Next Training Deadline Per ECRA Requirement
David Hussey	9/16/25	10/15/2026
Fernando Delgado	9/16/25	10/15/2026
Emilie Larew	8/20/26	8/20/2027

Coversheet

Discussion and Vote to Adopt New Formal Complaint Governance Framework

Section: V. Governance
Item: Q. Discussion and Vote to Adopt New Formal Complaint Governance Framework
Purpose: Vote
Submitted by:
Related Material: Item V.Q. Formal Complaint Governance Framdwork 8.26.pdf

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Board President: Brad Wright

Formal Complaint Governance Framework

1. Determine which complaint policy applies: general complaints; represented employee grievance; Uniform complaints; Title IX complaints
2. Within 3 school days of receipt of complaint, route to the appropriate individual compliance officer:
    a. General complaints to the Executive Director; complaints about the Executive Director go to the Board of Directors
    b. Represented employee grievance: as required in the collective bargaining agreement ("CBA")
    c. Uniform complaints: to the designated compliance officer
    d. Title IX complaints: to the designated compliance officer
3. Uniform complaints include those regarding:
    a. Unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the protected characteristic
    b. Complaints alleging violation of specific state or federal programs
    c. Complaints regarding pupil fees
    d. Complaints alleging noncompliance with the Local Control Funding Formula or Local Control and Accountability Plan
4. Title IX complaints include those regarding:
    a. Sex discrimination
    b. Sexual harassment
5. The compliance officer will review and investigate the complaint promptly, complying with any applicable legal or contractual requirements
6. Timelines for review:
    a. General complaints: as required in the general complaint policy
    b. Represented employee grievance: as required in the CBA
    c. Uniform complaints: investigation report sent to the complainant within 60 days of receipt of the complaint
    d. Title IX complaints: as set forth in ECR Title IX policy
7. The compliance officer will communicate with the complainant as to the investigation and resolution of the complaint, if any
8. After resolution of the specific complaint, the compliance officer will implement or cause to be implemented a root cause analysis and systemic corrective actions for recurring issues, strengthening of independent review and investigation processes, enhancement of ECRA Board oversight and reporting through open regular Board meeting updates, improved transparency and stakeholder access to complaint procedures, reinforcement of anti-retaliation protections, and provision of Board training to strengthen governance capacity
9. Training frequency and timeline
    a. General complaints: annual training of the Executive Director and any designees, as well as the Board of Directors, to be completed prior to September 30, annually
    b. Represented employee grievance: annual training of the Executive Director and any designees, as well as the Board of Directors, to be completed prior to September 30, annually

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c. Uniform complaints: annual training of the UCP compliance officer, to be completed prior to September 30, annually
d. Title IX complaints: annual training of the Title IX compliance officer, to be completed prior to September 30, annually

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Determine which complaint policy applies

- General complaints: everything not set forth below
- Employee grievance: as set forth in collective bargaining agreement
- Uniform Complaints:
  a. Unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the protected characteristic
  b. Complaints alleging violation of specific state or federal programs
  c. Complaints regarding pupil fees
  d. Complaints alleging noncompliance with the Local Control Funding Formula or Local Control and Accountability Plan
- Title IX Complaints:
  a. Sex discrimination
  b. Sexual harassment

Review and investigate complaint

- General complaints: as required in the general complaint policy
- Represented employee grievance: as required in the CBA
- Uniform complaints: investigation report sent to the complainant within 60 days of receipt of the complaint
- Title IX complaints: as set forth in ECR Title IX policy

Resolution and root cause analysis

- The compliance officer will communicate with the complainant as to the investigation and resolution of the complaint, if any
- After resolution of the specific complaint, the compliance officer will implement or cause to be implemented a root cause analysis and systemic corrective actions for recurring issues, strengthening of independent review and investigation processes, enhancement of ECRA Board oversight and reporting through open regular Board meeting updates, improved transparency and stakeholder access to complaint procedures, reinforcement of anti-retaliation protections, and provision of Board training to strengthen governance capacity

Coversheet

Annual Performance-based Charter School Division Oversight Visit Report for 2025-2026

Section: V. Governance
Item: S. Annual Performance-based Charter School Division Oversight Visit Report for 2025-2026
Purpose: Discuss
Submitted by:
Related Material:
Item V.S. 2025-2026_Annual_Performance_Based_Oversight_Visit_Report.pdf
Item V.S. Annual Oversight Visit Report.pdf

ATTACHMENT 1

LOS ANGELES UNIFIED SCHOOL DISTRICT
CHARTER SCHOOLS DIVISION

ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT REPORT*
2025-2026 SCHOOL YEAR
FOR

EL CAMINO REAL CHARTER HIGH - 8617
Name and Location Code of Charter School

LAUSD Vision
Los Angeles Unified will be the premier public school district by eliminating educational inequities to graduate ALL students ready for the world – to thrive in college, career, and life.

CSD Mission
The LAUSD Charter Schools Division (CSD) fosters high quality educational opportunities and outcomes for students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

CSD Core Values
We believe that our success depends on:
- Making decisions that put the interests of students first.
- Serving with high expectations, integrity, professionalism, and commitment.
- Employing authentic, responsive, and effective leadership and teamwork.
- Continuously learning as a dynamic organization.
- Building and sustaining a healthy workplace culture where high performance, diversity, and creativity thrive.
- Developing productive relationships with our charter schools and all stakeholders.

* Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to matters related to the school's governance, programs, facilities, operations, and/or fiscal management.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Charter School Name:	**El Camino Real Charter High**			**Location Code:**	**8617**
Current Address:		**City:**	**ZIP Code:**	**Phone:**	**Fax:**
5440 Valley Circle Blvd. **7401 Shoup Ave.**		**Woodland Hills** **West Hills**	**91367** **91307**	**818-595-7500** **818-857-5119**	**818-595-7501** **818-595-7519**
Current Term of Charter[1]:			**LAUSD Board District:**	**LAUSD Region:**	
July 1, 2021 to June 30, 2027			**3**	**North**	
Number of Students Currently Enrolled:	**Enrollment Capacity Per Charter:**		**Number Above/Below Enrollment Capacity (day of visit):**		**Below by 935**
2865	**3800**				
Grades Currently Served:	**Grades To Be Served Per Charter:**		**Percent Above/Below Enrollment Capacity (day of visit):**		**Below by 24.61%**
9-12	**9-12**				
Norm Enrollment Number:	**2823**				
Total Number of Staff Members:	**280**	**Certificated:**	**154**	**Classified:**	**126**
Charter School's Leadership Team Members:	**David Hussey, Executive Director; Dean Bennett: Administrative Director; Jason Camp, Administrative Director; Dr. Minita Clark, Administrative Director; Fernando Delgado, Chief Business Officer; Janneyra Verduzco, Director of Accounting; and Vania Rodriguez, Director of Human Resources**				
Charter School's Contact for Special Education:	**Emilie Larew, Administrative Director**		**SELPA & Option:**	**LAUSD SELPA & MOU Option 3**	
CSD Assigned Administrator:	**Imelda Phillips**		**CSD Fiscal Oversight Manager:**	**Sally Ngov**	
Other School/CSD Team Members:	**N/A**				
Oversight Visit Date(s):	**November 21, 2024**		**Fiscal Review Date (if different):**	**N/A**	
Is school located on a District facility? If so, please indicate the applicable program (e.g., Prop 39, PSC, conversion, etc.):	**Yes; Sole Occupancy Agreement**		**LAUSD Co-Location Campus(es) (if applicable):**	**N/A**	

SUMMARY OF RATINGS *(4)=Accomplished (3)=Proficient (2)=Developing (1)=Unsatisfactory*			
Governance	**Student Achievement and Educational Performance**	**Organizational Management, Programs, and Operations**	**Fiscal Operations**
3, Proficient	**3, Proficient**	**4, Accomplished**	**2, Developing**

[1] Education Code section 47607.4 provides that "all charter schools whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two years, and all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year."

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

CHARTER RENEWAL CRITERIA

In accordance with Education Code §§ 47605, 47607, and 47607.2, in order to renew a charter, the District must determine whether the charter school has met specific renewal criteria prescribed in statute.

REPORT GUIDE

LAUSD's oversight procedures are intended to balance a charter school's autonomy of operation with its accountability to the public. LAUSD utilizes a holistic, performance-based approach to evaluate all charter schools, guided principally by making decisions in the best interest of students. The CSD observes and monitors each charter school in accordance with applicable laws, regulations, LAUSD policy, memoranda of understanding, and the school's operative charter. Information gathered through oversight serves as part of the charter school's ongoing record for the District to make informed decisions about charter school authorization, renewal, material revisions, sharing of promising practices, and if need be, revocation. While LAUSD is responsible to provide oversight of its charter schools and the entities managing charter schools, the primary oversight of each charter school must first and foremost be performed by the charter school's own Governing Board. The Governing Board of a charter school has an ongoing responsibility to oversee the operations of its charter school(s), ensuring that every charter school it oversees is providing a high-quality educational program for students enrolled, is successfully fulfilling the terms of their charter, is fiscally sound, and complies with applicable laws, regulations, and court orders. In designing this document, the District has considered the California Charter Schools Act, the *LAUSD Policy and Procedures for Charter Schools,* the factors and guidance promulgated by the California State Board of Education in evaluating charter schools, and the National Association of Charter School Authorizers' *Principles and Standards of Quality Authorizing*. This reporting tool provides guidelines and criteria used by the CSD to observe, record, assess, and reflect with the charter school on school performance as captured during the annual oversight visit process in these four categories:

- ***Governance*** – demonstrating fulfillment of the Governing Board's fiduciary responsibility to effectively direct and provide oversight for the charter public school, including but not limited to enactment and monitoring of policies and procedures to ensure the school's full compliance with applicable law, policy, and the terms of the charter approved by the LAUSD Board of Education
- ***Student Achievement and Educational Performance*** – demonstrating positive academic achievement and growth for all students
- ***Organizational Management, Programs, and Operations*** – demonstrating effective leadership and implementation of the governing board's policies and procedures, as well as the school's educational program and systems and procedures for the day-to-day operations of the school
- ***Fiscal Operations*** – demonstrating sound fiscal management, appropriate use of public funds, and compliance with regulatory requirements

This report, including the ratings in each category, is based on information and evidence gathered for the annual oversight visit. The CSD considers evidence provided through CSD staff observations, document review, interviews, and discussion with school representatives and stakeholders. All charter schools are expected to prepare for the visit and have available, as applicable, all documentation requested in the *Annual Performance Based Oversight Visit Preparation Guide*. The "Sources of Evidence" sections below identify key information sources generally relevant to their respective indicators; these lists are not exhaustive, however, and some items may not be applicable to the grades served. Schools may present additional evidence as deemed relevant and appropriate. As needed, CSD staff also may request additional information and/or documentation prior to, during, and/or following the visit.

The tool employs the following four-point rubric to rate the school's performance in each category: *(4) Accomplished, (3) Proficient, (2) Developing, and (1) Unsatisfactory*. In addition, the *Summary of School Performance* section in each category captures key findings under one or more of the following headings: (1) Areas of Demonstrated Strength and/or Progress; (2) Areas Noted for Further Growth and/or Improvement; and, if applicable, (3) Corrective Action Required. Under "Corrective Action Required," the CSD reports findings of material noncompliance with applicable law, LAUSD charter policy, or the school's approved charter. **If the report includes any findings under "Corrective Action Required," the charter school must take immediate and appropriate steps to remedy the identified concern.** In accordance with its "tiered intervention" approach to charter school non-compliance and poor performance, the CSD may also send the school appropriate notices, separate and apart from this report, to provide and document time-specific follow-up as necessary. At the other end of the spectrum of performance, any school that earns a rating of *Accomplished* in any category is encouraged to submit to the CSD a summary of those "promising practices" that the school believes have contributed to its success, in order to support the CSD's ongoing efforts to promote and facilitate reciprocal sharing of promising practices among education leaders from across all LAUSD schools.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

GOVERNANCE	RATING*
Summary of School Performance	3, Proficient

Areas of Demonstrated Strength and/or Progress

G2: DUE PROCESS - The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public.

- Review of Governance documentation in Folder I included evidence of systems to provide due process for students, employees, and parents including, but not limited to, Uniform Complaint Procedures (UCP) and related forms; and procedures and forms for resolving general stakeholder complaints, which are readily available on campus and the school's website. The school's Parent Student Handbook 2025-2026 is available via the school's website, which includes, but not limited to Discipline Policies and Procedures, Suspension and Expulsion Policy (including appeals), Title IX Policy, Technology Policy, Wellness Policy, and Attendance and Truancy Policy.
- Folder I also included the Employee Discipline Policy. In addition, the 2025-2026 Employee Handbook is available on the school's website and includes descriptions of the school's Policies and Procedures Related to Equal Employment Opportunity, Workplace Bullying, Conflicts of Interest, Computer and Electronic Communication Policy, Social Media, and Attendance, among others.

G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE-STAFFING AND EVALUATIONS – The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff.

- Review of documentation in Folder I included evidence that the school's governing board monitors the school's staffing needs and compliance with applicable credentialing, clearance, and training requirements, as evidenced by review and certification of relevant aspects of the *Compliance Monitoring and Certification of Board Compliance Review* form at its December 18, 2025, board meeting and demonstrated compliance in clearances and credentialing. Additional evidence included the employee handbook, which is reviewed and voted on every year by El Camino's board and maintained on the school's website. Documentation of the evaluation tools, procedures, and timelines (in accordance with the respective unions) were submitted for all employees.
- Governance documentation also included evidence that the school's governing board has established procedures to evaluate El Camino's Executive Director through the submission of the Executive Director's evaluation tool. Agendas reviewed reveal that discussion and vote on the Board Committee that evaluates the Executive Director take place several times throughout the year. Per agendas submitted, the Executive Director was last evaluated on June 30, 2025.

G6: FISCAL MANAGEMENT AND ACCOUNTABILITY

- As noted in further detail in the Fiscal Operations category, below, a related Notice of Concern issued concurrently with this report on June 30, 2026, the rating of "2" for this indicator is primarily due to significant fiscal and governance concerns, including potential conflicts of interest, related-party vendor

transactions, and insufficient safeguards to ensure transparency and appropriate oversight of financial activities by the organization. Please see the Areas Noted for Further Growth and/or Improvement section and the Corrective Action Required for the Notice of Concern issued within the Fiscal Operations category, below, for additional information.

Areas Noted for Further Growth and/or Improvement

- As noted in further detail in the Fiscal Operations category, below, the rating of "2" is primarily due to significant fiscal and governance concerns, including related-party transactions and potential conflicts of interest, and governance issues.

Corrective Action Required

- Per the Notice of Concern referenced under G6, above, a formal response from the El Camino Real Alliance governing board on the issues noted herein is required by July 31, 2026. See the Fiscal Operations category, below, for additional information.

Notes:

- Given the areas noted for further growth and/or improvement in applicable categories of this report, the overall Governance category rating is, "2, Developing." See "*Rating Notes," below, for more information.

Progress on LAUSD Board of Education Benchmarks and/or MOU related to GOVERNANCE (if applicable):

☒ Not Applicable

RATING NOTES:

- ***A charter school may receive a rating as low as one (1) in this category for any of the following reasons: 1) Evidence of conflict(s) of interest within the organization (i.e. Governing Board, staff, contracted external parties, etc.), 2) School is in breach of the operative charter, including Federal, State, and District Required Language, 3) School is "Not in Good Standing," 4) Unresolved concern(s) and/or ongoing tiered intervention (i.e., Notice of Concern and/or Notice to Cure), and/or 5) If there are serious concerns related to fiscal matters (e.g., negative financial condition, fiscal mismanagement, repeat material weaknesses, significant deficiencies, and/or significant audit findings disclosed in the charter operator's most recent annual independent audit report, etc.).***
- ***A charter school cannot receive a rating greater than three (3) in this category if it receives an overall rating of two (2) or one (1) in any other category (Student Achievement and Educational Performance; Organizational Management, Programs, and Operations; or Fiscal Operations).***

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

G1: GOVERNANCE STRUCTURE AND COMPLIANCE MONITORING

The Governing Board has implemented the organizational structure, roles, and responsibilities set forth in the approved charter and applicable law, including:

- Governing Board composition, structure, roles, and responsibilities as set forth in the approved charter
- Governing Board committees/councils are implemented as described in the school's charter (e.g., Finance, Human Resources, Academics, etc.)
- The Governing Board has a system in place to ensure compliance with the public integrity statutes including laws requiring open meetings and laws forbidding financial and other conflicts of interest.
- The Governing Board reviews and certifies the *Compliance Monitoring and Certification of Board Compliance Review* form

Performance Rubric	Sources of Evidence
☒ The Governing Board has fully implemented the organizational structure set forth in the school's operative charter, including all committees/councils; and has a system in place to ensure it consistently complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has implemented the organizational structure set forth in the school's operative charter, including committees/councils; and has a system in place to ensure it complies with the applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has partially implemented the organizational structure set forth in the school's operative charter; and/or has an ineffective system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.) ☐ The Governing Board has not implemented the organizational structure set forth in the school's operative charter; and has an ineffective or no system in place to ensure it is complying with applicable open meeting requirements for local agencies (e.g., Brown Act, Gov. Code, § 54950 et seq.)	☒ Organizational chart in approved charter ☒ Organizational chart (current) ☒ Board member roster ☒ Bylaws (current) ☒ Board Committee(s) Calendar(s) ☒ California open meeting law training (Brown Act) ☒ Compliance Monitoring and Certification of Board Compliance Review ☒ Board meeting agendas, minutes, and/or documentation ☒ Observation of Governing Board meeting(s) ☒ Discussion with leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

G2: DUE PROCESS

***The Governing Board has systems in place to ensure that the school provides adequate due process, in accordance with applicable law, the school's charter, and LAUSD charter school policy, to honor and protect the rights of students, employees, parents, and the public in the following areas*:**

- Student discipline
- Employee grievances and discipline
- Stakeholder complaint resolution pursuant to the Uniform Complaint Procedures (UCP)
- Parent/stakeholder complaint resolution for complaints outside regulatory scope of UCP

Performance Rubric	Sources of Evidence
☒ The Governing Board has well-developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has partially developed systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public ☐ The Governing Board has minimal or no systems in place to ensure that the school provides due process, in accordance with applicable law, the charter, and LAUSD charter policy, for students, employees, parents, and the public	☒ Student discipline policy and procedures ☒ Employee grievance and discipline policy and procedure ☒ Uniform Complaint Procedures policy and form(s) ☒ Stakeholder complaint procedures and form(s) ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

G3: RESPONSIVE AND ACCOUNTABLE GOVERNANCE - EDUCATIONAL PROGRAM

The Governing Board has systems in place to ensure ongoing:

- Review and use of academic performance data (e.g., CA School Dashboard, internal assessments, etc.) and other school data and information to ensure sound Governing Board decision-making in support of continuous improvement of student achievement, fiscal viability, compliance, and overall public school excellence
- Monitoring of the school's implementation of its Local Control and Accountability Plan (LCAP) and additional school plans (e.g., Comprehensive Support and Improvement (CSI), Additional Targeted Support and Improvement (ATSI), School Plan for Student Achievement (SPSA), and action plans for making progress toward LCAP goals)
- Transparent governance and accountability to stakeholders, including compliance with the LAUSD BOE's Charter School Transparency Resolution, as well as consideration of input from the school's committees/councils and stakeholders

Performance Rubric	Sources of Evidence
☒ The Governing Board regularly considers school performance data, stakeholder input, and other data, and takes appropriate action to achieve positive measurable pupil outcomes (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board seldom considers school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.) ☐ The Governing Board does not consider school performance data, stakeholder input, and other data to inform decision-making (e.g., approving action plans and/or resources, analysis and discussion, etc.)	☒ Board meeting agendas, minutes, and/or documentation ☒ Board member and executive leadership training of Governing Board meeting(s) ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

G4: RESPONSIVE AND ACCOUNTABLE GOVERNANCE – STAFFING AND EVALUATIONS

The Governing Board has systems in place to ensure ongoing:

- Monitoring of staffing needs and the school's compliance with all applicable credentialing, clearance, and training requirements
- Evaluation procedures with clear performance standards for all school-based staff, including but not limited to administrators, certificated staff, and classified staff
- Evaluation of executive level leadership (including, but not limited to, those positions reporting to the Governing Board, as indicated in Element 4 of the approved charter, such as Executive Director, Area Superintendent, Principal, etc.)

Performance Rubric	Sources of Evidence
☒ The Governing Board regularly monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a well-developed system for the evaluation of all school-based staff and executive level leadership staff ☐ The Governing Board monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and has implemented a system for the evaluation of school-based staff and executive level leadership staff ☐ The Governing Board inconsistently monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has partially implemented a system for the evaluation of school-based staff and/or executive level leadership staff ☐ The Governing Board seldom monitors school staffing to ensure that all students are taught by appropriately credentialed and assigned teachers, and/or has not implemented a system for the evaluation of school-based staff and/or executive level leadership staff	☒ Human Resources policies and procedures ☒ Board meeting agendas, minutes, and/or documentation ☒ Evaluation of Executive Leadership procedures and tools ☒ Evaluation of school-based staff procedures and tools ☒ Compliance Monitoring and Certification of Board Compliance Review ☒ *Certification of Clearances, Credentialing, and Mandated Reporter Training* form ("ESSA Grid") for current academic year ☒ Observation of Governing Board meeting(s) ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

G5: FISCAL CONDITION

The Governing Board has a system in place to ensure fiscal viability:

- The school is fiscally strong and net assets are positive in the two most current annual independent audit reports.
- If applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s).

Performance Rubric	Sources of Evidence
☒ The school is fiscally strong with positive net assets and meets the four (4) recommended financial ratios (identified as part of the Supplemental Criteria within the Fiscal Operations Rubrics section below for the rating of 4, *Accomplished)* in the two most current annual independent audit reports, ***and***, if applicable, all LAUSD Board of Education-approved fiscal condition-related benchmark(s) are met by the required deadline(s) ☐ The school is fiscally stable, with positive net assets in the most current annual independent audit report ☐ The school is fiscally weak or unstable*, net assets are negative in the most current annual independent audit report, **or** the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer ☐ The school is consistently fiscally weak, net assets are negative in the two most current annual independent audit reports, **or** the school does not have an independent audit report or audited financial result for its first operative year on file with LAUSD or prior charter authorizer **Notes:** Additional factors that may affect the rating include: inadequate cash flow; financial condition and/or enrollment trend that is declining and/or beginning to reflect an unbalanced budget; indicators of deteriorating financial health that could result in negative net assets and/or fiscal insolvency (such as a negative cash balance) during the current and/or the foreseeable fiscal years; prolonged reliance on financing resources to sustain operations (e.g., factoring receivables, intraorganizational or third-party loans, ongoing deficit spending); or concerns that the school may be unable to maintain quality educational programs if the student enrollment falls below a certain threshold. *For example, the school's financial condition fluctuates from year to year, with significant net losses contributing to negative net assets in the current or upcoming school years.	☒ Board meeting agendas and minutes ☒ Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances ☒ Observation of Governing Board meeting ☒ Discussion with leadership ☒ Independent audit report(s) ☒ Other financial information submitted by the school ☒ Other: (see Fiscal Operations section below)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

G6: FISCAL MANAGEMENT AND ACCOUNTABILITY

The Governing Board has a system in place to ensure sound fiscal management and accountability:

- The school adheres to the Governing Board-approved fiscal policies and procedures and does not have any areas noted for improvement.
- The two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies.
- The school is in compliance with Generally Accepted Accounting Principles, all applicable federal, state, and local laws and regulations, LAUSD charter policy, and the school's approved charter.
- If applicable, all LAUSD Board of Education-approved fiscal management-related benchmark(s) are met by the required deadline(s).

Performance Rubric	Sources of Evidence
☐ The school **consistently adheres** to the Governing Board-approved fiscal policies and procedures, does not have any areas noted for improvement, and the two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies ☐ The school **generally adheres** to the Governing Board-approved fiscal policies and procedures, but has areas noted for improvement, and the most current annual independent audit report shows no audit findings that are identified as material weaknesses or significant deficiencies ☒ The school is **not adhering** to the Governing Board-approved fiscal policies and procedures, and has areas noted for improvement, **or** has significant fiscal-related issues (e.g., fiscal mismanagement, audit findings that are identified as material weaknesses or significant deficiencies, unresolved recurring issues, potential conflicts of interest, etc.) ☐ The school is **continuously not adhering** to the Governing Board-approved fiscal policies and procedures, **or** has significant and recurring fiscal-related issues (e.g., fiscal mismanagement, audit findings that are identified as material weaknesses or significant deficiencies, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, etc.)	☒ Board meeting agendas and minutes ☒ Other evidence of a system for Board review and monitoring of fiscal policies, procedures, budget, and finances ☒ Observation of Governing Board meeting ☒ Discussion with leadership ☒ Independent audit report(s) ☒ Other: (see Fiscal Operations section below)

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE	RATING*
Summary of School Performance	3, Proficient
California Department of Education's (CDE) Charter School's 2026 Performance Category[2]	Middle Performing

Areas of Demonstrated Strength and/or Progress

A1: ALL STUDENTS ENGLISH LANGUAGE ARTS (ELA) INDICATOR

- The schoolwide Dashboard ELA Indicator performance color is Green. The school's 2025 schoolwide ELA DFS (35.1 DFS) is higher than the state average (-8.1 DFS).

A2: STUDENT GROUP ENGLISH LANGUAGE ARTS (ELA) INDICATOR

- The majority of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS). The 2025 average DFS in ELA for the school's:
  - Students with Disabilities student group (-85.4 DFS) is higher than the state average (-89.4 DFS).
  - Latino student group (18.9 DFS) is higher than the state average (-33.7 DFS).
  - Socioeconomically Disadvantaged student group (29.9 DFS) is higher than the state average (-35.3 DFS)
  - Asian student group (64.7 DFS) is higher than the state average (61.9 DFS).
  - White student group (26.3 DFS) is higher than the state average (23.8 DFS)
  - Black or African American student group (46.7 DFS) is higher than the state average (-51.3 DFS)
  - Filipino student group (80.9 DFS) is higher than the state average (49.6 DFS).
  - Two or More Races student group (59.2 DFS) is higher than the state average (29.4 DFS).
  - English Learners student group (-110.2 DFS) is lower than the state average (-59.9 DFS)

A3: ALL STUDENTS MATH INDICATOR

- The schoolwide Dashboard Math Indicator performance color is Yellow. The school's 2025 schoolwide Math DFS (-40.3 DFS) is higher than the state average (-42.4 DFS).

[2] In January 2026, the California Department of Education (CDE) updated Criterion 1 and Criterion 2 for determining charter school performance categories. For Criterion 1, the CDE added the Science Indicator to the Dashboard state indicators used to determine the performance category. Additionally, the CDE updated Criterion 2, the academic indicators, to include Science in the determination of performance categories.

A5: ALL STUDENTS ENGLISH LEARNER PROGRESS INDICATOR (ELPI)

- The schoolwide Dashboard ELPI performance color is Green. The school's 2025 percentage of English Learner students making progress towards English language proficiency (46.0%) is lower than the state average (46.4%).

A6: ALL STUDENTS COLLEGE/CAREER (CCI) INDICATOR

- The schoolwide Dashboard College/Career Indicator performance color is Green. The school's 2025 percentage of students prepared for college or a career (55.7%) is higher than the state average (51.7%).

A7: STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI)

- All of the school's numerically significant student groups have CCI percentages above their respective statewide student group percentages.
  The 2025 percentage of the school's:
  - Latino student group prepared for college or a career (52.36%) is higher than the state average (45.1%).
  - Asian student group prepared for college or a career (82.7%) is higher than the state average (77.9%).
  - Socioeconomically Disadvantaged student group prepared for college or a career (53.7%) is higher than the state average (44.8%).
  - Filipino student group prepared for college or a career (77.6%) is higher than the state average (74.6%).
  - Black or African American student group prepared for college or a career (48.8%) is higher than the state average (35.7%).
  - Two or More Races student group prepared for college or a career (51.5%) is lower than the state average (58.6%).
  - Students with Disabilities student group prepared for college or a career (15.6%) is lower than the state average (18.7%).
  - White student group prepared for college or a career (52.1%) is lower than the state average (58.6%).

A9: ALL STUDENTS GRADUATION RATE INDICATOR

- The schoolwide Dashboard Graduation Rate Indicator performance color is Green. The school's 2025 Graduation Rate (92.9%) is higher than the state average (87.8%).

A10: ALL STUDENTS SUSPENSION RATE INDICATOR

- The schoolwide Dashboard Suspension Rate Indicator performance color is Green. The school's 2025 percentage of students suspended at least one day (0.7%) is lower than the state average (2.9%).

<u>Areas Noted for Further Growth and/or Improvement</u>

A4: STUDENT GROUP MATH INDICATOR

- None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS).
  The 2025 average DFS in Math for the school's:
  - English Learner student group (-169.7 DFS) is lower than the state average (-86.1 DFS).

- Latino student group (-77.4 DFS) is lower than the state average (-73.6 DFS).
- Socioeconomic Disadvantage student group (-44.3 DFS) is higher than the state average (-72.9 DFS).
- Students with Disabilities student group (-155.5 DFS) is lower than the state average (-120.7 DFS).
- Asian student group (16.8DFS) is lower than the state average (51.9 DFS).
- White student group (-42.4 DFS) is lower than the state average (-6.2 DFS)
- Black or African American student group (-47.0 DFS) is higher than the state average (-95.8 DFS)
- Filipino student group (46.7 DFS) is higher than the state average (14.2 DFS).
- Two or More Races student group (-12.3 DFS) is lower than the state average (-0.7 DFS).

In light of these results, school leaders report implanting the following:

- "Introducing Pre-AP Algebra, Pre-AP Geometry, and Pre-AP Algebra II to create an accelerated pathway that better differentiates instruction and pushes high-performing students while providing structured supports for those who need reinforcement.
- "Teachers are using common formative assessments and data cycles to address skill gaps earlier in the semester."
- "Increasing communication and coordination across grade levels to ensure students transitioning into 9th Grade receive consistent mathematical foundations."

Corrective Action Required

None noted that require immediate action to remedy concerns indicated in this report.

Notes:

The Indicator information below is provided for informational purposes only and will not be scored.

A5: DASHBOARD SCHOOLWIDE ENGLISH LEARNER PROGRESS - The school's 2025 percentage of Long-Term English Learner students making progress towards English language proficiency (36.8%) is lower than the state average (49.1%).

ALL STUDENTS SCIENCE INDICATOR - The school's schoolwide Dashboard Science Indicator is at 56.1 science points as compared to the state at 52.6 science points.

Local Indicators: Dashboard Year 2025

Basic Services and Conditions: Met
Implementation of State Academic Standards: Met
Parent and Family Engagement: Met
School Climate: Met
Access to a Broad Course of Study: Met

Charter School's 2025-2026 Every Student Succeeds Act (ESSA) Assistance Status:

☐ Comprehensive Support and Improvement – Low Graduation Rate (CSI- Low Grad)
☐ Comprehensive Support and Improvement – Low Performance (CSI- Low Perform)

☐ Additional Targeted Support and Improvement (ATSI)
☐ Targeted Support and Improvement (TSI)
☒ No Status

2025 LCFF Charter School Assistance Eligibility:
☒ General Assistance (Level 1) - resources and assistance that is made available to all local educational agencies
☐ Differentiated Assistance (Level 2) - local educational agencies that meet certain eligibility criteria for additional support

For 2024-2025:
The school's percent of "At Risk" ELs is 0.6% as compared to the state's percent of 6.0%
The school's percent of "LTELs" is 2.1% as compared to the state percent of 10.4%

Progress on LAUSD Board of Education Benchmarks and/or MOU related to STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE (if applicable):
☐ Not Applicable

On December 8, 2020, the Los Angeles Unified School District (LAUSD) Board of Education voted to approve with benchmarks the charter renewal petition of El Camino Real Charter High.

1. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's English Language Arts (ELA) Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Increased in Change level in ELA.

2. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's Math Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Not Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Maintained in Change level in Math.
   In light of these results, school leaders report the following targeted support for Students with Disabilities:
   - "Increasing push-in support and collaborative planning between math teachers and special education staff."
   - "Utilizing data from Pear Assessments to provide SWD students with precise remediation."

- "Developing a new Algebra 1 Support section with built-in tutoring, small-group instruction, and targeted interventions for students entering below grade level, especially English Learners, SWD, and 9th graders."

RATING NOTE: A charter school cannot receive a rating in this category greater than a one (1) if the school has been identified as a Low Performing charter school based on the state's published list.

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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DATE OF VISIT: **12/4/2025**

A1: ALL STUDENTS ENGLISH LANGUAGE ARTS (ELA) INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students ELA Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students ELA Indicator color is Blue ☒ The California School Dashboard All Students ELA Indicator color is Green; or a Status (DFS) that is the same or higher than the state average ☐ The California School Dashboard All Students ELA Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average ☐ The California School Dashboard All Students ELA Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the ELA Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A2: STUDENT GROUP ENGLISH LANGUAGE ARTS (ELA) INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard ELA Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☒ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A3: ALL STUDENTS MATH INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Math Indicator (CDE)

Performance Rubric	Sources of Evidence

☐ The California School Dashboard All Students Math Indicator color is Blue ☒ The California School Dashboard All Students Math Indicator color is Green; or a Status (DFS) that is the same or higher than the state average ☐ The California School Dashboard All Students Math Indicator color is Yellow or Orange; and a Status (DFS) that is lower than the state average ☐ The California School Dashboard All Students Math Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Math Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A4: STUDENT GROUP MATH INDICATOR - (GRADES 3-8 & 11)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard Math Indicator for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence
☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☒ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/DFS) ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A5: ALL STUDENTS ENGLISH LEARNER PROGRESS INDICATOR (ELPI)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students ELPI (CDE)

Performance Rubric	Sources of Evidence

☐ The California School Dashboard All Students ELPI color is Blue ☒ The California School Dashboard All Students ELPI color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students ELPI color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students ELPI color is Red ☐ Not available - No color assigned on the California School Dashboard for the ELPI	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A6: ALL STUDENTS COLLEGE/CAREER (CCI) INDICATOR - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students CCI (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students CCI color is Blue ☒ The California School Dashboard All Students CCI color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students CCI color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students CCI color is Red ☐ Not available – No color assigned on the California School Dashboard for the CCI ☐ Not applicable - CCI is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A7: STUDENT GROUP COLLEGE/CAREER INDICATOR (CCI) - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard CCI for Numerically Significant Student Groups (30 or more students) (CDE)

Performance Rubric	Sources of Evidence

☐ All numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☒ The majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ Less than a majority of the numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ None of the school's numerically significant student groups scored higher than their respective student group statewide average (Status/Percent) ☐ Not available – No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s) ☐ Not applicable - CCI is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A8: ALL STUDENTS CHRONIC ABSENTEEISM INDICATOR - (GRADES K-8)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Chronic Absenteeism Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Blue ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Green; or a Status (Percent) that is the same or lower than the state average ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average ☐ The California School Dashboard All Students Chronic Absenteeism Indicator color is Red notwithstanding the Status (Percent) ☐ Not available - No color assigned on the California School Dashboard for the Chronic Absenteeism Indicator ☒ Not applicable - The Chronic Absenteeism Indicator is not applicable for the grade levels assigned at the charter school	☐ California School Dashboard (CDE) ☐ Other: (Specify)

A9: ALL STUDENTS GRADUATION RATE INDICATOR - (GRADES 9-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Graduation Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Graduation Rate Indicator color is Blue ☒ The California School Dashboard All Students Graduation Rate Indicator color is Green; or a Status (Percent) that is the same or higher than the state average ☐ The California School Dashboard All Students Graduation Rate Indicator color is Yellow or Orange; and a Status (Percent) that is lower than the state average ☐ The California School Dashboard All Students Graduation Rate Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Graduation Rate Indicator ☐ Not applicable - The Graduation Rate Indicator is not applicable for the grade levels assigned at the charter school	☒ California School Dashboard (CDE) ☐ Other: (Specify)

A10: ALL STUDENTS SUSPENSION RATE INDICATOR - (GRADES K-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Suspension Rate Indicator (CDE)

Performance Rubric	Sources of Evidence
☐ The California School Dashboard All Students Suspension Rate Indicator color is Blue ☒ The California School Dashboard All Students Suspension Rate Indicator color is Green; or a Status (Percent) that is the same or lower than the state average ☐ The California School Dashboard All Students Suspension Rate Indicator color is Yellow or Orange; and a Status (Percent) that is higher than the state average ☐ The California School Dashboard All Students Suspension Rate Indicator color is Red ☐ Not available - No color assigned on the California School Dashboard for the Suspension Rate Indicator	☒ California School Dashboard (CDE) ☐ Other: (Specify)

ALL STUDENTS SCIENCE INDICATOR - (GRADES 5, 8, 10-12)

The school demonstrates student academic achievement, including progress towards closing the achievement gap, as measured by:

- California School Dashboard All Students Science Indicator (CDE)

Performance Rubric	Sources of Evidence
The Science Indicator information is for informational purposes only and will not be scored.	☒ California School Dashboard (CDE) ☐ Other: (Specify)

☒ The California School Dashboard All Students Science Indicator is the same or higher than the state ☐ The California School Dashboard All Students Science Indicator is lower than the state ☐ Not applicable - The Science Indicator is not applicable for the grade levels assigned at the charter school ☐ Not available - No assessment of performance on the California School Dashboard for this indicator; or the school does not have numerically significant student group(s)	

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

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ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS	RATING*
Summary of School Performance	4, Accomplished

Areas of Demonstrated Strength and/or Progress

O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE - The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates effective and consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District as demonstrated by schoolwide suspension event rate data less than 3%, and suspension disproportionality rates that do not reach or exceed 14.5% for the Students with Disabilities or African American student groups.

- Per the *LAUSD Office of Data & Accountability's Data Sets for suspension, expulsion, and disproportionality*, the school's 202-2025 suspension event rate was less than 3% and zero expulsions. Review of documentation in Folder III, discussions with school leaders, and classroom/campus observations included evidence of systems to promote a positive school climate. School leadership shared the following Positive Behavior Supports as part of its *School Positive Behavior and Support System:*
  - *Two full-time Dean of Students*
  - *Intervention coordinator*
  - *One School Based Therapist*
  - *Student support groups*
- Additionally, school leadership shared the following *Tiered Behavior Intervention*:
  - *Restorative Practices*
  - *Conflict Resolutions led by the Deans*
  - *Individual Counseling*
  - *Behavioral Contracts*
  - *Referral to one of our four School Based Therapists & Intervention Team*

O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT - The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements.

- The school yearlong calendar of school events and meetings are shared with the public via the school's website. The calendar is kept current and provides stakeholders information of upcoming events such as sports, parent meetings, early dismissal days, general activities, student activities, AP exam information, and school trips.
- Folder III included agenda and minutes of meetings of the School Site Council (SSC) and English Learner Advisory Council (ELAC). Additionally, agendas and minutes are available on the school's website. A Calendar of Stakeholder Engagement Events/Meetings was submitted, which included (but not limited to) dates of parent meetings for School Site Council, ELAC, Parent Advisory Committee, School Safety Committee, Padres Latinos (parent group), RISE (parent group), and ECR Royal Families (parent group).

- School leadership shared the following regarding their *School Parental Involvement Policy*:
  - "ECRCHS involves parents in the activities of the Charter School to adequately represent the needs of the population."
  - "ECRCHS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful Charter School and family interactions."
  - "ECRCHS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs."

Areas Noted for Further Growth and/or Improvement
None noted at this time.

Corrective Action Required
None noted that require immediate action to remedy concerns indicated in this report.

Notes: None.

Progress on LAUSD Board of Education Benchmarks and/or MOU related to ORGANIZATIONAL MANAGEMENT, PROGRAMS, AND OPERATIONS (if applicable):
☒ Not Applicable

RATING NOTES:

- ***The overall rating for this category will be impacted if the school is in breach of the operative charter, including Federal, State, and District Required Language related to this section; and/or by a failure to provide evidence of any item on the following three (3) checklists: A) Review of Clearances, Credentialing, and Mandated Training Compliance Items; B) Review of Health and Safety Compliance Items; C) Review of Transparency and Stakeholder Information Compliance Items. See checklists below.***

O1: IMPLEMENTATION OF THE EDUCATIONAL PROGRAM

The school has systems in place to ensure alignment to the curricular and educational program outlined in the approved charter by:

- Implementing innovative components and key features of the educational program described in the charter
- Implementing standards-based instruction in accordance with the California State Content Standards specific to the grade levels served and aligned with the needs of students
- Implementing assessments to measure the development of grade-level appropriate academic and non-academic skills
- Reviewing and analyzing school and student progress towards annual goals (schoolwide and for all student groups that the school serves) that are consistent with the educational performance measured by the California School Dashboard and state assessments
- Providing teacher, staff, and administrator professional development specific to supporting desired student outcomes, innovative components, and key features outlined in the school's charter
- Implementing a system to monitor student progress toward, and completion of, graduation and A-G requirements (**high schools only**)

Performance Rubric	Sources of Evidence
☒ The school has fully implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report ☐ The school has implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served ☐ The school has partially implemented the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served ☐ The school has minimally implemented, or not at all, the educational program, including innovative components and key features, outlined in the school's charter and aligned to California State Content Standards specific to the grade levels served	☒ Innovative Components and Key Features of the Educational Program ☒ Standards-Based Instructional Program ☒ Master Schedule/Course Schedule ☒ Student Achievement Data Analysis ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Other: (Specify) High School: ☒ System for monitoring student progress toward and completion of graduation and A-G Requirements ☒ WASC Accreditation Notification Letter ☒ UC Doorways course approval ☒ Graduation Requirement/Policy ☒ Math Placement Assessment Policy (9th grade only) ☒ Advanced Placement Exam: Participation Rate and Passage Rate ☒ College acceptance and enrollment rates

O2: MEETING THE NEEDS OF ALL STUDENTS; STUDENT GROUP DATA ANALYSIS

The school has a system in place to ensure:

- Implementation of differentiated instructional strategies and approaches described in the charter designed to meet the learning needs of all students, including all numerically significant student groups identified in the school's LCAP and by the CDE
- Implementation of internal student assessments aligned with instructional outcomes to determine student mastery of California State Content Standards
- Disaggregation and analysis of data on a regular basis to address individual student needs and guide instructional planning and use of interventions
- Implementation, review, and modification, as appropriate, of its Master Plan for English Learners (EL identification, standards-based designated and integrated ELD instruction, progress monitoring, assessment, and reclassification)

Performance Rubric	Sources of Evidence

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☐ The school has a well-developed system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; evidence of systems to modify instruction based on data analysis; and has achieved an overall rating of "3" or "4" in the Student Achievement and Educational Performance category of this year's oversight report ☒ The school has a system to implement and monitor the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups; provides standards-aligned designated and integrated ELD for English Learners; and evidence of systems to modify instruction based on data analysis ☐ The school has partially implemented the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or limited evidence of systems to modify instruction based on data analysis ☐ The school has minimally implemented, or not at all, the components of the charter's instructional program designed to meet the learning needs of all students, including its student groups, and/or no evidence of systems to modify instruction based on data analysis	☒ Implementation of differentiated instructional strategies ☒ Intervention/Enrichment Program during the instructional day ☒ Student Group data analysis ☒ Internal assessment data ☒ Professional Development documentation ☒ Students Experiencing Homelessness Designee ☒ Foster Youth Designee ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Other: (Specify) English Learners ☒ Master Plan for English Learners ☒ Designated English Language Development (ELD) schedule ☒ Documentation of implementation of the school's Master Plan for English Learners ☒ Implementation of a data analysis system

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O3: SPECIAL EDUCATION

The school has a system in place to ensure that the school:

- Provides special education programs and services in accordance with students' IEPs
- Maintains and monitors mandated IEP timeline records and accurate service provision records in Welligent
- Conducts a special education self-review annually, using the Special Education Self-Review Checklist
- Provides special education training for staff

Performance Rubric	Sources of Evidence
☐ The school has a well-developed system in place for full implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with regular and ongoing professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records ☒ The school has a system in place for implementation and monitoring of its special education processes and program in compliance with all requirements; provides staff with professional development/training to support implementation of its special education program; and as documented in Welligent, adheres to mandated IEP timelines and maintains accurate service provision records ☐ The school has a partially developed system in place for implementation and monitoring of its special education processes and program in compliance with all requirements ☐ The school has a minimal or no system in place for implementation and monitoring of its special education processes and program in compliance with all requirements ☐ Not applicable - Charter school participates in LAUSD's Option 1 SELPA	☒ Welligent IEP Timeline and Service Tracking Reports ☒ Annual Self-Review Checklist ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with School Leadership ☐ Other: (Specify)

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O4: SCHOOL CLIMATE AND STUDENT DISCIPLINE

The school has a school climate and schoolwide student discipline system in place to ensure that the school's practices:

- Align with principles of the District's Discipline Foundation Policy and School Climate Bill of Rights Resolution, including but not limited to, tiered behavior intervention, alternatives to suspension, schoolwide positive behavior support, and data monitoring
- Provide positive opportunities for student wellness, growth, and success, aimed at making the school safe, welcoming, supportive, and inclusive
- Monitor discretionary suspensions and expulsions
- Monitor chronic absenteeism for all students and student groups
- Prevent acts of bullying, including cyberbullying, in accordance with the requirements of Ed. Code, §§ 32283.5 and 234.4

Performance Rubric	Sources of Evidence
☒ The school has a well-developed and effective school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates effective and consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District. ☐ The school has a school climate and student discipline system that is aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights. Additionally, the school demonstrates consistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate notification to the District. ☐ The school has a partially developed and/or minimally effective school climate and student discipline system that is only partially aligned with the principles of the Discipline Foundation Policy and School Climate Bill of Rights, and/or the school demonstrates inconsistent implementation of applicable policies related to suspensions and expulsions including, but not limited to, appropriate and timely notification to the District. ☐ The school has a minimally developed school climate and student discipline system as demonstrated by one or more of the following: the issuance of repeated CSD Notices to Cure (tiered intervention) related to suspension/expulsion; noted concerns related to ensuring due process rights when implementing suspension/expulsion practices; violation of law or policy.	☒ Positive school climate system and Restorative Justice documentation ☒ Documentation of systems to prevent acts of bullying ☒ Documentation of systems to promote regular attendance ☒ Professional Development documentation ☒ Classroom/site Observation ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

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O5: STAKEHOLDER ENGAGEMENT AND INVOLVEMENT

The school has a system for stakeholder engagement, including gathering input, facilitating, and encouraging involvement, sharing information, and resolving concerns, which:

- Provides parents, teachers, and students with meaningful opportunities for involvement and engagement that meet the requirements and goals of applicable federal and state law, the school's charter, and the school LCAP
- Implements a School Site Council (SSC), English Learner Advisory Committee (ELAC), and/or Parent Advisory Committee (PAC) in accordance with applicable legal requirements (e.g., member composition of committee/council, legally required topics, etc.), if applicable

Performance Rubric	Sources of Evidence
☒ The school provided evidence of a well-developed and effective system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements ☐ The school provided evidence of a system for stakeholder engagement, including gathering input, encouraging involvement, sharing information, and resolving concerns; and, as applicable, implements an SSC, ELAC, and/or PAC in accordance with all legal requirements ☐ The school provided limited evidence of a system for stakeholder engagement, sharing information, and resolving concerns ☐ The school provided little to no evidence of a system for stakeholder engagement, sharing information, and resolving concerns	☒ Yearlong Calendar of stakeholder engagement events/meetings. ☒ Stakeholder Engagement ☒ Stakeholder Consultation ☒ School Site Council (SSC) documentation ☐ Parent Advisory Committee (PAC) documentation ☒ English Learners Advisory Committee (ELAC) documentation ☒ School website ☒ Discussion with school leadership ☐ Stakeholder focus group ☐ Other: (Specify)

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A. Review of Clearances, Credentialing, and Mandated Training Compliance Items

The items below are expected to be evident to ensure the school is in compliance with applicable law and the terms of its approved charter regarding clearances, credentialing, and mandated training at all times. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

Rating Note: A charter school cannot receive an overall rating in this category greater than one (1) if any items below are not evident.

Item	Evident	Not Evident
All new employees of the charter have a DOJ Criminal Background Clearance date prior to start date, per Ed Code § 45125.	☒	☐
Charter maintains accurate vendor certification forms, which are reviewed and signed by the charter school representative, prior to start date of vendor services, per Ed Code §§ 44237 and 45125.1.	☒	☐
All sole proprietors have a Sole Proprietor Criminal Background Clearance Certification form and a Sole Proprietor Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification form completed prior to start date, per Ed Code §§ 44237, 45125.1 and 49406.	☒	☐
If applicable, all volunteers who perform school-site services while not under the direct supervision of a school employee have a DOJ Criminal Background Clearance date prior to start date, Ed Code §§ 44237 and 45125.	☒	☐
	☐ Not applicable	

Rating Note: A charter school cannot receive an overall rating in this category greater than two (2) if any items below are not evident.

Item	Evident	Not Evident
All employees have completed mandated child abuse reporter training within 6-weeks of the beginning of the school year or within 6-weeks of employment, per Ed Code § 44691.	☒	☐
All certificated staff are fully credentialed, including EL authorizations, and appropriately assigned as authorized by their credentials at all times, per Ed Code § 47605(l).	☒	☐

Rating Note: A charter school may not receive an overall rating in this category greater than two (2) if any items below are not evident.

Item	Evident	Not Evident
The school has provided documentation for at least one Custodian of Records, per California Penal Code § 11102.2.	☒	☐
All new employees of the charter have undergone a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, per Ed Code § 49406.	☒	☐
All employees have current TB clearance, per Federal, State, and District Required Language.	☒	☐
	☒	☐

All volunteers with frequent or prolonged contact with students have a current TB clearance upon initial time of assignment, per Ed Code § 49406.	☐ Not applicable
Notes: None.	

B. Review of Health and Safety Compliance Items

The items below are expected to be evident at the charter school to ensure the protection of student and staff health and safety. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and restrict the overall rating in the Organizational Management, Programs, and Operations category as indicated below.

A charter school cannot receive an overall rating in this category greater than one (1) if the items below are not evident.

Item	Evident	Not Evident
A current, comprehensive, site-specific comprehensive Health, Safety, and Emergency School Safety Plan per requirements of Ed. Code, §§ 47605(c)(5)(F), 32282, and 35179.4, as applicable. (Note: For schools co-located with a District school, the charter school participates in and complies with the District school's Integrated Safe School Plan)	☒	☐

A charter school may receive an overall rating in this category of two (2) if any of the items below are not evident.
If several (i.e., two or more) items below are not evident, charter school may receive an overall rating of one (1) in this category.

Item	Evident	Not Evident
School has sufficient emergency supplies in the event of a natural disaster or other emergency (Ed. Code § 32282)	☒	☐
School conducts annual emergency drills and trainings as legally required to prepare for a natural disaster or other emergency, per Ed. Code §§ 32001 and 32282	☒	☐
Provision and documentation of health screenings (e.g., vision, hearing, and scoliosis) per current applicable law and terms of the charter (Ed. Code § 49450 et seq, as referenced in FSDRL)	☒	☐
Stock and maintenance of the required number and type of emergency epinephrine auto-injectors ("epi-pen") onsite and training has been provided to volunteer staff member(s) in the storage and emergency use, per Ed. Code § 49414 and § 4119.2 of the Business and Professions Code	☒	☐
Provision of at least two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility, per Ed. Code § 49501.5	☒	☐

A Board adopted Pupil Suicide Prevention Policy (grades 1-6 and/or grades 7-12, as applicable), requirements per of Ed. Code § 215. Suicide Prevention Lifeline and National Domestic Violence Hotline on at least one side of Student ID cards, as specified in Ed. Code § 215.5	☒	☐
For schools offering an interscholastic athletic program, at least one automated external defibrillator (AED) is onsite, and available at on-campus athletic activities or events per Ed. Code §§ 35179.4 and 35179.6.	☒	☐
	☐ Not applicable	
Notes:		

C. Review of Transparency and Stakeholder Information Compliance Items

The items below are expected to be evident at the charter school to ensure that it operates in a transparent manner and keeps all stakeholders informed. Failure to provide evidence of any of the applicable items below may lead to tiered intervention, as appropriate, and impact the overall rating in the Organizational Management, Programs, and Operations category.

A charter school cannot receive a rating in this category greater than three (3) if any of the items below are not evident.

Item	Evident	Not Evident
The following information posted to the school's website: ☒ LCAP, per Ed. Code § 47606.5(h) ☒ Current Board agenda in compliance with Brown Act, per Gov. Code, § 54954.2 (a)(1) and (d). ☒ Policy on Pupil Suicide Prevention per Ed. Code § 234.6 ☒ Title IX information, including a link to CDE's Title IX website per Ed. Code § 234.6 ☒ Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including: anti-cyberbullying procedures, social media anti-bullying procedures, and a link to statewide resources including community-based organizations compiled by CDE, per Ed. Code § 234.6 ☒ Information provided to parents/guardians regarding the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl; the possibility that dangerous synthetic drugs can be found in counterfeit pills; and the risk of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl, per Ed Code § 48985.5	☒	☐
Provides stakeholders with appropriate, accessible, and relevant information about individual student and schoolwide academic progress and performance Ed. Code § 47605(c)(5)(C)	☒	☐
Access to approved charter	☒	☐

Documentation of informing parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements (high schools only), per Ed. Code § 47605	☒	☐
	☐ Not applicable	
Informing parents/guardians of human trafficking prevention resources (grades 6-12), per Ed. Code § 49381	☒	☐
	☐ Not applicable	
Notification of access to available mental health services (grades K-12), per Ed. Code § 49428.	☒	☐
Charter schools serving any of the grades 6 to 12, shall prominently and conspicuously display a poster that identifies approaches and shares resources regarding pupil mental health in appropriate public areas that are accessible to, and commonly frequented by, pupils, per Ed. Code § 49428.5	☒	☐
	☐ Not applicable	
Notes:		

LOCAL CONTROL AND ACCOUNTABILITY PLAN 2025-2026 (For Informational Purposes Only)

The CSD reviewed the Local Control and Accountability Plan.	
All requested template information and descriptions were provided:	**Sources of Evidence**
☒ LCFF Budget Overview for Parents ☒ Plan Summary ☒ Engaging Educational Partners ☒ Goals and Actions ☒ Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students ☒ Action Tables ☒ Instructions	☒ Local Control and Accountability Plan ☒ Board Agenda and Minutes
Notes: None.	

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8617	2021-2022					2022-2023					2023-2024				
El Camino Real Charter High	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents		29,698,121	21,939,977	51,345,897	23,373,143		27,596,670	27,523,694	63,975,626	31,155,388		36,000,000	37,569,124	73,499,800	35,084,033
Accounts Receivable		1,725,356	1,725,356	79,075	1,550,223		535,513	30,554,932	1,847,280	1,847,701		600,000	8,530,000	1,880,749	1,880,748
Other Current Assets		135,241	7,591,990	1,260,888	6,874,049		6,596,328	177,256	321,981	7,259,604		7,765,403	234,403	446,723	8,018,193
Total Current Assets		**31,558,718**	**31,257,323**	**52,685,860**	**31,797,415**		**34,728,511**	**58,255,882**	**66,144,888**	**40,262,693**		**44,365,403**	**46,333,527**	**75,827,272**	**44,982,974**
Fixed and Other Assets		6,317,733	6,317,733	6,232,487	6,232,487		6,267,754	6,301,569	6,740,588	6,740,587		7,108,079	7,168,079	7,846,631	9,197,672
Total Assets		**37,876,451**	**37,575,056**	**58,918,346**	**38,029,902**		**40,996,265**	**64,557,451**	**72,885,475**	**47,003,280**		**51,473,482**	**53,501,606**	**83,673,903**	**54,180,646**
Deferred Outflows of Resources		0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities		5,174,488	5,174,488	6,118,645	5,860,387		6,100,885	5,003,335	5,758,869	5,914,678		2,849,519	2,493,889	7,285,263	6,901,342
Other Long Term Liabilities		232,691	232,691	243,890	0		243,890	243,890	266,936	0		243,890	243,890	0	0
Unfunded OPEB Liabilities		10,446,629	10,446,629	26,203,640	5,744,200		6,642,503	28,597,049	26,722,139	1,881,947		6,642,503	6,642,503	28,722,687	0
Total Liabilities		**15,853,808**	**15,853,808**	**32,566,175**	**11,604,587**		**12,987,278**	**33,844,274**	**32,747,944**	**7,796,625**		**9,735,912**	**9,380,282**	**36,007,950**	**6,901,342**
Deferred Inflows of Resources		0	0	0	0		0	0	0	0		0	0	224,300	0
Net Assets		**22,022,643**	**21,721,248**	**26,352,171**	**26,425,315**		**28,008,987**	**30,713,177**	**40,137,531**	**39,206,655**		**41,737,570**	**44,121,324**	**47,441,653**	**47,279,304**
Total Revenues	45,751,865	49,082,103	46,196,939	43,083,110	51,199,804	48,321,627	51,797,198	55,018,033	61,447,080	62,083,145	54,636,848	53,278,893	55,400,421	57,395,408	57,395,409
Total Expenditures	43,409,347	43,132,164	44,357,512	36,612,760	44,656,310	47,870,517	50,140,382	50,730,171	47,734,864	49,301,805	52,599,850	51,678,854	50,485,752	49,160,411	49,322,760
Net Income / (Loss)	**2,342,518**	**5,949,939**	**1,839,427**	**6,470,350**	**6,543,494**	**451,110**	**1,656,816**	**4,287,862**	**13,712,216**	**12,781,340**	**2,036,998**	**1,600,039**	**4,914,669**	**8,234,998**	**8,072,649**
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	**2,342,518**	**5,949,939**	**1,839,427**	**6,470,350**	**6,543,494**	**451,110**	**1,656,816**	**4,287,862**	**13,712,216**	**12,781,340**	**2,036,998**	**1,600,039**	**4,914,669**	**8,234,998**	**8,072,649**
Net Assets, Beginning	15,237,560	16,072,704	16,072,705	16,072,705	19,881,821	21,721,248	26,352,171	26,352,171	26,352,171	26,425,315	33,163,702	40,137,531	40,137,531	40,137,531	39,206,655
Adj. for restatement / Prior Yr Adj	0	0	3,809,116	3,809,116	0	0	0	73,144	73,144	0	0	0	(930,876)	(930,876)	0
Net Assets, Beginning, Adjusted	**15,237,560**	**16,072,704**	**19,881,821**	**19,881,821**	**19,881,821**	**21,721,248**	**26,352,171**	**26,425,315**	**26,425,315**	**26,425,315**	33,163,702	40,137,531	39,206,655	39,206,655	39,206,655
Net Assets, End	**17,580,078**	**22,022,643**	**21,721,248**	**26,352,171**	**26,425,315**	**22,172,357**	**28,008,987**	**30,713,177**	**40,137,531**	**39,206,655**	**35,200,700**	**41,737,570**	**44,121,324**	**47,441,653**	**47,279,304**
Unrestricted Net Assets		21,974,947	21,110,252	25,613,255	26,425,315		26,442,240	27,124,251	34,501,009	39,206,655		35,792,662	38,371,782	40,131,219	47,279,304
Restricted Net Assets		47,696	610,996	738,916	0		1,566,747	3,588,926	5,636,522	0		5,944,909	5,749,542	7,310,434	0

8617	Audited Financials					2024-2025					2025-2026				
El Camino Real Charter High	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials	Preliminary Budget	First Interim	Second Interim	Unaudited Actuals	Audited Financials
Cash and Cash Equivalents	23,373,143	31,155,388	35,084,033	37,961,348	0		73,353,373	73,353,373	37,516,211	37,961,348		35,907,002	42,045,702	0	0
Accounts Receivable	1,550,223	1,847,701	1,880,748	2,377,742	0		800,000	2,412,721	2,377,742	2,377,742		897,216	2,377,742	0	0
Other Current Assets	6,874,049	7,259,604	8,018,193	8,722,712	0		330,000	470,000	8,633,618	8,722,712		14,200,199	8,561,962	0	0
Total Current Assets	**31,797,415**	**40,262,693**	44,982,974	49,061,802	0		**74,483,373**	**76,236,094**	**48,527,570**	**49,061,802**		**51,004,417**	**52,985,406**	**0**	**0**
Fixed and Other Assets	6,232,487	6,740,587	9,197,672	11,575,256	0		8,058,324	9,213,131	8,942,395	11,575,256		(199,819)	8,944,595	0	0
Total Assets	**38,029,902**	**47,003,280**	**54,180,646**	**60,637,058**	**0**		**82,541,697**	**85,449,225**	**57,469,966**	**60,637,058**		**50,804,598**	**61,930,001**	**0**	**0**
Deferred Outflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Current Liabilities	5,860,387	5,914,678	6,901,342	10,500,306	0		7,400,000	7,400,000	10,831,479	10,500,306		4,551,559	8,429,541	0	0
Other Long Term Liabilities	0	0	0	0	0		220,000	275,000	291,629	0		291,629	791,629	0	0
Unfunded OPEB Liabilities	5,744,200	1,881,947	0	0	0		26,722,687	31,587,115	(3,262,927)	0		(3,262,927)	0	0	0
Total Liabilities	**11,604,587**	**7,796,625**	**6,901,342**	**10,500,306**	**0**		**34,342,687**	**39,262,115**	**7,860,180**	**10,500,306**		**1,580,260**	**9,221,170**	**0**	**0**
Deferred Inflows of Resources	0	0	0	0	0		0	0	0	0		0	0	0	0
Net Assets	**26,425,315**	**39,206,655**	**47,279,304**	**50,136,752**	**0**		**48,199,010**	**46,187,110**	**49,609,785**	**50,136,752**		**49,224,337**	**52,708,831**	**7,790,947**	**0**
Total Revenues	51,199,804	62,083,145	57,395,409	52,335,435	0	45,572,763	46,172,089	47,713,785	51,802,053	52,335,435	46,400,969	45,627,435	49,154,362	0	0
Total Expenditures	44,656,310	49,301,805	49,322,760	49,477,987	0	44,001,680	45,414,732	48,805,979	49,471,572	49,477,987	46,583,385	45,850,534	46,582,283	0	0
Net Income / (Loss)	**6,543,494**	**12,781,340**	**8,072,649**	**2,857,448**	**0**	**1,571,083**	**757,357**	**(1,092,194)**	**2,330,481**	**2,857,448**	**(182,416)**	**(223,099)**	**2,572,079**	**0**	**0**
Operating Transfers In (Out) and Sources / Uses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Extraordinary Item - Transfer of Net Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inc / (Dec) in Net Assets	**6,543,494**	**12,781,340**	**8,072,649**	**2,857,448**	**0**	1,571,083	**757,357**	**(1,092,194)**	**2,330,481**	**2,857,448**	(182,416)	(223,099)	2,572,079	0	0
Net Assets, Beginning	19,881,821	26,425,315	39,206,655	47,279,304	0	42,347,813	47,441,653	47,441,653	47,441,653	47,279,304	46,644,986	49,609,785	50,136,752	0	0
Adj. for restatement / Prior Yr Adj	0	0	0	0	0	0	0	(162,349)	(162,349)	0	(162,349)	(162,349)	526,967	0	0
Net Assets, Beginning, Adjusted	19,881,821	26,425,315	39,206,655	47,279,304	0	42,347,813	47,441,653	47,279,304	47,279,304	47,279,304	46,482,637	49,447,436	50,663,719	0	0
Net Assets, End	**26,425,315**	**39,206,655**	**47,279,304**	**50,136,752**	**0**	**43,918,896**	**48,199,010**	**46,187,110**	**49,609,785**	**50,136,752**	**46,300,221**	**49,224,337**	**53,235,798**	**0**	**0**
Unrestricted Net Assets	26,425,315	39,206,655	47,279,304	50,136,752	0		43,142,509	40,854,369	41,818,838	50,136,752		43,521,520	52,708,831	0	0
Restricted Net Assets	0	0	0	0	0		5,056,500	5,332,740	7,790,947	0		5,702,817	0	7,790,947	0

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

FISCAL OPERATIONS	RATING
Summary of School Performance	2, Developing

Other circumstances and information could influence the rating and are noted in this evaluation.

Financial Highlights

The charter school's net assets are positive.

FINANCIAL HIGHLIGHTS					
El Camino Real Charter High (ECRCH)	2021-2022 (Audited Actuals)	2022-2023 (Audited Actuals)	2023-2024 (Audited Actuals)	2024-2025 (Audited Actuals)	2025-2026 (Second Interim)
Net Assets[1]	$26,425,315	$39,206,655	$47,279,304	$50,136,752	$52,708,31
Net Income / (Loss)[1]	$6,543,494	$12,781,340	$8,072,649	$2,857,448	$2,572,079
Transfers In / Out	$0	$0	$0	$0	$0
Prior Year Adjustment(s)	$0	$0	$0	$0	$0
Cash and Cash Equivalents	$23,373,143	$31,155,388	$35,084,033	$37,961,348	$42,045,702
Unrestricted Net Assets	$26,425,315	$39,206,655	$47,279,304	$50,136,752	$52,708,831
Norm Enrollment Reported by the School	3,567	3,479	3,171	2,948	2,823
FINANCIAL RATIO ANALYSIS					
Fund Reserve (Reserve for Economic Uncertainty) (Unrestricted Net Assets /Total Expenditures) *3% - 5% and greater is recommended (depending on the school's ADA)*	59.17%	79.52%	95.86%	101.33%	113.15%

Cash Reserve Level (Cash Balance/Total Expenditures) *5% and greater is recommended*	52.34%	63.19%	71.13%	76.72%	90.26%
Current Ratio (Working Capital Ratio) (Current Assets/Current Liabilities) *At least 1.2 or 120% is recommended*	542.58%	680.73%	651.80%	467.24%	628.57%
Debt Ratio (Total Liabilities/Total Assets) *Lower than 1.0 or 100% is recommended*	30.51%	16.59%	12.74%	17.32%	14.89%

[1]The Net Asset and Net Income figures represent the school's financial condition, including its actuarial Other Post-Employment Benefits ("OPEB") liability and related expenses for the respective fiscal years, as required by the Financial Accounting Standards Board ("FASB") Accounting Standards Codification 715 ("ASC 715"). ECRCH sponsors a post-employment benefit plan to provide post-employment healthcare benefits (medical, dental, and vision) to eligible retirees and eligible covered spouses and pays a portion of the cost.

According to the latest ASC 715 Actuarial Valuation Report for the fiscal year ending June 30, 2025 (issued by a certified actuary on July 10, 2025), and the 2024-2025 independent audit report, as of June 30, 2025, the school's net accumulated post-retirement benefits asset was estimated at $2,630,661 (compared to a net accumulated post-retirement asset of $1,512,840 as of June 30, 2024). ECRCH's 2024-2025 independent audit report states: "At June 30, 2025, the trust assets exceeded the total obligation resulting in a net noncurrent plan asset." This is primarily due to the increase in the fair value of the plan assets (see further information below). Per ECRCH, its accrued OPEB expenses were $2,911,705, $1,138,515, $2,656,620 and $2,046,484 for Fiscal Years (FY) 2021-2022 through 2024-2025, respectively.

Per ECRCH, the school made annual contributions to its OPEB in the amount of $2,640,000, during Fiscal Years 2021-2022 through 2023-2024 and no contributions were necessary for 2024-2025. Per ECRCH's ASC 715 Actuarial Valuation Report (as well as its 2024-2025 annual independent audit report), as of June 30, 2025, the market value of ECRCH's plan assets earmarked for its OPEB funds on deposit with its third-party administrator* was reported at approximately $33.4M (compared to $30.8M as of June 30, 2024), which exceeds the Accumulated Post-Employment Benefit Obligation ("APBO") of $30.7M, as well as estimated future benefit payments under the school's OPEB plan over the next 10 years. Based on the June 30, 2025, ASC 715 Actuarial Valuation Report and the 2024-2025 independent audit report, the expected retiree payments (mainly the actual pay-as-you-go costs) were estimated at $9.04M over the next 10 years (i.e., from fiscal years ending June 30, 2026, through June 30, 2034).

* The ECRCH Chief Business Officer ("CBO") provided documentation supporting that the ECRCH's OPEB plan assets are held in an Irrevocable Trust in the name of "El Camino Real Healthcare Trust" managed by a third-party administrator (US Bank).

Norm Enrollment Data and Trends

The school's Norm Enrollment history by grade level is summarized below.

El Camino Real Charter High's Norm Day Enrollment History					
Grade Level	**2021-2022**	**2022-2023**	**2023-2024**	**2024-2025**	**2025-2026**
9	840	845	681	655	728
10	888	841	807	696	631
11	923	885	806	775	689
12	916	908	877	822	775
Total Enrollment	**3567**	**3479**	**3171**	**2948**	**2823**
Increase/(Decrease) in Enrollment from Prior Year	**N/A**	**(88)**	**(308)**	**(223)**	**(125)**
Enrollment Growth/(Decrease) (%)	**N/A**	**(2.5%)**	**(8.9%)**	**(7.0%)**	**(4.2%)**

Accumulated Increase/Decrease in Student Enrollment Since 2021-2022	
Accumulated decrease in student enrollment count	**(744)**
Accumulated decrease in student enrollment percentage	**(20.9%)**
Current Board-approved enrollment capacity in the school's operative charter as compared to its reported 2025-2026 Norm Enrollment	
Per Board-approved enrollment capacity in the school's operative charter	**3,800**
2025-2026 Norm Enrollment	**2,823**
Below Board-approved enrollment capacity in the school's operative charter	**(977)**
Below Board-approved enrollment capacity percentage in the school's operative charter	**(25.7%)**

According to ECRCH, the charter school's enrollment declines are part of a broader, systemic trend across California and are not unique to the school. Statewide demographic shifts, lower birth rates, increased competition, and continued post pandemic instability have resulted in declining enrollment across many districts and

charter schools. As a result, schools across California, including ours, have been advised to plan and budget conservatively for enrollment decline when developing annual and multiyear financial projections.

The school stated that it has taken a proactive and realistic approach by incorporating conservative enrollment assumptions into the budget while simultaneously implementing a comprehensive enrollment action plan focused on recruitment and retention. This plan emphasizes strengthening the school's academic identity, expanding outreach efforts, improving communication with families, increasing student engagement, and fostering a strong culture of belonging and recognition. The intent is to stabilize enrollment over time while ensuring fiscal responsibility.

Despite the statewide enrollment challenges, ECRCH stated that the school's marketing and outreach efforts continue to show measurable impact. During the prior year, coordinated digital and traditional marketing efforts generated 281 total applicants. Of these, 198 applicants came from digital platforms such as Meta, Google, and Niche, while 83 applicants resulted from traditional outreach including printed materials, mailers, banners, and increased community visibility. Using an estimated Average Daily Attendance revenue of $14,000 per student, these applicants represent approximately $3.9 million in potential revenue generated through marketing driven interest.

ECRCH asserted that the current enrollment data also reflects positive indicators. The current ninth grade class includes 710 students, which is 82 more students than the current tenth grade class of 628. Early projections estimate between 557 and 587 incoming ninth graders for the upcoming school year. In addition, non residential applications increased by 11 percent, with more than 100 ninth grade students enrolling from outside the school's boundary.

ECRCH further stated that, together, these actions reflect a balanced approach. The school is budgeting responsibly in alignment with statewide guidance while continuing to invest in targeted recruitment, outreach, and retention strategies to improve enrollment stability and support long term student success.

As noted above, the school has maintained a balanced budget for Fiscal Year 2024-2025 and projected a balanced budget for the 2025-2026 Second Interim Financials. The CSD will continue to monitor the school's student enrollment and financial condition through oversight.

Areas of Demonstrated Strength and/or Progress:

The school's net assets are positive.

Areas Noted for Further Growth and/or Improvement:

As documented in detail within the Notice of Concern ("6/30/26 NOC") issued concurrently with the 2025-2026 Annual Performance-Based Oversight Visit Report ("Oversight Report"), as referenced in the **Corrective Action Required** section below, ECRCH has encountered fiscal and governance-related challenges that have required corrective actions and continued oversight since its conversion from a traditional District-operated school to a fiscally independent charter school on March 1, 2011.

For contact, on October 10, 2019, a Notice of Concern ("10/10/19 NOC")[3] was issued to ECRCH for concerns regarding payments made to certain vendors, including related-party transactions, and potential violations of Charter School's nepotism policy. Among various matters, the 10/10/19 NOC detailed the District's concerns regarding payments made to, and the scope of work performed by, two affiliated India-based foreign software entities contracted by ECRCH since at least FY 2015-2016 (namely, CRM Maestro and Biztech Consulting and Solutions ("Biztech")),[4] as well as the disclosure of the two related-party entities (namely, Novian and Covantia), reportedly associated with the father of the then-ECRCH Chief Information Officer ("CIO"), who was subsequently approved by the ECRA Board as the current ECRCH Chief Business Officer ("CBO"), on July 16, 2025.

- Payments made to CRM Maestro and Biztech totaled $109K and $120K, respectively, for a combined total of $229K during the period of Fiscal Years (FY) 2015-2016 through 2018-2019.
- Payments made to Novian—a fictitious business name registered in the name and address of the then-ECRCH CIO/current ECRCH CBO, although ECRCH asserted that the entity was associated with the ECRCH CBO's father—totaled $85,672 during the period of FYs 2012-2013 through 2014-2015.
- Payments made to Covantia—a business entity registered under the father of the then-ECRCH CIO/current ECRCH CBO—totaled $216K during the period of FYs 2012-2013 through FY 2017-2018.

On November 7, 2019, ECRCH responded to the 10/10/19 NOC, ("ECRA 11/7/19 Response") including the then-ECRA Board's discussions and its corrective actions, such as the rationale for contracting Novian, Covantia, Biztech, and CRM Maestro. As part of this response, ECRCH provided a revised fiscal policies and procedures which included written requirements of approved Scopes of Work (SOW) and Purchase Orders (PO) in advance of any work being done or billed by vendors. The ECRA 11/7/19 Response asserted that both Covantia and Novian were owned by the father of the then-ECRCH CIO and the then-acting ECRA Board was apprised of this issue in March of 2018. The then-ECRCH Board Chair explained that the ECRCH relationship with Novian and Covantia began in 2011 when the school first became an independent charter and lacked established credit, vendor relationships, and procurement infrastructure for basic operational needs. This letter also stated that based on ECRA staff's thorough investigation, the then-ECRA Board was, "satisfied that ECRA has undertaken all necessary actions needed in order to deal with any potential conflicts, and ***to ensure that this type of event does not happen again***." (Emphasis added.)

As described in further detail below, the CSD has identified additional concerns as part of its 2025-2026 oversight review, including numerous stakeholders' complaints and communications submitted to the CSD. Below is a table of the most recent expenditures to three of the four related-party vendors referenced in the 10/10/19 NOC, reflecting total payments of approximately $635,000 during the period July 2021 through April 2026. ECRCH's financial records provided to the CSD indicate that ECRCH has made no further payments to Novian since FY 2014-2015 and that ECRCH did not make any payments to Covantia for the period of FY 2018-2019 through 2021-2022, Payments to Covantia did not resume following the 10/10/19 NOC until FY 2022-2023.

Fiscal Year	Covantia	Biztech	CRM Maestro	Total
FY2021-2022	$0	$39,480	$44,945	$84,425
FY2022-2023	$32,230	$0	$0	$32,230
FY2023-2024	$48,035	$57,600	$70,080	$175,715

[3] See **Attachment 2**.

[4] CRM Maestro is affiliated with Biztech Consulting and Solutions through ownership and is also located in India.

FY2024-2025	$36,150	$86,304	$90,300	$212,754
FY2025-2026 (Through April 2026 only)	$39,195	$29,880	$60,840	$129,915
TOTALS	**$155,610**	**$213,264**	**$266,165**	**$635,039**

1. **Type of Observations: Potential Conflict-of-Interest, and Related-Party Vendor Transactions**
   - **Source(s) of Document Reviewed:** Check Register, Segregation of Duties Interviews, Vendor Information, Publicly Available Records, Communications with ECRCH Stakeholders, and Other Supporting Documentation.
   - **Description of Observations:** The three (3) vendors identified above, utilized by ECRCH, are either owned or affiliated with the father of ECRCH's current CBO, who previously served as the CIO/ Head of Technology at least as early as FY 2016-2017, and as the Chief Operating Officer (COO) during FYs 2023-2024 and 2024-2025. These related-party vendors transactions are summarized in the table above and the relationships are described below.
     - Covantia—Reportedly owned by the ECRCH's current CBO's father. This entity is in suspended status with the CA Secretary of State. See further information under **Item 2.B** below.
     - Biztech Consulting and Solutions—As noted above, this vendor is located in India, and the current ECRCH CBO's father is identified on the vendor's website as its US partner.
     - CRM Maestro—This vendor is affiliated with Biztech Consulting and Solutions through ownership and is also located in India.

   The use of vendors that may be related to individuals in key leadership positions can present governance, financial, and compliance risks. Potential concerns may include conflicts of interest, self-dealing, duties of care and loyalty issues, lack of arm's-length transactions, procurement and competitive bidding issues, disclosure and reporting risks, internal control weaknesses, reputational impacts, and increased risk of misuse of public or charitable funds. Appropriate safeguards, including transparency, disclosure, independent review, and proper approval processes, are necessary to mitigate these risks.

   If the school determines that related-party arrangements are in the school's best interest, proactive measures should be implemented to mitigate the associated risks. These measures should include formal related-party transaction policies, disclosure of potential conflicts of interest to the board and independent auditors, independent review of the relationship and ongoing transactions, competitive bidding or market benchmarking, and maintenance of supporting documentation demonstrating the business justification, which should be periodically reviewed.

   During the 2025-2026 oversight review process, ECRCH leadership and the ECRA Board have not taken appropriate action to identify, address, and mitigate the associated risks pertaining to the related-party transactions above. Based on the oversight visit on December 4, 2025, and the subsequent visit on May 5, 2026, as well as other information obtained from the "Source of Documents" above, the CSD noted the following concerns:
     - No evidence or documentation was provided demonstrating that the current ECRA Board was informed of, or has evaluated, the relationship, agreements/contracts and/or transactions with these related-party vendors, despite the then-ECRA Board's assurance in the ECRA 11/7/19 Response, as stated above, that, "this type of event does not happen again."
     - To the District's knowledge, the current ECRCH CBO has been with Charter School since its conversion as an independent charter school and has served various executive-level leadership positions, including as the former CIO. The former CIO/current CBO's longstanding involvement

with the organization and relationship to the referenced related-party vendors may create a perceived or actual conflict of interest, particularly if the individual has influence over vendor selection, contract terms, approvals, payments, or ongoing vendor relationships. Additionally, due to the ECRCH CBO's historical knowledge, involvement, and operational reliance on the vendors, there may be limited independent review or challenge of the reasonableness, necessity, and value of services provided.

- No documentation was provided to the CSD to support the Request for Proposals (RFP) process or competitive bidding procedures, including the selection criteria and scoring sheets, nor to justify the continued use of these related-party vendors, particularly Covantia.
- The District is concerned that the long-term use of related-party vendors may have resulted in costs that significantly exceed those that would have been incurred through the selection of independent third-party vendors initially. As these systems become increasingly integrated and customized, the school's ability to independently monitor, evaluate and assess whether services remain competitive with the market may be substantially diminished.
- Based on the CSD's documentation review and Segregation of Duties interviews, the ECRCH Executive Director approves invoices. However, there appears to be no oversight or independent approver/reviewer associated with the use of these vendors. Equally concerning is that the ECRCH Executive Director has acknowledged not being aware of the foreign, India-based vendor relationship with the ECRHS CBO's father; and that he does not conduct, nor delegate, an independent review of vendor services, pricing, or selection process.
- There appears to be no ongoing independent monitoring within the organization of these vendors' performance, billings, or potential redundancies in technology or financial systems, separate from the related-party relationship.

- **Charter Operator's Fiscal Policies and Procedures:** Page 10 of the Fiscal Policies and Procedures dated 12-19-24 states: "Staff must always avoid conflicts of interest. 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**." (*Emphasis added*.)

  Additionally, the 2025-2026 ECRCH Employee Handbook includes a conflict-of-interest policy (page 5/59, section 2.5): "All employees must avoid situations involving actual or potential conflicts of interest. An employee involved in any relationships or situations which may constitute a conflict of interest should immediately and fully disclose the relevant circumstances to the Executive Director, or the Board of Directors, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, the School may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action." Section 2.6 of the Employee Handbook defines "relatives" (including parents) and "close personal relationships."

  Section 2.6 of the 2025-2026 ECRCH Employee Handbook provides (page 5/59):
  "In order to safeguard ECRCHS interests, employees must disclose any relatives or close personal relationships that exist or may exist with other ECRCHS employees, contractors, consultants, students, or suppliers. An employee should also disclose this fact if, during employment, the employee becomes a relative of or develops a close personal relationship with (though marriage or dating, for instance) another employee, contractor, consultant, student, or supplier."

  "The Executive Director may approve working with relatives or persons holding close personal relationships where such relationships do not create substantial conflicts of interest threatening the wellbeing of ECRCHS operations or activities, for instance, by creating potential supervisory, morale,

safety, fairness, or public relations problems. Where possible, ECRCHS will strive to neutralize such conflicts of interests without impairing the benefits employees receive from ECRCHS; however, ECRCHS reserves the right to take any action necessary to remove conflicts of interest that threaten ECRCHS interests."

- **Charter School's or Charter Operator's Response:** At the May 5, 2026, oversight visit, in response to the CSD inquiry regarding the business affiliation between Biztech and the ECRCH CBO's father, the ECRCH Executive Director stated that he intended to inform the ECRA Board of the foreign related-party vendors at the May 14, 2026, board meeting.
- **CSD's Comments:** Despite the ECRCH Executive Director's response above, the CSD was not provided documentation demonstrating that the relationship between the CBO's father and the related-party vendors (Covantia and Biztech) was disclosed to, reviewed by, or approved by the current ECRA Board. As noted above, the CSD identified similar concerns regarding the related-party transactions and conflict-of-interest disclosures in the 10/10/19 NOC. Based on the documentation reviewed during the 2025-2026 oversight process, it is unclear whether appropriate corrective actions and systemic safeguards were created and implemented to prevent the recurrence of comparable concerns. It was concerning to discover that while transactions with related-party vendor, Covantia, ceased temporarily after the 10/10/19 NOC, the school subsequently reinstates the use of Covantia. For example, while transactions with the related-party vendor, Covantia, ceased temporarily after the 10/10/19 NOC, Charter School has subsequently reinstated the use of Covantia. Notably, although the current ECRA Board is comprised of different members from those who served during the 2019-2020 school year, all current Board members share the responsibility to understand and address prior and ongoing governance issues. Equally important, Charter School continues to have the same executive administrators (i.e., the ECRCH Executive Director and the then-CIO/current CBO), who are aware of the District's concerns previously raised in the 10/10/19 NOC as well as the MOU entered on or about October 18, 2016. There appears to be no mitigation of the inherent risks associated with doing business with related-party vendors by this organization. The ECRCH CBO holds a senior leadership position with significant responsibility over fiscal operations, purchasing, and contracting activities. However, the CSD was not provided documentation demonstrating that the relationship between the CBO's father and the related-party vendors (Covantia and Biztech) was disclosed to, reviewed by, or approved by the current ECRA Board.

  The CSD urges that the ECRA Board to implement measures to provide independent oversight and reduce reliance on related-party vendors and increase the utilization of independent third-party vendors over time for school services and systems. The former CIO/current CBO's longstanding involvement with the organization and relationship to the referenced related-party vendors may create a perceived or actual conflict of interest, particularly if the individual has influence over vendor selection, contract terms, approvals, payments, or ongoing vendor relationships. Additionally, due to the ECRCH CBO's historical knowledge, involvement, and operational reliance on the vendors, there may be limited independent review or challenge of the reasonableness, necessity, and value of services provided. Additionally, the ECRCH CBO has the authority to sign bank accounts and responsibility for the school's financial records, thereby increasing the financial reporting risks. As part of the Actions Required within the 6/30/26 NOC, the District request that the ECRA Board seek a reputable independent fiscal and management assistance organization (e.g., FCMAT or equivalent) to perform a review of Charter School's internal controls, processes, and procedures pertaining to related-party procurement, review, approval, and contracting processes; related-party vendor performance and contact oversight; related-party billing and payment review and approval; and related-party relationships and impudence. It is further advised that the ECRCH fiscal policies and procedures include specific enhanced oversight measures monitoring related-party transactions, including assigning responsibility to a designated independent firm (e.g., a CPA firm) to regularly review vendor performance, deliverables, and contract compliance. Related-party relationships, contracts, and financial transactions should be periodically disclosed to and approved by the ECRA Board based on Board member turnover and regardless of the size or scope of services provided.

2. **Type of Observations: A Related-Party Vendor that Lacks Written Contracts with ECRCH and Has a Suspended Status with the California Secretary of State and Franchise Tax Board**
   - **Source(s) of Document Reviewed:** Charter Operator's Fiscal Policies, and Procedure, Check Register, Segregation of Duties Interviews and Vendor Documentation, the California Secretary of State Website, and Other Supporting Records.

   A. The School Lacks a Written Contract or Agreement with the Vendor, Covantia
   - **Description of Observation:** ECRCH made payments totaling $155,610 to Covantia for the period of July 2021 through April 2026, for an annual software subscription fee(s) as noted in the summary table above.
   - **Charter Operator's Fiscal Policies and Procedures:** Page 29 of the schools Fiscal Policies and Procedures, dated 12-19-2024, states that "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." (*Emphasis added*.)
   - **Charter School's or Charter Operator's Response:** The ECRCH Executive Director stated that there are no existing Covanta projects or contracts other than the annual subscription for the 360iSuite, which includes Digital ID and ADS [Automatic Discrepancy Solver].
   - **CSD Comments:** The ECRA-approved Fiscal Policies and Procedures authorize the Executive Director to approve contracts below $50,000; however, ECRCH provided no written agreement establishing the terms, scope of services, pricing, responsibilities, or other provisions governing Covantia's subscription services and/or the software development purportedly supported by the subscription payments. However, the CSD's documentation review reveals that descriptions included in the POs and vendor work logs were insufficiently detailed to clearly identify the specific systems, products or services that were provided by and paid to these vendors. As a result, it was difficult to determine the purpose, ongoing necessity, and continued value of these expenditures, particularly for systems or services that had been developed and utilized for at least 10 years. The CSD urges ECRCH or the ECRA Board to obtain and maintain written contracts for all vendors, including the related-party vendors. Written contracts help establish service expectations, pricing, deliverables, renewal terms, data ownership provisions, and accountability for both parties. Mitigating risks discussed in **Item #1** herein would also include assigning a reputable independent fiscal and management assistance organization to perform a review duplication, redundancy, and system overlap, including the analysis of potential overlapping or redundant information technology-related vendor services to determine whether technology or financial systems or services should be consolidated, replaced, or discontinued, as well as the cost-benefit analysis supporting the continued use of multiple vendors providing similar or overlapping services or, as applicable, services/products for which similar commercial products are readily available and widely used by other charter schools.

   B. The Vendor, Covantia is Not in Good Standing with the California Secretary of State or the California Franchise Tax Board
   - **Description of Observation:** Upon verification with the California Secretary of State (SOS), the CSD noted that Covantia's Statement of Information is past due, the vendor has been inactive since November 30, 2017, and is suspended with both the SOS and the Franchise Tax Board. Based on information published on the SOS website, a domestic entity that is suspended, may be subject to legal and contractual implications. Corporations that do not pay their taxes, file returns and statements required by law or satisfy other legal requirements are subjected to a serious penalty: their corporate powers, rights and privileges may be suspended or forfeited with the result that they may not sue, contract, or otherwise

transact business or deal in real property. (e.g., Revenue and Taxation Code §§ 23301 to 23301.5, 23775.) Accordingly, this calls into question ECRCH's prudence in engaging in business with entities such as Covantia that have a compromised corporate status. It is unclear how an entity with inactive or suspended status can continue to invoice ECRCH and provide software-related services without any statutory, regulatory, or contractual-related implications.

- **CSD's Comments:** The CSD urges ECRCH to perform due diligence to ensure that vendors' corporate statuses are in good standing before engaging in business. The CSD strongly recommends that ECRCH develop and enforce clear procurement policies that include verifications for vendor suspension and debarment status. The policies should include, but not be limited to, 1) Require Vendor Certification - request that vendors attest to their debarment and suspension status as part of the contracting process, and 2) Ongoing Monitoring - periodically review vendor lists against exclusion databases throughout the contract term to ensure continued compliance and identify any changes in vendor eligibility status.

  The CSD will continue to monitor the school's implementation of the above recommendations through the oversight and/or tiered intervention process.

3. **Type of Observations: Contracts Exceeding Board Approval Threshold Without Documented Board Approval**
   - **Source(s) of Document Reviewed:** Charter Operator's Fiscal Policies, and Procedure, Vendor Documentation, Board Agenda and Minutes, and Other Supporting Records.
   - **Description of Observation:** The CSD reviewed expenditures associated with Biztech and CRM Maestro, as well as available board agendas and minutes, related to the payments summarized in the table above. However, the CSD did not identify documented ECRA Board's approval for the Biztech and CRM Maestro contracts for the periods in which payments exceeded the organization's policy threshold ($50,000).
   - **Charter Operator's Fiscal Policies and Procedures**: Page 25 of the school's Fiscal Policies and Procedures, dated 12-19-24 states that "Non-budgeted contracts that exceed, or are likely to exceed, $50,000 during a calendar year, or contracts that extend beyond an academic year, require Board approval."
   - **Charter School's or Charter Operator's Response:** School leadership disclosed that these related party transactions did not need board approval since according to current fiscal policies and procedures, only contracts in excess of $50K need board approval. Leadership also stated that the board has knowledge of these related party relationships.
   - **CSD Comments:** Contrary to school leadership's response and based on expenditures summarized above, payments to Biztech and CRM Maestro in most of the school years exceeded the Board approval threshold established in ECRA's Fiscal Policies and Procedures. The CSD did not receive evidence from ECRCH that the ECRA Board approval was obtained for any of those school years. The absence of documented disclosure to the ECRA Board and/or the required board approval may limit the ECRA Board's ability to provide independent oversight of vendor and related-party transactions and determine whether adequate safeguards were implemented to protect the integrity of procurement and contracting decisions. This may also hinder the Board's ability to assess potential conflicts of interest, evaluate the reasonableness and necessity of the transactions, ensure compliance with applicable policies and legal requirements, and fulfill its fiduciary responsibilities related to transparency, accountability, and stewardship of school resources. The CSD expects that all related-party relationships, contracts or agreements, and transactions be presented to the ECRA Board for discussion and deliberation. ECRCH should provide documentation to the CSD of the ECRA Board's review, discussion, and approval, as appropriate.

The governing board and leadership team of the charter school are responsible for managing the operations of the school. The CSD recommends that the Annual Performance-Based Oversight Visit Report, including the above-noted fiscal finding(s) and observation(s), be discussed at the school's next governing board meeting, highly preferably no later than 90 days following the school's receipt of this report, so that the charter school and its governing board may address any issues early

enough to implement changes in order to see results in its next fiscal year. It is the school's responsibility to provide the CSD its action plans/steps, proof of implementation of the mitigating actions taken by the school, and/or documentation (e.g., governing board meeting agendas and approved board meeting minutes, updated fiscal policies and procedures, etc.), as applicable, prior to or during the next Annual Performance-Based Oversight Visit. The CSD will continue to monitor these issues through oversight and may take additional appropriate oversight actions. The results may be factored into the school's rating for next year.

See the Corrective Action Required below pertaining to issues described in Items 1 -3 above. Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.

Other Observations (Items described in this section, which may not have been addressed in the charter school's Fiscal Policies and Procedures, are recommended for improvement to align with optimal business practices).

1. **Type of Observation: Requests for Expenditures of ASB Funds-Lack of ASB Representatives' Signatures on Request Form**
   - **Source(s) of Document Reviewed: Other sources of documents.**
   - **Description of Observation:** The CSD's observation of ASB expenditures revealed that they lacked student representatives' signatures.
   - **Charter Operator's Fiscal Policies and Procedures**: ECRCH asserted that they did not have their own ASB policies. However, they have been relying on the Fiscal Crisis & Management Assistance Team **(**FCMAT) Associated Student Body Manual dated October 16, 2025.
   - **Charter School's or Charter Operator's Response:** ASB expenditures are initiated by student clubs or student groups and must be presented to Student Council for review and approval prior to payment. Approval is documented in official Student Council meeting minutes. This process ensures that ASB funds are used for student related purposes and that spending decisions are made by students rather than staff. All ASB fundraising activities require advanced Student Council approval. Proposed fundraisers are reviewed to confirm they are appropriate, allowable, and aligned with student goals. Approved fundraising activities are recorded in Student Council minutes before implementation.
   - **CSD's Comments:** Based on sample documentation review, the CSD observed that the expenditure approval was documented in official Student Council meeting minutes; however, the Request for Expenditure/Purchase Order (PO) form did not include the required student officer's signature. According to best practices established by FCMAT, expenditure from ASB funds require proper documented approval. For example, page 83-84 of the 2025 FCMAT ASB Manual states: "Expenditures cannot be made from ASB funds without appropriate approval. For organized ASB, approval must come with three required signatures. These three signatures meet the requirements for approval in Education Code section 48933(b). These signatures must include a student representative, a board designee (principal), and a certificated advisor. The only way to prove that this Education Code is followed is by having a purchase order or other expenditure approval form that contains all three signatures." While approval may be reflected in the meeting minutes, the absence of the student representative's signature on the Request for Expenditure/PO does not fully align with FCMAT best practices and Education Code requirements.

2. **Type of Observation: Lack of a Written Policy on Preparation, Review, and Approval Timeframes for Bank Reconciliation Activities**
   - **Source(s) of Document Reviewed: Bank Reconciliation Reports.**
   - **Description of Observations:** Based on the CSD's review of the Bank Reconciliation Reports for the months of March 2025 through August 2025, the CSD noted the lack of timely preparation, review, or approvals of bank reconciliations. A summary of these bank reconciliation reports in question is provided below.

Monthly Bank Statement Ending Date	Actual Reconciliation Report Preparation Date / Date Review/Approved	Number of Days to Reconcile	Number of Months to Reconcile	Reconciliation Report Preparation and Approval Deadline
3/31/2025	7/22/2025	113	3.77	No Policy
4/30/2025	7/31/2025	92	3.07	No Policy
5/31/2025	8//20/2025	81	2.70	No Policy
6/30/2025	8/28/2025	59	1.97	No Policy
7/31/2025	10/14/2025	75	2.50	No Policy
8/31/2025	10/27/2025	57	1.90	No Policy

- **Charter Operator's Fiscal Policies and Procedures:** Page 34 (Bank Reconciliation) of El Camino Real Alliance Fiscal Policies and Procedures Handbook (Board Approved and Effective date state(s): December 19, 2024) does not specify timelines for the preparation, review, and approval of monthly bank reconciliation activities.
- **Charter School's or Charter Operator's Response: "**During the period from March 2025 through July 2025, bank reconciliations were not prepared, reviewed and approved in a timely manner. As outlined in the Bank Reconciliation section of the Fiscal Policies and Procedures, designated accounting personnel are responsible for preparing monthly bank reconciliations and submitting completed reconciliations to the Chief Business Officer for review and approval, which serves as a key internal control. This control was not operating as designed during this period due to staffing disruptions. Specifically, the Director of Accounting departed earlier in the fiscal year, followed shortly thereafter by the accountant. These departures materially reduced the department's capacity to perform timely month end close activities, including the preparation and supervisory review of bank reconciliations. As a result, reconciliations exceeded both the expected preparation and approval timelines. These conditions were temporary. The Business Services Department is now fully staffed, and reconciliation responsibilities have been reassigned in accordance with the Fiscal Policies and Procedures. Staff have been trained on reconciliation procedures, documentation standards, and required timelines. Bank reconciliations are currently being prepared and approved in a timely manner, and management review controls are operating as intended."
- **CSD's Comments:** The CSD recommends that El Camino Real revise its current fiscal policies and procedures and establish a Bank Reconciliation Policy that includes a timeline of when the bank reconciliation should be prepared, reviewed, and approved. The bank reconciliation policy must be approved by its governing board and the school should strictly adhere to its fiscal policy and procedures to ensure that all of the school's bank reconciliation reports are prepared accurately, reviewed, and approved in a timely manner, and include documentation of the appropriate signatures (including the titles/positions), as well as the preparation and review/approval dates, to validate the review and approval process performed by the school to help reduce the risk of fraudulent activities and detect unauthorized withdrawals and/or bank errors.

The Charter Schools Division will review these issues referenced above and/or the recommended updates to the school's fiscal policies by or during the next oversight visit. The results may be factored into the school's rating for next year.

Corrective Action Required:

On June 30, 2026, a Notice of Concern was issued currently with the 2025-2026 Oversight Report, regarding the CSD's concerns related to potential conflict-of-interest and related-party vendor transactions; related party vendor, Covantia, lacks written contract with ECRCH, and has a suspended status with the California Secretary of State and Franchise Tax Board; and related-party vendor contracts exceeding board approval threshold without documented board approval, based on the issues described in the **Areas Noted for Further Growth and/or Improvement** section above (**Item #1-#3**). The deadline for the ECRA Board's response is **July 31, 2026**. The CSD will continue to monitor these issues through ongoing oversight.

Failing to comply with all applicable legal, District and charter requirements (thus requiring corrective actions) will be considered and assessed in future renewals and material revision applications.

Progress on LAUSD Board of Education and/or MOU Benchmarks related to FISCAL OPERATIONS (if applicable):

☒ Not Applicable

Notes:

I.	Review of Fiscal Documentation	Comments
1.	FY 2024-2025 Independent Audit Report	
	a. Audit opinion:	Unmodified/Unqualified
	b. Material weaknesses:	None Reported
	c. Deficiencies/Findings:	None Reported
	d. Lack of a Going Concern:	None Reported
	Description (if applicable):	Not applicable
	The status of audit findings from 2023-2024 (if applicable):	Not applicable
2.	(Only for **new schools** without an audit report on file) The charter school is in its first/second year of operation and there is no independent audit report on file with the CSD.	Not applicable

3.	The 2024-2025 audited and unaudited actuals:	Do not mirror each other; however, the charter school provided reasonable variance explanation/s.
	The 2024-2025 independent audit report is not available as of the date of this report.	Not applicable
4.	Segregation of Duties (SOD) review(s) was/were conducted in-person/virtually at:	El Camino Real High School The CSD's observations were noted in the ANI section above.
5.	Proposition 39 information.	Not applicable

II.	**Review of 2025-2026 Fiscal Preparation Guide**	**Provided**	**Comments**
1.	Most Current Fiscal Reports Reported to the Board	Yes	
2.	Board Meeting Minutes – Discussion of Fiscal Reports Presented to Board & Board Packet	Yes	
3.	Audit or Fiscal Reports – CalSTRS, CalPERS, USDE, CDE, FCMAT, IRS, SBA, OPEB, etc.	N/A	FASB ASC 715 Actuarial Valuation Report
4.	Board Meeting Minutes – Approval of 2025-2026 Budget	Yes	
5.	Evidence of Compliance – STRS, PERS, Social Security, Other Benefits	Yes	Benefits offered by the school: STRS, PERS, Social Security.
6.	Board Meeting Minutes – Selection of Independent Auditor	Yes	
7.	Board Meeting Minutes – Discussion of Independent Audit Report	Yes	
8.	Board Meeting Minutes – Discussion of the Most Recent Interim Financial Reports Submitted to LAUSD	Yes	
9.	Board Meeting Minutes – Discussion of Staff or Vendors Complaints	N/A	
10.	Board Meeting Minutes – Discussion of 2024-2025 Annual Performance-Based Oversight Visit Report	Yes	
11.	Current Fiscal Policies and Procedures	Yes	

12.	Board Meeting Minutes – Approval of Fiscal Policies and Procedures	Yes	
13.	Organizational Chart(s)	Yes	
14.	Summary of Total Compensation Paid in FY 2024-2025	Yes	
15.	Related Parties	Yes	The CSD's observations were noted in the ANI section above.
16.	MOUs for CMO Management Fees and/or back office service provider agreements	Yes	
17.	Board Meeting Minutes – Approval of Management Fees, License Fees, or Any Other Fees	Yes	
18.	Most Current Accounts Payable Aging Report	Yes	No discrepancies were noted.
19.	Check Registers (12 months)	Yes	Period spanning from 9/2024 to 8/2025 Reviewed checks for sample testing The CSD's observations were noted in the ANI section above.
20.	Credit Card Statements and Reconciliations (6 months)	Yes	Period spanning from 3/2025 to 8/2025 Reviewed credit card transactions for sample testing No discrepancies were noted.
21.	Monthly Bank Statements and Reconciliations (6 months)	Yes	Period spanning from 3/2025 to 8/2025 Reviewed electronic credit/debit transactions for sample testing The CSD's observations were noted in the OO section above.
22.	Student Body Financial Records (6 months)	Yes	Period spanning from 3/2025 to 6/2025 Reviewed student body financial transactions for sample testing The CSD's observations were noted in the OO section above.
23.	Capitalized and Non-Capitalized Inventory Listing	Yes	
24a.	Posting of EPA on School's Website	Yes	

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24b.	Posting of Audited Financials on School's Website	Yes	
25.	Financing Activities, Loans, Factoring Receivables, Intercompany Transfers/Loans, etc.	N/A	
26.	New and Renewed Facility Lease Agreements and Board Meeting Minutes – Approval of New or Renewed Lease	N/A	
27.	Facilities Plans – Purchase, Lease, Relocation, Expansion, Major Improvements	N/A	
28.	Employee Retention Credit	N/A	
29.	Disclosure of Legal Issues with material fiscal impact	Yes	The charter operator disclosed three legal matters and indicated that these issues have no significant financial impact on the organization at this time.

Notes: N/A (Provided Column) = indicated by the charter school as not applicable
ANI = Areas Noted for Further Growth and/or Improvement
OO = Other Observations

Fiscal Operations Rubrics

Existing School *– a charter school that was/is in operation/active in the preceding school year(s) and the current school year. Existing schools may receive a rating of 4, 3, 2, or 1.*
New School *– a charter school that is in its first year of operation in the current school year and does not have an independent audit report or audited financial result for its first operative year on file with LAUSD. New schools are evaluated based on current year information. New schools may receive a rating of 2 or 1.*

Existing School 4 (Accomplished)	***To receive a rating of 4 (Accomplished), an existing school, at a minimum, meets all of the Required and Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the two most current annual independent audit reports;
2. The cash balance at the beginning of the school year is positive;
3. The two most current annual independent audit reports show no audit findings that are identified as material weaknesses or significant deficiencies;
4. If applicable, federal, state, and other public agency audits/reviews (e.g., California State Teachers' Retirement System (CalSTRS), California Public Employees' Retirement System (CalPERS), Fiscal Crisis & Management Assistance Team (FCMAT), United States Department of Education (USDE), California Department of Education (CDE), United States Small Business Administration (SBA), Internal Revenue Service (IRS), Employment Development Department (EDD), etc.), at the time of the oversight visit, show no outstanding findings;
5. Vendors and staff are consistently paid in a timely manner;
6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term;
7. The charter school consistently adheres to the governing board-approved fiscal policies and procedures;
8. Governing board adopts the annual budget;
9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD;
10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD;
11. There is no apparent conflict of interest;
12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website;
13. The LCAP is submitted to the appropriate agencies;
14. Reasonable requests for information made by the Charter Schools Division and LAUSD are consistently processed or submitted by the charter school in a timely manner;
15. There are no items cited in Areas Noted for Further Growth and/or Improvement and there are no more than five (5) items cited in Other Observations for the most current year;
16. If applicable (when audited and unaudited actuals do not mirror each other), adequate explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;
17. Proper segregation of duties is consistently in place;
18. If applicable, there are no outstanding fiscal-related tiered intervention notices issued to the school; or the school has no tiered intervention notices as of the oversight report issuance date; and

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19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are fully met by the required deadline(s); or the school has no fiscal benchmarks in its current charter term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in California Code of Regulations (CCR), Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the two most current annual independent audit reports;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the two most current annual independent audit reports;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the two most current annual independent audit reports;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the two most current annual independent audit reports;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)), or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

Existing School 3 (Proficient)	***To receive a rating of 3 (Proficient), an existing school, at a minimum, meets all of the Required and at least five (5) of the Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is positive;
3. The most current annual independent audit report shows no audit findings that are identified as material weaknesses or significant deficiencies;
4. If applicable, federal, state, and other public agency audits/reviews (e.g., CalSTRS, CalPERS, FCMAT, USDE, CDE, SBA, IRS, EDD, etc.), at the time of the oversight visit, show outstanding findings, and the school is able to demonstrate evidence of remedies in addressing these findings;
5. Vendors and staff are generally paid in a timely manner;
6. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term;
7. The charter school generally adheres to the governing board-approved fiscal policies and procedures;

8. Governing board adopts the annual budget;
9. Governing board reviews and/or discusses audited financial statements submitted to LAUSD;
10. If applicable, governing board discusses and resolves audit exceptions and deficiencies to the satisfaction of LAUSD;
11. There is no apparent conflict of interest;
12. The Education Protection Account allocation and expenditures and audited financial statements are posted on the charter school's website;
13. The LCAP is submitted to the appropriate agencies;
14. Reasonable requests for information made by the Charter Schools Division and LAUSD are generally processed or submitted by the charter school in a timely manner;
15. There are no significant recurring issues cited in the Areas Noted for Further Growth and/or Improvement;
16. If applicable (when audited and unaudited actuals do not mirror each other), at least partial explanations are provided by the school for significant variances between audited and unaudited actuals, and there are no indications of the school's potential lack of internal controls over financial statements;
17. Proper segregation of duties is generally in place;
18. If applicable, the charter school is in the process of resolving outstanding fiscal issues cited in a Notice issued by the CSD as part of its tiered intervention process; and
19. If applicable, all LAUSD Board of Education-approved fiscal benchmark(s) are partially met by the required deadline(s).

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit report;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit report;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit report;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit report;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Existing School 2 (Developing)	***An existing school would receive a rating of 2 (Developing) if the charter school is not eligible for the rating of Accomplished or Proficient, but, at a minimum, meets all of the Required and at least four (4) of the Supplemental Criteria listed below.***

REQUIRED CRITERIA

1. Net assets are positive in the most current annual independent audit report; net assets are negative with strong trend towards becoming positive (be positive at the end of the third year per the applicable interim financials); or the school's financial condition fluctuates from year to year, with significant net losses, leading to negative net assets in the current fiscal year and/or the foreseeable future fiscal years;
2. The cash balance at the beginning of the school year is positive; and
3. Governing board approves fiscal policies and procedures, at a minimum, once prior to each charter renewal term.

Note: Other circumstances and information could influence the rating, which may include the supplemental criteria below, and will be noted in the evaluation.

SUPPLEMENTAL CRITERIA

1. The school maintains the minimum reserve for economic uncertainties as defined in CCR, Title 5, Section 15450 (5 CCR § 15450 Reserves) (i.e., unrestricted fund balance divided by total expenditures) in the most current annual independent audit;
2. The cash balance at the beginning of the school year is at least 5% of the prior year's expenses in the most current annual independent audit;
3. The school maintains sound short-term financial viability (i.e., current ratio is recommended to be at least 1.2 or 120%) in the most current annual independent audit;
4. The school maintains sound long-term financial sustainability (i.e., debt ratio is recommended to be lower than 1.0 or 100%) in the most current annual independent audit;
5. Enrollment is stable or changing at a manageable rate (e.g., the school still maintains a balanced budget, timely right sizing, etc.);
6. Fiscal reports (e.g., first interim, second interim, unaudited actuals, balance sheet, income statement, budget to actuals, cash flow statement, etc.) are presented to the governing board at governing board meetings for review and discussion;
7. The most current annual independent audit report is submitted to the appropriate agencies, including the school's charter authorizer, by December 15 following the end of the fiscal year (California Education Code 47605(m)) or by the extended deadline granted by the charter authorizer due to extraordinary reason(s) or approved by law; and
8. The preliminary budget, first interim financial report, second interim financial report, and the unaudited actuals report for the preceding fiscal year are submitted to the appropriate agencies, including the school's charter authorizer, pursuant to the timelines established in California Education Code 47604.33(a)(1,3,4,5).

LAUSD CHARTER SCHOOLS DIVISION

SCHOOL NAME: **El Camino Real Charter High**

Annual Performance-Based Oversight Visit Report

DATE OF VISIT: **12/4/2025**

Existing School 1 (Unsatisfactory)	***An existing school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.***

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:
A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Accomplished*, *Proficient*, or *Developing* above. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, audit findings that are identified as repeat material weaknesses or significant deficiencies disclosed in the charter operator's most recent annual independent audit report, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result to non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

New School 2 (Developing)	***A new school would receive a rating of 2 (Developing) if the charter school, at a minimum, meets all of the Required Criteria listed below.***

REQUIRED CRITERIA

1. Interim reports and/or unaudited actuals project positive net assets;
2. Projected debt, if any, is managed efficiently and will not cause the charter school to end the fiscal year with negative net assets. The non-profit organization is financially viable to support the charter school;
3. If enrollment is significantly below the enrollment per the school's *Pupil Estimates for New or Significantly Expanding Charters* report and/or its approved petition budget, the charter school has made significant adjustments in their operations to allow for the reduced income, and submitted a revised viable three-year budget and three-year cash flow projections;
4. Governing board adopts the annual budget;
5. Governing board reviews and discusses the charter school's financial reports as evidenced by the governing board meeting minutes;
6. Reasonable requests for information made by the Charter Schools Division and LAUSD are processed or submitted by the charter school in a timely manner; and
7. The LCAP is submitted to the appropriate agencies.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

New School 1 (Unsatisfactory)	***A new school would receive a rating of 1 (Unsatisfactory) based on the conditions described below.***

An Unsatisfactory rating is assessed based on the following conditions, including, but not limited to:

A charter school is assessed as Unsatisfactory if the charter school does not meet the criteria for *Developing*. The charter school was given a certain period of time to address the fiscal concerns of LAUSD (including, but not limited to, noncompliance with Generally Accepted Accounting Principles (GAAP), applicable law, LAUSD charter policy, and the school's approved charter, conflicts of interest, unresolved significant fiscal management issues, outstanding notices, etc.), but failed to provide a satisfactory response. The charter school has shown no *feasible* financial plans, and/or immediate sources of funding to maintain a viable budget and/or sustain the school's operation to mitigate the negative fiscal condition. The charter school's governing board members and/or leadership lack fiscal capacity.

Continued operation of a charter school that is assessed as Unsatisfactory may result in non-implementation of instructional programs as provided in the petition.

Note: Other circumstances and information could influence the rating and will be noted in the evaluation.

2025-2026 Annual Charter Oversight Report

Charter Schools Division (CSD)

Annual Performance-Based Oversight Visit Report

Governance:

Rating: 3 (Proficient)

- Areas Reviewed:
  - Governance Structure and Compliance Monitoring
  - Due Process
  - Responsive & Accountable Governance - Educational Program
  - Responsive & Accountable Governance - Staffing & Evaluations
  - Fiscal Condition
  - Fiscal Management and Accountability

CSD ANNUAL OVERSIGHT REPORT

- Rating dropped this year due to unresolved concerns (i.e., Notice of Concern) related to governance and fiscal operations:
  - Related-Party Transactions
  - Potential Conflicts of Interest
  - Governance Issues

- Corrective Action Required via a formal response by the Governing Board to the 6/30/26 Notice of Concern

- Cannot receive a rating greater than 3 in this category if there is an overall rating of 1 or 2 in any other category

CSD ANNUAL OVERSIGHT REPORT

Student Achievement and Educational Performance

Rating: 3 (Proficient)

- Areas Reviewed:
  - All Students English Language Arts (ELA) Indicator
  - Student Group English Language Arts (ELA) Indicator (subgroups)
  - All Students Math Indicator
  - Student Group Math Indicator (subgroups)
  - All Students English Learning Progress Indicator (ELPI)

CSD ANNUAL OVERSIGHT REPORT

Student Achievement and Educational Performance

Rating: 3 (Proficient)

- Areas Reviewed Continued:
  - All Students College/Career (CCI) Indicator
  - Student Group College/Career (CCI) Indicator
  - All Students Chronic Absenteeism Indicator
  - All Students Graduation Rate Indicator
  - All Students Suspension Rate Indicator
  - All Students Science Indicator (informational only, not scored)

CSD ANNUAL OVERSIGHT REPORT

Student Achievement and Educational Performance

Rating: 3 (Proficient)

- CDE 2026 Performance Category - Middle Performing

- Areas Noted for Improvement:
  - SBAC Math had a majority of the numerically significant student groups below the statewide average: Students with Disabilities, Asian, Two or more Races, Filipino, White, and Black or African American students
  - Students with Disabilities Benchmark Progress Partially Met

Special Education Benchmarks Partially

Progress on LAUSD Board of Education Benchmarks and/or MOU related to STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE (if applicable):

☐ Not Applicable

On December 8, 2020, the Los Angeles Unified School District (LAUSD) Board of Education voted to approve with benchmarks the charter renewal petition of El Camino Real Charter High.

1. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's English Language Arts (ELA) Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Increased in Change level in ELA.

2. The school will achieve Increased or Increased Significantly in Change Level for its Students with Disabilities subgroup on the California School Dashboard's Math Indicator over the term of the charter with the goal of achieving a Status level that is the same or higher than the applicable state levels by the time the charter is presented for renewal. The school's annual progress will be reviewed at the Annual Performance-Based Oversight Visit by the District.

   Benchmark Not Met. California School Dashboard 2025 data shows that the school's Students with Disabilities student group Maintained in Change level in Math.

CSD ANNUAL OVERSIGHT REPORT

Organizational Management, Programs, and Operations:

Rating: 4 (Accomplished)

Areas covered in this section include:

- Implementation of the Educational Program
- Meeting the Needs of All Students; Student Group Data Analysis
- Special Education
- School Climate and Student Discipline
- Stakeholder Engagement and Involvement
- Clearances, Credentialing, and Mandated Training Compliance

CSD ANNUAL OVERSIGHT REPORT

Organizational Management, Programs, and Operations:

Rating: 4 (Accomplished)

Areas Covered Continued:

- Health and Safety Compliance
- Transparency and Stakeholder Information Compliance
- Local Control and Accountability Plan (LCAP) (informational only)

CSD ANNUAL OVERSIGHT REPORT

Fiscal Operations

Rating: 2 (Developing)

- Areas covered in this section include:
  - Fiscal Operations: Summary of School Performance
  - Financial Highlights
  - Financial Ratio Analysis
  - Norm Enrollment Data and Trends
  - Review of Fiscal Documentation
  - Review of Fiscal Preparation Guide

CSD ANNUAL OVERSIGHT REPORT

Fiscal Operations

Rating: 2 (Developing)

- Unresolved Concerns (i.e., Notice of Concern) related to fiscal operations:
  - Identified areas of concern include potential conflict of interest, procedures associated with use of related-party vendors, procedures related to contract approvals, transparency, and frequency and number of stakeholder complaints
- Corrective Action Required via a formal response by the governing board to the 6/30/26 Notice of Concern

Thank you.

Coversheet

Investment Update August 2026

Section: VI. Investment
Item: A. Investment Update August 2026
Purpose: Discuss
Submitted by:
Related Material: 1. Q2 2026 Executive Summary.pdf
2. 2Q26 El Camino Real.pdf

BEACON POINTE
INSTITUTIONAL INVESTMENT ADVISORS

El Camino Real Charter High School - Executive Summary
Second Quarter 2026

Market & Economic Performance

- U.S. equities were mixed following the strong April-May rebound. The S&P 500 fell 1.0% in June but remained up 10.2% year-to-date, while the Nasdaq 100 slipped just 0.1% and held a 20.3% year-to-date gain.
- Leadership rotated beneath the surface, with Industrials (+7.3%), Health Care (+6.6%), and Financials (+4.3%) outperforming, while Communication Services (-7.2%), Energy (-5.0%), and Consumer Discretionary (-2.8%) lagged.
- International equities were mixed but remained constructive overall. MSCI EAFE gained 0.1% in June and 9.9% year-to-date, while MSCI Emerging Markets fell 1.4% for the month but remained up 23.8% year-to-date.
- Fixed income delivered modest gains as Treasury yields edged higher. The U.S. Aggregate Bond Index gained 0.2% in June and 0.6% year-to-date, while High Yield bonds rose 0.3% and remained up 2.0% year-to-date.
- June market sentiment was shaped by the Fed holding rates steady, Iran-related geopolitical risk, the high-profile SpaceX IPO, and sharp monthly declines in gold, oil, and Bitcoin.

Portfolio Performance

- As of June 30th, 2026, **OPEB** assets were approximately $37.4 million.
    - The portfolio returned 9.3% in the second quarter, and 14.5% over the trailing 1-year. For the rolling 3-year period, the portfolio has annualized 12.8%.
- As of June 30th, 2026, **GA** assets were approximately $8.0 million.
    - The portfolio returned 5.6% in the second quarter, and 10.0% over the trailing 1-year. For the rolling 3-year period, the portfolio has annualized 9.2%
- ***Since its inception*** in September 2021, **OPEB** has annualized 5.9%, and **GA** has annualized 3.9%.

Asset Allocation

- As of June 30th, the portfolio's asset allocation was within its stated Policy Ranges, as defined in the Investment Policy Statement (IPS). The portfolio remains modestly overweight in Equities with an underweight to Fixed Income versus the benchmark. Alternatives were in line with the policy targets.

Portfolio Activity

- **6/8/2026 (OPEB):** Beacon Pointe rebalanced the portfolio to targets. FMI Large Cap Value and Virtus Kar Mid Cap (VIMCX) were fully liquidated and replaced with Putnam Large Cap Value (PEIYX) and Schwab US Mid Cap (SWMCX), respectively. Cash was replenished to fund the monthly distributions for Q3.
- **6/8/2026 (GA):** Beacon Pointe rebalanced portfolio to targets, replacing FMI Large Cap Value with Putnam Large Cap Value (PEIYX).

(Continued on next page)

BEACON POINTE
INSTITUTIONAL INVESTMENT ADVISORS

New Manager Summary

- **Putnam Large Cap Value Fund (PEIYX)**
  - The Putnam Large Cap Value actively managed strategy has been a top-quartile value manager since its inception in 1999, demonstrating consistent long-term performance.
  - Darren Jaroch, CFA, has served as lead portfolio manager of the strategy since 2012. He joined Putnam in 1999 and designed the quantitative framework underpinning the approach in the early 2000s. He is supported by portfolio manager Lauren DeMore, CFA, and a research team of approximately 30 equity research professionals.
  - The strategy maintains a low tracking error relative to its benchmark by avoiding large sector concentration bets. As a result, portfolio performance is driven primarily by individual stock selection rather than unintended macro or sector exposures, keeping the investment thesis focused and disciplined.

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INSTITUTIONAL INVESTMENT ADVISORS

EL CAMINO REAL CHARTER HIGH SCHOOL

As of JUNE 30, 2026

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

Firm Overview

20+ Institutional Investing And Consulting Experience

$63+B Assets Under Advisement

850+ Team Members Across 90+ Regional Offices

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

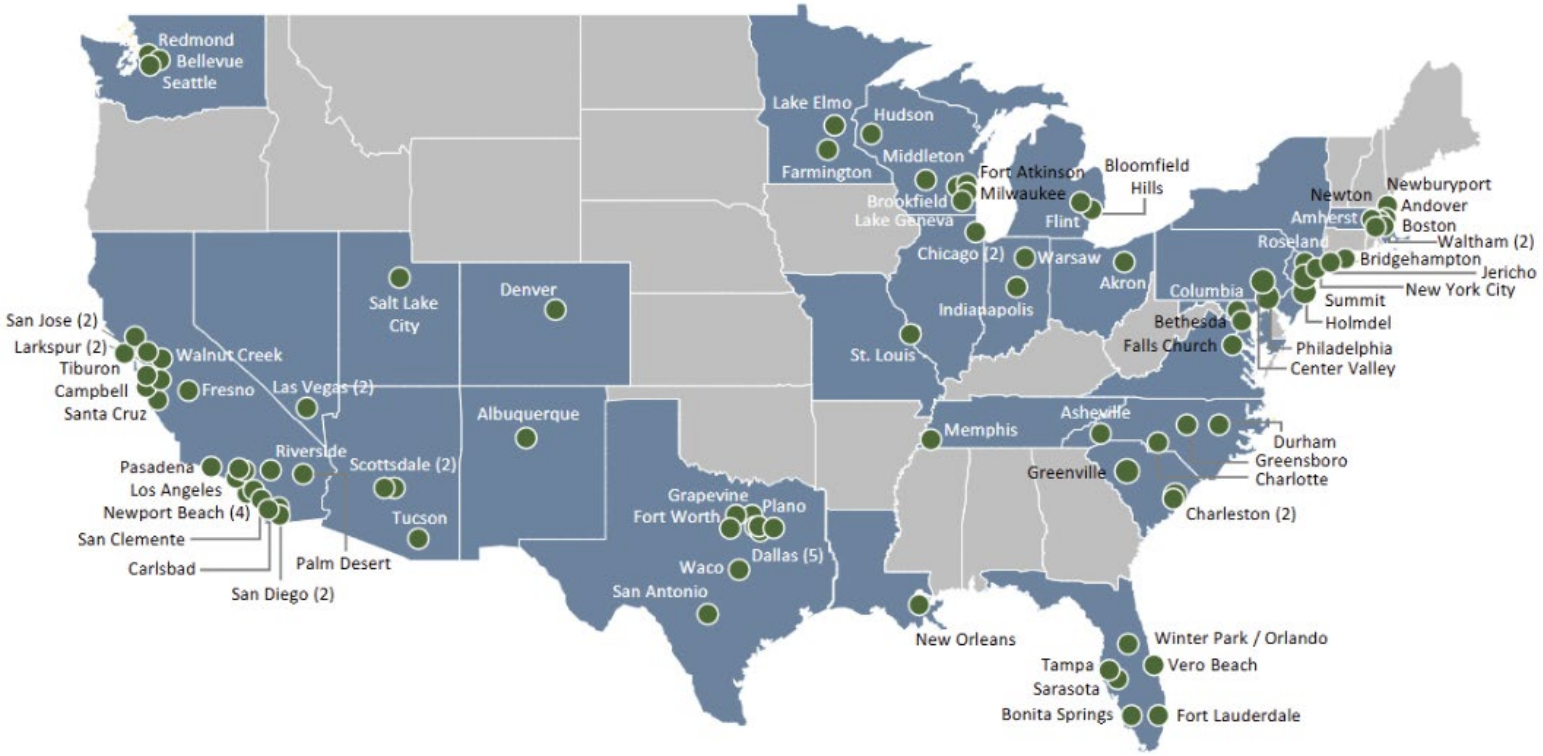
INDUSTRY RECOGNITION

BARRON'S
Top 100 RIA Firms

USA TODAY
Best Financial Advisory Firms

AdvisorHub
RIA Firms to Watch

FORBES
America's Top Women Wealth Advisors



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Firm Data as of 6/30/26, total firm assets include approximately $60.5B in assets under management ("AUM") and approximately $2.5B in assets under advisement ("AUA"). AUM are assets the firm manages on both a discretionary and non-discretionary basis. AUA are assets on which Beacon Pointe advises but does not provide regular supervisory and management services (e.g., consulting services). Please see important disclosures about awards and rankings at the end of this presentation.

Market Performance 2Q26

U.S. EQUITIES

- **U.S. Equities up big in second quarter.**
- The S&P 500 was up +15.2% in the second quarter, the best result since 2Q2020. A significant recovery from the war-induced sell-off in March plus continued strong corporate earnings drove the rally .
- Investors were able to look past geopolitical developments in the Strait of Hormuz and monetary policy concerns. Fears of a recession remain but the economy has been surprisingly resilient.
- Small caps had a fantastic quarter, up +21.5%. Value (+13.9%) underperformed Growth (+16.7%) during the quarter. Year-to-date Value has outperformed Growth by over 10%.
- Information Technology dominated all industry sectors in the quarter up +43.5%. Energy lagged all sectors down -12.5% in the quarter.

NON-U.S. EQUITIES

- **Non-U.S. Developed Equities underperformed the U.S.**
- Non-U.S. developed equities posted a solid +10.8% return during the quarter but could not keep pace with the U.S., underperforming by -4.4%.
- Emerging Market equities (+24.1%) were up the most since 2Q2009, specifically South Korea's incredible +87.6% jump. Over the last year, Non-U.S. Developed (+20.2%) has slightly underperformed the U.S., while Emerging Market equities (+43.5%) have outperformed the S&P by +21.2%.
- Non-U.S. equities continue to provide diversification benefits to portfolios in 2026. Historically low relative valuations and heightened economic uncertainty in the U.S. have made Non-U.S. equities - especially Emerging Markets - an attractive option for investors.

U.S. FIXED INCOME

- **U.S. Fixed Income was positive during the quarter.**
- U.S. Core taxable bonds were up only +0.7% in 2Q2026 while U.S. Muni bonds posted an impressive +2.5% return. YTD returns are nearly identical to the numbers posted in 2Q. Higher go-forward yields - and high real yields – remain positive valuation signals for bonds.
- Yields were up across the board in 2Q26. U.S. Treasury 2-year notes were up +38 basis points to 4.17% as Fed rate hike expectations replaced rate cuts. U.S. Treasury 10-year notes were up +15 basis points to 4.47%, causing the curve to flatten.
- Investment Grade Corporate bonds and U.S. High Yield bonds returned +1.4% and +2.5% respectively in the quarter. IG credit spreads tightened by -15 basis points, ending the quarter at +74 while HY spreads tightened by 47 basis points to +270. Both are within 20-30 basis points of the tightest levels ever recorded.

NON-U.S. FIXED INCOME

- **Non-U.S. Fixed Income was positive for the quarter.**
- Global Developed Market bonds returned +0.9% for the quarter, in line with U.S. Core taxable bonds. Yields on the Global Aggregate ended the quarter at 3.80%, with spreads -5 basis points tighter to +27.
- Emerging Market Sovereign bonds (EM) were the star performer in Fixed Income, returning a spectacular +3.4%, soundly beating Global Developed Markets and the U.S. Core Bond Index.
- The yield on EM sovereign debt ended the quarter at 6.00%, with spreads tightening by -47 basis points to +162, a level not seen since before the Great Financial Crisis in 2007

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Source: Beacon Pointe Investment Committee as of June 30, 2026.
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.

Economic Performance 2Q26

U.S. ECONOMY

- **U.S. GDP remains resilient.**
- U.S. GDP increased at an annualized rate of 2.1% in 1Q26, rebounding from 0.5% growth in 4Q25. Economists expect GDP to continue to accelerate in the second quarter (first estimates are at 2.5%).
- The probability of a recession fell by 5% during the quarter, ending at 25%.
- The Fed did not change rates in the quarter. Inflation continues to hover well above their 2% target, creating a difficult policy balancing act between supporting the labor market and price stability.

EMPLOYMENT

- **The labor market situation is mixed.**
- The U.S. Unemployment Rate averaged 4.3% in the quarter. Average Hourly Earnings were flat at 3.6%, and Labor Force Participation fell -0.3% to 61.7%.
- Job openings remain just over 7.5 million at the end of the quarter. The quits rate averaged 2.0%, up slightly from the previous quarter.
- Non-Farm Payrolls averaged +111K in the second quarter, up almost 40k from the previous quarter.

U.S. INFLATION

- **Inflation remains elevated.**
- Inflation was up slightly across the board and remains above the Federal Reserve's target. U.S. Consumer Price Index (CPI Headline) averaged 3.8% for the quarter, up +1.1% from the prior. The latest print of 3.5% indicates more price pressure will remain.
- U.S. Core CPI (less food and energy) averaged 2.8% for the quarter, up +0.2% from the 1Q26 average. "Supercore" inflation (Core Services inflation less housing) was also up +0.6% to 3.4%.
- The U.S. Personal Consumption Expenditure Core Price Index (PCE Core), the Fed's preferred inflation measure, averaged 3.4% during the quarter, up slightly from the prior. Inflation expectations remain in the upper range of the Fed's comfort zone.

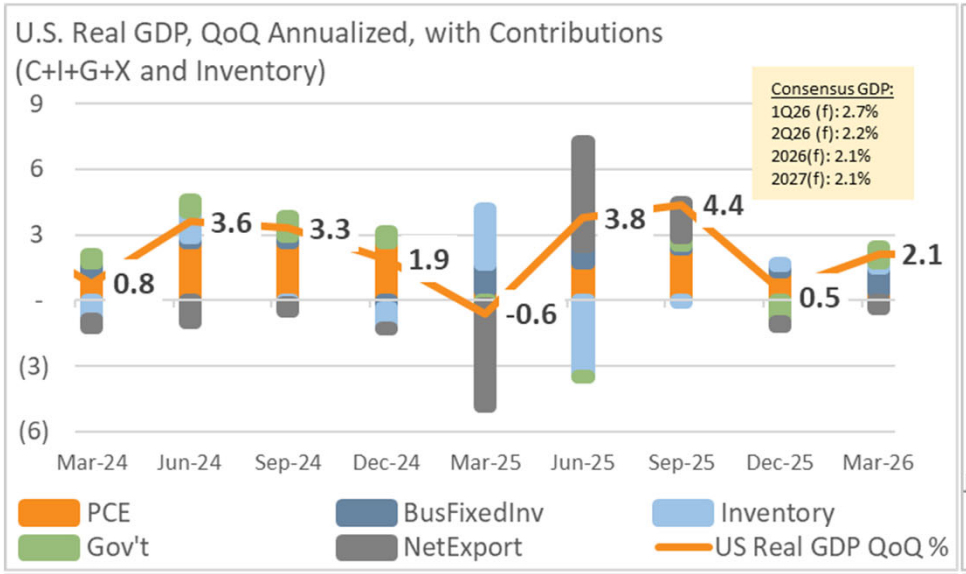
FINANCIAL CONDITIONS/RECESSION PROBABILITIES

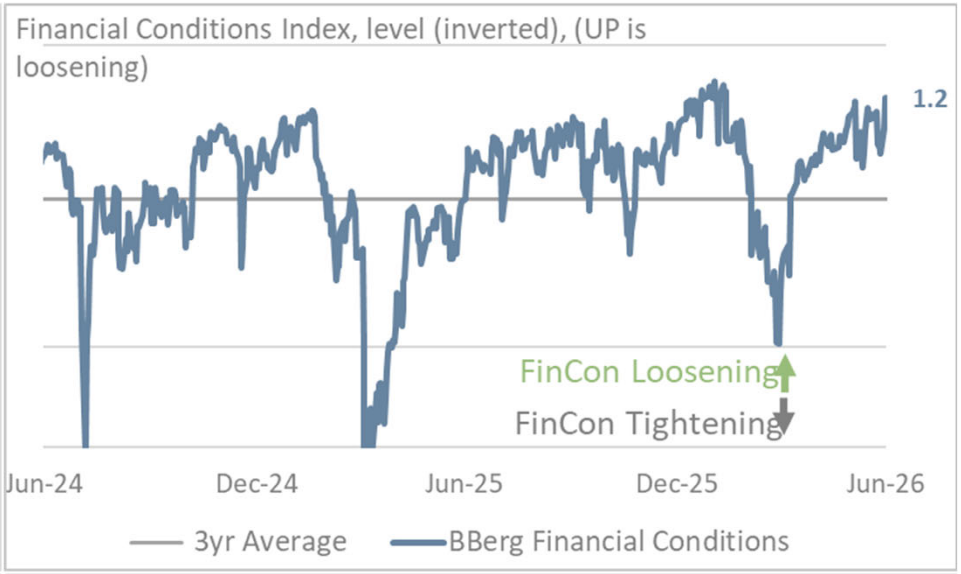
- **Financial Conditions are accommodative.**
- Financial conditions loosened considerably during the quarter as a strong equity market rebounded from the sell-off during the first month of the conflict with Iran. Lower equity market volatility and tightening credit spreads also contributed.
- Offsetting these factors were slightly higher interest rates across the curve as Fed rate cut expectations reversed.
- The probability of a recession rose at the end of 1Q2026 – the loosening of financial conditions and has contributed a decrease over the course of the quarter.

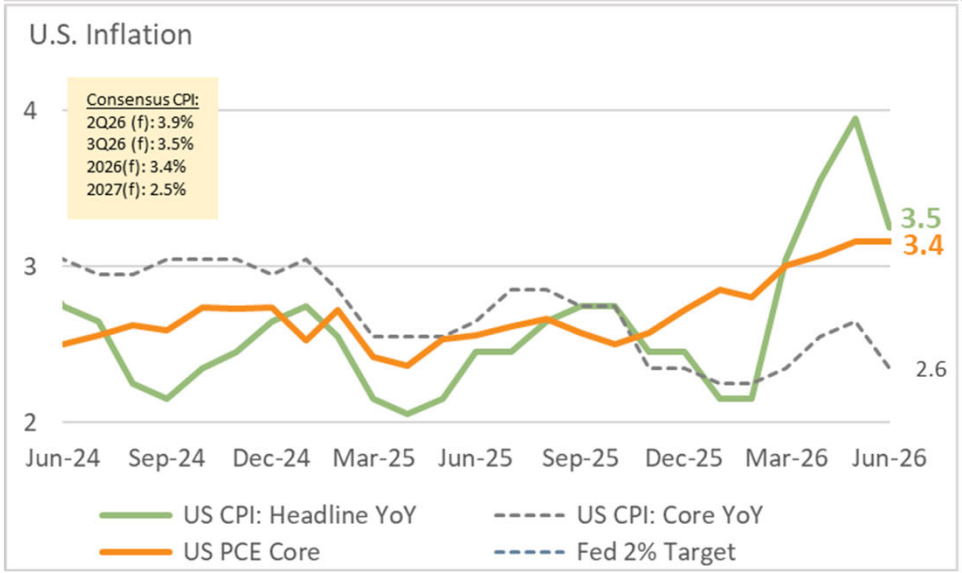
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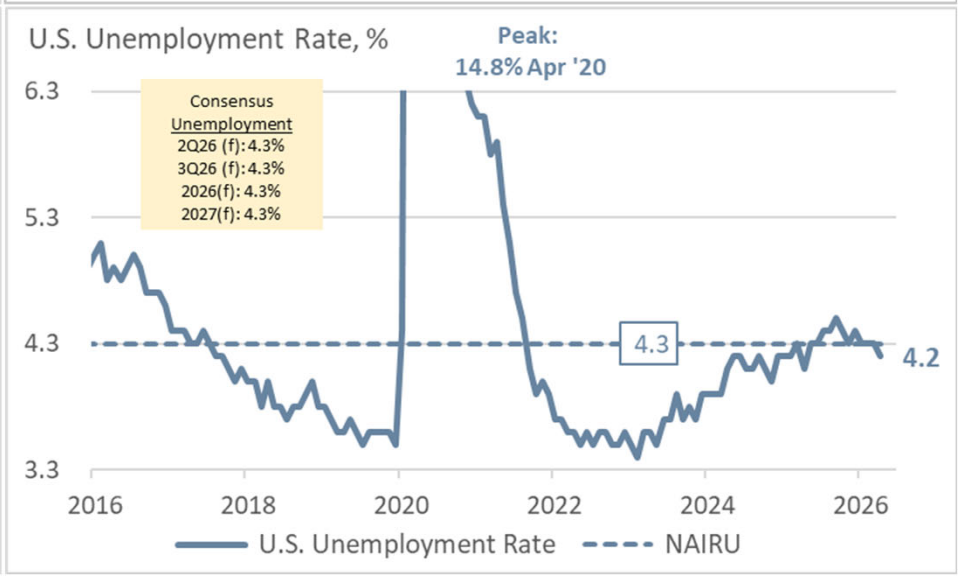
Source: Beacon Pointe Investment Committee as of June 30, 2026.
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U.S. Economic Snapshot









As of June 30, 2026. Source: Bloomberg, Beacon Pointe Macro v24

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Market Performance Summary

As of June 30, 2026

	Quarter Return	YTD Return	1 Year Return	3 Year Return	5 Year Return	7 Year Return	10 Year Return
Portfolio Benchmarks							
60% MSCI ACWI: 40% U.S. Aggregate Bond	9.1	7.1	15.5	13.4	6.7	8.6	8.4
70% MSCI ACWI: 30% U.S. Aggregate Bond	10.6	8.1	17.5	14.9	7.8	9.8	9.5
Equity							
S&P 500	15.2	10.2	22.3	20.6	13.4	16.1	15.5
Russell 1000 Growth	16.7	5.3	17.7	22.6	13.7	18.8	18.6
Russell 1000	15.0	10.1	21.6	20.0	12.2	15.3	14.7
Russell 1000 Value	13.9	16.3	27.1	17.8	11.2	12.1	11.5
Russell Mid Cap	13.8	15.3	21.6	16.5	8.5	11.9	12.0
Russell 2000	21.5	22.6	40.8	18.6	7.0	11.3	11.6
Russell 3000	15.4	10.9	22.8	20.4	12.3	15.5	15.1
MSCI ACWI Ex USA	14.5	13.7	27.7	18.8	8.8	10.2	9.9
MSCI ACWI	14.9	11.2	23.7	19.7	11.0	13.3	12.8
MSCI EAFE	10.8	9.4	20.2	16.4	9.0	9.9	9.7
MSCI EM	24.1	23.8	43.5	23.0	7.2	9.8	10.1
Fixed Income							
U.S. Aggregate Bond	0.7	0.6	3.8	4.2	0.1	1.2	1.5
U.S. Municipal Bond	2.5	2.3	7.0	3.8	1.1	2.0	2.1
U.S. Treasury Bill 3m	0.9	1.7	3.8	4.6	3.5	2.8	2.3
U.S. TIPS	0.9	1.2	3.4	4.0	1.0	2.8	2.6
U.S. Investment Grade Corporate	1.4	0.9	4.3	5.3	0.3	2.0	2.6
US High Yield	2.5	2.0	5.9	8.9	4.2	5.1	5.8
Global Aggregate Bonds	0.9	-0.2	0.6	3.4	-1.5	-0.2	0.4
EM Sovereign Debt USD	3.4	2.0	8.0	8.5	2.0	2.8	3.4
Alternatives							
FTSE NAREIT Composite	10.5	14.3	15.3	10.0	3.5	5.6	5.8
S&P Global Natural Resources	-8.5	9.7	28.4	11.9	9.4	10.0	10.4
Bloomberg Commodity	-8.1	14.4	25.5	11.7	9.4	9.5	5.8

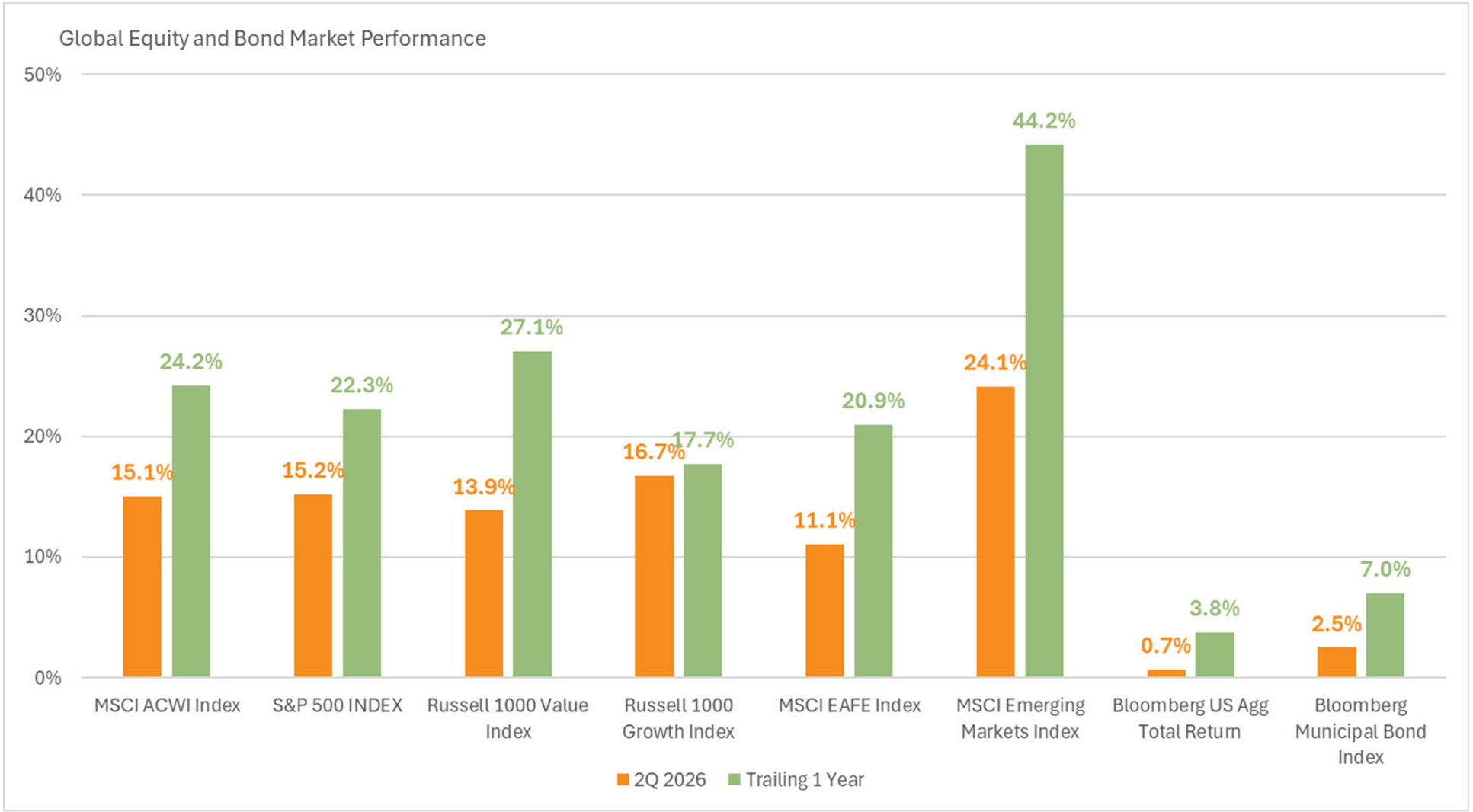
BEACON POINTE

Data as of June 30, 2026. Source: Beacon Pointe, Morningstar

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 gross of fees, without any adjustment for fees.

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Global Market Performance



BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Retail Quarterly Macro Charts, Returns

Pointe of View

SECULAR THEME: "DEBT, DEMOGRAPHICS, AND DEGLOBALIZATION vs. ARTIFICIAL INTELLIGENCE"

"DEBT, DEMOGRAPHICS AND DEGLOBALIZATION vs. ARTIFICIAL INTELLIGENCE is the long-term operating framework as governments work to address persistently high federal debt and deficits, aging populations and falling birth rates, and trade dynamics transitions from an era of globalization to global fragmentation. Counterbalancing the known headwinds is the promise of substantial productivity gains from massive infrastructure investment in A.I.

CYCLICAL THEME: "LATE CYCLE RESILIENCE"

LATE CYCLE RESILIENCE is our base-case cyclical scenario. Geopolitics and inflation concerns have shaken consumer confidence, but enacted legislation is providing a tailwind to cyclical growth. Robust consumer balance sheets and the 'One Big Beautiful Bill' Act (OB3) provide support in the form of pro-growth policies. Massive business fixed investment to build out A.I. infrastructure is also contributing to economic growth.

Markets expect limited economic fallout from the Iran War. A "neutral" Fed, fiscal support from increased tax refunds, and expected productivity improvements from A.I. provide the macro foundations for market resilience. Equity markets have been propelled upwards as corporate earnings have continued to increase across the U.S., especially Information Tech companies. However, worries of an "earnings bubble" have begun to surface as Hyperscalers reported material unrealized gains on their private market companies. Non-U.S. stocks, mainly recipients of U.S. Tech capital expenditures, are also seeing earnings upgrades.

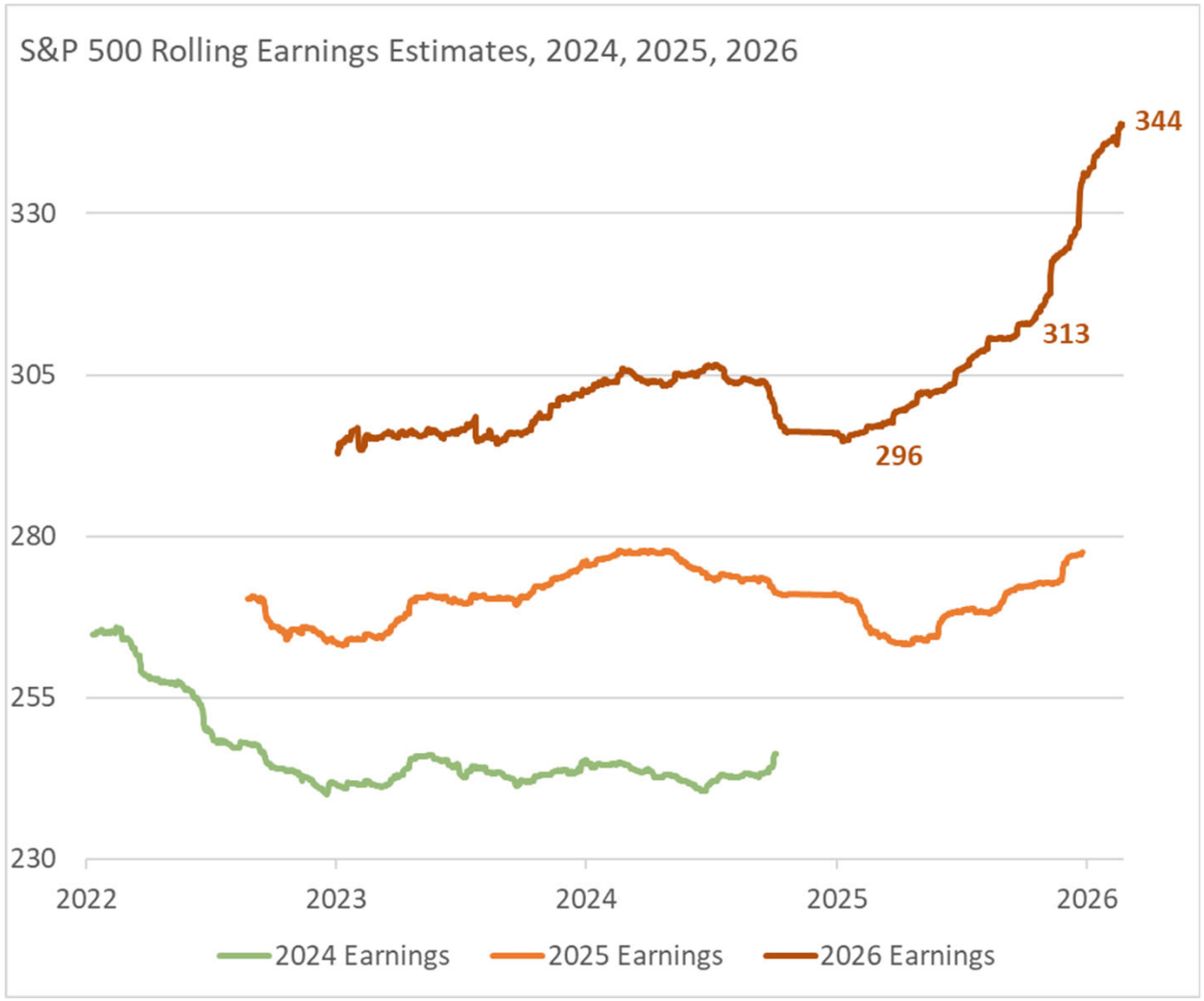
We remain "risk on" but have dialed back our "risk on" positioning after a historic quarter in markets. While valuations may appear stretched in some areas of the market, there are opportunities for selective risk-taking. We favor U.S. Large Cap and are now Overweight U.S. Large Cap Core, Value and Growth. We remain Underweight U.S. Mid Cap. We retain our Overweight to Emerging Markets Equities and are slightly underweight International Developed Equities. We remain underweight Fixed Income to fund our "risk on" posture. We continue to like private market alternatives given higher expected returns while dampening volatility.

BEACON POINTE

As of July 16, 2026. Source: Beacon Pointe

Important Disclosure: Asset allocation and positioning statements reflect current views and are subject to change. There is no guarantee that these strategies will be successful or suitable for all investors. Alternative investments are speculative, involve a high degree of risk, and may only be available to qualified investors.

S&P 500 Earnings – Growing Fast

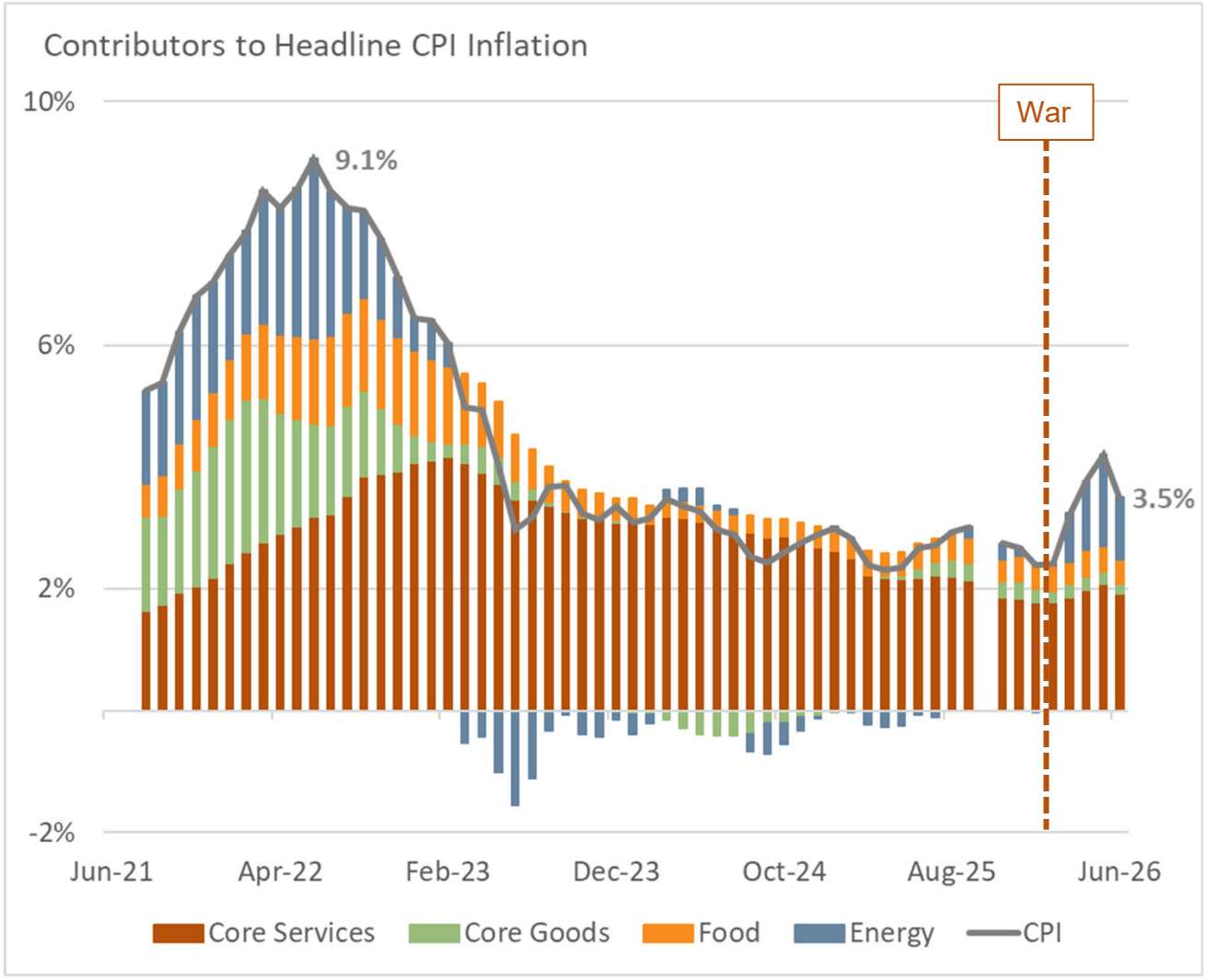


- 2026 Earnings estimates have been revised up by 17% since early 2025.
- Capital expenditures from the build-out of AI infrastructure and companies reporting large unrealized gains from private market companies have pushed earnings materially higher.
- Worries of unsustainable earnings growth supporting current valuations have caused new concerns of an “earnings bubble”.

BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Beacon Pointe Macro v24

U.S. Inflation – Energy Driven

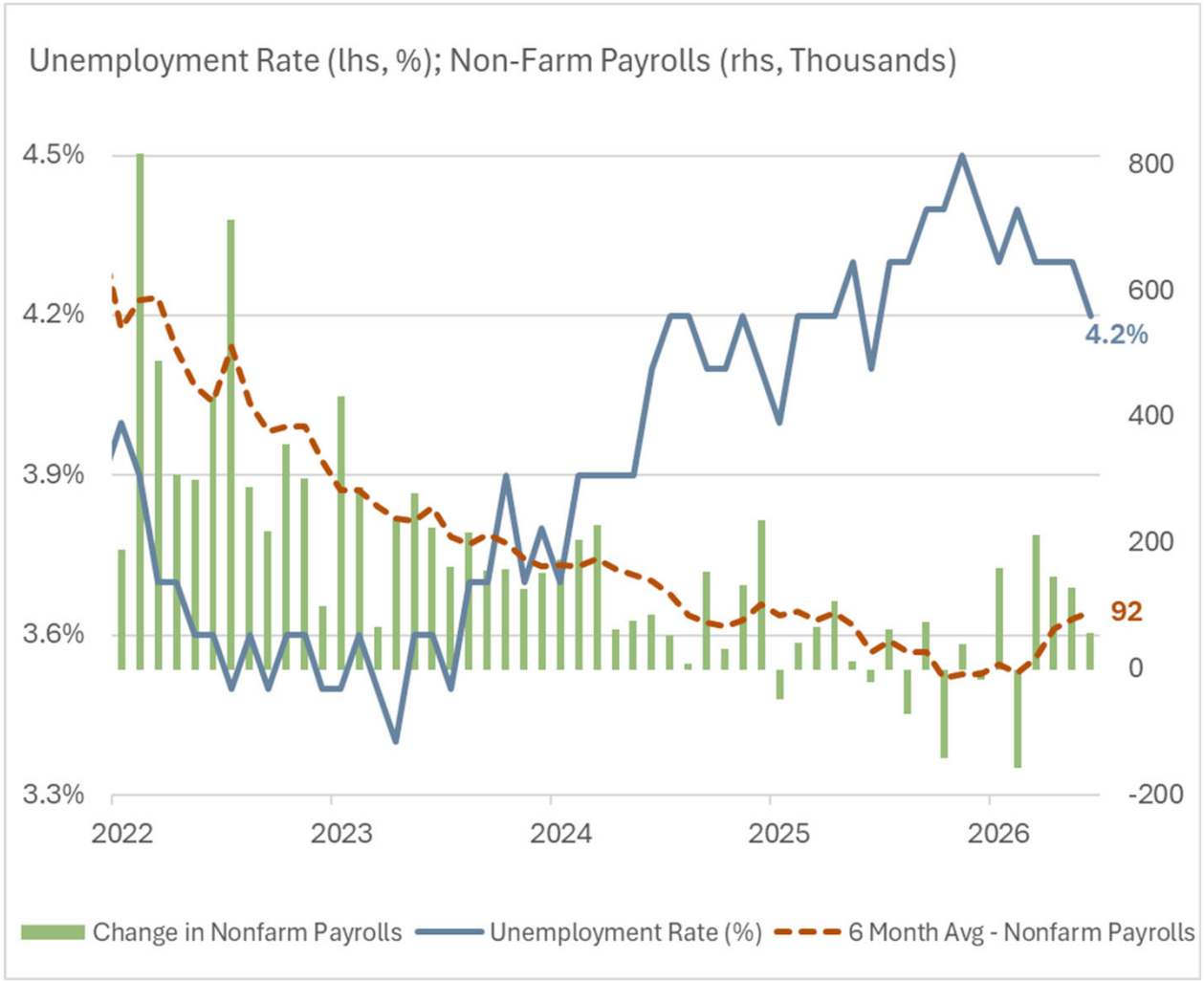


- Inflation surged higher in 2Q 2026 after the Strait of Hormuz closure triggered a sharp energy-price shock.
- Energy was the primary driver of the quarter-over-quarter increase, while core services remained the largest underlying contributor to inflation.
- The Federal Reserve can look through a one-time energy shock without raising rates. Policy risk rises if energy inflation feeds into broader prices and inflation expectations.

BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Beacon Pointe Retail Quarterly Macro Charts

Labor Market Stabilizes After 2025 Softening

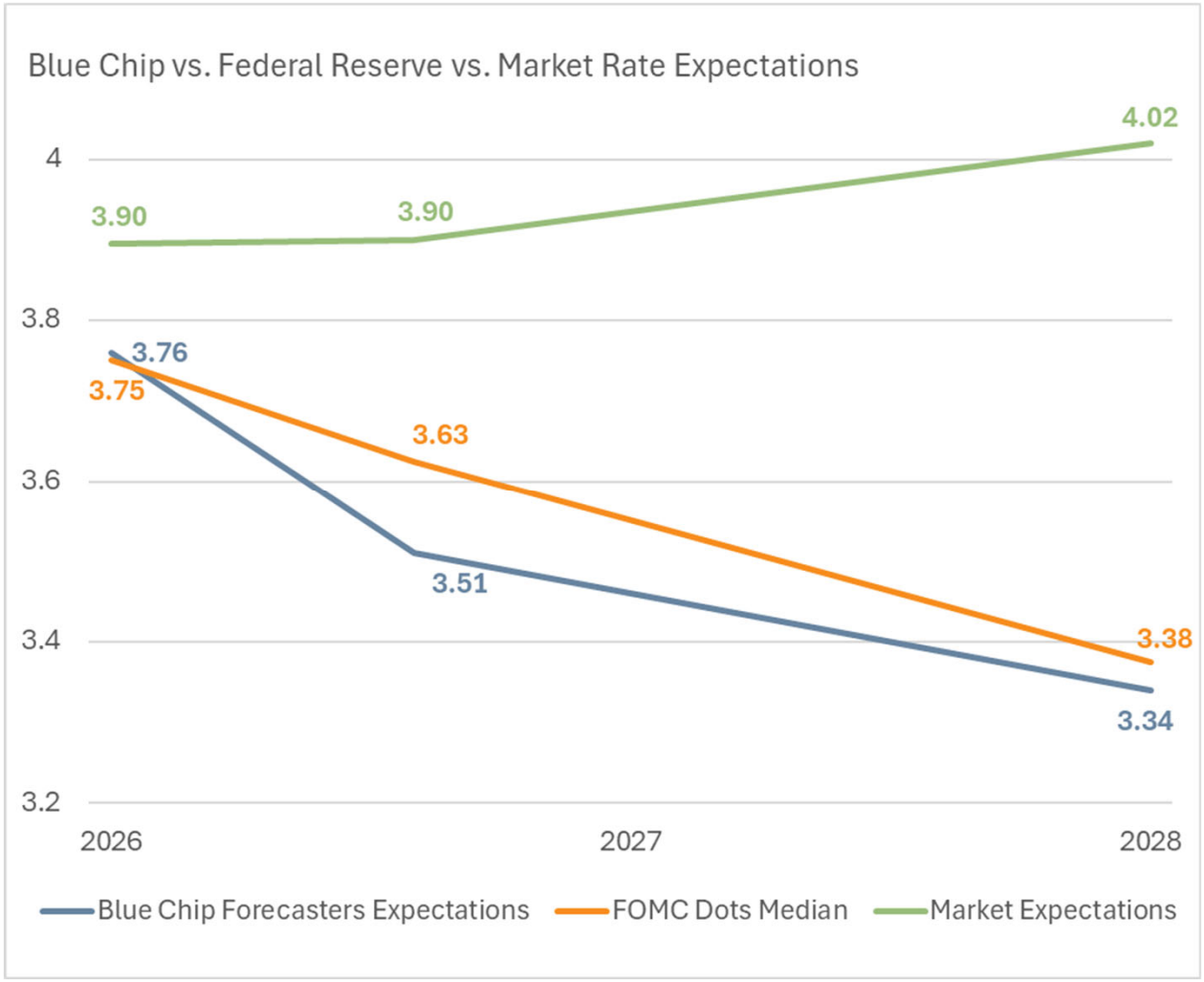


- Concern over the stability of the labor market prompted the Federal Reserve to cut interest rates 3 times in the Fall of 2025.
- Nonfarm payrolls troughed in October of 2025, contracting by 13k jobs, before rebounding with an average monthly gain of 92k in 2026.
- As the labor market has stabilized, the Federal Reserve has shifted its focus back towards the inflation side of its dual mandate.

BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Beacon Pointe Retail Quarterly Macro Charts

Fed Funds Rate – Divergent Expectations

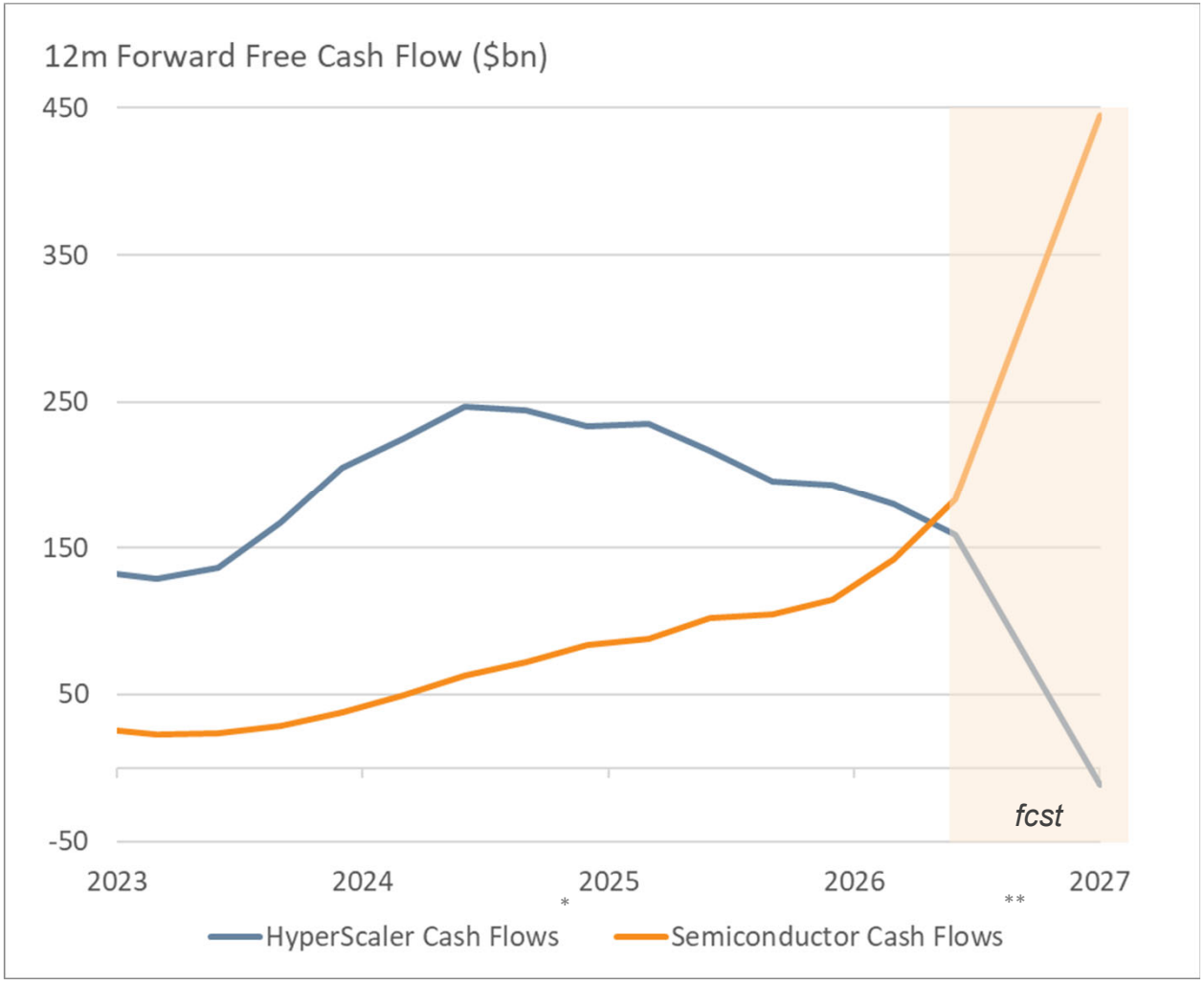


- Market participants are pricing in 1 to 2 rate hikes through 2028 due to continued supply shocks that could keep inflation elevated.
- Blue Chip forecasters and the Federal Open Market Committee are pricing in around 2 cuts through 2028, as they expect the inflation shock to be transitory.
- The divergence highlights two competing macro paths: persistent inflation requiring tighter policy versus normalization that allows gradual Fed easing.

BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Beacon Pointe Retail Quarterly Macro Charts

Tech Free Cash Flow – Bifurcated

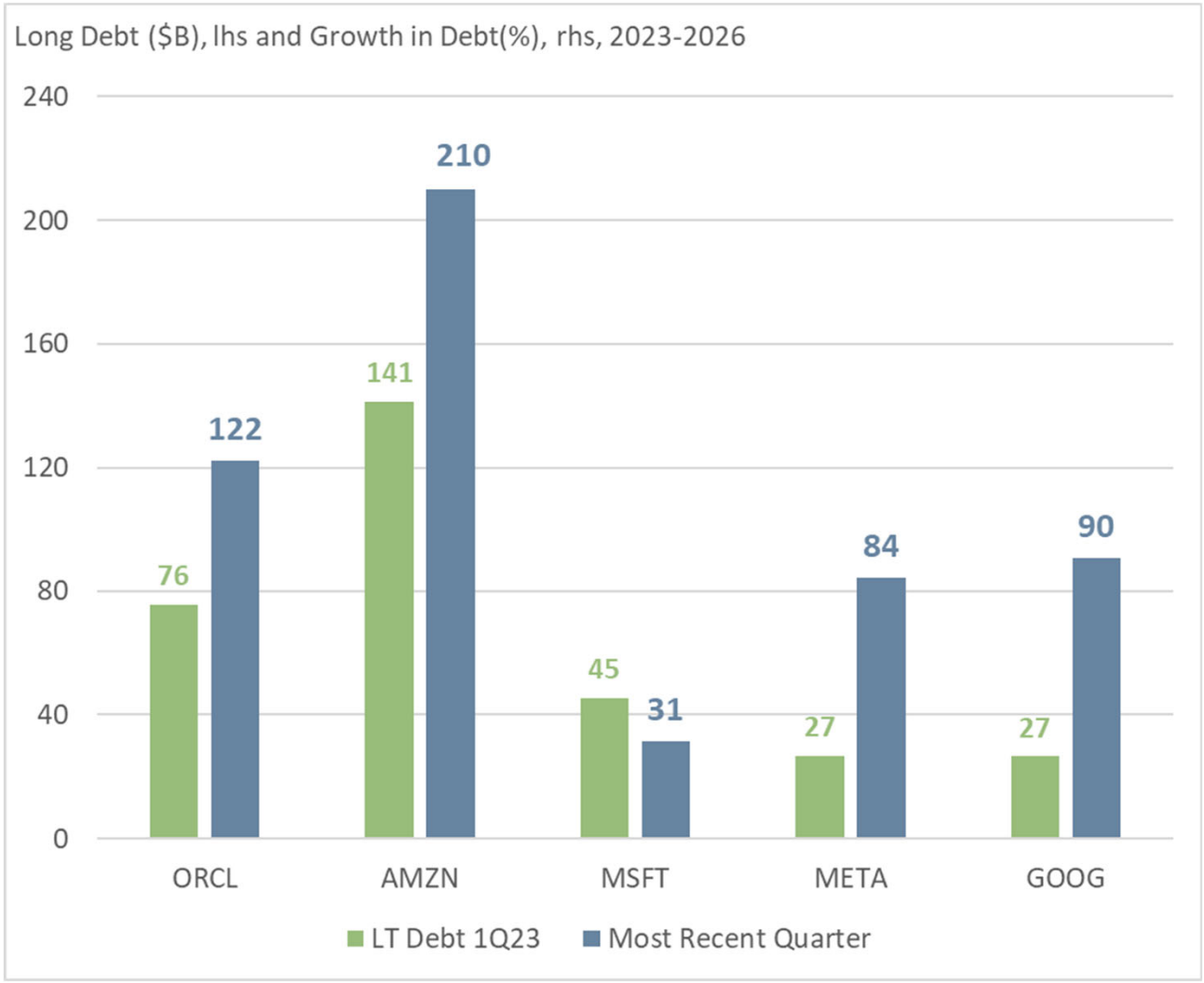


- Mega-cap tech companies are spending hundreds of billions of dollars on their A.I. rollouts.
- Hyperscaler free cash flow is expected to go negative in 2027 due to continued growth in CAPEX.
- The cash flows coming from Hyperscaler are translating into record cash flows for semiconductor firms.

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*Hyperscaler: Alphabet, Amazon, Microsoft, Oracle, Meta
**Semiconductor: Nvidia, Broadcom, Micron, Applied Materials
As of June 30, 2026. Source: Bloomberg, Beacon Pointe Macro v24, BoA Research

Tech Bond Issuance to Fund Infrastructure Growth

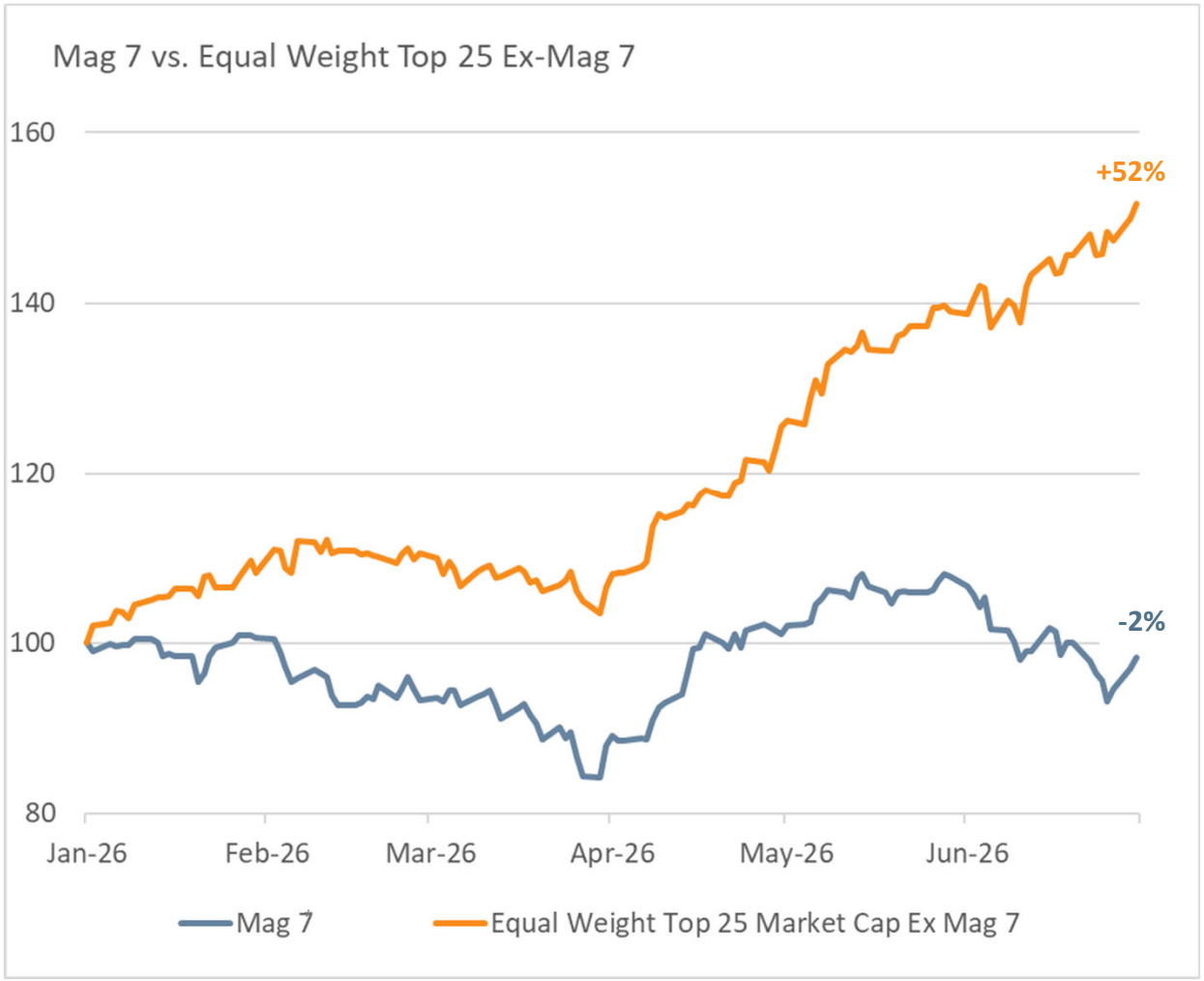


- Large-cap tech firms have historically funded infrastructure investment through free cash flow, but elevated AI and data-center capex is increasing reliance on debt financing.
- The key risk is they overestimate demand, leading to an oversupply of data centers and capex that does not translate into sufficient profits.
- There is preliminary evidence that large bond issuance from high quality, profitable tech firms are crowding out lower quality firms causing them to pay higher interest rates to acquire funding.

BEACON POINTE

As of June 30, 2026. Source: Bloomberg, Beacon Pointe Macro v24

Mag 7 Lag as Broader Mega-Cap Leaders Rally



- Large-cap stocks just below the Mag 7 by market capitalization have led the market higher in 2026.
- Notable non-Mag 7 leaders include Berkshire, Eli Lilly, JP Morgan, Exxon, Visa, Walmart and Caterpillar.
- The Mag 7 have underperformed year-to-date amid growing concerns that elevated AI-related capex may pressure free cash flow and reduce future returns.

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*Mag 7: Alphabet, Amazon, Nvidia, Tesla, Microsoft, Apple, Meta
As of June 30, 2026. Source: Beacon Pointe, Macro Databox v.24, Mag 7 Relative Returns

R1000 Value & R1000 Growth Indices Reconstitution

The R1000 Value and R1000 Growth Indices have changed meaningfully with the annual reconstitution that became effective on June 26th, 2026.

Key Takeaways

- *Russell 1000 Value:* The combined weight of Apple, Microsoft and Amazon is expected to rise from 1.9% to 16.2%
- *Russell 1000 Growth:* The combined weight of Apple, Amazon, and Microsoft is expected to decrease from 25.7% to 12.9%. Alphabet is expected to hold a 12% weight in the index, while newcomer Micron Technology is expected to carry a 3% weight, increasing semiconductors to 31.6%.

Russell 1000 Value

Largest Increases by Name (%)

Company	Current	Projected	Change
Apple	0.0	5.7	+5.7
Microsoft	0.0	4.4	+4.4
Amazon	1.9	6.1	+4.2

Largest Decreases by Name (%)

Company	Current	Projected	Change
Alphabet	4.1	0.0	-4.1
Micron	2.9	0.0	-2.9
Caterpillar	1.1	0.0	-1.1

Change in Sector Weight (%)

Consumer Disc.	+4.1
Info Tech.	+2.2
Industrials	-2.0
Comm. Services	-4.5

Russell 1000 Growth

Largest Increases by Name (%)

Company	Current	Projected	Change
Alphabet	7.1	12.0	+4.9
Micron	0.0	3.0	+3.0
Nvidia	13.2	14.8	+1.5

Largest Decreases by Name (%)

Company	Current	Projected	Change
Apple	12.3	7.4	-4.8
Amazon	4.8	0.6	-4.2
Microsoft	8.7	4.8	-3.9

Change in Sector Weight (%)

Comm. Services	+5.2
Industrials	+2.0
Health Care	-2.0
Consumer Disc.	-4.3

BEACON POINTE

Source: FTSE Russell, the Russell 1000 Value and Russell 1000 Growth Indices

Summary of Positioning with "Late Cycle Resilience"

Beacon Pointe Investment Committee's Preferences

OVERALL RISK:	EQUITY MARKET RISK:	BOND MARKET RISK:
		
	OVERWEIGHT: U.S. Large Cap (Core, Value and Growth), Emerging Markets **NEUTRAL:** International Developed **UNDERWEIGHT:** U.S. Midcap	**UNDERWEIGHT:** To fund our "risk on" posture

ALTERNATIVE INVESTMENTS

STRATEGIC WEIGHTS:
Private Equity, Private Real Estate, Private Credit, Real Assets, Hedge Funds, and Hedged Equity

We remain moderately "risk on" in the current environment.

The economy remains resilient, and there are tailwinds to growth.

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As of July 14, 2026. Source: Beacon Pointe Investment Committee's Preferences
Important Disclosure: Asset allocation and positioning statements reflect current views and are subject to change. There is no guarantee that these strategies will be successful or suitable for all investors.

Our Outlook and Positioning

U.S. EQUITY

- We reduce our Overweight U.S. Large Cap Core
- We retain our Overweight U.S. Equities.
- We remain Overweight U.S. Large Cap Core, Value and Growth
- We remain underweight U.S. Mid Cap

NON-U.S. EQUITY

- We cut our Overweight International Equities to Neutral
- We retain our Overweight to Emerging Markets Equities
- We cut our Neutral International Developed Equities to Underweight

FIXED INCOME

- We remain Underweight Fixed Income.
- We are reducing our Underweight exposure to fund our moderate "Risk On" posture

ALTERNATIVES

- We continue to recommend Alternatives, where appropriate, for their potential volatility reducing/uncorrelated return profile. Alternatives may not be suitable for all clients
- Weights in alternatives are strategic and reviewed on an annual basis

We remain RISK ON but have dialed back our RISK ON positioning vs. last quarter.
We are OVERWEIGHT Equities, UNDERWEIGHT Fixed Income, and NEUTRAL Alternatives.

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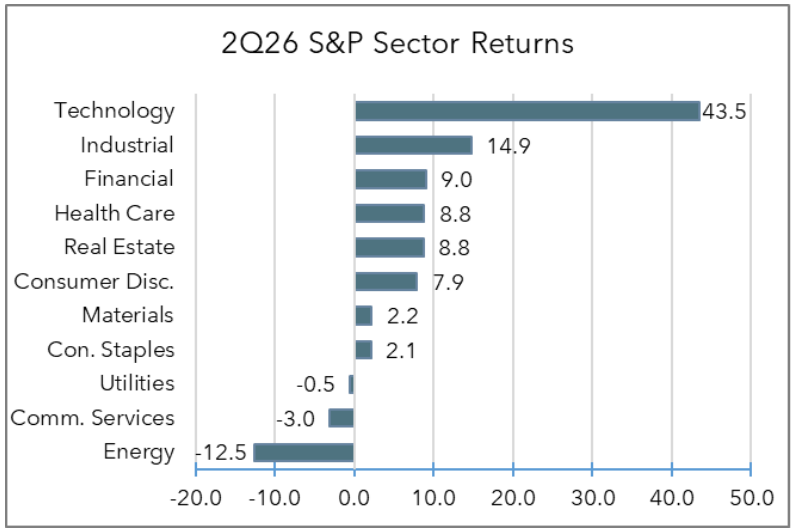
As of July 17, 2026. Source: Beacon Pointe Investment Committee's Preferences

Important Disclosure: Alternative investments are speculative, involve a high degree of risk, and may only be available to clients who meet applicable qualification and suitability requirements. They may be illiquid, subject to substantial fees, limited transparency, valuation uncertainty, tax complexity, and the potential loss of principal. There is no assurance that alternative investments will achieve their objectives, reduce volatility, or provide returns uncorrelated to traditional markets.

U.S. Equity Sector Review

2Q26	Value	Core	Growth
Large	13.9	15.0	16.7
Mid	13.4	13.8	14.5
Small	17.2	21.5	25.7

One-Year	Value	Core	Growth
Large	27.1	21.6	17.7
Mid	26.6	21.6	6.2
Small	43.0	40.8	38.7





- In the second quarter, market leadership broadened beyond Technology, with solid contributions from Industrials, Financials, Health Care, and Real Estate, while returns expanded to include stronger performance from small-cap and value stocks.
- Over the trailing year, Technology remained the strongest-performing sector, but leadership broadened here also as value stocks outperformed growth across large-, mid-, and small-cap companies.

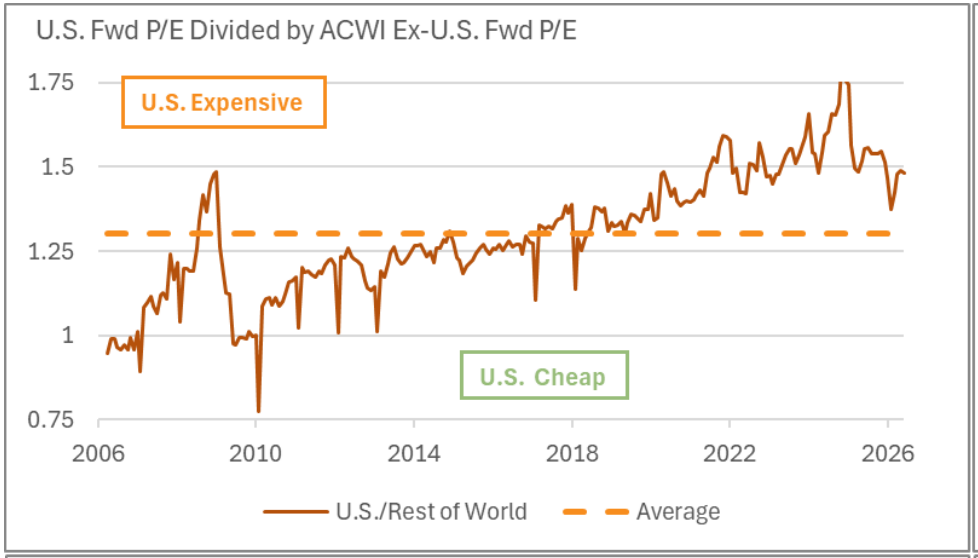
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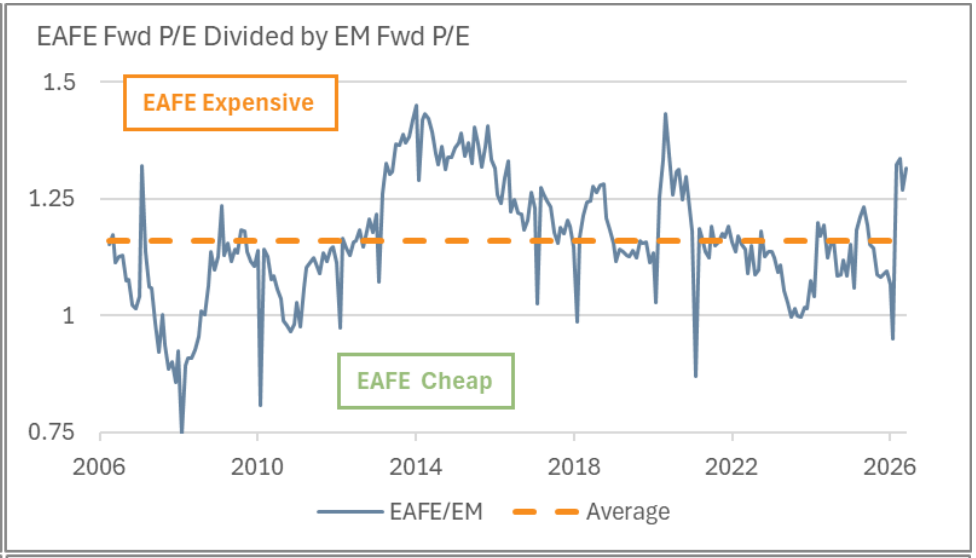
Data as of June 30, 2026. Source: Beacon Pointe, Morningstar

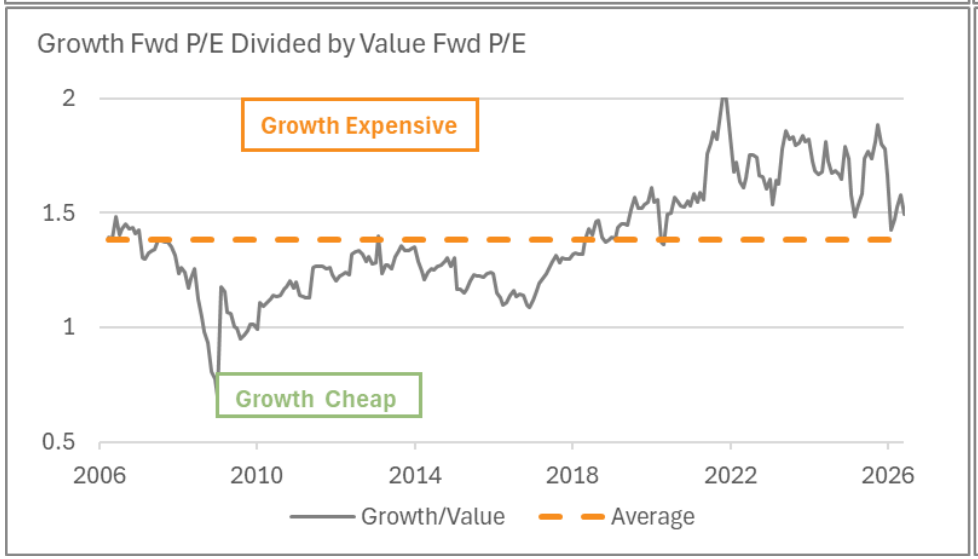
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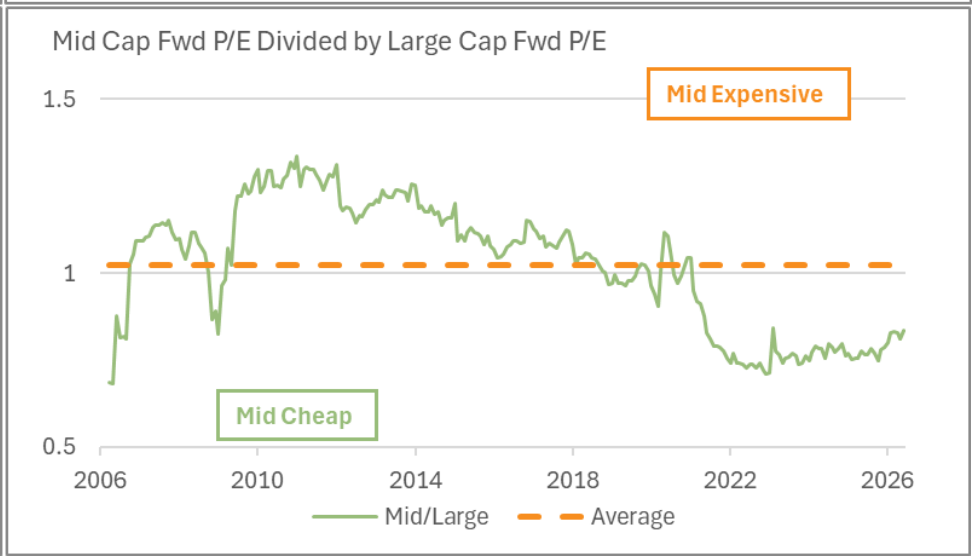
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Relative Equity Valuations







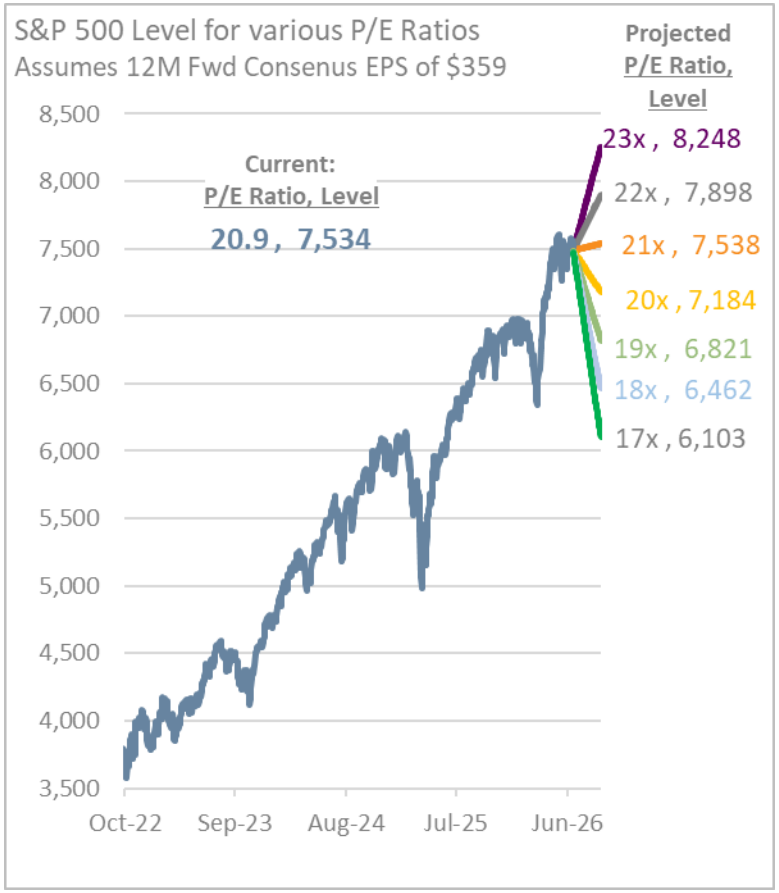


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Source: Beacon Pointe, Retail Quarterly Macro, U.S. Exceptionalism Data as of June 30, 2026.
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S&P 500 Earnings & Valuation



				Last 12m Trailing	295.15	2023 (a)=	221.4	2022 (a) =	218.1
BPA ESTIMATED FWD 12M EPS	359.00								

S&P 500 LEVELS		Fwd12M EPS	359.00	Index:	7,487	P/E	20.9		
		P/E Ratio							
EPS growth	EPS	17	18	19	20	20.9	21	22	23	24
-20%	287	4,882	5,170	5,457	5,744	5,989	6,031	6,318	6,606	6,893
-15%	305	5,188	5,493	5,798	6,103	6,364	6,408	6,713	7,018	7,324
-10%	323	5,493	5,816	6,139	6,462	6,738	6,785	7,108	7,431	7,754
-5%	341	5,798	6,139	6,480	6,821	7,112	7,162	7,503	7,844	8,185
0%	359	6,103	6,462	6,821	7,180	7,487	7,539	7,898	8,257	8,616
5%	377	6,408	6,785	7,162	7,539	7,861	7,916	8,293	8,670	9,047
10%	395	6,713	7,108	7,503	7,898	8,235	8,293	8,688	9,083	9,478
15%	413	7,018	7,431	7,844	8,257	8,610	8,670	9,083	9,496	9,908
20%	431	7,324	7,754	8,185	8,616	8,984	9,047	9,478	9,908	10,339

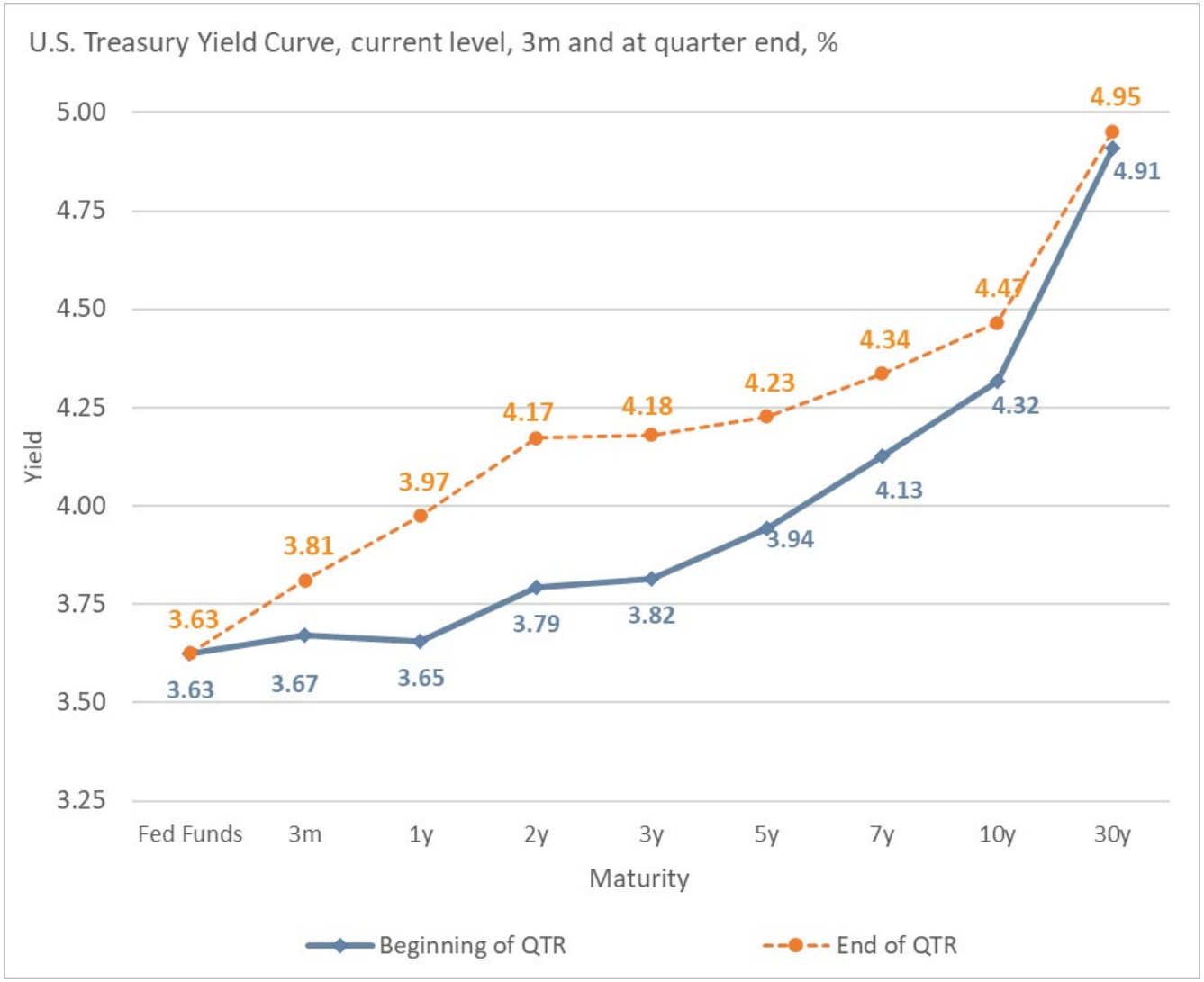
S&P 500 RETURNS		P/E Ratio								
EPS growth	EPS	17	18	19	20	20.9	21	22	23	24
-20%	287	-35%	-31%	-27%	-23%	-20%	-19%	-16%	-12%	-8%
-15%	305	-31%	-27%	-23%	-18%	-15%	-14%	-10%	-6%	-2%
-10%	323	-27%	-22%	-18%	-14%	-10%	-9%	-5%	-1%	4%
-5%	341	-23%	-18%	-13%	-9%	-5%	-4%	0%	5%	9%
0%	359	-18%	-14%	-9%	-4%	0%	1%	5%	10%	15%
5%	377	-14%	-9%	-4%	1%	5%	6%	11%	16%	21%
10%	395	-10%	-5%	0%	5%	10%	11%	16%	21%	27%
15%	413	-6%	-1%	5%	10%	15%	16%	21%	27%	32%
20%	431	-2%	4%	9%	15%	20%	21%	27%	32%	38%

Current valuations are dependent on the S&P 500 hitting its growth targets

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As of June 30, 2026. Source: Bloomberg, Beacon Pointe AA Corporate Earnings Box
Important Disclosure: Any changes will impact the hypothetical performance results, which could be material. Hypothetical projections are not guarantees of future results and should not be relied upon as investment advice or a recommendation.

U.S. Yield Curve – Flatter as Fed Rate Cut Probabilities Decline

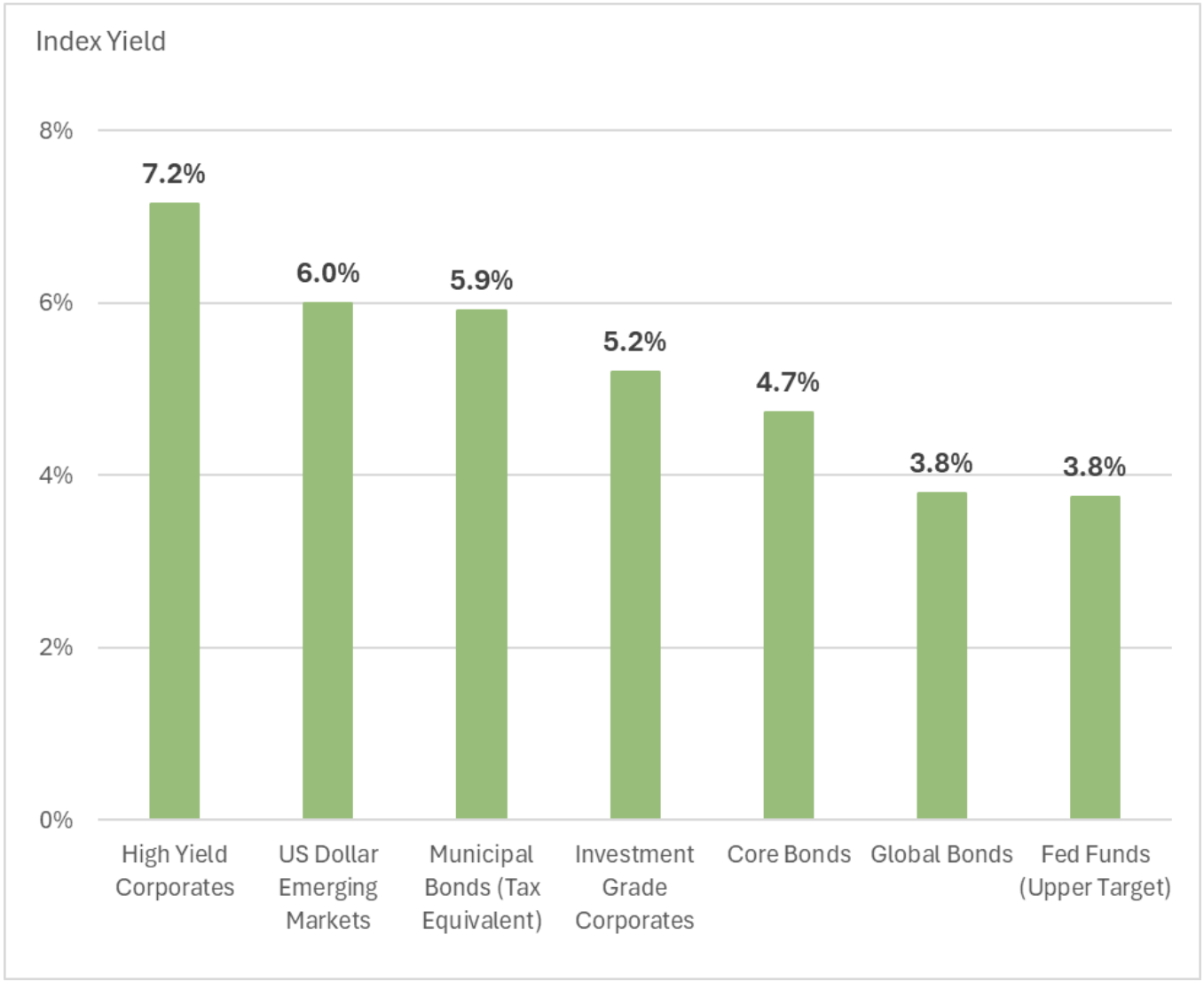


- The yield curve shifted higher in the second quarter across all tenors, with the largest increases in intermediate maturities.
- The curve flattened as short- and intermediate-term yields rose more than long-term yields, consistent with a bear flattening move.
- Fed rate cut expectations declined further during the quarter. Three months ago, markets still priced in the possibility of 0–1 cuts over the year; today, the status quo is the most likely outcome.

As of June 30, 2026. Source: Bloomberg, Beacon Pointe, AA1b

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Fixed Income Yields – Yields Attractive…

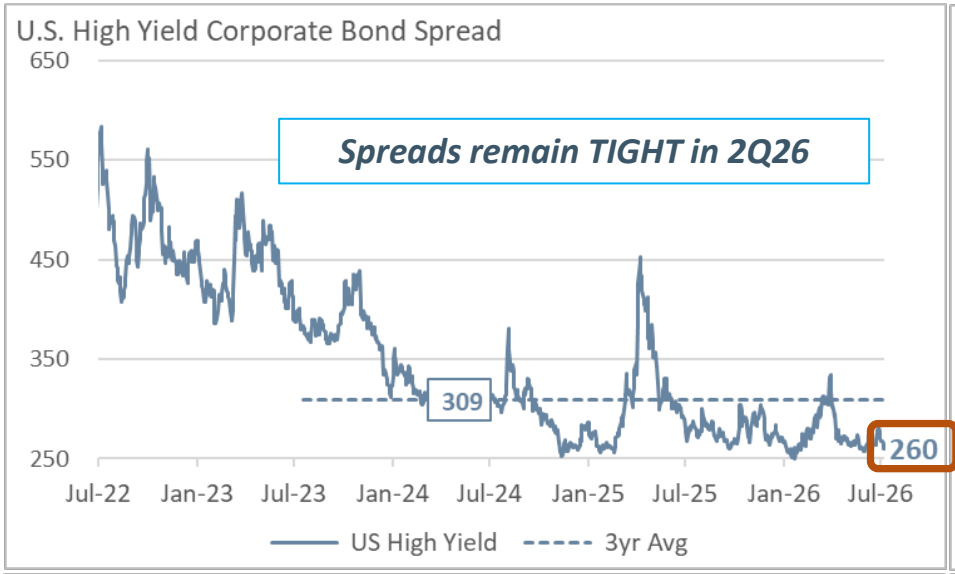


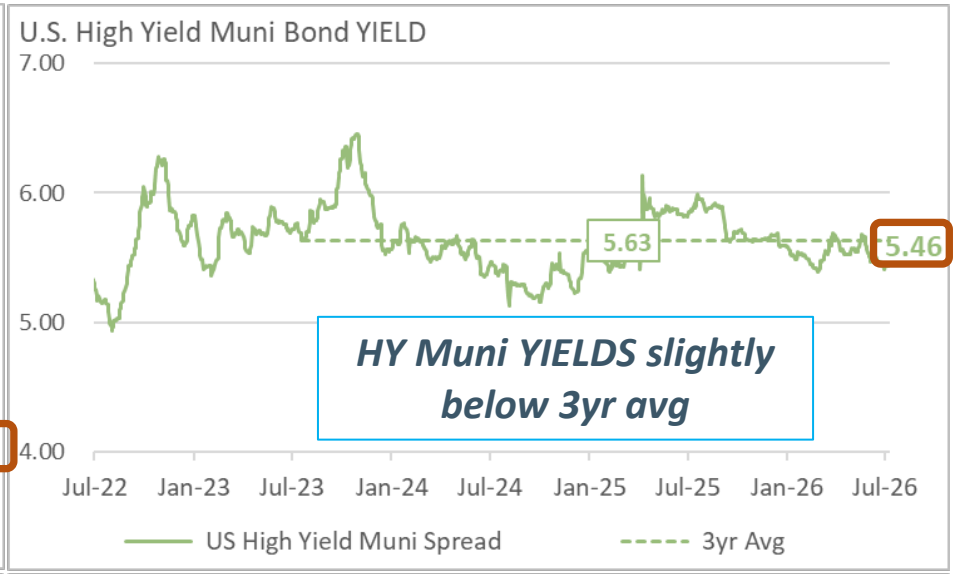
- Fed rate cuts are put on hold due to increased inflation expectations from the U.S.-Iran war. We maintain a cautious stance on longer-duration core bonds.
- Inflation pressures and elevated U.S. budget deficit could keep upward pressure on Treasury supply and dampen any rally in longer-term maturities.
- We continue to favor a more neutral duration profile, seeking opportunities in intermediate-term securities where attractive yields and reinvestment flexibility may offer an attractive risk–reward balance.

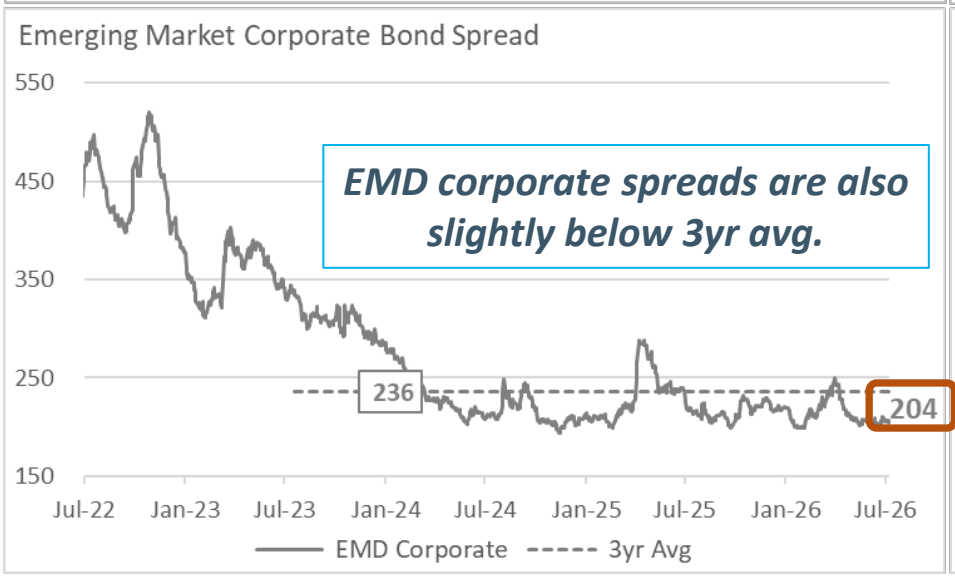
As of June 30, 2026. Source: Bloomberg, Beacon Pointe Macro v23

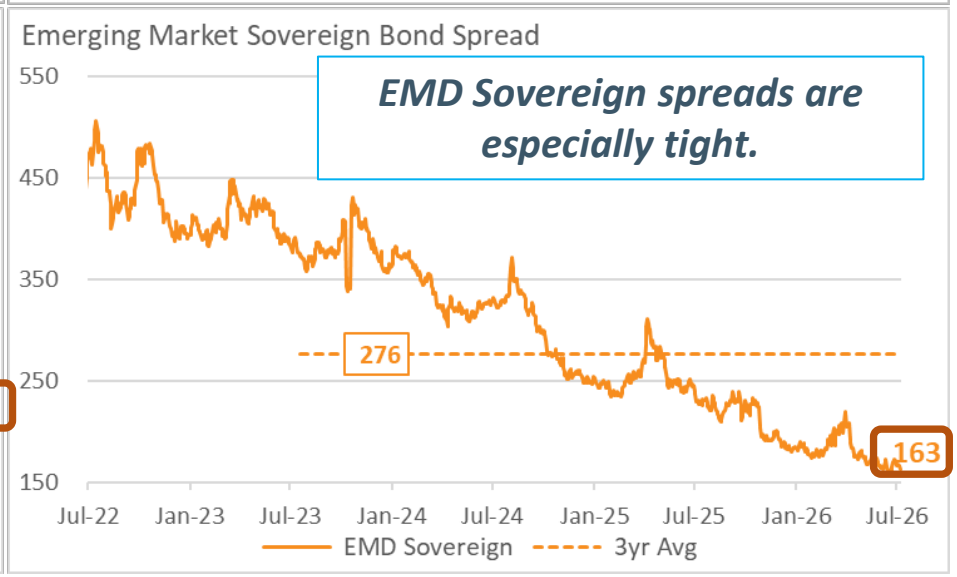
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… Spreads Less So







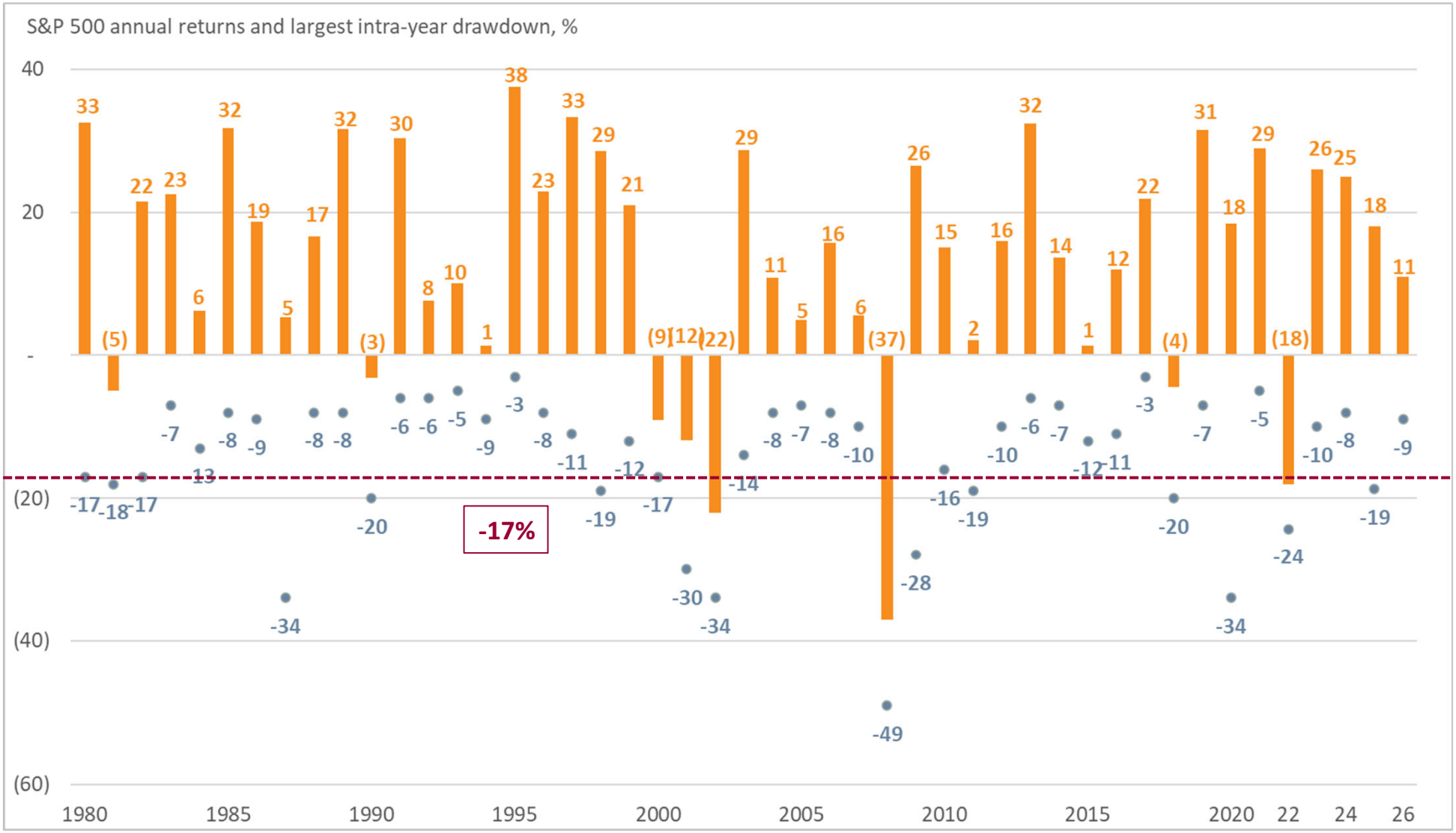


Spreads are compensation for risk-taking. Most spreads are unattractive.

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As of July 8, 2026. Source: Bloomberg, Beacon Pointe.
US HY Corp and Muni SPREADS + EMD

Annual Returns and Intra-Year Drawdowns



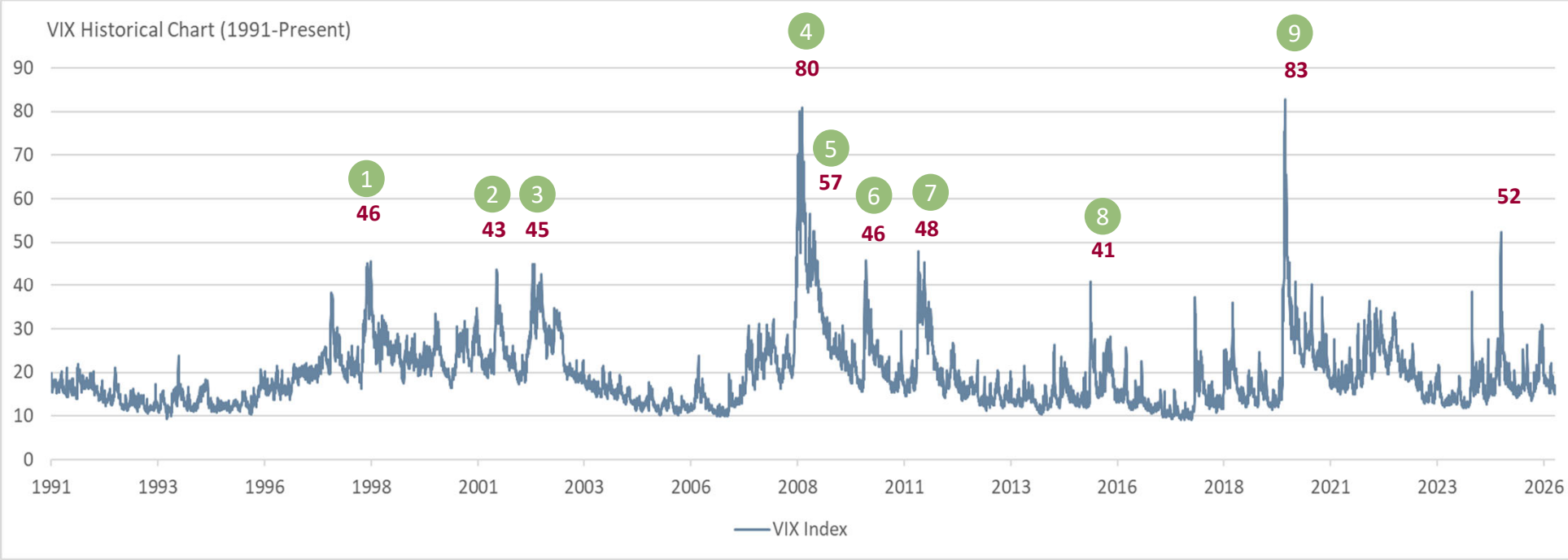
35% of the time, there is a 17% or greater drawdown in any given year.

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S&P 500 Index. Max drawdown represents the biggest intra-year decline.
As of July 14, 2026. Source: Bloomberg, Beacon Pointe.
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Volatility Creates Opportunities



How has the **S&P 500** performed after the VIX breaches **40**:

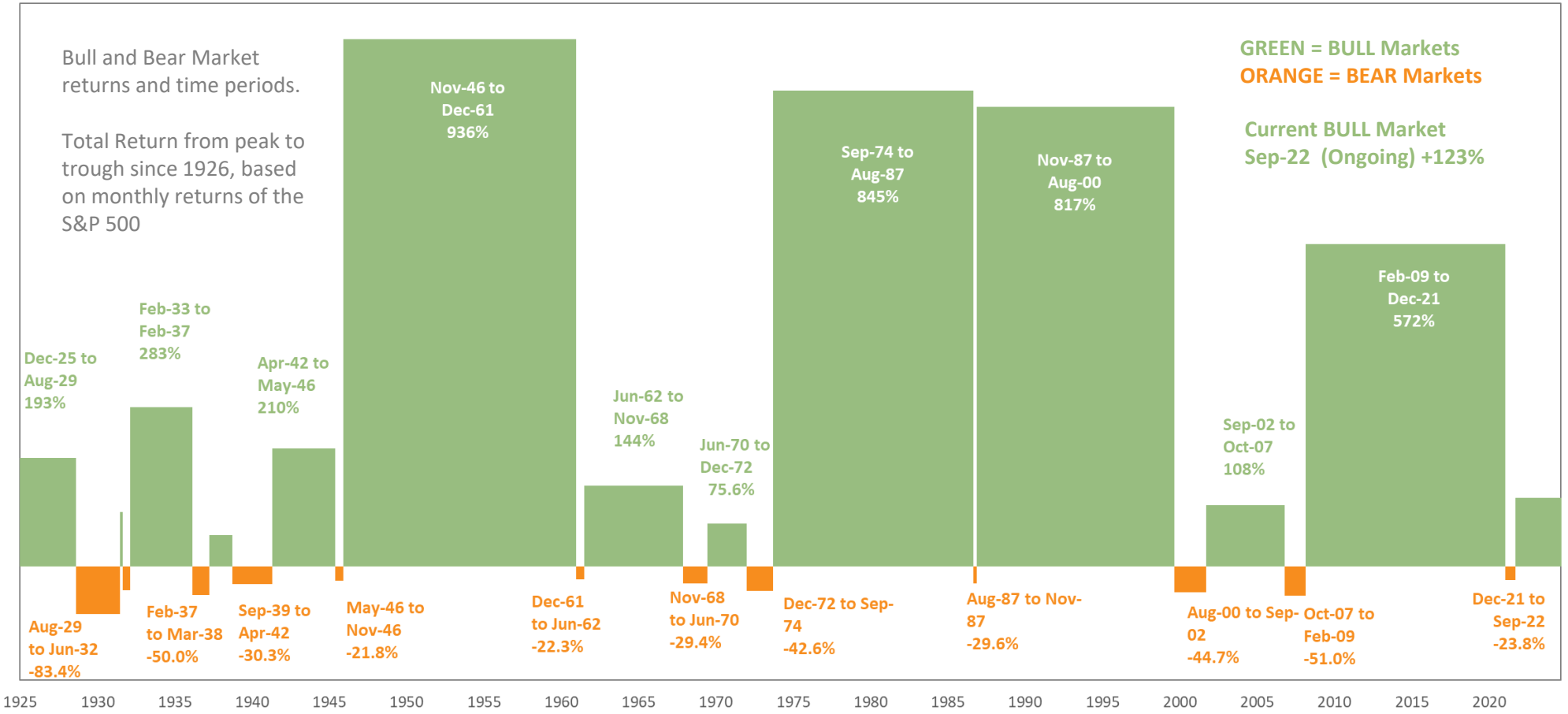
Reference	Event	Start Date	3m	6m	12m	18m	24m	36m
1	Russia defaults on its debt	8/31/1998	22.0%	30.3%	39.8%	45.6%	62.6%	23.0%
2	9/11 terrorist attack	9/17/2001	9.6%	13.1%	-14.6%	-14.9%	2.1%	13.7%
3	Dot Com crash (Enron, Worldcom)	7/22/2002	9.1%	8.1%	22.7%	43.4%	38.6%	58.7%
4	Global Financial Crisis - Lehman collapse	9/29/2008	-20.8%	-25.1%	-1.5%	10.0%	8.4%	9.3%
5	Global Financial Crisis - (700k job losses)	1/7/2009	-9.4%	-1.6%	29.0%	21.0%	46.5%	50.3%
6	Flash Crash	5/7/2010	1.5%	11.5%	23.1%	17.0%	28.5%	56.0%
7	S&P downgrades US credit rating	8/8/2011	14.7%	22.0%	28.1%	40.3%	58.6%	84.2%
8	China slowdown, PBOC devalues Yuan	8/24/2015	11.0%	3.1%	17.5%	29.2%	34.5%	61.5%
9	Covid-19 Pandemic	2/28/2020	3.1%	19.9%	31.3%	56.4%	52.8%	41.0%
	Average		**4.5%**	**9.0%**	**19.5%**	**27.6%**	**37.0%**	**44.2%**
10	Liberation Day "Trump Tarrifs"	4/8/2025	17.8%	23.7%	28.1%	?	?	?

BEACON POINTE

As of July 14, 2026. Source: Beacon Pointe, Bloomberg.

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.

Bull Markets Build Wealth



- Bull markets build wealth. Bear markets are a temporary phenomena. It is not possible to time the market performance. Invest through the cycle.
- We approached bear market territory in April 2025 (-18.7% in 34 days), and it took just 55 days to get back to a new all-time high. We remain in a bull market that started in September 2022 (+123%).

BEACON POINTE

As of July 14, 2026. Source: Beacon Pointe, Bloomberg

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.

Periodic Table of Returns – June 2026

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	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	33.36	33.57	23.85	13.71	18.58
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	25.02	31.22	22.99	13.41	15.51
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	15.15	18.56	22.57	11.17	11.97
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	14.37	17.88	22.18	9.37	11.62
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	11.54	16.22	16.23	9.05	11.52
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	10.77	15.91	14.36	8.23	10.89
International Equity	22.78	4.96	-0.98	11.19	14.65	-6.05	22.39	10.27	14.82	-14.48	14.65	9.15	15.77	10.21	7.20	10.07
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	8.05	13.01	9.48	6.98	9.66
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	7.50	12.81	9.44	6.67	8.38
Cash	5.87	3.36	-3.83	5.37	7.84	-11.01	18.44	4.63	6.12	-20.09	9.83	5.38	12.59	8.32	5.83	5.98
Commodities	0.07	0.03	-4.41	2.65	7.77	-11.25	8.72	2.80	2.83	-20.44	6.07	5.25	11.58	7.07	5.57	5.83
Real Estate	-2.02	-2.19	-7.47	1.00	3.54	-12.86	8.39	0.67	0.05	-24.32	5.53	3.82	10.42	5.33	3.52	4.70
Hedge Funds	-2.60	-4.90	-14.92	0.52	1.70	-13.79	7.69	-3.12	-1.54	-26.36	5.01	2.72	7.30	1.74	3.02	2.34
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	1.25	4.18	0.62	0.08	1.54

BEACON POINTE

Source: Beacon Pointe, Morningstar & Hedge Fund Research Inc. (HFRI). Data as of June 30, 2026.
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 gross of fees, without any adjustment for fees.

El Camino Real High School

As of June 30, 2026

Major Benchmark Returns

	Quarter	YTD	1 Yr	3 Yrs	5 Yrs	10 Yrs
US Equity						
S&P 500 Index	15.2	10.2	22.3	20.6	13.4	15.5
Russell 1000 Index	15.1	10.3	22.0	20.5	12.7	15.3
Russell 1000 Growth Index	16.7	5.3	17.7	22.6	13.7	18.6
Russell 1000 Value Index	13.8	16.2	27.1	17.8	11.2	11.5
Russell Midcap Index	13.8	15.3	21.6	16.5	8.5	12.0
Russell 2000 Index	21.5	22.6	40.8	18.6	7.0	11.6
Russell 2000 Growth Index	25.7	22.2	38.7	18.4	5.6	12.0
Russell 2000 Value Index	17.2	23.0	43.0	18.7	8.2	10.9
Russell 3000 Index	15.4	10.9	22.8	20.4	12.3	15.1
International Equity						
MSCI AC World Index	15.1	11.5	24.2	20.2	11.5	13.3
MSCI AC World ex USA (Net)	14.5	13.7	27.7	18.8	8.8	9.9
MSCI EAFE (Net)	10.8	9.4	20.2	16.4	9.0	9.7
Fixed Income						
90 Day U.S. Treasury Bill	0.9	1.7	3.8	4.6	3.5	2.3
Blmbg. U.S. Aggregate Index	0.7	0.6	3.8	4.2	0.1	1.5
Blmbg. U.S. Government Index	0.3	0.3	2.7	3.2	-0.4	0.9
Real Estate						
FTSE NAREIT All REITs Index	10.8	14.5	14.4	9.5	3.2	5.6
NCREIF Property Index	1.2	2.4	4.9	1.1	3.2	4.7
Inflation						
CPI - All Urban Consumers (Unadjusted)	1.1	3.1	3.5	3.1	4.2	3.3

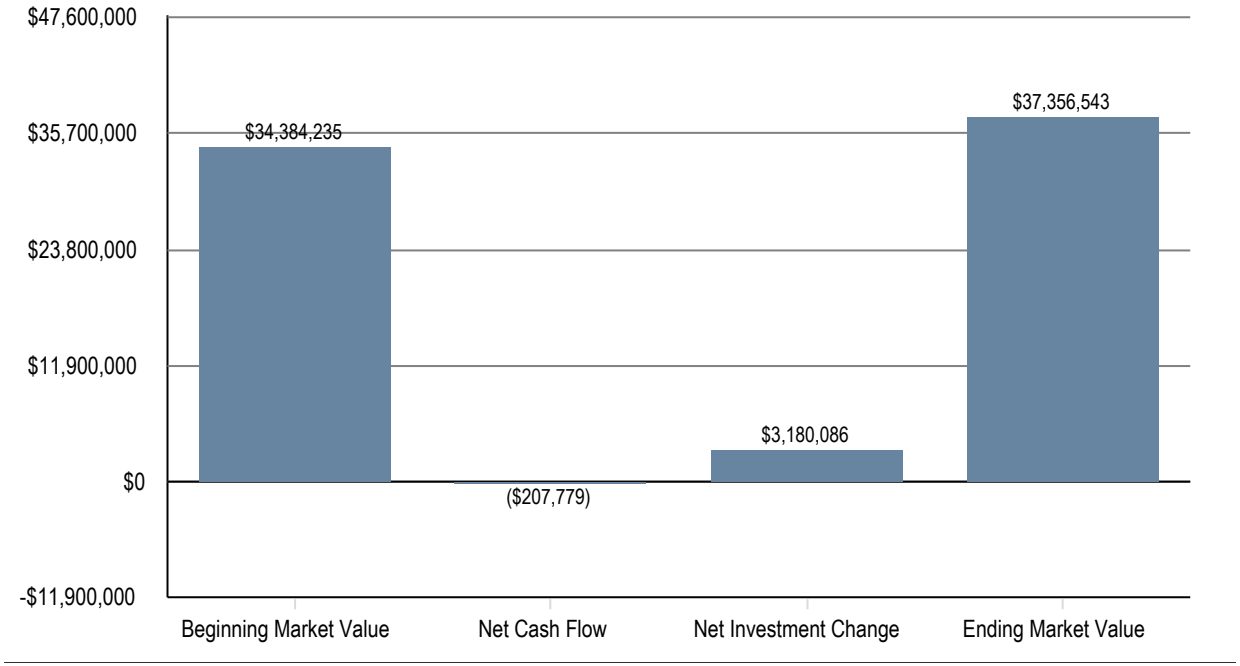
El Camino Real OPEB-Total Composite

Total Composite
As of June 30, 2026

Summary of Cash Flows

	3 Mo	YTD	3 Yrs	5 Yrs
Beginning Market Value	34,384,235	35,315,329	25,322,372	-
Net Cash Flow	-207,779	-478,237	362,685	5,138,305
Net Investment Change	3,180,086	2,519,451	11,671,486	32,218,237
Ending Market Value	37,356,543	37,356,543	37,356,543	37,356,543

Change in Market Value
From April 1, 2026 to June 30, 2026



El Camino Real OPEB-Total Composite

Total Composite
As of June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Total Composite	**37,356,543**	**100.0**	**9.3**	**7.2**	**14.5**	**12.8**	**-**	**-**	**5.9**	**Sep-21**
Policy Index			*9.1*	*7.1*	*15.5*	*13.4*	*-*	*-*	*6.4*	*Sep-21*
Total Equity	**21,733,701**	**58.2**	**14.4**	**10.5**	**20.3**	**17.4**	**-**	**-**	**8.6**	**Sep-21**
MSCI AC World Index (Net)			*14.9*	*11.2*	*23.7*	*19.7*	*11.0*	*13.3*	*10.7*	*Sep-21*
Total Domestic Equity	**13,804,189**	**37.0**	**13.6**	**7.8**	**15.9**	**17.1**	**8.8**	**-**	**8.8**	**Sep-21**
Russell 3000 Index			*15.4*	*10.9*	*22.8*	*20.4*	*12.3*	*15.5*	*11.7*	*Sep-21*
Total International Equity	**7,929,512**	**21.2**	**15.7**	**15.3**	**28.3**	**17.9**	**-**	**-**	**8.4**	**Sep-21**
MSCI AC World ex USA (Net)			*14.5*	*13.7*	*27.7*	*18.8*	*8.8*	*10.2*	*9.1*	*Sep-21*
Total Fixed	**9,932,152**	**26.6**	**0.9**	**1.0**	**4.7**	**5.0**	**-**	**-**	**0.9**	**Sep-21**
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	*Sep-21*
Total Alternatives	**5,393,544**	**14.4**	**4.9**	**5.3**	**10.1**	**10.6**	**-**	**-**	**5.0**	**Sep-21**
Custom Alts Index			*8.3*	*8.2*	*15.1*	*13.4*	*-*	*-*	*6.3*	*Sep-21*
Total Cash	**297,146**	**0.8**	**1.0**	**2.1**	**4.1**	**4.9**	**-**	**-**	**3.8**	**Sep-21**
90 Day U.S. Treasury Bill			*0.9*	*1.7*	*3.8*	*4.6*	*3.5*	*2.8*	*3.6*	*Sep-21*

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	13,804,189	37.0	35.0	20.0 - 50.0	2.0	Yes
International Equity	7,929,512	21.2	20.0	10.0 - 30.0	1.2	Yes
Fixed Income	9,932,152	26.6	30.0	20.0 - 50.0	-3.4	Yes
Alternatives	5,393,544	14.4	15.0	0.0 - 25.0	-0.6	Yes
Cash	297,146	0.8	0.0	0.0 - 10.0	0.8	Yes
Total	37,356,543	100.0	100.0		0.0	

El Camino Real OPEB-Total Composite

Total Portfolio

As of June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Total Composite	**37,356,543**	**100.0**	**9.3**	**7.2**	**14.5**	**12.8**	**-**	**-**	**5.9**	**Sep-21**
Policy Index			*9.1*	*7.1*	*15.5*	*13.4*	-	-	*6.4*	
Total Equity	**21,733,701**	**58.2**	**14.4**	**10.5**	**20.3**	**17.4**	**-**	**-**	**8.6**	**Sep-21**
MSCI AC World Index (Net)			*14.9*	*11.2*	*23.7*	*19.7*	*11.0*	*13.3*	*10.7*	
Total Domestic Equity	**13,804,189**	**37.0**	**13.6**	**7.8**	**15.9**	**17.1**	**-**	**-**	**8.8**	**Sep-21**
Russell 3000 Index			*15.4*	*10.9*	*22.8*	*20.4*	*12.3*	*15.5*	*11.7*	
Putnam Large Cap Value	2,443,663	6.5	-	-	-	-	-	-	-	Jul-26
Russell 1000 Value Index			*13.8*	*16.2*	*27.1*	*17.8*	*11.2*	*12.1*	-	
Schwab US Large Cap Value Index	1,400,079	3.7	13.8	16.2	27.0	17.7	-	-	16.5	Nov-22
Russell 1000 Value Index			*13.8*	*16.2*	*27.1*	*17.8*	*11.2*	*12.1*	*16.5*	
Vanguard S&P 500 ETF	5,813,847	15.6	15.3	10.2	22.3	20.6	-	-	12.6	Sep-21
S&P 500 Index			*15.2*	*10.2*	*22.3*	*20.6*	*13.4*	*16.1*	*12.6*	
Schwab US Large Cap Growth Index	3,306,600	8.9	16.8	5.3	17.7	22.6	-	-	25.4	Nov-22
Russell 1000 Growth Index			*16.7*	*5.3*	*17.7*	*22.6*	*13.7*	*18.8*	*25.4*	
Schwab US Mid-Cap Index	840,000	2.2	-	-	-	-	-	-	-	Jul-26
Russell Midcap Index			*13.8*	*15.3*	*21.6*	*16.5*	*8.5*	*11.9*	-	
Total International Equity	**7,929,512**	**21.2**	**15.7**	**15.3**	**28.3**	**17.9**	**-**	**-**	**8.4**	**Sep-21**
MSCI AC World ex USA (Net)			*14.5*	*13.7*	*27.7*	*18.8*	*8.8*	*10.2*	*9.1*	
Artisan International Value Instl	3,292,780	8.8	13.0	12.4	23.4	16.5	-	-	11.7	Sep-21
MSCI EAFE Value Index (Net)			*7.5*	*9.6*	*27.0*	*21.5*	*13.1*	*11.3*	*13.4*	
American Europacific F3	2,955,445	7.9	14.5	11.3	23.7	16.0	-	-	5.3	Sep-21
MSCI EAFE Growth Index (Net)			*14.5*	*9.1*	*13.7*	*11.5*	*4.9*	*8.2*	*4.2*	

El Camino Real OPEB-Total Composite

Total Portfolio

As of June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Lazard Emerging Markets Eq Advantage	1,681,288	4.5	22.4	27.1	46.3	25.5	-	-	25.4	Oct-22
MSCI Emerging Markets (Net)			*24.1*	*23.8*	*43.5*	*23.0*	*7.2*	*9.8*	*22.5*	
Total Fixed	**9,932,152**	**26.6**	**0.9**	**1.0**	**4.7**	**5.0**	**-**	**-**	**0.9**	**Sep-21**
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	
PGIM Total Return Bond	4,956,770	13.3	1.0	1.0	4.6	-	-	-	4.8	Feb-25
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*5.2*	
Dodge & Cox Income	4,975,382	13.3	0.8	0.8	4.7	5.2	-	-	1.2	Sep-21
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	
Total Alternatives	**5,393,544**	**14.4**	**4.9**	**5.3**	**10.1**	**10.6**	**-**	**-**	**5.0**	**Sep-21**
Custom Alts Index			*8.3*	*8.2*	*15.1*	*13.4*	-	-	*6.3*	
Swan Hedged Equity US ETF	1,852,470	5.0	7.9	5.8	13.9	13.4	-	-	8.0	Sep-21
60% S&P 500 / 40% Bloomberg US Aggregate			*9.3*	*6.4*	*14.8*	*13.9*	*8.1*	*10.2*	*7.6*	
PGIM Global Real Estate Fund	743,486	2.0	8.4	11.8	14.8	10.8	-	-	1.6	Sep-21
FTSE EPRA/NAREIT Developed Index			*8.8*	*10.2*	*14.4*	*10.7*	*2.7*	*3.9*	*1.7*	
Cliffwater Corporate Lending	1,830,206	4.9	1.8	2.7	7.1	-	-	-	9.5	Mar-24
Morningstar LSTA U.S. Leveraged Loan			*1.9*	*1.3*	*4.4*	*7.6*	*6.0*	*5.6*	*6.2*	
Apollo Diversified Real Estate Fund	967,381	2.6	2.9	4.7	5.5	-	-	-	5.0	Mar-24
NCREIF National Property Index (3 month lag)			*1.2*	*2.4*	*4.8*	*0.0*	*3.7*	*3.8*	*1.4*	
Total Cash	**297,146**	**0.8**	**1.0**	**2.1**	**4.1**	**4.9**	**-**	**-**	**3.8**	**Sep-21**
90 Day U.S. Treasury Bill			*0.9*	*1.7*	*3.8*	*4.6*	*3.5*	*2.8*	*3.6*	

El Camino Real OPEB-Total Composite

As of June 30, 2026

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 June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Total Composite	**8,012,688**	**100.0**	**5.6**	**4.4**	**10.0**	**9.2**	**-**	**-**	**3.9**	**Aug-21**
Policy Index			*4.9*	*3.9*	*9.6*	*8.7*	*-*	*-*	*3.2*	*Aug-21*
Total Equity	**2,524,559**	**31.5**	**14.7**	**10.9**	**21.4**	**18.2**	**-**	**-**	**9.9**	**Aug-21**
MSCI AC World Index (Net)			*14.9*	*11.2*	*23.7*	*19.7*	*11.0*	*13.3*	*11.0*	*Aug-21*
Total Domestic Equity	**1,614,594**	**20.2**	**14.0**	**8.3**	**17.7**	**18.0**	**-**	**-**	**9.8**	**Aug-21**
Russell 3000 Index			*15.4*	*10.9*	*22.8*	*20.4*	*12.3*	*15.5*	*12.1*	*Aug-21*
Total International Equity	**909,965**	**11.4**	**15.8**	**15.5**	**28.0**	**17.8**	**-**	**-**	**9.9**	**Aug-21**
MSCI AC World ex USA (Net)			*14.5*	*13.7*	*27.7*	*18.8*	*8.8*	*10.2*	*9.3*	*Aug-21*
Total Fixed	**5,061,320**	**63.2**	**0.8**	**0.9**	**4.3**	**5.1**	**-**	**-**	**1.0**	**Aug-21**
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	*Aug-21*
Total Alternatives	**408,644**	**5.1**	**7.9**	**5.8**	**13.9**	**12.6**	**-**	**-**	**6.0**	**Aug-21**
Custom Alts Index			*9.3*	*6.4*	*14.8*	*13.9*	*-*	*-*	*7.8*	*Aug-21*
Total Cash	**18,165**	**0.2**	**1.0**	**1.9**	**4.0**	**5.5**	**-**	**-**	**4.1**	**Aug-21**
90 Day U.S. Treasury Bill			*0.9*	*1.7*	*3.8*	*4.6*	*3.5*	*2.8*	*3.6*	*Aug-21*

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	1,614,594	20.2	20.0	10.0 - 30.0	0.2	Yes
International Equity	909,965	11.4	5.0	0.0 - 15.0	6.4	Yes
Fixed Income	5,061,320	63.2	70.0	50.0 - 90.0	-6.8	Yes
Alternatives	408,644	5.1	5.0	0.0 - 15.0	0.1	Yes
Cash	18,165	0.2	0.0	0.0 - 20.0	0.2	Yes
Total	8,012,688	100.0	100.0		0.0	

El Camino Real GA-Total Composite

Total Portfolio

As of June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Total Composite	**8,012,688**	**100.0**	**5.6**	**4.4**	**10.0**	**9.2**	**-**	**-**	**3.9**	**Aug-21**
Policy Index			*4.9*	*3.9*	*9.6*	*8.7*	*-*	*-*	*3.2*	
Total Equity	**2,524,559**	**31.5**	**14.7**	**10.9**	**21.4**	**18.2**	**-**	**-**	**9.9**	**Aug-21**
MSCI AC World Index (Net)			*14.9*	*11.2*	*23.7*	*19.7*	*11.0*	*13.3*	*11.0*	
Total Domestic Equity	**1,614,594**	**20.2**	**14.0**	**8.3**	**17.7**	**18.0**	**-**	**-**	**9.8**	**Aug-21**
Russell 3000 Index			*15.4*	*10.9*	*22.8*	*20.4*	*12.3*	*15.5*	*12.1*	
Putnam Large Cap Value	255,613	3.2	-	-	-	-	-	-	-	Jul-26
Russell 1000 Value Index			*13.8*	*16.2*	*27.1*	*17.8*	*11.2*	*12.1*	*-*	
Schwab Large Cap Value	209,834	2.6	13.8	16.2	27.0	17.7	-	-	17.7	Apr-23
Russell 3000 Value Index			*14.0*	*16.5*	*27.8*	*17.8*	*11.0*	*12.0*	*17.7*	
Vanguard S&P 500 ETF	754,804	9.4	15.3	10.2	22.3	20.6	-	-	13.1	Aug-21
S&P 500			*15.2*	*10.2*	*22.3*	*20.6*	*13.4*	*16.1*	*13.1*	
Schwab US Large Cap Growth Index	394,342	4.9	16.8	5.3	17.7	22.6	-	-	25.4	Nov-22
Russell 1000 Growth Index			*16.7*	*5.3*	*17.7*	*22.6*	*13.7*	*18.8*	*25.4*	
Total International Equity	**909,965**	**11.4**	**15.8**	**15.5**	**28.0**	**17.8**	**-**	**-**	**9.9**	**Aug-21**
MSCI AC World ex USA (Net)			*14.5*	*13.7*	*27.7*	*18.8*	*8.8*	*10.2*	*9.3*	
Artisan International Value Instl	380,495	4.7	13.0	12.4	23.4	16.5	-	-	11.5	Aug-21
MSCI EAFE Value Index (Net)			*7.5*	*9.6*	*27.0*	*21.5*	*13.1*	*11.3*	*13.4*	
American Funds Europacific Growth	359,431	4.5	14.5	11.3	23.7	16.0	-	-	5.9	Aug-21
MSCI EAFE Growth Index (Net)			*14.5*	*9.1*	*13.7*	*11.5*	*4.9*	*8.2*	*4.6*	
Lazard Emerging Markets Equity Advantage	170,039	2.1	22.4	27.1	-	-	-	-	30.3	Dec-25
MSCI Emerging Markets (Net)			*24.1*	*23.8*	*43.5*	*23.0*	*7.2*	*9.8*	*27.6*	

El Camino Real GA-Total Composite

Total Portfolio

As of June 30, 2026

	Allocation		Performance (%)							
	Market Value $	% of Portfolio	3 Mo	YTD	1 Yr	3 Yrs	5 Yrs	7 Yrs	Inception	Inception Date
Total Fixed	**5,061,320**	**63.2**	**0.8**	**0.9**	**4.3**	**5.1**	**-**	**-**	**1.0**	**Aug-21**
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	
Dodge & Cox Income	1,930,597	24.1	0.8	0.8	4.7	5.2	-	-	1.2	Aug-21
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*-0.1*	
PGIM Total Return Bond	1,928,443	24.1	1.0	1.0	4.6	-	-	-	4.8	Feb-25
Blmbg. U.S. Aggregate Index			*0.7*	*0.6*	*3.8*	*4.2*	*0.1*	*1.2*	*5.2*	
PIMCO Low Duration	1,202,279	15.0	0.6	0.6	3.2	5.1	-	-	2.0	Aug-21
Bloomberg U.S. Government 1-3 Year Index			*0.4*	*0.6*	*2.9*	*4.4*	*1.9*	*2.0*	*1.9*	
Total Alternatives	**408,644**	**5.1**	**7.9**	**5.8**	**13.9**	**12.6**	**-**	**-**	**6.0**	**Aug-21**
Custom Alts Index			*9.3*	*6.4*	*14.8*	*13.9*	-	-	*7.8*	
Swan Hedged Equity US ETF	408,644	5.1	7.9	5.8	13.9	13.4	-	-	8.3	Aug-21
60% S&P 500 / 40% Bloomberg US Aggregate			*9.3*	*6.4*	*14.8*	*13.9*	*8.1*	*10.2*	*7.8*	
Total Cash	**18,165**	**0.2**	**1.0**	**1.9**	**4.0**	**5.5**	**-**	**-**	**4.1**	**Aug-21**
90 Day U.S. Treasury Bill			*0.9*	*1.7*	*3.8*	*4.6*	*3.5*	*2.8*	*3.6*	
FIRST AM US TREAS MM CL Z	18,165	0.2	1.0	1.9	4.0	5.5	-	-	4.1	Aug-21
90 Day U.S. Treasury Bill			*0.9*	*1.7*	*3.8*	*4.6*	*3.5*	*2.8*	*3.6*	

El Camino Real GA-Total Composite

As of June 30, 2026

Benchmark History

From Date	To Date	Benchmark
Total Composite		
08/01/2021	Present	70.00% Blmbg. U.S. Aggregate Index, 30.00% MSCI AC World Index (Net)
Custom Alts Index		
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 and is net of investment manager fees. The composite performance is **gross of BPA fees**. Valuations and returns are stated in U.S. dollars. BPA's fee schedule is disclosed in the client's signed agreement, and the individual subadvisor's fee schedules are disclosed in their Form ADV Part 2. Upon request, BPA will provide clients copies of the BP agreement 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

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

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

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

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

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

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

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

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

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

Glossary of Indices

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

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

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

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

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

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

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

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

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

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

Glossary of Indices

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

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

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

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

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

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

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

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

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

Glossary of Indices

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

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

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

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

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

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

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

Coversheet

Discuss and Vote to Approve the 2026-2027 OPEB Actuary Report

Section: VI. Investment
Item: B. Discuss and Vote to Approve the 2026-2027 OPEB Actuary Report
Purpose: Vote
Submitted by:
Related Material: ECRCHS OPEB - June 30 2026 Disclosures - FINAL.pdf

El Camino Real Charter High School

FASB ASC 715 Actuarial Valuation Report

For Post-Employment Benefits Other than Pensions

Fiscal Year Ending June 30, 2026 Disclosures and
Fiscal Year 2027 Net Periodic Benefit Cost

Schwab Actuarial Services

August 4, 2026

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

Dear Mr. Delgado,

Schwab Actuarial Services is pleased to present this June 30, 2026 actuarial valuation report of the post-employment healthcare benefits (OPEB) offered by the El Camino Real Charter High School.

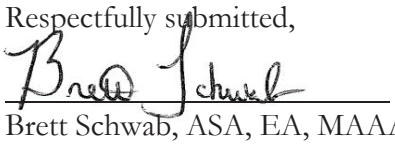
The primary purpose of the valuation is to assess the annual costs and obligations of the applicable OPEB programs under:

- FASB ASC 715-60 (formerly known as SFAS 106, Employer's Accounting for Postretirement Benefits Other Than Pension).

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

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

Respectfully submitted,



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

Copy: Mr. David Hussey, Executive Director
Ms. Emilie Larew, Interim Executive Director
Ms. Janneyra Verduzco, Director of Accounting

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EXECUTIVE SUMMARY

A. PLAN OVERVIEW

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

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

B. SUMMARY OF KEY RESULTS

The summary below identifies the key results related to the fiscal year ending June 30, 2025 and June 30, 2026. Note that implicit rate subsidies, as required by FASB ASC 715, are factored into all relevant values.

Measurement Date **Reporting Date**	**June 30, 2025** **June 30, 2028**	**June 30, 2026** **June 30, 2026**
Funded Status		
Accumulated Post-Employment Benefit Obligation (APBO)		
Actives	$18,555,411	$17,706,740
Retirees	12,221,761	15,664,341
Total	**$30,777,172**	**$33,371,081**
Fair Value of Plan Assets	33,407,833	37,376,705
Overfunded APBO	**$2,630,661**	**$4,005,624**
Funded Percentage*	**108.5%**	**112.0%**
Accumulated Other Comprehensive Income (AOCI)		
Unrecognized Actuarial Loss/(Gain)	($12,432,644)	($13,953,319)
Unrecognized Prior Service Cost/(Credit)	0	0
Unrecognized Transition Obligation/(Asset)	9,361,037	8,580,951
OPEB Expense	**2024/2025 FY**	**2025/2026 FY**
Net Periodic Post-Employment Benefit Cost	$1,172,454	$925,798

* The increase in funded percentage over the year is primarily the result of the current high interest rate environment with higher-than-anticipated investment returns.

See pages 3 and 4 for further details.

ACTUARIAL CERTIFICATION

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

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

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

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

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

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



Brett Schwab, ASA, EA, MAAA
Principal & Lead Actuary
Schwab Actuarial Services
August 4, 2026

ACCOUNTING & ACTUARIAL INFORMATION

A. ACCUMULATED POST-EMPLOYMENT BENEFIT OBLIGATION

The Accumulated Post-Employment Benefit Obligation (APBO) is the liability or obligation for benefits earned through the valuation date, based on certain actuarial methods and assumptions. The following represents a reconciliation of the APBO for the fiscal years ending June 30, 2025 and June 30, 2026.

Reconciliation of APBO	FY ending June 30, 2025	FY ending June 30, 2026
Beginning of Year APBO	**$29,331,455**	**$30,777,172**
Service Cost	1,416,015	1,364,064
Interest Cost	1,451,354	1,614,435
Changes of Plan Provisions	0	0
Actuarial (Gain)/Loss	(789,386)	278,674
Benefit Payments	(632,266)	(663,264)
End of Year APBO*	**$30,777,172**	**$33,371,081**
Discount Rate*	5.30%	5.35%

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

The current interest rate environment remains elevated, and the effective discount rate has even increased to 5.35% from 5.30% last year. This helps to tamper down the accrued liability growth due to an increase in the number of retirees receiving benefits, increasing healthcare premiums, updated demographic decrements, and additional benefit accruals by current active employees.

B. NET PERIODIC POST-EMPLOYMENT BENEFIT COST

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

Net Periodic Post-Employment Benefit Cost	2025/2026 FY	2026/2027 FY
Service Cost	$1,364,064	$1,247,296
Interest Cost	1,614,435	1,767,611
Expected Return on Assets	(1,654,585)	(1,852,254)
Amortization of:		
Unrecognized Loss/(Gain)	(1,178,202)	(1,484,785)
Unrecognized Prior Service Cost/(Credit)	0	0
Unrecognized Transition Obligation/(Credit)	780,086	780,086
Total NPPBC	**$925,798**	**$457,954**
Beginning of Year:		
Discount Rate	5.30%	5.35%
Expected Rate of Return	5.00%	5.00%
Average Working Lifetime to Eligibility	7.94	7.15
Expected Benefit Payments	$632,266	$663,264

C. Accumulated Other Comprehensive Income

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

Reconciliation of AOCI	FY ending June 30, 2025	FY ending June 30, 2026
Unrecognized Actuarial Loss/(Gain)		
Beginning of year	($10,989,047)	($12,432,644)
Amortization	1,014,597	1,178,202
New experience actuarial loss/(gain)	(789,386)	278,674
New asset loss/(gain)	(1,668,808)	(2,977,551)
End of Year	($12,432,644)	($13,953,319)
Unrecognized Prior Service Cost/(Credit)		
Beginning of year	$66,592	$0
Amortization	(66,592)	0
New prior service cost/(credit)	0	0
End of Year	$0	$0
Unrecognized Transition Obligation		
Beginning of year	$10,141,123	$9,361,037
Amortization	(780,086)	(780,086)
New transition obligation	0	0
End of Year	$9,361,037	$8,580,951
Prepaid/(Accrued) Expense		
Beginning of year	$731,569	($440,885)
NPPBC	(1,172,454)	(925,798)
Employer trust contributions	0	0
Benefit payments outside of trust	0	0
End of Year	($440,885)	($1,366,683)

D. Reconciliation of OPEB Assets

The following details a reconciliation of trust assets related to the OPEB for fiscal years ending June 30, 2025 and June 30, 2026.

Reconciliation of Assets	FY ending June 30, 2025	FY ending June 30, 2026
Trust Assets		
Beginning of year	$30,844,295	$33,407,833
Employer contributions	0	0
Employee contributions	0	0
Benefit payments	(632,266)	(663,264)
Actual Return on assets	3,195,804	4,632,136
End of year	$33,407,833	$37,376,705

E. Supplemental Information

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

Fiscal Year ending June 30, 2026	1% increase	1% decrease
APBO	$6,231,972	($4,909,367)
Service Cost plus Interest Cost	$680,563	($517,454)

The following table summarizes the current and noncurrent liability for the fiscal years ending June 30, 2025 and June 30, 2026.

	FY ending June 30, 2025	FY ending June 30, 2026
Current Liability	$632,266	$663,264
Noncurrent Liability	$30,144,906	$32,707,817

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

Fiscal Year ending	Expected Payments
June 30, 2027	$922,422
June 30, 2028	1,003,433
June 30, 2029	972,531
June 30, 2030	1,020,212
June 30, 2031	1,058,781
June 30, 2032 – June 30, 2036	$5,845,810

The Charter is expected to contribute $0 to the trust for the fiscal year ending June 30, 2027.

The following table summarizes amounts expected to be amortized out of AOCI through the Net Periodic Post-Employment Benefit Cost during fiscal year 2027.

AOCI	Amortization Amount
Unrecognized Actuarial Loss/(Gain)	($1,484,785)
Unrecognized Prior Service Cost/(Credit)	$0
Unrecognized Transition Obligation/(Credit)	$780,086

Census Information

The following table summarizes active and retiree demographic information:

	Participants
Actives	
Fully Eligible to Receive Plan Benefits	18
Not Fully Eligible	171
Total	*189*
Retirees	
Under Age 65	17
Age 65 or over	45
Total Receiving Plan Benefits	*62*
Total	**251**

	Actives	Retirees	Total
Average Age	46.49	68.46	51.92
Average Service	10.48	N/A	N/A

Summary Of Actuarial Methods And Assumptions

Actuarial Cost Method

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

Amortization Method

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

Economic Assumptions

A. Discount Rate

The rate used to discount liabilities is 5.35%, which was determined by a cash flow matching analysis using plan specific expected benefit payments and spot rates from the FTSE Pension Discount Curve as of June 30, 2026.

B. Expected-Long Term Rate of Return

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

C. Morbidity

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

D. Marriage

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

E. Salary Scale

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

F. New Retiree Elections

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

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS *(CONTINUED)*

G. TREND RATE

The healthcare trend assumption reflects healthcare cost inflation expected to impact the plan based on forecast information in published papers from industry experts (actuaries, health economists, etc.). Actual premium rates are used for the 2025-2026 and 2026-2027 fiscal years. Going forward, research suggests the following medical, dental, and vision costs increases.

- Medical costs are assumed to increase 5.20% in the 2027-2028 fiscal year, trending down to an ultimate 4.00% increase in the 2073-2074 fiscal year and beyond.
- Dental and vision costs are assumed to increase 5.00% in the 2027-2028 fiscal year, trending down to an ultimate 4.00% increase in the 2073-2074 fiscal year and beyond.

Fiscal Year	Medical Trend	Dental and Vision Trend
2027-2028	5.20%	5.00%
2028-2029	5.20%	5.00%
-	-	-
-	-	-
-	-	-
2050-2051	4.90%	4.90%
2051-2052	4.90%	4.90%
2052-2053	4.80%	4.80%
-	-	-
-	-	-
-	-	-
2071-2072	4.10%	4.10%
2072-2073	4.10%	4.10%
2073 and beyond	4.00%	4.00%

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS *(CONTINUED)*

H. MORTALITY RATES[1]

Select mortality rates are listed below:

	CalSTRS*				CalPERS**			
	Male		Female		Male		Female	
Age	Active	Retired	Active	Retired	Active	Retired	Active	Retired
25	0.00014	0.00000	0.00008	0.00000	0.00033	0.00000	0.00013	0.00000
30	0.00023	0.00000	0.00014	0.00000	0.00044	0.00000	0.00019	0.00000
35	0.00033	0.00000	0.00022	0.00000	0.00058	0.00000	0.00029	0.00000
40	0.00044	0.00000	0.00031	0.00000	0.00075	0.00000	0.00039	0.00000
45	0.00063	0.00000	0.00042	0.00000	0.00093	0.00000	0.00054	0.00000
50	0.00106	0.00195	0.00065	0.00141	0.00134	0.00266	0.00081	0.00199
55	0.00184	0.00312	0.00099	0.00226	0.00198	0.00390	0.00123	0.00328
60	0.00279	0.00445	0.00146	0.00289	0.00287	0.00578	0.00179	0.00458
65	0.00400	0.00575	0.00211	0.00369	0.00403	0.00857	0.00250	0.00608
70	0.00000	0.00903	0.00000	0.00602	0.00594	0.01333	0.00404	0.00989
75	0.00000	0.01754	0.00000	0.01195	0.00933	0.02391	0.00688	0.01777
80	0.00000	0.03482	0.00000	0.02416	0.01515	0.04371	0.01149	0.03401
85	0.00000	0.06893	0.00000	0.05007	0.00000	0.08274	0.00000	0.06166
90	0.00000	0.12924	0.00000	0.09999	0.00000	0.14539	0.00000	0.11086
95	0.00000	0.22529	0.00000	0.17907	0.00000	0.24664	0.00000	0.20364
100	0.00000	0.31399	0.00000	0.27086	0.00000	0.36198	0.00000	0.31582
105	0.00000	0.41283	0.00000	0.37227	0.00000	0.52229	0.00000	0.44679
110	0.00000	0.49438	0.00000	0.46306	0.00000	1.00000	0.00000	1.00000
115	0.00000	0.50000	0.00000	0.50000	0.00000	1.00000	0.00000	1.00000
>=120	0.00000	1.00000	0.00000	1.00000	0.00000	1.00000	0.00000	1.00000

* Mortality improvement is based on the MP-2021 Ultimate Projection Scale.
** Mortality improvement is based on 80% of the MP-2021 table.

[1] Per experience studies performed for CalSTRS and CalPERS.

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS *(CONTINUED)*

I. RETIREMENT RATES[2]

Select retirements per 100 employees are listed below:

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

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

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

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

[2] Per experience studies performed for CalSTRS.

SUMMARY OF ACTUARIAL METHODS AND ASSUMPTIONS *(CONTINUED)*

I. RETIREMENT RATES[3] (CONTINUED)

Select retirements per 100 employees are listed below:

CalPERS DB Program – 2% at 55 – Classic						
	Years of Service					
Age	5	10	15	20	25	30
50	0.3	0.4	0.5	0.7	0.9	0.9
55	1.1	2.1	3.2	4.9	6.4	8.4
60	2.1	4.2	5.9	8.5	10.5	13.5
65	17.2	16.6	19.9	22.8	25.1	27.6
70	16.2	19.7	25.2	30.0	27.2	28.3
75+	100.0	100.0	100.0	100.0	100.0	100.0

CalPERS DB Program – 2% at 62						
	Years of Service					
Age	5	10	15	20	25	30
50	0.0	0.0	0.0	0.0	0.0	0.0
55	0.9	1.7	2.7	4.1	5.3	6.9
60	1.9	3.8	5.3	7.6	9.3	12.0
65	16.5	15.9	19.1	21.9	24.1	26.5
70	17.0	20.7	26.5	31.6	28.8	29.7
75+	100.0	100.0	100.0	100.0	100.0	100.0

J. TERMINATION RATES[4]

Select terminations per 100 employees are listed below:

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

[3] Per experience studies performed for CalPERS.
[4] Based on experience studies performed for CalSTRS, with partial recognition of the School's specific experience.

ASSUMPTIONS & ACTUARIAL METHODS (CONTINUED)

J. TERMINATION RATES[5] (CONTINUED)

Select terminations per 100 employees are listed below:

CalPERS – Male			
Years of Service	Entry Ages		
	20	30	40
5	8.4	6.1	4.0
10	2.1	1.6	0.9
15	0.9	0.7	0.4
20	0.5	0.3	0.1
25	0.3	0.2	0.1
30	0.1	0.1	0.1

CalPERS – Female			
Years of Service	Entry Ages		
	20	30	40
5	10.5	7.6	5.1
10	2.6	1.8	1.1
15	1.4	0.9	0.4
20	0.7	0.4	0.1
25	0.4	0.2	0.1
30	0.2	0.1	0.0

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

SUMMARY OF PLAN PROVISIONS

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

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

ELIGIBILITY

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

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

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

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

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

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

SPOUSE ELIGIBILITY

Yes

OTHER DEPENDENTS

Access only

SURVIVOR ELIGIBILITY

No

BENEFITS

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


Schwab
Actuarial
Services

Coversheet

Review and Vote on June and July 2026 Check Registers

Section: VII. Finance
Item: A. Review and Vote on June and July 2026 Check Registers
Purpose: Vote
Submitted by:
Related Material: VII.A June 2026 Check Register_1796 AP Account _1.pdf
VII.A June 2026 Check Register_1761 General Account _2.pdf
VII.A June 2026 Check Register_1287 Fundraising Account_3.pdf
VII.A June 2026 Check Register_1826 ASB Trust Account_4.pdf
VII.A July 2026 Check Register_1796 AP Account_1.pdf
VII.A July 2026 Check Register_1761 General Account_2.pdf
VII.A July 2026 Check Register_1826 ASB Trust Account_3.pdf
VII. A. Trust Balance Report.pdf

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

JUNE 2026

Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
4618 The Home Depot Commercial Account	22225	6/2/2026	05/2026, INV 1902003, Beautification Supplies for the quad, 6035 3225 4019 9670 - PO02587	$60.83	General Operations	0000-0 General : 0100-0 Academic Depts
4618 The Home Depot Commercial Account	22226	6/2/2026	05/2026, INV 2206569, Home Depot Maintenance Supplies, 6035 3225 4019 9670 - PO02390	$2.17	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22227	6/2/2026	05/2026, INV 2901116, Maintenance Sprinkles Repair Supplies, 6035 3225 4019 9670 - PO02390	$74.75	Buildings and Grounds	0000-0 General : 0300-0 Operations
1945 Brooks Transportation Inc.	22228	6/2/2026	05/2026, INV 29148, Round Trips to o Chatsworth High & Birmingham Track - PO02527	$1,500.00	Athletics	0000-0 General : 0200-0 Athletics
2224 Interquest Detection Canines	22229	6/2/2026	04/26, INV ECRCHS-0426, Canine Inspection - PO02528	$700.00	Security	0000-0 General : 0300-0 Operations
3358 RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	22230	6/2/2026	05/2026, 403(B) Plan 2563-4428 Charles Schwab	$4,925.00	General Operations	0000-0 General : 0300-0 Operations
2009 Child and Family Guidance Center	22231	6/2/2026	04/26 Special Ed Services Northpoint	$5,532.84	Special Education	6500-0 Special Education
5400 Valley High School and Learning Center, Inc.(Dubnoff School)	22232	6/2/2026	02/26, Special Education Services	$18,635.73	Special Education	6500-0 Special Education
2829 818 Cleaners	22233	6/2/2026	05/2026, INV 184904, Culinary Uniform Cleaning - PO02594	$228.00	Career/Voc Ed/Arts	0000-0 General : 0100-0 Academic Depts
3139 SoCalGas	22234	6/2/2026	05/2026, Gas Charges for Shoup Acct 163 513 3769 2	$28.02	General Operations	0000-0 General : 0300-0 Operations
2379 Mutual of Omaha	22235	6/2/2026	06/2026, INV 002104414547, Voluntary Disability Insurance	$1,213.53	General Operations	0000-0 General : 0300-0 Operations
Nicole Gamez	22236	6/2/2026	Reimbursement - Food for International Unit	$268.48	Career/Voc Ed/Arts	6387-0 CTE
Nicole Gamez	22237	6/2/2026	04/23-04/26/2026 Reimbursement - FCCLA food for the students	$753.78	Career/Voc Ed/Arts	6387-0 CTE
4618 The Home Depot Commercial Account	22238	6/2/2026	04/2026, INV 2124881, Pipe Leak Repair Supplies, 6035 3225 4019 9670 - PO02263	$52.58	General Operations	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22239	6/2/2026	04/2026, INV 1510106, Home Depot Plumbing Parts/Supplies, 6035 3225 4019 9670 - PO02307	$29.46	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22240	6/2/2026	05/2026, INV 3902765, Water Heater Pipe Leak Repair Supplies, 6035 3225 4019 9670 - PO02263	$71.45	General Operations	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22241	6/2/2026	05/2026, INV 9544797, Home depot Supplies, 6035 3225 4019 9670 - PO02588	$169.45	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22242	6/2/2026	05/2026, INV 275236, Home depot Supplies, 6035 3225 4019 9670 - PO02587	$16.74	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22243	6/2/2026	05/2026, INV 6901110, Home depot Supplies, 6035 3225 4019 9670 - PO02532	$220.55	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22244	6/2/2026	05/2026, INV 7900788, Supplies for Quad Area , 6035 3225 4019 9670 - PO02524	$162.92	General Operations	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22245	6/2/2026	05/2026, INV 4532239, Home Depot Plumbing Supplies, 6035 3225 4019 9670 - PO02494	$30.74	Buildings and Grounds	0000-0 General : 0300-0 Operations

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

JUNE 2026

Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
4618 The Home Depot Commercial Account	22246	6/2/2026	05/2026, INV 935109, Maintenance Supplies, 6035 3225 4019 9670 - PO02587	$39.48	Buildings and Grounds	0000-0 General : 0300-0 Operations
Colson Phillip	22247	6/3/2026	Track & Field State Meet stay & Gas	$443.85	Athletics	0000-0 General : 0200-0 Athletics
2809 WM Corporate services, INC	22248	6/9/2026	06/01-06/30/2026, INV 083544-4801-2, Waste Management Services on Shoup	$493.22	Shoup Property	0000-0 General : 0300-0 Operations
4877 Total Education Solutions (TES Therapy)	22249	6/4/2026	04/2026, INV 14160588 , TES Therapy	$900.00	Special Education	6500-0 Special Education
4334 Administrative Services CO-OP Dba Yellow Cab	22250	6/4/2026	04/2026, INV 23445, Yellow Cab Services	$4,290.50	Special Education	6500-0 Special Education
5344 Henry Rosales	22251	6/4/2026	05/2026, Gardening Invoice for Shoup	$1,000.00	Shoup Property	0000-0 General : 0300-0 Operations
5995 East Valley High School	22252	6/4/2026	03/2026, INV 26-027, Pierce College Permit	$610.81	Athletics	0000-0 General : 0200-0 Athletics
4285 Baron Championship Rings (USA), LTD	22253	6/4/2026	04/2026, INV 1835, Wrestling Championship Rings - PO02075	$592.65	Athletics	0000-0 General : 0200-0 Athletics
2588 Taft Charter High School	22254	6/4/2026	04/2026, INV Track26-0002, Track Timer Service - PO02638	$500.00	Athletics	0000-0 General : 0200-0 Athletics
3353 ICON School Management	22255	6/9/2026	05/2026, INV 2413, Charter School Consulting	$3,675.00	General Operations	0000-0 General : 0300-0 Operations
3919 U.S Bank PARS Account #6746022400	22256	6/9/2026	05/2026, PARS Contributions acct #6746022400	$1,190.88	General Operations	0000-0 General : 0300-0 Operations
2610 The Help Group-North Hills Prep School	22257	6/9/2026	04/01-04/30/2026, Special Ed Services North Hills	$5,793.28	Special Education	6500-0 Special Education
3601 AFSCME District Council 36	22258	6/9/2026	05/2026, Union Dues	$1,878.71	General Operations	0000-0 General : 0300-0 Operations
3833 AT&T 9132	22259	6/9/2026	04/2026-05/2026, INV 3319555112, 5G Line Acct# 831-000-9132 154	$2,864.04	Technology	0000-0 General : 0500-0 Technology
2008 Chatsworth High School	22260	6/9/2026	05/01-05/08/2026, INV 26-010, WVL Track&Field Meets ECR Share - PO02579	$1,134.62	Athletics	0000-0 General : 0200-0 Athletics
3806 T-Mobile US, Inc.	22261	6/9/2026	04/21/2026-05/20/2026, WiFi Student Hot Spots, acct 969604280	$260.00	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
3806 T-Mobile US, Inc.	22262	6/9/2026	04/21/26-05/20/26, BG & Security Devices, acct 207930869	$624.45	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
3806 T-Mobile US, Inc.	22263	6/9/2026	04/21/2026-05/20/2026, Samsung Knox Suite, acct 208076172	$245.00	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
1945 Brooks Transportation Inc.	22264	6/9/2026	VOIDED	-	TRUST - Step	9150-0 Trust/Club
Ricardo Covarrubias	22265	6/11/2026	02/2026, Reimbursement for Conference Melas, stay & mileage	$812.85	Technology	0000-0 General
Nicole Gamez	22266	6/11/2026	05/2026, Reimbursement for Replacement Oven Part	$65.85	Career/Voc Ed/Arts	0000-0 General : 0100-0 Academic Depts

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

JUNE 2026

Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2035 Countdown Printables	22267	6/11/2026	INV 33812-1, Seal of biliteracy 2.5 Round medal finish in Antique - PO02463	$860.39	Counseling Office	0000-0 General : 0300-0 Operations
3223 Jones School Supply Co Inc	22268	6/11/2026	INV 4043696, Plaque & Lapel Pin for Choir - PO02492	$142.51	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
5472 Afflux Films LLC	22269	6/11/2026	INV 1229, ECR Music Production Promo Video - PO02313	$3,000.00	Career/Voc Ed/Arts	6387-0 CTE
2619 The Shredders	22270	6/11/2026	05/2026, INV 61659 & 62826, Shredding bins- PO02589	$210.00	Business Group	0000-0 General : 0300-0 Operations
3621 Legacy Awards	22271	6/11/2026	INV 4405, Track and Field Plaques - PO02636	$596.78	Athletics	0000-0 General : 0200-0 Athletics
6014 Keith Munson	22272	6/11/2026	04/2026, Mixing services for ECR Music Production - PO02334	$3,000.00	Career/Voc Ed/Arts	6387-0 CTE
4285 Baron Championship Rings (USA), LTD	22273	6/11/2026	05/2026, INV 1778, Durilium Championship rings - P02068	$8,372.10	Athletics	0000-0 General : 0200-0 Athletics
4285 Baron Championship Rings (USA), LTD	22274	6/11/2026	05/2026, INV 3055, CIF Championship rings - PO02460	$685.94	Athletics	0000-0 General : 0200-0 Athletics
6016 LA Grad Services	22275	6/11/2026	05/2026, INV 000205, Class of 2026 Cap & Gown Order - PO02624	$12,674.05	Graduation Class 2026	0000-0 General
1947 BSN Sports LLC	22276	6/11/2026	INV 934271082, Athletic Football Supplies - PO02552	$1,198.29	Athletics	0000-0 General : 0200-0 Athletics
2035 Countdown Printables	22277	6/11/2026	06/2026, INV 33807, Graduation Athletic Stoles - PO02537	$742.08	Athletics	0000-0 General : 0200-0 Athletics
2035 Countdown Printables	22278	6/11/2026	06/2026, INV 33855-1, ECR Alumni T-Shirts - PO02600	$2,472.75	Marketing	0000-0 General : 0300-0 Operations
2360 Mike Brown Grandstands, Inc.	22279	6/11/2026	06/2026, INV 17278, Bleachers for Graduation - PO02568	$55,764.00	Graduation Class 2026	0000-0 General
6039 Stericycle Inc.	22280	6/11/2026	5/1/2026-6/30/2026, INV 8014494414, Steri Safe Osha Compliance Subscription	$269.52	General Operations	0000-0 General : 0300-0 Operations
5236 Accelerate Education Incorporated	22281	6/11/2026	11/01/2025-22/28/2026, INV 9006, HS per Semester Content - PO02337	$1,326.00	Administrative	0000-0 General : 0300-0 Operations
5236 Accelerate Education Incorporated	22282	6/11/2026	INV 9005, Grades 9-12 PL Seat, HS Per Semester Content - PO02338	$2,158.00	Administrative	0000-0 General : 0300-0 Operations
2127 Fence Factory Rentals	22283	6/11/2026	06/2026, INV 603380, Fence Rental for 2026 Graduation - PO02582	$1,086.53	Graduation Class 2026	0000-0 General
4259 AT&T (CALNET)	22284	6/11/2026	04/20/2026-05/19/2026, INV 000025279878, Phone Line BAN#9391080026	$68.96	Technology	0000-0 General : 0500-0 Technology
2693 Will Geer's Theatricum Botanicum	22285	6/11/2026	05/15/2026, INV 9250, Admission Fee for School Days - PO0227	$3,776.00	English	0000-0 General : 0100-0 Academic Depts
Colson Phillip	22286	6/11/2026	Reimbursement for Taste Lab for Science	$23.50	Science	0000-0 General : 0100-0 Academic Depts
Colson Phillip	22287	6/11/2026	Reimbursement for Athletic Registration Fees	$288.80	Athletics	0000-0 General : 0200-0 Athletics

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Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2288 LADWP	22288	6/15/2026	04/30-05/28/2026, 6968788886 Shoup Utilities	$4,664.55	Shoup Property	0000-0 General : 0300-0 Operations
2009 Child and Family Guidance Center	22289	6/16/2026	05/26, Special Ed Services Northpoint	$6,464.40	Special Education	6500-0 Special Education
2091 AP fbo EdLogical Group Corp	22290	6/16/2026	05/26, INV 904827, Special Ed Services	$3,431.00	Special Education	6500-0 Special Education
5611 FKF ENTERTAINMENT INC	22291	6/16/2026	01/26, INV 126, Improv Workshop - PO01919	$1,000.00	Visual and Performing Arts	6770 - Arts and Music in Schools (AMS)- (Prop 28)
4259 AT&T (CALNET)	22292	6/16/2026	4/20/2026-5/19/2026, INV 000025279881, Phone Line BAN#9391080076	$64.84	Technology	0000-0 General : 0500-0 Technology
5933 AACA, Inc - Academy for Advancement of Children w/ Autism	22293	6/16/2026	04/26, INV 8065, Special Ed Services	$30,132.84	Special Education	6500-0 Special Education
4618 The Home Depot Commercial Account	22294	6/16/2026	04/2026, INV 1541082, Home Depot Maintenance Supplies, 6035 3225 4019 9670	$494.77	General Operations	0000-0 General : 0100-0 Academic Depts
4618 The Home Depot Commercial Account	22295	6/16/2026	05/2026, INV 4524766, Home Depot Maintenance Supplies, 6035 3225 4019 9670	$104.96	Buildings and Grounds	0000-0 General
4618 The Home Depot Commercial Account	22296	6/16/2026	04/2026, INV 2543363, Home Depot Supplies for Maintenance, 6035 3225 4019 9670	$83.71	Buildings and Grounds	0000-0 General : 0300-0 Operations
5400 Valley High School and Learning Center, Inc.(Dubnoff School)	22297	6/16/2026	05/2026, Special Education Services	$17,485.26	Special Education	6500-0 Special Education
Heidi Hutson	22298	6/16/2026	Reimbursement - Taxi Services for Conference	$94.25	Visual and Performing Arts	6762 - AMIM Block Grant
1921 Bill Ferrell Co.	22299	6/16/2026	INV 43309, Graduation 2026 Labor & Stage Services - PO02567	$3,305.63	Graduation Class 2026	0000-0 General
6036 Raven Roach	22300	6/16/2026	05/26, Choreography and Staging Services - PO02697	$1,500.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1945 Brooks Transportation Inc.	22301	6/16/2026	05/14/2026, INV 29096, Round trip bus to The Getty Villa - PO02689	$905.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
5199 Los Angeles School Police Department	22302	6/16/2026	06/2026, INV 1183, Overtime School Police Officers 2026 Graduation - PO02695	$1,984.47	Administrative	0000-0 General : 0300-0 Operations
5446 Touch Graphix, Inc.	22303	6/16/2026	04/2026, INV 115019, GPAC BRANDING & Window graphics - PO02696	$4,770.55	Marketing	0000-0 General : 0300-0 Operations
5913 Nelson Adams NACO Inc	22304	6/17/2026	INV 11702, Anderson Hall Tables' and benches' new lock mechanism installation - PO02581	$7,956.31	Buildings and Grounds	6762 - AMIM Block Grant
2665 Ventura County Office of Education Business	22305	6/17/2026	2025-26, INV AR26-XXXX, CTE Credential - PO02719	$1,150.00	Administrative	6266 Educator Effectiveness, FY 2021-22
2665 Ventura County Office of Education Business	22306	6/17/2026	05/2026, INV AR26-01792, CTE Certification - PO02711	$1,150.00	Administrative	6266 Educator Effectiveness, FY 2021-22
6015 PESI, Inc.	22307	6/17/2026	06/2026, INV-1078, PD trainings and certificates for teachers - PO02672	$9,993.96	Administrative	6266 Educator Effectiveness, FY 2021-22
2665 Ventura County Office of Education Business	22308	6/17/2026	04/2026, INV AR26-01592, CTE Equivalency Program - PO02713	$1,150.00	Administrative	6266 Educator Effectiveness, FY 2021-22

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6057 The DBQ Company	22309	6/17/2026	06/2026, INV 4175, DBQs (Document-Based Questions) - PO02708	$6,307.00	Administrative	6266 Educator Effectiveness, FY 2021-22
2068 Department of Justice (State of CA)	22310	6/18/2026	05/2026, INV 052033, Fingerprint Apps	$96.00	General Operations	0000-0 General : 0300-0 Operations
4258 Arrae Promotions DO NOT USE	22311	6/18/2026	06/2026, INV 7519, Custom Student Planners - PO02709	$7,582.87	Administrative	6019-Student Support Discretionary Block Grant
5747 Bloom and Flourish	22312	6/18/2026	05/2026, INV-000126, Stage Floral Arrangements for Graduation - PO02640	$1,238.07	Graduation Class 2026	0000-0 General
5817 FERGUSON US HOLDINGS, INC (FERGUSON ENTERPRISES, LLC	22313	6/18/2026	05/2026, INV WC618257, Ferguson Plumbing Parts for Restrooms - PO02495	$225.77	Buildings and Grounds	0000-0 General : 0300-0 Operations
3353 ICON School Management	22314	6/18/2026	06/2026, INV 2436, Charter School Consulting	$3,675.00	General Operations	0000-0 General : 0300-0 Operations
1945 Brooks Transportation Inc.	22315	6/18/2026	4/23/26, INV 28880, Round Trip to Riverside Marriott - PO02706	$1,350.00	Career/Voc Ed/Arts	6387-0 CTE
4618 The Home Depot Commercial Account	22316	6/18/2026	05/2026, INV 4901773, Home depot supplies for expansion costume and prop dept. 6035 3225 4019 9670 - PO02539	$201.71	Visual and Performing Arts	6762 - AMIM Block Grant
4618 The Home Depot Commercial Account	22317	6/18/2026	06/2026, INV 4206527, Home depot supplies for expansion costume and prop dept. 6035 3225 4019 9670 - PO02539	$2,448.30	Visual and Performing Arts	6762 - AMIM Block Grant
4618 The Home Depot Commercial Account	22318	6/18/2026	05/2026, INV 1516477, Home depot supplies for expansion costume and prop dept. 6035 3225 4019 9670 - PO02539	$351.11	Visual and Performing Arts	6762 - AMIM Block Grant
4618 The Home Depot Commercial Account	22319	6/18/2026	05/2026, INV 913508 Home depot supplies for expansion costume and prop dept. - PO02539	$527.94	Visual and Performing Arts	6762 - AMIM Block Grant
1945 Brooks Transportation Inc.	22320	6/18/2026	4/18/26, INV 28800, Bus transportation for Raider Athletic competition at Santa Ana HS - PO02702	$350.00	NJROTC	0000-0 General : 0400-0 Scholastic Groups
6016 LA Grad Services	22321	6/18/2026	06/2026, INV 000196, Backdated Diploma- PO02741	$47.61	Administrative	0000-0 General : 0300-0 Operations
3234 LA Party Rents, Inc.	22322	6/18/2026	05/2026, INV 0000132678, Graduation 2026 Folding Chair Rental - PO02583	$5,493.00	Graduation Class 2026	0000-0 General
6049 Mohammad Ghatei	22323	6/18/2026	Reimbursement for Science Fair Posters	$94.14	STEAM	0000-0 General : 0100-0 Academic Depts
6051 Neha Voodi	22324	6/18/2026	Reimbursement for Display Board for Science Fair	$182.36	Science	0000-0 General : 0100-0 Academic Depts
1945 Brooks Transportation Inc.	22325	6/23/2026	5/15/26, INV 29138, Student bus transportation to Will Greer Theater - PO02742	$4,425.00	Administrative	0000-0 General : 0100-0 Academic Depts
1945 Brooks Transportation Inc.	22326	6/23/2026	05/14/2026, INV 29099, Transportation for Field Trip to Pierce College - PO02744	$885.00	Special Education	6500-0 Special Education
2224 Interquest Detection Canines	22327	6/23/2026	06/2026, INV ECRCHS-0626, Canine Inspection	$875.00	Security	0000-0 General : 0300-0 Operations
1945 Brooks Transportation Inc.	22328	6/23/2026	05/2026, INV 29227, Athletic Round Trips - PO02715	$1,500.00	Athletics	0000-0 General : 0200-0 Athletics
1945 Brooks Transportation Inc.	22329	6/23/2026	3/16/2026, INV 28428, VAPA trip to Norton Simon Museum - PO02740	$885.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts

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6049 Mohammad Ghatei	22330	6/25/2026	Reimbursement for Engineering Comp. Poster Fee	$76.81	STEAM	0000-0 General : 0100-0 Academic Depts
5648 CATE	22331	6/25/2026	3/5/26-3/8/26, INV 26CATE_Qamm-7pey, 2026 CATE Registration	$410.00	English	0000-0 General : 0100-0 Academic Depts
4618 The Home Depot Commercial Account	22332	6/25/2026	06/2026, INV 2901576, Home depot Supplies 6035 3225 4019 9670 - PO02632	$64.53	Administrative	0000-0 General
4618 The Home Depot Commercial Account	22333	6/25/2026	06/2026, INV 6902994, Home depot Supplies 6035 3225 4019 9670 - PO02686	$195.01	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22334	6/25/2026	06/2026, INV 9612297, Entry carpet cleaning supplies 6035 3225 4019 9670 - PO02733	$172.13	Buildings and Grounds	0000-0 General : 0300-0 Operations
2415 Oracle America, Inc	22335	6/25/2026	4/1/26-4/30/26, INV 2462306, Netsuite Services	$898.20	General Operations	0000-0 General : 0300-0 Operations
2426 Public Agency Retirement Services	22336	6/25/2026	4/1/26-4/30/26, INV 60474, Annual Asset Fee	$379.43	General Operations	0000-0 General : 0300-0 Operations
267 1 Jacob Friedberg	22337	6/25/2026	Reimbursement - FCCLA Conference Meals 04/24-04/25/2026	$140.00	Career/Voc Ed/Arts	6387-0 CTE
5784 Arey Jones Educational Solutions	22338	6/25/2026	05/2026, INV 0268833-IN, MAC/Hash for the A200 lab computers - PO02496	$205.82	Technology	0000-0 General : 0300-0 Operations
2774 M&M Paper Co.	22339	6/25/2026	05/2026, INV IN21841, Copy Paper - PO02558	$1,853.13	Administrative	6762 - AMIM Block Grant
5801 HD SUPPLY, INC.	22340	6/29/2026	06/2025, INV 867687519, 873452809, Theater Construction Supplies - PO02749	$11,070.03	Visual and Performing Arts	6762 - AMIM Block Grant
5344 Henry Rosales	22343	6/30/2026	6/1/26-6/30/26, Gardening Invoice for Shoup	$1,000.00	Shoup Property	0000-0 General : 0300-0 Operations
4334 Administrative Services CO-OP Dba Yellow Cab	22345	6/30/2026	05/2026, INV 23630, Yellow Cab, acct. 12634	$5,500.00	Special Education	6500-0 Special Education
4618 The Home Depot Commercial Account	22346	6/30/2026	06/2026, INV 4510544, Home depot and paint supplies 6035 3225 4019 9670 - PO02755	$143.09	Buildings and Grounds	0000-0 General : 0300-0 Operations
5878 Aramsco Inc	22348	6/30/2026	06/2026, INV S7758214.001, Trash can Liners - PO02735	$1,964.54	Buildings and Grounds	0000-0 General : 0300-0 Operations
2809 WM Corporate services, INC	22349	6/30/2026	VOIDED	-	Shoup Property	0000-0 General : 0300-0 Operations
2610 The Help Group-North Hills Prep School	22352	6/30/2026	05/2026, INV ELC0526NHP, Special Ed Services	$5,838.77	Special Education	6500-0 Special Education
2610 The Help Group-North Hills Prep School	22353	6/30/2026	06/2026, INV ELC0626NHP, Special Ed Services	$777.96	Special Education	6500-0 Special Education
3139 SoCalGas	22354	6/30/2026	5/2026-6/2026, Gas Charges for Shoup Acct 163 513 3769 2	$21.82	Shoup Property	0000-0 General : 0300-0 Operations
3806 T-Mobile US, Inc.	22356	6/30/2026	5/2026-6/2026, BG & Security Devices, acct 207930869	$644.45	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
3806 T-Mobile US, Inc.	22357	6/30/2026	05/2026-06/2026, WiFi Student Hot Spots acct 969604280	$260.00	Technology	7425 - Expanded Learning Opportunities (ELO) Grant

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5523 Sherwin Williams	22358	6/30/2026	06/2026, INV 29907183510626, Paint for maintenance - PO02700	$2,650.46	Administrative	0000-0 General : 0300-0 Operations
5523 Sherwin Williams	22359	6/30/2026	06/2026, INV 35953183510626, Paint for maintenance - PO02750	$861.54	Buildings and Grounds	0000-0 General : 0300-0 Operations
5523 Sherwin Williams	22360	6/30/2026	06/2026, INV 12973183630626, Red Curb Paint sample, PO02776	$65.80	Buildings and Grounds	0000-0 General : 0300-0 Operations
5523 Sherwin Williams	22361	6/30/2026	06/2026, INV 07689183510426, Paint for maintenance, PO02325	$1,306.46	Administrative	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22362	6/30/2026	5/20/26-6/19/26, INV 000025424630, Phone Line BAN#9391080026	$68.38	Technology	0000-0 General : 0300-0 Operations
5933 AACA, Inc - Academy for Advancement of Children w/ Autism	22363	6/30/2026	05/2026, INV 8109, Special Ed Services	$32,209.99	Special Education	6500-0 Special Education
6052 Kai Donnell	22364	6/30/2026	03/2026, Reimbursement for Science Fair Display Board	$99.67	STEAM	0000-0 General : 0100-0 Academic Depts
2293 LAUSD - Maintenance & Operations	22365	6/30/2026	INV 8617-2024-1 , 8617-2025-4P , 8617-2025-4F , 8617-2026-1 , 8617-2026-3 , LAUSD M&O Invoices - PO02710	$203,285.73	Administrative	6762 - AMIM Block Grant
5236 Accelerate Education Incorporated	22366	6/30/2026	06/2026, INV 9324, 9-12 Flex Enrollments - PO02746	$78.00	Independent Study	0000-0 General
5793 Entertainment Industry Professionals Mentoring Alliance Incorporated	22367	6/30/2026	05/2026, INV 260515, Fee per the Retainer - PO02655	$1,000.00	Career/Voc Ed/Arts	6387-0 CTE
5793 Entertainment Industry Professionals Mentoring Alliance Incorporated	22368	6/30/2026	05/2026, INV 260518, Live Foley Workshop - PO02654	$1,800.00	Career/Voc Ed/Arts	6387-0 CTE
2615 The Memory Project	22369	6/30/2026	04/2026, INV 260681, The Memory Project participation fee - PO02644	$375.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
2008 Chatsworth High School	22370	6/30/2026	03/2026, INV 26-003, Track & Field Timing Service - PO02663	$500.00	Athletics	0000-0 General : 0200-0 Athletics
2288 LADWP	22371	6/30/2026	5/28/26-6/30/26, Shoup Utilities acct. 6968788886	$4,934.83	Shoup Property	0000-0 General : 0300-0 Operations
2619 The Shredders	22372	6/30/2026	05/2026-06/2026, INV63260, INV64464, INV65583, INV66293, Shredding Services - PO02778	$288.00	General Operations	0000-0 General : 0300-0 Operations
6049 Mohammad Ghatei	22373	6/30/2026	04/2026, Reimbursement for Engineering Comp. Poster Fee Balance	$153.62	STEAM	0000-0 General : 0100-0 Academic Depts
U.S. Bank National Association	ACH26060101	6/1/2026	Credit Card PYMT for May 2026	$76,530.25	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH3995	6/1/2026	04/2026, INV 1HMR-VQ6R-4KFW, Amazon Lab Supplies - PO02136-Science	$74.84	Science	0000-0 General : 0100-0 Academic Depts
5949 Harness Potential Inc	SPACH3996	6/1/2026	03/2026-05/2026, INV 1150, 1159, & 1169 , Accounting & finance services	$12,500.01	General Operations	0000-0 General : 0300-0 Operations : Business
2714 Chartwells Division Services	SPACH3997	6/1/2026	04/26 INV K40349110 Student Meals	$129,967.80	Administrative	5310-0 Child Nutrition: School Programs
1833 Amazon	SPACH3998	6/1/2026	04/2026, INV 1JXM-V1LC-TLRD, Maintenance Amazon Supplies - PO02246-Buildings and Grounds	$162.20	Buildings and Grounds	0000-0 General : 0300-0 Operations

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1833 Amazon	SPACH3999	6/1/2026	04/2026, INV 13W4-1KNX-4Q6C, Cable attachments for all forms of rehabilitation exercises- PO02291-Athletics	$250.10	Athletics	0000-0 General : 0200-0 Athletics
3922 Self Insured Schools of California	SPACH4000	6/1/2026	5/31/2026, CBR El Camino FSA	$3,903.74	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4001	6/4/2026	INV 1LTD-RTH4-RV3V, Office Cubicle and Desk Shade - PO02236-Administrative	$43.44	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4002	6/4/2026	04/2026, INV 1DLR-9PHT-YRHM, Set of Calculators for Math - PO02240-Mathematics	$625.20	Mathematics	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4003	6/4/2026	INV 1XTV-JJGY-Y949, Supplies for Science Class - PO02320-Science	$1,922.74	Science	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4004	6/4/2026	INV 1YDJ-9HR1-13LJ, Poster - PO02262-Visual and Performing Arts	$17.55	Visual and Performing Arts	6387-0 CTE
1833 Amazon	SPACH4005	6/4/2026	INV 1XL3-7V4H-XX9Y, Supplies for Health Office - PO02254-General Operations	$367.20	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4006	6/4/2026	04/2026, INV 1T6R-NNP1-YCXV, Amazon Equipment for Upcoming Competitions - PO02270-Career/Voc Ed/Arts	$1,430.17	Career/Voc Ed/Arts	6387-0 CTE
3827 College Board	SPACH4007	6/4/2026	2025-2026, INV A271015791, AP Exams - PO02559	$128,305.00	Counseling Office	0000-0 General : 0100-0 Academic Depts : College Counseling
1833 Amazon	SPACH4008	6/4/2026	INV 174D-3FTP-Y4JQ, Thermal Laminating Film, Rolls - PO02247-General Operations	$101.52	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4009	6/5/2026	INV 1CHM-V3QH-YJWK, Classroom Supplies - PO02179-Science	$74.04	Science	0000-0 General : 0100-0 Academic Depts
2222 Inspire Communication, Inc	SPACH4010	6/5/2026	04/2026, INV EC2026430 Speech-Language Services	$18,423.00	Special Education	6500-0 Special Education
1833 Amazon	SPACH4011	6/5/2026	INV 1C9F-L9MN-YN1C, Bar Clamps - PO02320-Career/Voc Ed/Arts	$136.04	Career/Voc Ed/Arts	6387-0 CTE
1833 Amazon	SPACH4012	6/5/2026	INV 167V-4P7N-CPLN, Quality Wireless Mouse - PO02323-Technology	$82.67	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4013	6/5/2026	INV 1VGL-9L4G-16L6, Building and Grounds Supplies - PO02306-Buildings and Grounds	$138.13	Buildings and Grounds	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4014	6/5/2026	INV 1YPM-HNC1-RPV9, Laser Engraver & Cutter - PO02195-Buildings and Grounds	$5,926.49	Buildings and Grounds	6318 - Antibias Education Grant
1833 Amazon	SPACH4015	6/5/2026	INV 16MD-XC7L-YJRH, Volleyballs - PO02228-Athletics	$776.88	Athletics	0000-0 General : 0200-0 Athletics
3996 California Department of Education	SPACH4016	6/5/2026	05/2026, INV 26 SF-52815, USDA Foods	$220.35	Food Service (Cafeteria)	5310-0 Child Nutrition: School Programs
5949 Harness Potential Inc	SPACH4017	6/5/2026	06/2026, INV 1177, Accounting & finance services	$4,166.67	General Operations	0000-0 General : 0300-0 Operations : Business
1833 Amazon	SPACH4018	6/5/2026	INV 13N6-H9HY-7C7T, Supplies for Science Class - PO02179-Science	$1,093.87	Science	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4019	6/5/2026	INV 11YJ-WYJV-163W, Plastic cups - PO02310-Science	$45.86	Science	0000-0 General : 0100-0 Academic Depts

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Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	SPACH4020	6/5/2026	03/2026, INV 1Q34-H3GF-677H, Amazon Supplies - PO02103-General Operations	$192.74	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4021	6/5/2026	INV 1XW9-H9T4-6C1V, Corn Starch - PO02192-Science	$24.00	Science	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4022	6/5/2026	INV 13N6-H9HY-7DX9, Snacks for Health Office - PO02254-Health Office	$64.56	Health Office	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4023	6/5/2026	INV 1C9F-L9MN-YMGL, Computer items - PO02323-Technology	$158.91	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4024	6/5/2026	INV 1XW9-H9T4-6LHQ, Supplies for VAPA - PO02278-Visual and Performing Arts	$115.63	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4025	6/5/2026	INV 11YM-346F-R4FH, Multimeter Testers - PO02252-STEAM	$197.40	STEAM	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4026	6/5/2026	INV 19XJ-QN4X-Q96G, Supplies for Science Class - PO02192-Science	$265.96	Science	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4027	6/5/2026	INV 1XKY-CPRJ-XNDV, Office Supplies for Tech Office - PO02482-Technology	$724.73	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4028	6/5/2026	INV 14RW-4YQR-Q3NG, Mount Adapter for Tablets - PO02238-Technology	$26.05	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4029	6/5/2026	INV 111W-XV4P-D3Y1, Office Supplies - PO02098-Business Group	$39.85	Business Group	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4030	6/7/2026	04/2026, INV 16KP-CPG6-YYNX, Sound Equipment for Stage Crew - PO02262-Visual and Performing Arts	$1,024.22	Visual and Performing Arts	6387-0 CTE
1833 Amazon	SPACH4031	6/7/2026	INV 1FTL-PL6X-G76C, Coveralls, Floor Protectors - PO02431-Buildings and Grounds	$168.78	Buildings and Grounds	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4032	6/7/2026	INV 174D-3FTP-XVRH, Supplies for Deans Office - PO02284-Administrative	$134.16	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4033	6/7/2026	INV 1KX1-NMMD-1GDD, Building and Ground Supplies - PO02356-Buildings and Grounds	$58.12	Buildings and Grounds	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4034	6/7/2026	INV 1NGL-XMM1-4JQF, Supplies for Tech Office - PO02430-Technology	$996.45	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4035	6/7/2026	INV 1HJV-NC6D-7PHX, Poster - PO02278-Visual and Performing Arts	$14.26	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
4767 M & S Technology Group, LLC (The Circle)	SPACH4036	6/11/2026	1/1/2026-1/31/2026, INV 234573, Managed Print Service - PO02684	$5,029.58	Technology	0000-0 General : 0300-0 Operations
4767 M & S Technology Group, LLC (The Circle)	SPACH4037	6/11/2026	02/01/2026-02/28/2026, INV 235405, Managed Print Service - PO02674	$4,057.48	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4038	6/11/2026	INV 11JF-V3FT-6733, Classroom supplies for English - PO02217-English	$1,000.65	English	0000-0 General : 0100-0 Academic Depts
4767 M & S Technology Group, LLC (The Circle)	SPACH4039	6/11/2026	11/1/025-11/30/2025, INV 233598, Managed print services - PO02676	$8,071.51	Technology	0000-0 General : 0300-0 Operations
4096 Lindsey C. Surendranath Granted, Inc	SPACH4040	6/11/2026	12/1/25-12/31/25, INV 339, CTE Program Support - P01207	$2,475.00	Administrative	6387-0 CTE

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Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	SPACH4041	6/11/2026	INV 1C7J-TY3C-XKGX,n Scantrons - PO02217-English	$16.34	English	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4042	6/11/2026	INV 1H9X-3DWD-139F, Laminator Sheets - PO02186-Social Studies	$36.22	Social Studies	0000-0 General : 0100-0 Academic Depts
4767 M & S Technology Group, LLC (The Circle)	SPACH4043	6/11/2026	12/1/25-12/31/25, INV 233603, Managed Print Service - PO02675	$3,499.91	Technology	0000-0 General : 0300-0 Operations
3359 UTLA	SPACH4044	6/11/2026	05/2026, Union Dues Certificated	$15,329.86	General Operations	0000-0 General : 0300-0 Operations
5227 Niche.com Inc	SPACH4045	6/11/2026	06/01/2026 - 08/31/2026, INV000034107, Niche Marketing Services - PO02629	$4,497.50	Marketing	0000-0 General : 0300-0 Operations
4767 M & S Technology Group, LLC (The Circle)	SPACH4046	6/11/2026	4/1/2026-4/30/2026, INV 241832, Managed Print Service - PO02677	$3,880.70	Technology	0000-0 General : 0300-0 Operations
2296 ALITTLELEE LLC dba Oubi Digital	SPACH4047	6/11/2026	03/2026, INV 20260320, Senior Awards signage design & print - PO02540	$6,900.00	Administrative	0000-0 General
4767 M & S Technology Group, LLC (The Circle)	SPACH4048	6/11/2026	3/1/2026-3/31/2026, INV 238296, Managed Print Service - PO02682	$4,331.23	Technology	0000-0 General : 0300-0 Operations
2445 Piece of Mind Care Services	SPACH4049	6/11/2026	5/1/26-5/31/26, INV 00331, SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	$3,761.25	Special Education	6500-0 Special Education
4632 Spectrum Enterprise 7801	SPACH4050	6/11/2026	6/1/26-6/30/26, Inv# 128697801060126, Enterprise Fiber line Acct#128697801	$686.60	Technology	0000-0 General : 0500-0 Technology
1833 Amazon	SPACH4051	6/15/2026	INV 1LH3-6T99-94JK, Scantrons & Notebook for English Dept.- PO02217-English	$375.64	English	0000-0 General : 0100-0 Academic Depts
2893 AWS (Amazon Web Services)	SPACH4052	6/15/2026	5/1/26-5/31/26, INV 2668925013, Software Subscription - PO12761	$2,246.29	Technology	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4053	6/16/2026	INV 1C7K-7L4D-FXQL, Food for Asian Unit - PO02426-Career/Voc Ed/Arts	$83.64	Career/Voc Ed/Arts	6387-0 CTE
1833 Amazon	SPACH4054	6/16/2026	INV 1JK9-MLXL-NN36, Nurse First Aid Red Tent for 2026 Graduation - PO02613-Administrative	$86.03	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4055	6/16/2026	INV 1WLD-T47N-QWJT, Items for setting up visitor parking spots - PO02518-Administrative	$108.64	Administrative	6762 - AMIM Block Grant
5762 Carolin Herrmann	SPACH4056	6/16/2026	05/26, INV 1010, Special Education CALPADS Data Support	$890.00	Special Education	6500-0 Special Education
1833 Amazon	SPACH4057	6/16/2026	INV 1RLG-JJK1-RTNQ, Classroom supplies for the Art Department - PO02425-Visual and Performing Arts	$138.91	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4058	6/16/2026	INV 173X-GXND-J3D3, Costume and Prop Workshop Material - PO02545-Visual and Performing Arts	$1,015.72	Visual and Performing Arts	6762 - AMIM Block Grant
1833 Amazon	SPACH4059	6/16/2026	INV 1PX1-H3QH-DFCD, Instructional materials for expanding technical theatre program - PO02535-Visual and Performing Arts	$11.49	Visual and Performing Arts	6762 - AMIM Block Grant
2276 Kelly Services, Inc.	SPACH4060	6/16/2026	4/28/26-5/8/26, INV 5616614597, Kelly Substitutes	$8,777.95	General Academic	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4061	6/16/2026	INV 1N4D-6LNW-RKTD, Graduation Supplies - PO02493-Graduation Class 2026	$38.90	Graduation Class 2026	0000-0 General

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Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	SPACH4062	6/16/2026	INV 1RTT-DNTM-HC1F, Lab supplies for chemistry department, office supplies for science - PO02179-Science	$114.08	Science	0000-0 General : 0100-0 Academic Depts
3275 GoTo Communications, Inc.	SPACH4063	6/16/2026	6/1/26-6/30/26, INV IN7105405264, Goto VOIP Phone system	$2,867.84	Technology	1100-0 - Lottery: Unrestricted
2276 Kelly Services, Inc.	SPACH4064	6/16/2026	5/14/26-5/22/26, INV 5616988658, Kelly Substitutes	$9,670.92	General Academic	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4065	6/16/2026	INV 1RHY-QLQJ-LYYK, Graduation 2026 Supplies - PO02427-Graduation Class 2026	$65.82	Graduation Class 2026	0000-0 General
1833 Amazon	SPACH4066	6/16/2026	INV 14C7-XKJ1-CQ1R, Amazon Order for Cafeteria and Maintenance - PO02481-Administrative	$222.25	Administrative	0000-0 General : 0300-0 Operations
4343 Scoot Education Inc	SPACH4067	6/16/2026	5/11/26-5/15/26, INV 168689 Substitutes	$9,505.58	Administrative	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4068	6/16/2026	INV 1GFN-RT1D-GM49, Classroom supplies for the Art Department - PO02425-Visual and Performing Arts	$445.67	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4069	6/16/2026	INV 1LYC-FRV9-6KNW, Setting up visitor parking spots - PO02518-Administrative	$237.17	Administrative	6762 - AMIM Block Grant
1833 Amazon	SPACH4070	6/16/2026	INV 1PD4-YPYN-J6KG, Grieb Supplies for Stage, Booth, Shop - PO02534-Visual and Performing Arts	$250.09	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4071	6/16/2026	INV 16V3-KLJ7-943W, envelopes for graduation rehearsal - PO02530-Administrative	$132.72	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4072	6/16/2026	INV 1GRL-XPTD-M93M, Materials for Stage/Theatre - PO02441-Visual and Performing Arts	$2,357.10	Visual and Performing Arts	6762 - AMIM Block Grant
1833 Amazon	SPACH4073	6/16/2026	INV 1GM3-PG94-HD4V, Instructional materials for expanding technical theatre program - PO02535-Visual and Performing Arts	$1,125.65	Visual and Performing Arts	6762 - AMIM Block Grant
4343 Scoot Education Inc	SPACH4074	6/16/2026	5/18/26-5/22/26, INV 169955, Substitutes	$6,515.00	Administrative	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4075	6/16/2026	INV 1FL4-GX7J-PPTF, Costume and Prop Workshop Material - PO02545-Visual and Performing Arts	$1,861.89	Visual and Performing Arts	6762 - AMIM Block Grant
4343 Scoot Education Inc	SPACH4076	6/16/2026	5/26/26-5/29/26 INV 171176 Substitutes	$6,754.00	Administrative	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4077	6/16/2026	INV 141T-4JR9-9QC6, Materials for Stage/Theatre - PO02441-Visual and Performing Arts	$129.55	Visual and Performing Arts	6762 - AMIM Block Grant
1833 Amazon	SPACH4078	6/16/2026	INV 1GM3-PG94-J19T, refills & bag for emergency care - PO02529-Health Office	$570.27	Health Office	0000-0 General : 0300-0 Operations
2276 Kelly Services, Inc.	SPACH4079	6/17/2026	5/11/26-5/15/26, INV 5616815613, Kelly Substitutes	$14,474.73	General Academic	0000-0 General : 0100-0 Academic Depts
2445 Piece of Mind Care Services	SPACH4080	6/17/2026	05/26, INV 194, SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	$107,681.80	Special Education	6500-0 Special Education
2276 Kelly Services, Inc.	SPACH4081	6/18/2026	6/1/26-6/5/26, INV 5617198830, Kelly Substitutes	$1,892.77	General Academic	0000-0 General : 0100-0 Academic Depts
2343 Judy McLean	SPACH4082	6/18/2026	06/2026, INV 3269, Payroll Services	$500.00	General Operations	0000-0 General : 0300-0 Operations

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Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
4096 Lindsey C. Surendranath Granted, Inc	SPACH4083	6/18/2026	05/2026, INV 344, CTE Program Support - PO01207	$2,475.00	Administrative	6387-0 CTE
4343 Scoot Education Inc	SPACH4084	6/18/2026	6/1/26-6/5/26, INV 172220, Substitutes	$5,402.00	Administrative	0000-0 General : 0100-0 Academic Depts
3922 Self Insured Schools of California	SPACH4085	6/18/2026	6/15/26, CBR El Camino FSA	$1,171.00	General Operations	0000-0 General : 0300-0 Operations
2222 Inspire Communication, Inc	SPACH4086	6/18/2026	06/2026, INV EC202665, Speech-Language Services	$4,628.00	Special Education	6500-0 Special Education
3270 AAA Label Factory	SPACH4087	6/18/2026	06/2026, INV 00204177, Security stickers for Graduation 2026 tickets - PO02379	$1,161.75	Graduation Class 2026	0000-0 General
4102 Allied Private Investigations & Security Services, LLC	SPACH4088	6/18/2026	06/01-06/05/2026, INV ELC 2606 A, Event Security Invoice - Overnight Special Detail - PO02670	$2,207.70	Administrative	0000-0 General : 0300-0 Operations
4343 Scoot Education Inc	SPACH4089	6/18/2026	5/4/26-5/8/26, INV 167395, Substitutes	$8,954.00	Administrative	0000-0 General : 0100-0 Academic Depts
4102 Allied Private Investigations & Security Services, LLC	SPACH4090	6/19/2026	05/2026, INV ELC 2605, Campus Security Services - PO02729	$45,362.70	Administrative	0000-0 General : 0300-0 Operations
4102 Allied Private Investigations & Security Services, LLC	SPACH4091	6/19/2026	06/2026, INV ELC 2606, Campus Security Services - PO02673	$10,168.05	Administrative	0000-0 General : 0300-0 Operations
2222 Inspire Communication, Inc	SPACH4092	6/19/2026	05/26, INV# EC2026531, Speech-Language Services	$23,140.00	Special Education	6500-0 Special Education
2164 Golden Star Technology, Inc	SPACH4093	6/24/2026	2026-2027, INV128399 & INV125500, Freshman devices & cases - PO02199	$145,389.94	Technology	6762 - AMIM Block Grant
2164 Golden Star Technology, Inc	SPACH4094	6/24/2026	4/1/26-4/30/26, INV INV127827, Technology Managed Services: Network Consulting - PO02332	$3,500.00	Technology	0000-0 General : 0300-0 Operations
4102 Allied Private Investigations & Security Services, LLC	SPACH4095	6/24/2026	6/5/26, INV ELC 2606 B, Security for Graduation 2026 Night - PO02679	$5,180.86	Administrative	0000-0 General : 0300-0 Operations
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4096	6/24/2026	06/2026, INV 22793, Legal Services	$24,531.52	General Operations	0000-0 General : 0300-0 Operations
4102 Allied Private Investigations & Security Services, LLC	SPACH4097	6/24/2026	05/30/2026, INV ELC 2605 A, Prom Night Security - PO02728	$1,170.00	Administrative	0000-0 General : 0300-0 Operations
2164 Golden Star Technology, Inc	SPACH4098	6/24/2026	5/1/26-5/31/26, INV128894, Technology Managed Services: Network Consulting - PO02332	$3,500.00	Technology	0000-0 General : 0300-0 Operations
2445 Piece of Mind Care Services	SPACH4099	6/24/2026	4/15/26, 4/28/26, 5/15/26, INV 198, Student Support Services	$429.51	Special Education	6500-0 Special Education
1833 Amazon	SPACH4100	6/24/2026	INV 14NC-4LNW-GQ6T, Building and Grounds Supplies - PO02543-Buildings and Grounds	$473.41	Buildings and Grounds	0000-0 General : 0300-0 Operations
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4101	6/24/2026	05/2026, INV 22250, Legal Services	$31,352.04	General Operations	0000-0 General : 0300-0 Operations
5841 Braille Abilities, LLC	SPACH4102	6/24/2026	06/2026, INV 103911, VI/O&M Services	$1,390.80	Special Education	6500-0 Special Education
Stephanie Franklin	SPACH4103	6/24/2026	Reimbursement for food & gas 04/22-04/27/2026	$972.96	Academic Decathlon	0000-0 General

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Total $1,788,993.32

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2445 Piece of Mind Care Services	SPACH4104	6/24/2026	INV 000002, Graduation 2026 Services	$168.00	Graduation Class 2026	0000-0 General
2445 Piece of Mind Care Services	SPACH4105	6/24/2026	06/2026, INV 00332, ELD Dept. Students Support Services	$340.00	English Language Development	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
Stephanie Franklin	SPACH4106	6/24/2026	3/19-3/24/2026 Reimbursement for Expenses from academic decathlon team competition in Santa Clara, CA.	$4,144.38	Academic Decathlon	0000-0 General
1833 Amazon	SPACH4107	6/24/2026	INV 1RYW-PQNK-LLG6, Building and grounds supplies - PO02431-Buildings and Grounds	$78.72	Buildings and Grounds	0000-0 General : 0300-0 Operations
2445 Piece of Mind Care Services	SPACH4108	6/24/2026	06/2026, INV 195, SPED Students Support Services	$18,647.18	Special Education	6500-0 Special Education
4102 Allied Private Investigations & Security Services, LLC	SPACH4109	6/24/2026	5/30/26-6/1/26, INV 2605 B, Overnight Special Detail - PO02730	$1,110.00	Administrative	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4110	6/24/2026	INV 13T6-3X3K-HPXC, Boxes for senior devices - PO02557-Technology	$246.90	Technology	0000-0 General : 0300-0 Operations
2164 Golden Star Technology, Inc	SPACH4111	6/25/2026	06/2026, INV128748, Freshman devices & cases - PO02199	$176,610.06	Technology	6762 - AMIM Block Grant
1833 Amazon	SPACH4112	6/29/2026	06/2026, INV 13HP-NVKP-G96H, Instructional Materials for Costume and Prop Workshop - PO02545-Visual and Performing Arts	$33.89	Visual and Performing Arts	6762 - AMIM Block Grant
6054 CommonLit, Inc	SPACH4113	6/29/2026	07/2026-06/2027, #INV-011946 School Essentials - PO02707	$4,000.00	Administrative	6266 Educator Effectiveness, FY 2021-22
3336 AV Masters, Inc	SPACH4114	6/29/2026	06/2026, INV 2606870, Sound, Livestreaming, Video for Graduation 2026 - PO02566	$45,628.40	Graduation Class 2026	0000-0 General
1833 Amazon	SPACH4115	6/29/2026	06/2026, INV 19QR-HWJW-X4HD, Grieb Supplies for Stage, Booth, Shop - PO02534-Visual and Performing Arts	$30.12	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4116	6/29/2026	06/2026, INV 19C6-G4VN-HNYM, Grieb Supplies for Stage, Booth, Shop - PO02534-Visual and Performing Arts	$65.29	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4117	6/29/2026	06/2026, INV 1NFG-Y9Q9-GMDM, Building and Grounds Materials - PO02722-Buildings and Grounds	$386.63	Buildings and Grounds	0000-0 General : 0300-0 Operations

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ACCOUNT: 1761 General

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Total $383,645.00

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
PPLSI	ACH260601-01	6/1/2026	LEGALSHIELD - May 2026 PAYROLL	$50.85	General Operations	0000-0 General : 0300-0 Operations
PenServ Plan Services	ACH260601-02	6/1/2026	403(B) Funding Payroll period: Semimonthly 05/16/2026 - 05/31/2026	$41,603.25	General Operations	0000-0 General
Self Insured Schools of California	ACH260604-01	6/4/2026	SISC HEALTH- JUNE 2026	$340,682.98	Administrative	0000-0 General, 1400-0 Education Protection Account, 6500-0 Special Education, 6770 - Arts and Music in Schools (AMS)- (Prop 28)
Purchase Power (Pitney Bowes)	ACH260614-01	6/17/2026	POSTAGE REFILL - May till June 2026	$214.99	General Operations	0000-0 General : 0300-0 Operations
PenServ Plan Services	ACH260617-01	6/17/2026	403(B) Funding Payroll period: Semimonthly 06/01/2026-06/15/2026	$1,042.08	General Operations	0000-0 General : 0300-0 Operations
PPLSI	ACH260630-01	6/30/2026	LEGALSHIELD - June 2026 PAYROLL	$50.85	General Operations	0000-0 General : 0300-0 Operations

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Account: 1287 Fundraising

JUNE 2026

Total $807.85

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2714 Chartwells Division Services	1009	6/9/2026	04/2026, INV 4034900249, Bagel Wednesday	$353.93	Food Service (Cafeteria)	9151-0 Fundraising, Restricted
2714 Chartwells Division Services	1010	6/30/2026	01/2026, INV 4034900240, Faculty Staff Appreciation & Bagel Wednesday	$453.92	Administrative	9151-0 Fundraising, Restricted

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ACCOUNT: 1826 ASB Trust

JUNE 2026

Total $88,799.58

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	3929	6/2/2026	04/2026, INV 1MLY-VFQT-T41F, Shirt and Vests for Step team - PO02255-TRUST - Step	$53.20	TRUST - Step	9150-0 Trust/Club
6037 Thuy Trang Vu	3930	6/2/2026	05/2026 Reimbursement for Quiz Price - Club meeting	$20.00	TRUST - International Relations Club	9150-0 Trust/Club : 1000 ASB
2714 Chartwells Division Services	3931	6/2/2026	05/2026, INV 4034900251, Awards Ceremony Food - PO02415	$1,701.00	TRUST - Band	9150-0 Trust/Club
6010 Green Leaf Karts, LLC	3932	6/2/2026	06/2026, NV 73631, Golf Kart labor & parts - PO02627	$3,114.71	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
6010 Green Leaf Karts, LLC	3933	6/2/2026	06/2026, NV 73632, Golf Kart labor & parts - PO02628	$4,263.79	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
Colson Phillip	3934	6/3/2026	05/2026, Reimbursement - Track & Field State Meet meals & gear	$456.75	TRUST - Athletic Director	9150-0 Trust/Club : 1100 Athletics
Stephanie Franklin	3935	6/4/2026	Reimbursement for Make up services and eyebrows for regional competition ACADECA	$515.00	TRUST - AcaDeca	9150-0 Trust/Club
4265 Grand G&G Inc.	3936	6/4/2026	05/2026, INV 109104, Student Store Snack Placement	$1,636.38	ASB	9150-0 Trust/Club : 1000 ASB
6033 Handlelife LLC	3937	6/9/2026	06/20206, EL Camino Basketball Gym Rental - PO02571	$3,500.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
2714 Chartwells Division Services	3938	6/9/2026	04/2026, INV 4034900253 , Student lunches for DTASC Festival- PO02417	$2,007.50	TRUST - Drama	9150-0 Trust/Club
4892 Impact Cheer & Tumbling	3939	6/9/2026	02/26 - 03/26, Cheer Choreography - PO02360	$900.00	TRUST - Cheerleaders	9150-0 Trust/Club : 1000 ASB
2008 Chatsworth High School	3940	6/9/2026	09/18-09/19/2026, Girls Volleyball Chatsworth HS Tournament - PO02623	$600.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
1945 Brooks Transportation Inc.	3941	6/9/2026	06/2026, INV 28577, 10 Buses for Grad Night 2026 - PO02660	$18,500.00	ASB	9150-0 Trust/Club : 1000 ASB
5064 Mark S Nilan Sr.	3942	6/9/2026	2026, ECR Dance Show Studio Time and Engineer - PO02641	$500.00	TRUST - Dance	9150-0 Trust/Club
2907 Venice High School	3943	6/9/2026	2026, Girls Invitational Volleyball Tournament - PO02614	$1,050.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
1833 Amazon	3944	6/11/2026	INV 1QK4-KM3T-FCG1, Paint Set, Tape, Makers for Student Council - PO02374-ASB	$342.43	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3945	6/11/2026	INV 1XW9-H9T4-6YTK, Markers, Tape - PO02346-ASB	$113.81	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3946	6/11/2026	INV 1N4W-JPTX-16LY, Disposable Bowls - P002180-ASB	$48.28	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3947	6/11/2026	INV 1HHN-R16L-146J, Hot Paper Coffee Cups - PO02272-ASB	$32.91	ASB	9150-0 Trust/Club : 1000 ASB
1864 AKD Ink/AKidzdream Inc	3948	6/11/2026	INV 35804, Plaques & Printing Services- PO02618	$169.73	TRUST - Boys Golf	9150-0 Trust/Club : 1100 Athletics
2067 Deny Sportswear	3949	6/11/2026	VOIDED	-	TRUST - Softball	9150-0 Trust/Club : 1100 Athletics
2067 Deny Sportswear	3950	6/11/2026	INV 9835, Plaques for Softball Team - PO02574	$405.31	TRUST - Softball	9150-0 Trust/Club : 1100 Athletics
1945 Brooks Transportation Inc.	3951	6/11/2026	05/2026, INV 29234, Student Bus Transportation to Portola MS - PO02607	$800.00	TRUST - Step	9150-0 Trust/Club
2067 Deny Sportswear	3952	6/11/2026	INV 9826, Plaques for Soccer Team - PO02497	$580.49	TRUST - Boys Soccer	9150-0 Trust/Club : 1100 Athletics

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Total $88,799.58

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	3953	6/11/2026	INV 1LJM-TVQK-F4F6, Student Council Supplies - PO02385-ASB	$287.69	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3954	6/11/2026	INV 1M74-H7D9-YKYT, Men's Business Suit Vest,Slim Fit Formal Skinny Wedding Waistcoat - PO02216-TRUST - Step	$30.72	TRUST - Step	9150-0 Trust/Club : 1000 ASB
4655 California Lutheran University	3955	6/11/2026	2026 JV Varsity So Cal Challenge Summer League - PO02615	$550.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
4285 Baron Championship Rings (USA), LTD	3956	6/11/2026	05/2026, INV 1794, Boys Soccer Championship Rings - P02067	$1,185.30	TRUST - Boys Soccer	9150-0 Trust/Club : 1100 Athletics
4546 Grad Awards LLC	3957	6/11/2026	03/2026. INV 15458, CSF Honor Material - PO02129	$1,271.88	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
1947 BSN Sports LLC	3958	6/11/2026	06/2026, INV 934294437, Football Practice Gear - PO02521	$4,985.95	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
4802 Sly Graphics Corp	3959	6/11/2026	06/2026, INV 10306, GRADUATION CEREMONY 2026 Props - PO02633	$4,481.66	TRUST - Grad Class 2026	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3960	6/11/2026	INV 1LC4-MVG9-JRTM, Student Council Supplies - PO02259-ASB	$214.78	ASB	9150-0 Trust/Club : 1000 ASB
2035 Countdown Printables	3961	6/11/2026	06/2026, INV 33818-1, Penants for Grad Class 2026 - PO02609	$3,055.95	TRUST - Grad Class 2026	9150-0 Trust/Club : 1000 ASB
Colson Phillip	3962	6/11/2026	Reimbursement for Jerseys & Tanks Track & Field	$134.53	TRUST - Track & Field	9150-0 Trust/Club : 1100 Athletics
6053 Harrison School District 2 (Sierra High School)	3963	6/16/2026	VOIDED	-	TRUST - Girls Flag Football	9150-0 Trust/Club : 1100 Athletics
Stephanie Franklin	3964	6/16/2026	Reimbursement - ECR baseball caps for ACADECA	$315.00	Academic Decathlon	9150-0 Trust/Club
1833 Amazon	3965	6/16/2026	INV 16RJ-K64J-NX3T, Honors cords and awards for Thespians - PO02576-TRUST - Drama	$351.58	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
426 Lilith Faucher	3966	6/17/2026	Reimbursement - 2026 Senior Night Girls Lacrosse Balloons & balloon weights	$31.68	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
426 Lilith Faucher	3967	6/17/2026	Reimbursement - 2026 Senior Night Flyers Girls Lacrosse	$50.08	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
5395 Courtney Coffey	3968	6/16/2026	05/26, Colorguard Coaching - PO02698	$600.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
6002 Kyle Vincent Carillo Manolong	3969	6/16/2026	05/2026, Percussion Coaching - PO02656	$1,200.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
6053 Harrison School District 2 (Sierra High School)	3970	6/16/2026	06/2026, Girls Flag Football 7v7 Tournament - PO02694	$400.00	TRUST - Girls Flag Football	9150-0 Trust/Club : 1100 Athletics
426 Lilith Faucher	3971	6/17/2026	Reimbursement - Senior Night Girls Lacrosse Balloons, table cloth & ribbon	$30.41	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
93 931076 Richard Russell	3972	6/18/2026	06/01/2026, Softball banquet Dinner at BJ's - 50 adults/students	$1,682.92	TRUST - Softball	9150-0 Trust/Club : 1100 Athletics
93 931076 Richard Russell	3973	6/18/2026	Reimbursement for Softball Playoffs Dinner 05/21/2026	$204.74	TRUST - Athletic Director	9150-0 Trust/Club : 1100 Athletics
93 931076 Richard Russell	3974	6/18/2026	06/2026, Reimbursement for Senior Night Flowers for Softball	$54.42	Athletics	9150-0 Trust/Club : 1100 Athletics
93 931076 Richard Russell	3975	6/18/2026	Reimbursement for Softball Senior Night Drinks & Cookies	$65.06	Athletics	9150-0 Trust/Club : 1100 Athletics
1947 BSN Sports LLC	3976	6/18/2026	06/2026, INV 934314780, 2026 Football Spirit Pack - PO02551	$7,991.22	TRUST - Football	9150-0 Trust/Club : 1100 Athletics

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Total $88,799.58

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5060 Barry Kay Enterprises	3977	6/18/2026	05/2026, INV 271660 Basketball Shooting Shirts - PO02616	$684.84	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
1833 Amazon	3978	6/18/2026	05/2026, INV 1RLG-JJK1-RQNT, Student Materials for Drama - PO02485-TRUST - Drama	$160.89	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3979	6/18/2026	05/2026, INV 1HN4-TGJJ-M7TV, Drinks and Plates for Student Council Banquet - PO02436-ASB	$157.27	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3980	6/18/2026	05/2026, INV 14NC-4LNW-GLTM, Student Council Retreat Supplies - PO02549-ASB	$303.63	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3981	6/18/2026	06/2026, INV 1WD9-39NW-D31C, Items for 2026 Graduation - PO02605-TRUST - Grad Class 2026	$106.75	TRUST - Grad Class 2026	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3982	6/18/2026	06/2026, INV 1TY6-QPYP-CP43, UNICEF graduation cords for seniors - PO02626-TRUST - UNICEF	$27.43	TRUST - UNICEF	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3983	6/18/2026	06/2026, INV 1K6W-YMJM-CDDY, Seniors cords for graduation for the club project paper bag - PO02597-TRUST - Project Paper Bag	$21.94	TRUST - Project Paper Bag	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3984	6/18/2026	05/2026, INV 1CMT-XYDX-HT9G, goodie bags for Track and Step teams - PO02516-ASB	$145.28	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3985	6/23/2026	05/2026, INV 1RHY-QLQJ-L7VL, Candy to Award Clubs for Club of the Month - PO02433-ASB	$18.74	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3986	6/23/2026	06/2026, INV 1QTG-KDCQ-PNKQ, Grieb Theatre supplies - PO02593-TRUST - Drama	$482.24	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3987	6/23/2026	05/2026, INV 1QHL-44NM-KVH4, Brown painters tape for Prom posters, cardboard boxes for vendor fair - PO02464-ASB	$33.99	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3988	6/23/2026	05/2026, INV 1JYL-DYPM-LRPD, Items for Student Council Publicity - PO02374-ASB	$272.92	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3989	6/23/2026	05/2026, INV 1NVD-RTM1-MPVC, Student Materials for Drama - PO02485-TRUST - Drama	$57.99	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3990	6/23/2026	05/2026, INV 19D4-XW1C-LLMC, Items for Prom Spirit Week - PO02434-ASB	$394.00	ASB	9150-0 Trust/Club : 1000 ASB
1833 Amazon	3991	6/23/2026	05/2026, INV 1MCV-M7KY-9YVN, Clips and Decoration for Clips of Kindness Event - PO02446-ASB	$102.98	ASB	9150-0 Trust/Club : 1000 ASB
4002 Kena Worthen	3992	6/23/2026	06/2026, Dance Show Program - PO02693	$200.00	TRUST - Dance	9150-0 Trust/Club
426 Lilith Faucher	3993	6/23/2026	Reimbursement - 2026 Senior Night Girls Lacrosse Bandana & Clips	$59.22	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
2196 Healy Awards	3994	6/25/2026	VOIDED	-	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
1833 Amazon	3996	6/30/2026	05/2026, INV 1YM4-XR1X-M4W6, Brown Painters Tape for Hanging up Prom Themed Posters - PO02464-ASB	$39.85	ASB	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	3997	6/30/2026	05/2026, INV 108951, Student Store Snack Inventory - PO12816	$1,592.34	ASB	9150-0 Trust/Club : 1000 ASB
5243 WorldStrides	3998	6/30/2026	06/2026, Trip ID 70863, Disney Grad Nite - PO02650	$4,662.00	Administrative	9150-0 Trust/Club : 1000 ASB
5149 UC Regents (UCLA)	4502	6/30/2026	VOIDED	-	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
6058 University of San Francisco	4504	6/30/2026	2025-2026 Brett Schmitt Scholarship, Awarded to - ID: 20900741	$1,500.00	TRUST - Brett Schmit Memorial Fund	9150-0 Trust/Club : 1000 ASB
4218 UC Regents (UCSB)	4506	6/30/2026	2025-2026 CSF Scholarship, Awarded to- ID: 4163179	$1,000.00	TRUST - CSF	9150-0 Trust/Club : 1000 ASB

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5786 University of Southern California (USC)	4507	6/30/2026	2025-2026 CSF Scholarship -Awarded to- ID: 9320036355	$1,000.00	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
3532 California State University Northridge (CSUN)	4508	6/30/2026	2025-2026 VAPA Scholarship, Awarded to - ID: 205894370	$500.00	TRUST - VAPA Scholarship	9150-0 Trust/Club : 1000 ASB
2196 Healy Awards	4510	6/30/2026	06/2026, INV125116, Decals for Football Helmets - PO02714	$1,912.10	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
Jacqueline Mata	4511	6/30/2026	VOIDED	-	ASB	9150-0 Trust/Club : 1000 ASB
5920 Audrey Sherrill	4512	6/30/2026	04/2026, INV 003, Band Percussion Instruction - PO02361	$2,400.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
5262 Veronica Ocana	4514	6/30/2026	04/2026, INV 2606, T shirts for "Future Royals" - PO02438	$476.32	ASB	9150-0 Trust/Club : 1000 ASB

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Name	Check Number	Date	Memo	Amount	Department	Fund/Program
5801 HD SUPPLY, INC.	22341	7/2/2026	06/2025, INV 867687519, 873452809, Theater Construction Supplies - PO02749	$0.20	Visual and Performing Arts	6762 - AMIM Block Grant
5344 Henry Rosales	22342	7/2/2026	VOIDED	-	Shoup Property	0000-0 General : 0300-0 Operations
2610 The Help Group-North Hills Prep School	22344	7/2/2026	VOIDED	-	Special Education	6500-0 Special Education
2610 The Help Group-North Hills Prep School	22347	7/2/2026	VOIDED	-	Special Education	6500-0 Special Education
2809 WM Corporate services, INC	22350	7/2/2026	VOIDED	-	Shoup Property	0000-0 General : 0300-0 Operations
2809 WM Corporate services, INC	22351	7/2/2026	07/2026, INV 0861064-4801-1, Waste Management Services on Shoup	$485.93	Shoup Property	0000-0 General : 0300-0 Operations
2379 Mutual of Omaha	22355	7/2/2026	07/2026, INV 002123444637, Voluntary Disability Insurance	$1,213.53	General Operations	0000-0 General : 0300-0 Operations
2312 Los Angeles County Department of Public Health	22374	7/16/2026	01/2026, OW0125973, Food Safety Inspection	$197.00	Administrative	5310-0 Child Nutrition: School Programs
266 1 Megan Rayzor	22375	7/21/2026	Reimbursement - Conference Meals 05/2026	$62.91	Social Studies	0000-0 General : 0100-0 Academic Depts
SUSAN MOCHIRFATEMI	22376	7/21/2026	Reimbursement - French Honor Society Cords & Certificates 06/2026	$86.40	World Language	0000-0 General : 0100-0 Academic Depts
3601 AFSCME District Council 36	22377	7/21/2026	06/2026, Classified Union Dues	$1,433.73	General Operations	0000-0 General : 0300-0 Operations
2091 AP fbo EdLogical Group Corp	22378	7/21/2026	06/2026, INV 904987, Special Ed Services	$268.00	Special Education	6500-0 Special Education
4877 Total Education Solutions (TES Therapy)	22379	7/21/2026	06/2026, INV 14877126, TES Sped Therapy	$37.50	Special Education	6500-0 Special Education
2133 Flinn Scientific Inc.	22380	7/21/2026	03/2026, INV 3275145, Kit & Pop Beads for science class- PO02538	$2,192.25	Science	0000-0 General : 0100-0 Academic Depts
2760 AssistX Education, LLC	22381	7/21/2026	06/2026, INV 20260604-1, ClassPolicy student licenses - PO02754	$6,000.00	Technology	0000-0 General : 0300-0 Operations
2068 Department of Justice (State of CA)	22382	7/23/2026	6/2026, INV 059078, Fingerprint Apps	$256.00	General Operations	0000-0 General : 0300-0 Operations
5198 Cintas Corporation No. 2 (Cintas Fire Protection)	22384	7/23/2026	07/2026, INV 069Q100398, Quarterly Monitoring CINTASNET	$248.04	Buildings and Grounds	0000-0 General : 0300-0 Operations
3113 Michael Robinson	22385	7/23/2026	VOIDED	-	Administrative	6019-Student Support Discretionary Block Grant
4285 Baron Championship Rings (USA), LTD	22386	7/23/2026	06/2026, INV 1895, Display Championship Ring Season - PO02725	$323.77	Athletics	0000-0 General : 0300-0 Operations
4285 Baron Championship Rings (USA), LTD	22387	7/23/2026	05/2026, INV 1795, Display Rings for CIF Soccer Championship - PO02726	$592.65	Marketing	0000-0 General : 0200-0 Athletics
6031 Matthew Express Inc.	22388	7/23/2026	05/2024, INV 52226-EC, ECR New Chairs & Delivery - PO02669	$475.00	Buildings and Grounds	0000-0 General : 0300-0 Operations

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6031 Matthew Express Inc.	22389	7/23/2026	06/2026, INV 61927-A, Second Shipment of Anderson Hall Chairs - PO02806	$350.00	Buildings and Grounds	0000-0 General : 0300-0 Operations
3919 U.S Bank PARS Account #6746022400	22390	7/23/2026	06/2026, PARS Contributions acct. #6746022400	$5,296.40	General Operations	0000-0 General : 0300-0 Operations
3919 U.S Bank PARS Account #6746022400	22391	7/23/2026	VOIDED	-	General Operations	0000-0 General : 0300-0 Operations
3358 RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	22392	7/23/2026	06/2026, 403(B) Plan 2563-4428 Charles Schwab	$5,525.00	General Operations	0000-0 General : 0300-0 Operations
4334 Administrative Services CO-OP Dba Yellow Cab	22393	7/23/2026	06/2026, INV 23744, Yellow Cab acct. 12634	$1,445.50	Special Education	6500-0 Special Education
3833 AT&T 9132	22394	7/30/2026	06/10/2026-07/09/2026, INV 2083418119, 5G Line, Acct# 831-000-9132 154	$716.01	Independent Study	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22395	7/30/2026	05/20/2026-06/19/2026, INV 000025424633, Phone Line BAN#9391080076	$798.25	Independent Study	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22396	7/30/2026	06/20/2026-07/19/2026, INV 000025571237, Phone Line BAN#9391080026	$68.39	Independent Study	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22397	7/30/2026	06/20/2026-07/19/2026, INV 000025571240, Phone Line BAN#9391080076	$202.60	Independent Study	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22398	7/30/2026	05/01/2026-05/31/2026, INV 000025334947, Phone Line BAN#9391080337	$188.72	Independent Study	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22399	7/30/2026	06/01/2026-06/30/2026, INV 000025474886, Phone Line BAN#9391080337	$187.60	Independent Study	0000-0 General : 0300-0 Operations
3806 T-Mobile US, Inc.	22400	7/30/2026	06/21/2026-07/20/2026, WiFi Student Hot Spots acct. 969604280	$260.00	Independent Study	7425 - Expanded Learning Opportunities (ELO) Grant
U.S. Bank National Association	ACH260703-01	7/3/2026	Credit Card PYMT for June 2026	$58,897.13	Administrative	0000-0 General : 0300-0 Operations
5109 Harris School Solutions, a division of N. Harris Computer Corporation	SPACH4118	7/7/2026	07/2026, INV ETRMN0005736, Cafeteria Subscription - PO02667	$3,259.82	Food Service (Cafeteria)	5310-0 Child Nutrition: School Programs
1833 Amazon	SPACH4119	7/14/2026	06/2026, INV 1PLC-4XN1-DHR3, Math Amazon Supplies - PO02716	$154.86	Administrative	0000-0 General : 0100-0 Academic Depts
4096 Lindsey C. Surendranath Granted, Inc	SPACH4120	7/14/2026	6/1/26-6/30/26, INV 345, CTE Program Support - P01207	$2,475.00	Administrative	6387-0 CTE
5949 Harness Potential Inc	SPACH4121	7/14/2026	7/1/26-7/31/26, INV 1188, Accounting & finance services	$8,333.34	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4122	7/14/2026	06/2026, INV 136N-JMTW-VQQ9, Buildings & grounds amazon supplies - PO02772	$1,894.33	Buildings and Grounds	0000-0 General : 0300-0 Operations
4632 Spectrum Enterprise 7801	SPACH4123	7/14/2026	7/1/26-7/31/26, INV 128697801070126, Enterprise Fiber line Acct#128697801	$1,716.00	Administrative	0000-0 General : 0500-0 Technology
1857 Aeries Topco, LP (Aeries Software, LLC)	SPACH4124	7/15/2026	Aeries Software, LLC	$30,028.07	Technology	0000-0 General
3922 Self Insured Schools of California	SPACH4125	7/15/2026	06/30/2026, CBR El Camino FSA	$3,138.74	Administrative	0000-0 General : 0300-0 Operations

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2223 Instructure, Inc	SPACH4126	7/15/2026	06/2026, INV680537, Canvas Cloud Subscriptions - PO02738	$40,416.00	Technology	0000-0 General
3793 Softchoice Corporation	SPACH4127	7/15/2026	07-2026, INV 91862220, Microsoft A5 Licensing Schoolwide - PO02324	$22,813.29	Technology	0000-0 General
4000 American Fidelity Assurance Company	SPACH4128	7/16/2026	05/2026, INV D966035, Supplemental Employee Benefits - PO02883	$4,019.09	Administrative	0000-0 General : 0300-0 Operations
4000 American Fidelity Assurance Company	SPACH4129	7/16/2026	06/2026, INV D976491, Supplemental Employee Benefits - PO02599	$3,185.23	Administrative	0000-0 General : 0300-0 Operations
4767 M & S Technology Group, LLC (The Circle)	SPACH4130	7/16/2026	5/1/26-5/31/26, INV 245023, Circle Printer Management overages - PO02765	$2,487.05	Technology	0000-0 General : 0300-0 Operations
4000 American Fidelity Assurance Company	SPACH4131	7/20/2026	7/1/26-7/31/26, INV D987261, Supplemental Employee Benefits - PO02770	$2,677.29	Administrative	0000-0 General : 0300-0 Operations
5762 Carolin Herrmann	SPACH4132	7/20/2026	06/2026, INV 1011 , Special Education CALPADS Data Support	$1,700.00	Special Education	6500-0 Special Education
2164 Golden Star Technology, Inc	SPACH4133	7/20/2026	4/1/26-4/30/26, INV127826, Technology Managed Services: Network Consulting - PO02332	$3,500.00	Administrative	0000-0 General : 0300-0 Operations
5388 Digital Theatre US LLC	SPACH4134	7/20/2026	7/1/26-6/30/27, INV-9378, Digital Theatre+ subscription - PO02767	$3,156.18	Administrative	0000-0 General : 0300-0 Operations
5302 Jackson Lewis P.C.	SPACH4135	7/20/2026	06/2026, INV 9611866, Legal Fees - PO02762	$1,462.00	Administrative	0000-0 General
2164 Golden Star Technology, Inc	SPACH4136	7/20/2026	5/1/26-5/31/26, INV128895, Technology Managed Services: Network Consulting - PO02332	$3,500.00	Administrative	0000-0 General : 0300-0 Operations
3922 Self Insured Schools of California	SPACH4137	7/20/2026	7/15/26, CBR El Camino FSA	$406.00	General Operations	0000-0 General : 0300-0 Operations
5302 Jackson Lewis P.C.	SPACH4138	7/20/2026	04/2026, INV 9583868, Legal Fees - PO02687	$102.00	Administrative	0000-0 General
2164 Golden Star Technology, Inc	SPACH4139	7/20/2026	07/2026, INV129403, Hardware hashes for 9th grade devices - PO02760	$3,367.50	Administrative	0000-0 General
5841 Braille Abilities, LLC	SPACH4140	7/20/2026	4/1/26-5/31/26, INV 103911, Service Description - Balance Payment	$26.10	Special Education	6500-0 Special Education
2714 Chartwells Division Services	SPACH4141	7/21/2026	3/26/26, INV 4034900246, Displaced Student Meals	$344.28	General Operations	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
5215 ITHAKA Harbors Inc.	SPACH4142	7/21/2026	07/01/2026-06/30/2027, INV IN0290060, JSTOR scholarly article and periodical database access - PO02768	$1,560.00	Administrative	0000-0 General : 0300-0 Operations
2714 Chartwells Division Services	SPACH4143	7/21/2026	1/1/26, INV 4034900242, Unhoused Student Meals	$106.08	General Operations	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
3775 Splashtop Inc.	SPACH4144	7/22/2026	7/14/26-7/13/27, INV23887123, Splashtop subscription for 2026-2027 school year - PO02756	$1,900.87	Technology	0000-0 General : 0300-0 Operations
3359 UTLA	SPACH4145	7/23/2026	06/2026, Union Dues for Certificated Staff	$15,329.86	Administrative	0000-0 General : 0300-0 Operations
2164 Golden Star Technology, Inc	SPACH4146	7/23/2026	2026-2027, INV128748, Freshman devices & cases BALANCE- PO02199	$252,578.47	Administrative	0000-0 General

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

JULY 2026

Total $701,074.50

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2643 Turnitin LLC	SPACH4147	7/23/2026	7/1/26-6/30/27, INV IN-TII-77070, TurnItIn subscription - PO02758	$40,771.82	Administrative	0000-0 General : 0300-0 Operations
2404 HMH Education Company dba NWEA	SPACH4148	7/23/2026	VOIDED	-	Administrative	0000-0 General : 0300-0 Operations
4850 Liminex, Inc. (GoGuardian)	SPACH4149	7/23/2026	INV INV-145515, 2026-2027 Data Studio subscription, Pear Deck, Pear Assessment - PO02759	$19,150.00	Administrative	0000-0 General : 0300-0 Operations
2714 Chartwells Division Services	SPACH4150	7/23/2026	5/1/26-5/31/26, K40349111, Cafeteria Services	$134,807.10	Administrative	5310-0 Child Nutrition: School Programs
3275 GoTo Communications, Inc.	SPACH4151	7/31/2026	07/01/2026-07/31/2026, INV IN71055283, Goto VOIP Phone system	$2,899.62	Independent Study	1100-0 - Lottery: Unrestricted

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1761 General

JULY 2026

Total $533,595.30

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
PenServ Plan Services	ACH260707-01	7/7/2026	403(B) Funding Payroll period: Semimonthly 06/16/2026 - 06/30/2026	$34,153.91	General Operations	0000-0 General
CharterSafe	ACH260709-01	7/9/2026	CHARTERSAFE - JULY 2026 INV#52284	$185,412.00	General Operations	0000-0 General : 0300-0 Operations
Purchase Power (Pitney Bowes)	ACH260714-01	7/14/2026	POSTAGE REFILL - June till July 2026	$214.99	General Operations	0000-0 General : 0300-0 Operations
Self Insured Schools of California	ACH260715-01	7/15/2026	SISC HEALTH- JULY 2026	$312,905.98	Administrative	0000-0 General, 1400-0 Education Protection Account, 6500-0 Special Education, 6770 - Arts
PenServ Plan Services	ACH260716-01	7/16/2026	403(B) Funding Payroll period: Semimonthly 07/01/2026-07/15/2026	$405.58	General Operations	0000-0 General
Purchase Power (Pitney Bowes)	ACH260720-01	7/20/2026	06/18/2026, INV 1029645429, Red Ink cartridge # 793-5	$265.71	General Operations	0000-0 General : 0300-0 Operations
Purchase Power (Pitney Bowes)	ACH260728-01	7/28/2026	POSTAGE REFILL - July till October 2026	$186.28	General Operations	0000-0 General : 0300-0 Operations
PPLSI	ACH260729-01	7/29/2026	LEGALSHIELD - July 2026 PAYROLL	$50.85	General Operations	0000-0 General : 0300-0 Operations

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1826 ASB Trust

JULY 2026

Total $15,679.95

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
15 226791 Jacqueline Mata	3995	7/13/2026	Reimbursement - Disney Grad night tickets	$1,500.00	Administrative	9150-0 Trust/Club : 1000 ASB
426 Lilith Faucher	4516	7/21/2026	Reimbursement - 2026 Senior Night Girls Lacrosse Cowboy hats	$142.48	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
426 Lilith Faucher	4517	7/21/2026	Reimbursement - 2026 Graduation Stoles for Girls Lacrosse	$542.17	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
428 Mia Moore	4515	7/21/2026	Reimbursement - Plaques for Girls Basketball 04/2026	$502.78	TRUST - Girls Basketball	9150-0 Trust/Club : 1100 Athletics
429 Richard Hayashida	4519	7/27/2026	06/2026, Reimbursement - Car rental for the Girls Flag Football Colorado tournament	$1,288.64	TRUST - Girls Flag Football	9150-0 Trust/Club : 1100 Athletics
1947 BSN Sports LLC	4518	7/23/2026	07/2026, INV 934589701, Team Gear for Volleyball Varsity, JV, and FS - PO02751	$8,194.88	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
2196 Healy Awards	4509	7/14/2026	VOIDED	-	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
5080 Hye J Kim	4520	7/28/2026	07/2026, INV 91064, Cheerleaders Uniform Dry Cleaning - PO02827	$1,224.00	TRUST - Cheerleaders	9150-0 Trust/Club : 1000 ASB
4217 Moorpark College	4500	7/8/2026	7/24/26, Summer Volleyball Tournament, Women's Volleyball - PO02619	$100.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
2387 NASSP	4513	7/16/2026	07/01/26-06/30/27, INV 9002179324, NHS membership - PO02604	$385.00	TRUST - National Honors Soc	9150-0 Trust/Club : 1000 ASB
5149 UC Regents (UCLA)	4503	7/9/2026	2025-2026 CSF Scholarship - Awarded to: 506-906-579	$1,000.00	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
4218 UC Regents (UCSB)	4505	7/9/2026	VOIDED	-	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
2653 Valencia High School	4501	7/8/2026	9/26/26, 10/3/26, Girls Volleyball Valencia Tournaments - PO02620	$800.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics

El Camino Real Charter High School

Club & Trust Balance Report — July 2026

Prepared for Board of Directors | Report Date: July 31, 2026

Total Combined Balance	ve Club Trust Accou	Accounts in Deficit
$469,779.87	136	2

Account	Category	Balance	Notes
ASB	**ASB Fund**	**$56,233.54**	
A Capella (Vocal Royale)	Club Trust	$1,218.28	
ASA (Armenian Student Association)	Club Trust	$46.00	
ASL Club	Club Trust	$187.75	
AVID	Club Trust	$6,734.22	
AcaDeca	Club Trust	$1,113.42	
Active Minds	Club Trust	$34.88	
Alt. Music Club	Club Trust	$72.00	
American Cancer (Relay)	Club Trust	$679.82	
American Heart	Club Trust	$36.00	
Art4Hearts	Club Trust	$41.00	
Athletic Director	Club Trust	$93.80	
Backing the Brave	Club Trust	$41.00	
Badminton Club	Club Trust	$31.00	
Band	Club Trust	$3,599.20	
Baseball	Club Trust	$23,899.72	
Beyond the Books	Club Trust	$164.00	
Biology Club	Club Trust	$43.50	
Black Student U	Club Trust	$5,346.16	
Bowling Club	Club Trust	$42.00	
Boys Basketball	Club Trust	$11,235.26	
Boys Golf	Club Trust	$767.82	
Boys Lacrosse	Club Trust	$9,866.26	
Boys Soccer	Club Trust	**($1,591.21)**	*Emailed Evan Coleman 06/15/2026 re: trust deficiency.*
Boys Tennis	Club Trust	$1,536.77	
Boys Volleyball	Club Trust	$3,254.43	
Boys Waterpolo	Club Trust	$2,048.27	
Brett Schmit Memorial Fund	Club Trust	$819.13	
CSF	Club Trust	$31,741.31	
Cheerleaders	Club Trust	$20,302.39	
Choir	Club Trust	$16,167.44	
Class of 2029	Club Trust	$66.66	
Claws for a Cause	Club Trust	$17.88	
Cognitive Youth Tutoring Club	Club Trust	$24.00	
College Counseling	Club Trust	$239.68	
Conquistador For Christ	Club Trust	$204.00	
Creative Writing	Club Trust	$2,349.60	
Cross Country	Club Trust	$2,079.55	
Culinary	Club Trust	$732.00	
DECA	Club Trust	$978.40	

El Camino Real Charter High School

Club & Trust Balance Report — July 2026

Prepared for Board of Directors | Report Date: July 31, 2026

Total Combined Balance	ve Club Trust Accou	Accounts in Deficit
$469,779.87	136	2

Account	Category	Balance	Notes
Dance	Club Trust	$10,261.20	
Drama	Club Trust	$32,550.37	
Drone Club	Club Trust	$847.78	
Dungeons & Dragons Club	Club Trust	$35.50	
ECR Community Leaders	Club Trust	$700.00	
ECR ROYAL FAMILIES	Club Trust	$1,723.58	
ECR School on Wheels	Club Trust	$38.00	
ECR Squads Abroad Club	Club Trust	$145.00	
Environmental	Club Trust	$7.00	
FBLA (Future Business Leaders of America)	Club Trust	$4.00	
FCCLA	Club Trust	$707.00	
FLEX	Club Trust	$10.00	
Filipino Club	Club Trust	$23.96	
Film Club	Club Trust	$17.00	
Football	Club Trust	$49,308.82	
Forensics Club	Club Trust	$58.00	
French Club	Club Trust	$1,453.48	
Future Homemakers	Club Trust	$182.00	
GSA Club	Club Trust	$2,465.26	
Ganssle Memorial Schol	Club Trust	$1,000.00	
Gifts of Gratitude	Club Trust	$35.00	
Girls Basketball	Club Trust	$2,816.07	
Girls Flag Football	Club Trust	$1,430.08	
Girls Golf	Club Trust	$3,507.56	
Girls Lacrosse	Club Trust	$4,080.97	
Girls Soccer	Club Trust	$1,432.32	
Girls Tennis	Club Trust	$3,259.94	
Girls Volleyball	Club Trust	$4,482.76	
Girls Water Polo	Club Trust	$1,210.71	
Giving Tree	Club Trust	$32.00	
Grad Class 2026	Club Trust	$16,625.84	
Grad Class 2027	Club Trust	$12,678.68	
Great Films Club	Club Trust	$69.00	
HEARS	Club Trust	$912.09	
Helping Hands	Club Trust	$22.00	
Hope Haven	Club Trust	$85.50	
Hope Through Hearts	Club Trust	$189.08	
Jewish Club	Club Trust	$65.50	
Journalism	Club Trust	$3,693.84	
KPOP Club	Club Trust	$292.33	
Key Club	Club Trust	$512.76	
Kiva Club	Club Trust	$109.76	
La Familia	Club Trust	$159.47	

El Camino Real Charter High School

Club & Trust Balance Report — July 2026

Prepared for Board of Directors | Report Date: July 31, 2026

Total Combined Balance	ve Club Trust Accou	Accounts in Deficit
$469,779.87	136	2

Account	Category	Balance	Notes
Local Charity Outreach	Club Trust	$92.00	
Local Vocals	Club Trust	$828.00	
Marine Biology Club	Club Trust	$44.00	
Medical Club	Club Trust	$7,948.22	
Milton Goffman Scholarship	Club Trust	$7,805.00	
Mock Trial	Club Trust	$385.00	
Model United Natn	Club Trust	$277.87	
Munch Bunch	Club Trust	$228.00	
Muslim Student Association (MSA)	Club Trust	$44.00	
NJROTC	Club Trust	$43,031.05	
National Honors Soc	Club Trust	$2,880.56	
Operation Smile	Club Trust	$38.17	
Paws for Life	Club Trust	$231.44	
Paws for a Cause	Club Trust	$36.00	
Persian Club	Club Trust	$65.00	
Philosophy Club	Club Trust	$116.00	
Physics Club	Club Trust	$687.89	
Plane & Aviation	Club Trust	$36.20	
Podcast Club	Club Trust	$97.00	
Project Paper Bag	Club Trust	$244.10	
Purr & Wag Society	Club Trust	$22.00	
Reality TV Club	Club Trust	$8.50	
Recycle for Research	Club Trust	$378.82	
Relay for life	Club Trust	$2,135.96	
Robotics	Club Trust	$2,848.39	
Rocketry Club	Club Trust	$26.25	
SURF CLUB	Club Trust	$414.53	
Sand Volleyball	Club Trust	$1,865.94	
Save the Waves	Club Trust	$126.00	
Schship JHarrison	Club Trust	$9,253.61	
Science Bowl	Club Trust	$1,441.23	
Science National Honors Society	Club Trust	$119.90	
Softball	Club Trust	$12,225.36	
Soil Regeneration Club	Club Trust	$91.00	
Spanish Honor Soc	Club Trust	$22.90	
Speak it Forward	Club Trust	$150.00	
Speech & Debate	Club Trust	$176.68	
Sports Psychology	Club Trust	$110.00	
Step	Club Trust	**($2,282.68)**	*Emailed Evan Coleman 06/15/2026 re: trust deficiency.*
Swimming & Diving	Club Trust	$4,859.01	
Tech Support for Senior Citizens	Club Trust	$11.00	

El Camino Real Charter High School

Club & Trust Balance Report — July 2026

Prepared for Board of Directors | Report Date: July 31, 2026

Total Combined Balance	ve Club Trust Accou	Accounts in Deficit
$469,779.87	136	2

Account	Category	Balance	Notes
The Awareness Society	Club Trust	$24.00	
Thespians Club	Club Trust	$1,345.48	
Together in Tech	Club Trust	$25.00	
Track & Field	Club Trust	$24.82	
Turning Point USA	Club Trust	$85.00	
UNICEF	Club Trust	$692.79	
VAPA Scholarship	Club Trust	$2,219.52	
VIP Sports	Club Trust	$32.00	
Vietnamese Club	Club Trust	$142.58	
Visual Arts Club	Club Trust	$41.00	
Wrestling	Club Trust	$3,143.64	
Yearbook	Club Trust	$646.00	
You Can Do This SCHLR	Club Trust	$500.00	
Total		**$469,779.87**	

Notes & Follow-Up Items

- Emailed Ian Kogan; fundraiser is expected to launch on 9/16/2026, with projected proceeds of $8,000–$13,000.

- Club trust account closeouts remain pending Board/ASB action. Per ASB bylaws, new club approvals and closeout of inactive club accounts cannot be finalized until the 5th week of the school year, when the required ASB meeting is held — scheduled for September 10, 2026.

Coversheet

Review and Vote on June and July 2026 Credit Card Statements

Section:	VII. Finance
Item:	B. Review and Vote on June and July 2026 Credit Card Statements
Purpose:	Vote
Submitted by:	
Related Material:	VII.B June 2026 Credit Card Details (1).pdf VII.B July 2026 Credit Card Details.pdf

ECRCHS
CREDIT CARD DETAILS
June 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
ERACTOLL 371729852	5/27/2026	PO02980	tolls' charges from the National Step Competition trip for the Step team.	David Hussey	Evan Colman	Step Team	$ 3.10	Trust - Step
SMARTANDFINAL 409	5/27/2026	PO01054	Culinary class groceries	David Hussey	Nicole Gamez	CTE	$ 506.41	General
SMARTANDFINAL 409	5/29/2026	PO01054	Culinary class groceries	David Hussey	Nicole Gamez	CTE	$ 324.64	General
ERACTOLL 371729909	5/31/2026	PO02980	tolls' charges from the National Step Competition trip for the Step team.	David Hussey	Evan Colman	Step Team	$ 22.30	Trust - Step
FACEBK *NJG7ASDSQ2	5/31/2026	PO01026	Advertising on Facebook & Instagram for increasing enrollment efforts	David Hussey	Ricardo Covarrubias	Marketing	$ 645.42	General
BANYAN HARBOR	6/1/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 3,048.48	TRUST - Football / General
BANYAN HARBOR	6/1/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 3,048.48	TRUST - Football / General
GOOGLE*CLOUD HQP8KB	6/1/2026	PO01022	Growth Plan for May 1, 2026 - May 1, 2027	David Hussey	Chris Valencia	Technology	$ 201.93	General
ENTERPRISE RENT-A-CAR	6/2/2026	PO02580	Rental Car to Drive to California Track and Field State Meet 5/29/26	David Hussey	Colson Phillip	Athletics	$ 117.09	General
INDEED USI26-04283835	6/2/2026	PO02809	Postings for the month of May CTE, SPED Science, SS, Math, Eng, CAO job posting	David Hussey	Vania Rodriguez	Human Resources	$ 461.09	General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,514.60	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
BANYAN HARBOR	6/3/2026	PO02477	Hotel for Hawaii Game vs Kauai. Students from TRUST	David Hussey	Jesus Contreras	Athletics	$ 1,524.24	TRUST - Football / General
AGUAVIDA PREMIUM WATER	6/12/2026	PO0984	Water Delivery - every 3 weeks	David Hussey	Chris Valencia	Operations	$ 450.47	General
MAILCHIMP	6/12/2026	PO01021	Communications Software: Email	David Hussey	Ricardo Covarrubias	Marketing	$ 593.00	General
ALGOLIA 2U2606806208	6/13/2026	PO01032	Database Indexing Service	David Hussey	Ryan Guinto	Technology	$ 351.50	General
INDEED USI26-04876167	6/16/2026	PO02810	Postings for the month of June CTE, SPED Science, SS, VAPA Assistant, Eng, Math, VAPA Accompanist	David Hussey	Vania Rodriguez	Human Resources	$ 502.04	General
FACEBK *P6EHQTRSQ2	6/17/2026	PO01026	Advertising on Facebook & Instagram for increasing enrollment efforts	David Hussey	Ricardo Covarrubias	Marketing	$ 899.11	General
SQ *SIMI VALLEY FOOTBALL	6/17/2026	PO02731	7 VS 7 Football Boys	David Hussey	Shahan Markarian	Athletics	$ 450.00	TRUST - Football
GOOGLE*PLAY BOOKS	6/19/2026		Dispute Charge	David Hussey			$ 2.49	
METRICS GROUP LLC	6/19/2026	PO01436	Application for Checkpoint Tracking	David Hussey	Ryan Guinto	Operations	$ 300.00	General
					Total		**$ 31,733.03**	

ECRCHS
CREDIT CARD DETAILS
June 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
COLLEGEBOARD WORKSHOPS	5/26/2026	CR000067	2026 AP Cybersecurity AP Summer Institute | AP in the OC | Orange County, CA	Fernando Delgado	David Buchanan	Business Technology	$ 799.00	General
DUO*COM	5/26/2026	P01357	Technology Annual Subscription: Secure all servers with MFA using Cisco Duo	Fernando Delgado	Ryan Guinto	Technology	$ 30.00	General
IN *1080 SIGNS, LLC	5/26/2026	PO02478	Selling yard signs for the Senior Class.	Fernando Delgado	Ricardo Covarrubias	Marketing	$ 1,206.15	General
MICHAELS #9490	5/27/2026	PO02548	white shirts to use for a Prom Spirit Week Event	Fernando Delgado	Evan Ireland	Student Council	$ 948.36	TRUST - ASB General
SP FLIPPED MATH	5/27/2026	PO02563	Summer school workbooks advanced pre-calculus course	Fernando Delgado	Hector Lopez	Math	$ 858.96	General
WWW COSTCO COM	5/27/2026	PO02555	Water for graduation	Fernando Delgado	Mike Vosogh	Admin	$ 555.99	General
BJS RESTAURANTS 415	5/28/2026	PO02522	Men's Volleyball Banquet May 27th.	Fernando Delgado	John Galvan	Athletics	$ 1,558.68	TRUST - Boys Volleyball
JOSTENS INC.	5/29/2026	PO02622	Yearbooks for schoolwide event	Fernando Delgado	Colin Jamerson	Athletics	$ 733.99	TRUST - Boys Basketball
CALIFORNIA TEACHERS ASSOC	6/1/2026	PO02595	CTA 2026 Summer Institute	Fernando Delgado	Cameron Maury	English	$ 265.00	Educator Effectiveness Grant
HONEYBAKED HAM #8982	6/1/2026	PO02585	End of Year Teachers Lunch 6/4/26 12:30 pm Delivery.	Fernando Delgado	Colson Phillip	Admin	$ 2,072.29	Fundraising
HONEYBAKED HAM #8982	6/1/2026	PO02606	Senior Sunset- food for senior sunset event	Fernando Delgado	Lynsey R Shano	Student Council	$ 4,144.61	TRUST - Grad Class 2026
WWW.CASBO.ORG	6/1/2026	PO02591	The CASBO School Business Finance program	Fernando Delgado	Janneyra Verduzco	Business Office	$ 1,975.00	Educator Effectiveness Grant
365 DISPOSAL AND RECYCLIN	6/2/2026	PO02816	365 Disposal - for the obsolete books	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 500.00	General
365 DISPOSAL AND RECYCLIN	6/2/2026	PO02816	365 Disposal - for the obsolete books	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 575.00	General
ANTHROPIC* CLAUDE SUB	6/2/2026	PO02791	Claude AI subscription for pro data analysis, post June 2nd	Fernando Delgado	Chris Valencia	Technology	$ 200.00	General
VEX*ROBOTICS	6/2/2026	PO02608	field kit for the '26-'27 school year	Fernando Delgado	Kotaro Mukasa	Student Activities	$ 845.03	TRUST - Robotics
SMARTANDFINAL 409	6/3/2026	PO02602	End of Year Teachers Lunch 6/4/26	Fernando Delgado	Colson Phillip	Admin	$ 286.65	Fundraising
TST*CALIFORNIA CHICKEN C	6/3/2026	PO02637	Vegan add on Wraps for Teachers 6/3/26 PD	Fernando Delgado	Colson Phillip	Admin	$ 93.00	Fundraising
BJS RESTAURANTS 415	6/4/2026	PO02639	Track and Field Team Banquet 6/3	Fernando Delgado	Colson Phillip	Athletics	$ 5,496.64	TRUST - Track & Field
DISTROKID ULTIMATE 5	6/4/2026	PO02645	Distribution service for ECR Music distribution for Media projects i.e.. Music Production, Jazz Band, Choir etc.	Fernando Delgado	Mark Rodriguez	CTE	$ 89.99	General
NYLAS	6/5/2026	PO02678	Search indexing optimization	Fernando Delgado	Chris Valencia	Technology	$ 495.78	General
SMARTANDFINAL 409	6/5/2026	PO02564	Senior Sunset event	Fernando Delgado	Evan Ireland	Student Council	$ 376.70	TRUST - Grad Class 2026
STONEFIREGRILL	6/5/2026	PO02642	Food for Thespian awards banquet	Fernando Delgado	Heidi Hutson	VAPA	$ 226.61	TRUST - Thespians
TST* NOTHING BUNDT CAKES	6/6/2026	PO02643	Food for Thespian banquet	Fernando Delgado	Heidi Hutson	VAPA	$ 111.75	TRUST - Thespians
FIGURE 53 QLAB	6/9/2026	PO02664	QLAB AUDIO SOFTWARE for Theatrical presentations and instructional purposes	Fernando Delgado	Christopher Hutson	VAPA	$ 479.00	General

ECRCHS
CREDIT CARD DETAILS
June 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
SQ *MUSICAL THEATRE COMPE	6/10/2026	PO02662	Registration fee for MTCA (musical theatre competition)	Fernando Delgado	Heidi Hutson	VAPA	$ 463.50	TRUST - Drama
COLLEGEBOARD WORKSHOPS	6/15/2026	CR000067	2026 AP Cybersecurity AP Summer Institute | AP in the OC | Orange County, CA	Fernando Delgado	David Buchanan	Business Technology	$ (799.00)	General
PRO	6/15/2026	PO02718	AI Tool for marketing research and daily tasks. Special discount: $100 annual fee.	Fernando Delgado	Ricardo Covarrubias	Marketing	$ 100.00	General
ANTHROPIC* CLAUDE SUB	6/16/2026	PO02723	Streamline marketing processes and improve workflow efficiencies	Fernando Delgado	Ricardo Covarrubias	Marketing	$ 20.00	General
365 DISPOSAL AND RECYCLIN	6/17/2026	PO02816	365 Disposal - for the obsolete books	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ (500.00)	General
FAIRFIELD INN COLO SPG	6/22/2026	PO02381	Flag Football Hotel Room in Colorado	Fernando Delgado	Jesus Contreras	Athletics	$ 2,955.42	TRUST - Girls Flag Football
					Total		**$ 27,164.10**	

Account Number : 4866 9110 0013 3507
Unique ID: XXXX XXXX XXXX 0532
DAVID HUSSEY
Statement Date : 06-25-2026

Account Summary

Previous Balance	$0.00	
Purchases and Other Charges	$31,733.03	
Cash Advances	$0.00	
Cash Advance Fees	$0.00	
Late Payment Charges	$0.00	
Credits	$0.00	CR
Payments	$0.00	PY
Total Activity	**$31,733.03**	
Disputed Amount	$0.00	

General Information

Total Activity $31,733.03

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-344-5696**

Account Messages

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-28	05-27	24231686147765150003530	SMARTANDFINAL 409 510-851-8548 CA	506.41
05-28	05-27	24430996148766214113308	ERACTOLL 371729852 TOLLPASSCUSTO TX	3.10
06-01	05-29	24231686149767541017102	SMARTANDFINAL 409 510-851-8548 CA	324.64
06-01	05-31	24430996152770891039730	ERACTOLL 371729909 TOLLPASSCUSTO TX	22.30
06-01	05-31	24793386151000611937211	FACEBK *NJG7ASDSQ2 650-5434800 CA	645.42
06-02	06-01	24055226153772082007570	BANYAN HARBOR LIHUE HI 167685 ARRIVAL:08-15-26	3,048.48
06-02	06-01	24055226153772082007588	BANYAN HARBOR LIHUE HI 167687 ARRIVAL:08-15-26	3,048.48
06-02	06-01	24803946153920002587449	GOOGLE*CLOUD HQP8KB WWW.GOOGLE.CO CA	201.93
06-03	06-02	24164076153018202343702	ENTERPRISE RENT-A-CAR WOODLAND HILL CA 3M6T9K	117.09
06-03	06-02	24793386153000018673094	INDEED USI26-04283835 800-4625842 TX	461.09

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

EL CAMINO REAL CHS

Account Number: 4866 9110 0013 3507
Unique ID: XXXX XXXX XXXX 0532
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481929543116 S

DAVID HUSSEY
EL CAMINO REAL CHS
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

DAVID HUSSEY
Account Number : 4866 9110 0013 3507
Unique ID: XXXX XXXX XXXX 0532
Statement Date : 06-25-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description		Amount
06-04	06-03	2405522615577447100731 8	BANYAN HARBOR LIHUE HI		1,524.24
			167689	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100732 6	BANYAN HARBOR LIHUE HI		1,524.24
			167690	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100733 4	BANYAN HARBOR LIHUE HI		1,524.24
			167694	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100734 2	BANYAN HARBOR LIHUE HI		1,524.24
			167691	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100735 9	BANYAN HARBOR LIHUE HI		1,524.24
			167692	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100736 7	BANYAN HARBOR LIHUE HI		1,514.60
			167693	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100737 5	BANYAN HARBOR LIHUE HI		1,524.24
			167695	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100738 3	BANYAN HARBOR LIHUE HI		1,524.24
			167696	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100739 1	BANYAN HARBOR LIHUE HI		1,524.24
			167697	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100740 9	BANYAN HARBOR LIHUE HI		1,524.24
			168786	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100741 7	BANYAN HARBOR LIHUE HI		1,524.24
			168789	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100742 5	BANYAN HARBOR LIHUE HI		1,524.24
			168790	ARRIVAL:08-19-26	
06-04	06-03	2405522615577447100743 3	BANYAN HARBOR LIHUE HI		1,524.24
			168788	ARRIVAL:08-19-26	
06-12	06-12	2469216616340244873626 7	AGUAVIDA PREMIUM WATER 747-444-9637 CA		450.47
06-15	06-13	2401134616410012719452 4	ALGOLIA 2U2606806208 ALGOLIA.COM CA		351.50
06-15	06-12	2479338616300020968807 3	MAILCHIMP 678-9990141 GA		593.00
06-17	06-16	2479338616700052504409 8	INDEED USI26-04876167 800-4625842 TX		502.04
06-17	06-17	2479338616800020846609 6	FACEBK *P6EHQTRSQ2 650-5434800 CA		899.11
06-18	06-17	2469216616840800914253 5	SQ *SIMI VALLEY FOOTBALL GOSQ.COM CA		450.00
06-22	06-19	2400077617010002886214 9	METRICS GROUP LLC FORM-METRICS. FL		300.00
06-22	06-19	2480394617192002104551 8	GOOGLE*PLAY BOOKS SUPPORT.GOOGL CA		2.49

Account Number : 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
FERNANDO DELGADO
Statement Date : 06-25-2026

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$28,463.10
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$1,299.00 CR
Payments	$0.00 PY
Total Activity	**$27,164.10**
Disputed Amount	$0.00

General Information

Total Activity $27,164.10

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-344-5696**

Account Messages

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-27	05-26	2469216614640696324 1019	IN *1080 SIGNS, LLC 818-2224915 CA	1,206.15
05-27	05-26	2469216614640698229 7265	DUO*COM 866-760-4247 MI	30.00
05-27	05-26	2490641614625857931 7969	COLLEGEBOARD WORKSHOPS 877-3491550 NY	799.00
05-28	05-27	2401134614810002422 7766	SP FLIPPED MATH STORE.FLIPPED TX	858.96
05-28	05-27	2469216614740775273 8800	WWW COSTCO COM 800-955-2292 WA	555.99
05-28	05-27	2469216614740782917 7644	MICHAELS #9490 800-642-4235 TX	948.36
06-01	05-28	2469216614940939996 5067	BJS RESTAURANTS 415 WOODLAND HILL CA	1,558.68
06-01	05-29	2469216614940972579 2219	JOSTENS INC. 800-854-7464 MN	733.99
06-02	06-01	2401134615210017850 1886	WWW.CASBO.ORG WWW.CASBO.ORG CA	1,975.00
06-02	06-02	2401134615310007295 0493	ANTHROPIC* CLAUDE SUB ANTHROPIC.COM CA	200.00
06-02	06-01	2475542615217152481 1204	CALIFORNIA TEACHERS ASSOC 650-5525253 CA	265.00
06-03	06-02	2401339615300039300 2185	365 DISPOSAL AND RECYCLIN 888-4830836 CA	500.00
06-03	06-02	2401339615300039300 2250	365 DISPOSAL AND RECYCLIN 888-4830836 CA	575.00

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

EL CAMINO REAL CHS

Account Number: 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481929538421 S

FERNANDO DELGADO
EL CAMINO REAL CHS
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

FERNANDO DELGADO
Account Number : 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
Statement Date : 06-25-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
06-03	06-02	24116416153742576818125	VEX*ROBOTICS 903-453-0802 TX	845.03	
06-04	06-03	24231686154773386010170	SMARTANDFINAL 409 510-851-8548 CA	286.65	
06-04	06-01	24765186154017014389076	HONEYBAKED HAM #8982 VENTURA CA	2,072.29	
06-04	06-01	24765186154017014389084	HONEYBAKED HAM #8982 VENTURA CA	4,144.61	
06-05	06-04	24011346155100168871684	DISTROKID ULTIMATE 5 DISTROKID.COM NY	89.99	
06-05	06-03	24692166155405203297839	TST*CALIFORNIA CHICKEN C WOODLAND HILL CA	93.00	
06-08	06-05	24000776156100033105409	STONEFIREGRILL ORDER.STONEFI CA	226.61	
06-08	06-05	24064666157100004816500	NYLAS NYLAS.COM CA	495.78	
06-08	06-06	24137466157100517606263	TST* NOTHING BUNDT CAKES 818-340-2253 CA	111.75	
06-08	06-05	24231686156775796044556	SMARTANDFINAL 409 510-851-8548 CA	376.70	
06-08	06-04	24692166156406336971133	BJS RESTAURANTS 415 WOODLAND HILL CA	5,496.64	
06-10	06-09	24116416160744812589636	FIGURE 53 QLAB 888-453-5352 MD	479.00	
06-11	06-10	24692166161401281957859	SQ *MUSICAL THEATRE COMPE GOSQ.COM CA	463.50	
06-16	06-15	74906416166260134597143	COLLEGEBOARD WORKSHOPS 877-3491550 NY	799.00	CR
06-16	06-15	24492166166100072830096	PRO WWW.PERPLEXIT CA	100.00	
06-17	06-16	24011346167100141121450	ANTHROPIC* CLAUDE SUB ANTHROPIC.COM CA	20.00	
06-19	06-17	74013396168003656003997	365 DISPOSAL AND RECYCLIN SUN VALLEY CA	500.00	CR
06-24	06-22	24692166174403585064726	FAIRFIELD INN COLO SPG COLORADO SPRI CO	2,955.42	
			PV G30 ARRIVAL:06-18-26		

ECRCHS
CREDIT CARD DETAILS
July 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
FACEBK *UKVJMVHSQ2	6/30/2026	P01026	Blanket PO for advertising on Facebook & Instagram for increasing enrollment efforts.	David Hussey	Ricardo Covarrubias	Marketing	$ 597.87	General
GOOGLE*CLOUD K2HXZP	7/1/2026	P01022	Google Cloud Services for Database management and access	David Hussey	Chris Valencia	Technology	$ 75.01	General
INDEED USI26-05264536	7/2/2026	PO02964	Job Postings June	David Hussey	Rocio Castaneda	Human Resources	$ 320.28	General
AGUAVIDA PREMIUM WATER	7/10/2026	PO02797	Water Delivery 2026-2027	David Hussey	Chris Valencia	Operations	$ 450.47	General
MAILCHIMP	7/12/2026	PO02794	Marketing and communications email platform	David Hussey	Ricardo Covarrubias	Marketing	$ 473.00	General
ALGOLIA 2U2607814836	7/13/2026	PO02962	Indexing feature for Google Firebase	David Hussey	Chris Valencia	Technology	$ 345.50	General
FACEBK *F3JXYWRSQ2	7/17/2026	PO02792	Ad spend for Meta (Instagram/Facebook) for the 2026-2027 School Year	David Hussey	Ricardo Covarrubias	Marketing	$ 900.00	General
METRICS GROUP LLC	7/19/2026	P01436	Guard metrics operations application for Security and Facilities	David Hussey	Ryan Guinto	Operations	$ 300.00	General
ATHLETIC.NET ENTRY FEE	7/23/2026	PR03731	Oaks Christian School Maurice Greene Invitational Race Entries	David Hussey	Colson Phillip	Athletics	$ 109.00	General
INDEED USI26-05961982	7/23/2026	PR03730	Job Postings July	David Hussey	Rocio Castaneda	Human Resources	$ 501.58	General
GOOGLE *PLAY BOOKS	7/25/2026		Dispute charge	David Hussey			$ 2.49	
						Total	**$ 4,075.20**	

ECRCHS
CREDIT CARD DETAILS
July 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
FIVERR *	6/25/2026	PO02975	JUNE 23, 2026 Regular Board Meeting Minutes	Fernando Delgado	Vania Rodriguez	Human Resources	$ 193.40	General
DUO*COM	6/26/2026	PO02798	Technology Monthly Subscription: Secure all servers with MFA using Cisco Duo	Fernando Delgado	Chris Valencia	Technology	$ 30.00	General
KERN CO SUPT OF SCHOOLS	6/30/2026	PR03448	workshop focuses on information district staff need to maintain fiscal accountability, legal compliance, transparency and accuracy in their student body accounts	Fernando Delgado	Shahan Markarian	Business Office	$ 600.00	Educator Effectiveness Grant
WWW COSTCO COM	6/30/2026	PO02978	Costco, wet/dry vac for cleaning and maintenance of the school and tissues.	Fernando Delgado	Chris Valencia	Buildings and Grounds	$ 159.10	General
WWW COSTCO COM	6/30/2026	PO02978	Costco, wet/dry vac for cleaning and maintenance of the school and tissues.	Fernando Delgado	Chris Valencia	Buildings and Grounds	$ 274.26	General
FIVERR *	7/1/2026	PO02977	JUNE 25, 2026 Regular Board Meeting Minutes	Fernando Delgado	Vania Rodriguez	Human Resources	$ 193.40	General
SMARTSHEET INC.	7/2/2026	PO02772	Smartsheet subscription to support project management, and workflow automation.	Fernando Delgado	Janneyra Verduzco	Business Office	$ 108.00	General
ANTHROPIC* CLAUDE SUB	7/2/2026	PO02963	Claude AI - Max plan subscription for pro data analysis monthly charges for 26-27 school year	Fernando Delgado	Chris Valencia	Technology	$ 200.00	General
RYDIN.COM	7/2/2026	PO02779	Parking Passes 2026-2027	Fernando Delgado	Rocio Castaneda	Human Resources	$ 397.12	General
NYLAS	7/5/2026	PO02961	Search indexing service for Outlook	Fernando Delgado	Chris Valencia	Technology	$ 495.78	General
365 DISPOSAL AND RECYCLIN	7/8/2026	PO02979	2nd Dumpster for the obsolete books	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 355.00	General
SHERWIN-WILLIAMS708580	7/10/2026	PO02788	Paint for Stadium Bleachers for Graduation.	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 3,318.36	General
SHERWIN-WILLIAMS708580	7/10/2026	PO02785	Paint for Stadium Bleachers for Graduation.	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 1,646.80	General
SHERWIN-WILLIAMS708580	7/10/2026	PO02784	Paint for Stadium Bleachers for Graduation.	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 1,619.36	General
STAPLS0239122265000001	7/13/2026		Dispute charge	Fernando Delgado			$ 396.86	
ANTHROPIC* CLAUDE SUB	7/16/2026	PO02723	Streamline marketing processes and improve workflow efficiencies - Plan to use the Pro subscription for the following 3 months, and if effective, submit a new PO for the annual subscription to save 17% on subscription cost.	Fernando Delgado	Ricardo Covarrubias	Marketing	$ 20.00	General
YOUNG, MINNEY & CORR	7/16/2026	PO02807	To evaluate the financial and compliance implications of AB 126 and the California Education Trailer Bill on charter school operations, budgeting, reporting, and regulatory requirements.	Fernando Delgado	Janneyra Verduzco	Business Office	$ 75.00	General
365 DISPOSAL AND RECYCLIN	7/17/2026	Po2981	365 Disposal - old Books	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 355.00	General
SQ *R&R INDUSTRIAL SERVIC	7/17/2026	PO02814	Woodshop dust collector maintenance	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 880.80	General
WWW COSTCO COM	7/19/2026	PO02815	Costco order to replace damaged folding tables used for.	Fernando Delgado	Mike Vosogh	Buildings & Grounds	$ 1,075.36	General
EREFLECT INC	7/20/2026	PO02699	Types Renewal 26-27	Fernando Delgado	Sandra Delgado	Business Technology	$ 1,776.00	General
GOOGLE PLAY BOOKS	7/23/2026		Dispute charge	Fernando Delgado			$ 2.49	
FIVERR *	7/23/2026	PO02974	JULY 9, 2026 Regular Board Meeting Minutes	Fernando Delgado	Vania Rodriguez	Human Resources	$ 109.00	General
GIMKIT	7/23/2026	PO02753	GimKit subscription for school year 2026-2027. Site license	Fernando Delgado	Chris Valencia	Technology	$ 1,000.00	General

ECRCHS
CREDIT CARD DETAILS
July 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
SMARTANDFINAL 409	7/24/2026	PO02822	Distilled water for Batteries for the golf cart maintenance.	Fernando Delgado	Colson Phillip	Operations	$ 16.20	General
DUO*COM	7/26/2026	PO02798	Technology Monthly Subscription: Secure all servers with MFA using Cisco Duo	Fernando Delgado	Chris Valencia	Technology	$ 30.00	General
						Total	**$ 15,327.29**	

Account Number : 4866 9110 0013 3507
Unique ID: XXXX XXXX XXXX 0532
DAVID HUSSEY
Statement Date : 07-27-2026

Account Summary

Previous Balance	$0.00	
Purchases and Other Charges	$4,075.20	
Cash Advances	$0.00	
Cash Advance Fees	$0.00	
Late Payment Charges	$0.00	
Credits	$0.00	CR
Payments	$0.00	PY
Total Activity	**$4,075.20**	
Disputed Amount	$0.00	

General Information

Total Activity $4,075.20

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-344-5696**

Account Messages

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-01	06-30	2479338618100021294821 5	FACEBK *UKVJMVHSQ2 650-5434800 CA	597.87
07-02	07-01	2480394618392000015859 3	GOOGLE*CLOUD K2HXZP WWW.GOOGLE.CO CA	75.01
07-03	07-02	2479338618300092309809 2	INDEED USI26-05264536 800-4625842 TX	320.28
07-10	07-10	2469216619140695723488 3	AGUAVIDA PREMIUM WATER 747-444-9637 CA	450.47
07-13	07-13	2401134619410006859587 3	ALGOLIA 2U2607814836 ALGOLIA.COM CA	345.50
07-13	07-12	2479338619300050851007 1	MAILCHIMP 678-9990141 GA	473.00
07-20	07-19	2400077620010002392774 3	METRICS GROUP LLC FORM-METRICS. FL	300.00
07-20	07-17	2479338619800021615321 9	FACEBK *F3JXYWRSQ2 650-5434800 CA	900.00
07-24	07-23	2401134620510000869058 3	ATHLETIC.NET ENTRY FEE ATHLETIC.NET OR	109.00
07-24	07-23	2479338620400033625009 5	INDEED USI26-05961982 800-4625842 TX	501.58
07-27	07-25	2403629620674431096925 5	GOOGLE *PLAY BOOKS 888-986-7944 CA	2.49

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

EL CAMINO REAL CHS

Account Number: 4866 9110 0013 3507
Unique ID: XXXX XXXX XXXX 0532
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481972484306 S

DAVID HUSSEY
EL CAMINO REAL CHS
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

Account Number : 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
FERNANDO DELGADO
Statement Date : 07-27-2026

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$15,327.29
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$15,327.29**
Disputed Amount	$0.00

General Information

Total Activity $15,327.29

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-344-5696**

Account Messages

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Date Approver Date

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-26	06-25	24036296176716516239846	FIVERR * 954-368-2267 NY	193.40
06-29	06-26	24692166177407010853329	DUO*COM 866-760-4247 MI	30.00
07-01	06-30	24493986181231328117367	KERN CO SUPT OF SCHOOLS 661-636-4380 CA	600.00
07-01	06-30	24692166181400855864893	WWW COSTCO COM 800-955-2292 WA	159.10
07-01	06-30	24692166181401020003839	WWW COSTCO COM 800-955-2292 WA	274.26
07-02	07-02	24011346183100051071893	SMARTSHEET INC. SMARTSHEET.CO WA	108.00
07-02	07-02	24011346183100078761054	ANTHROPIC* CLAUDE SUB ANTHROPIC.COM CA	200.00
07-02	07-01	24036296182716497916612	FIVERR * 954-368-2267 NY	193.40
07-03	07-02	24000776184100011487064	RYDIN.COM RYDINNEWSITE. IL	397.12
07-06	07-05	24064666186100011092082	NYLAS NYLAS.COM CA	495.78
07-09	07-08	24013396189001667007049	365 DISPOSAL AND RECYCLIN 888-4830836 CA	355.00
07-10	07-10	24793386190003149844092	SHERWIN-WILLIAMS708580 181-8715986 CA	6,584.52
07-16	07-13	24431066196467975350476	STAPLS0239122265000001 508-634-1172 IL	396.86

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

EL CAMINO REAL CHS

Account Number: 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481972479797 S

FERNANDO DELGADO
EL CAMINO REAL CHS
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

FERNANDO DELGADO
Account Number : 4866 9100 7248 5613
Unique ID: XXXX XXXX XXXX 0112
Statement Date : 07-27-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-17	07-16	24011346197100157722252	ANTHROPIC* CLAUDE SUB ANTHROPIC.COM CA	20.00
07-17	07-16	24492166198100011290537	YOUNG, MINNEY & CORR WWW.YMCLEGAL. CA	75.00
07-20	07-17	24013396198003779008872	365 DISPOSAL AND RECYCLIN 888-4830836 CA	355.00
07-20	07-17	24692166198404273073666	SQ *R&R INDUSTRIAL SERVIC 877-417-4551 CA	880.80
07-20	07-19	24692166200406379539082	WWW COSTCO COM 800-955-2292 WA	1,075.36
07-21	07-20	24064666202100000736921	EREFLECT INC EREFLECT.COM NV	1,776.00
07-23	07-23	24204296204001168636223	GOOGLE PLAY BOOKS 650-2530000 CA	2.49
07-24	07-23	24036296204712996212680	FIVERR * 954-368-2267 NY	109.00
07-24	07-23	24492166205100007532281	GIMKIT GIMKIT.COM WA	1,000.00
07-27	07-24	24231686205833576008928	SMARTANDFINAL 409 510-851-8548 CA	16.20
07-27	07-26	24692166207403148683344	DUO*COM 866-760-4247 MI	30.00

Coversheet

Review and Vote on 2025-2026 Proposition 30 EPA Budget Vote

Section:	VII. Finance
Item:	C. Review and Vote on 2025-2026 Proposition 30 EPA Budget Vote
Purpose:	Vote
Submitted by:	
Related Material:	2025-2026_Education_Protection_Act_Budget.pdf.pdf

El Camino Real Charter High School

Education Protection Account, Resource 1400, FY 2026 (25/26)

Fund 62 Charter School Enterprise Fund

	Object	Year 25/26 Posted Actual (NetSuite)
A. REVENUES		
1. LCFF Sources		
State Aid, Current Year	8011	-
Education Protection Account (EPA), Current Year	8012	$6,164,862.00
Total, LCFF Sources		***$6,164,862.00***
6. TOTAL REVENUES		**$6,164,862.00**
B. EXPENDITURES		
1. Certificated Salaries		
Certificated Teachers' Salaries	1100	$4,085,053.00
Total, Certificated Salaries		***$4,085,053.00***
3. Employee Benefits		
State Teachers' Retirement System, certificated	3101	$780,245.00
OASDI / Medicare / Alternative, certificated	3301	$59,233.00
Health and Welfare Benefits, certificated	3401	$1,240,331.00
Total, Employee Benefits		***$2,079,809.00***
9. TOTAL EXPENDITURES		**$6,164,862.00**
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		
BEFORE OTHER FINANCING SOURCES AND USES (A6 minus B9)		**-**

Coversheet

Discuss and Vote on the 2025-2026 Unaudited Actuals

Section:	VII. Finance
Item:	D. Discuss and Vote on the 2025-2026 Unaudited Actuals
Purpose:	Vote
Submitted by:	
Related Material:	2025-26 Unaudited Actuals UAR - FORM 62 pdf.pdf VII.D. 2025-26 Unaudited Atuals Special ED COP Opt 2.pdf FY26 UAR_ Certificatin Page - El Camino Real High.pdf FY26 UAR_ Attendance - El Camion Real High.pdf VII. D. 2025-2026 Unaudited Actuals.pptx

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

19 64733 1932623
Form 62
G8AFZUZEBR(2025-26)

Description	Resource Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	36,124,081.79	35,964,757.00	-0.4%
2) Federal Revenue		8100-8299	2,162,368.69	1,907,631.00	-11.8%
3) Other State Revenue		8300-8599	4,628,258.42	4,776,720.00	3.2%
4) Other Local Revenue		8600-8799	11,005,303.49	6,508,030.00	-40.9%
5) TOTAL, REVENUES			53,920,012.39	49,157,138.00	-8.8%
B. EXPENSES					
1) Certificated Salaries		1000-1999	16,690,353.59	17,382,914.00	4.1%
2) Classified Salaries		2000-2999	5,114,909.85	4,690,921.00	-8.3%
3) Employee Benefits		3000-3999	12,262,906.80	9,990,786.00	-18.5%
4) Books and Supplies		4000-4999	3,788,475.30	5,563,466.00	46.9%
5) Services and Other Operating Expenses		5000-5999	9,925,249.33	9,623,487.00	-3.0%
6) Depreciation and Amortization		6000-6999	1,123,485.90	1,339,200.00	19.2%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	64,518.00	352,035.00	445.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			48,969,898.77	48,942,809.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			4,950,113.62	214,329.00	-95.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			4,950,113.62	214,329.00	-95.7%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	49,609,785.11	55,086,865.62	11.0%
b) Audit Adjustments		9793	526,966.89	526,966.89	0.0%
c) As of July 1 - Audited (F1a + F1b)			50,136,752.00	55,613,832.51	10.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			50,136,752.00	55,613,832.51	10.9%
2) Ending Net Position, June 30 (E + F1e)			55,086,865.62	55,828,161.51	1.3%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	10,107,883.71	0.00	-100.0%
b) Restricted Net Position		9797	5,387,429.21	5,381,899.46	-0.1%
c) Unrestricted Net Position		9790	39,591,552.70	50,446,262.05	27.4%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	33,022,380.80		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	4,985,014.65		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	8,925,217.23		
3) Accounts Receivable		9200	3,025,079.41		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	349,872.07		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					

Description	Resource Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
a) Land		9410	0.00		
b) Land Improvements		9420	2,306,316.28		
c) Accumulated Depreciation - Land Improvements		9425	(247,219.72)		
d) Buildings		9430	8,517,958.24		
e) Accumulated Depreciation - Buildings		9435	(3,319,208.72)		
f) Equipment		9440	5,160,809.29		
g) Accumulated Depreciation - Equipment		9445	(2,310,771.66)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			60,415,447.87		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	3,395,962.40		
2) Due to Grantor Governments		9590	5,387,429.21		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	965,519.64		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	(4,668,888.00)		
d) Compensated Absences		9665	248,559.35		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			5,328,582.60		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
(must agree with line F2) (G11 + H2) - (I7 + J2)			55,086,865.27		
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	13,528,606.00	17,271,735.00	27.7%
Education Protection Account State Aid - Current Year		8012	10,786,112.00	7,059,769.00	-34.5%
State Aid - Prior Years		8019	119,512.79	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	11,689,851.00	11,633,253.00	-0.5%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			36,124,081.79	35,964,757.00	-0.4%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	691,559.97	669,454.00	-3.2%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	703,962.00	614,040.00	-12.8%
Title I, Part A, Basic	3010	8290	403,339.00	396,496.00	-1.7%

Powered by BoardOnTrack

Description	Resource Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	69,913.00	69,039.00	-1.3%
Title III, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, English Learner Program	4203	8290	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other Every Student Succeeds Act	3040, 3060, 3061, 3150, 3155, 3182, 4037, 4124, 4126, 4127, 5630	8290	28,232.00	26,354.00	-6.7%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	265,362.72	132,248.00	-50.2%
TOTAL, FEDERAL REVENUE			2,162,368.69	1,907,631.00	-11.8%
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan					
Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	1,246,344.66	1,161,265.00	-6.8%
Mandated Costs Reimbursements		8550	156,413.00	156,880.00	0.3%
Lottery - Unrestricted and Instructional Materials		8560	769,054.81	692,870.00	-9.9%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	345,087.00	439,991.00	27.5%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,111,358.95	2,325,714.00	10.2%
TOTAL, OTHER STATE REVENUE			4,628,258.42	4,776,720.00	3.2%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	13,306.01	0.00	-100.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	118,863.69	0.00	-100.0%
Interest		8660	1,056,127.07	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	5,615,931.97	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	2,580,625.00	0.00	-100.0%
All Other Fees and Contracts		8689	267,898.49	6,355,728.00	2,272.4%
All Other Local Revenue		8699	381,813.42	152,302.00	-60.1%
Tuition		8710	970,737.84	0.00	-100.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			11,005,303.49	6,508,030.00	-40.9%
TOTAL, REVENUES			53,920,012.39	49,157,138.00	-8.8%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	13,460,409.35	14,176,512.00	5.3%
Certificated Pupil Support Salaries		1200	1,977,036.65	2,019,299.00	2.1%
Certificated Supervisors' and Administrators' Salaries		1300	1,252,907.59	1,187,103.00	-5.3%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			16,690,353.59	17,382,914.00	4.1%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	1,139,567.29	1,210,272.00	6.2%
Classified Support Salaries		2200	1,827,251.88	1,695,658.00	-7.2%
Classified Supervisors' and Administrators' Salaries		2300	852,288.18	775,833.00	-9.0%
Clerical, Technical and Office Salaries		2400	1,104,359.96	962,358.00	-12.9%
Other Classified Salaries		2900	191,442.54	46,800.00	-75.6%
TOTAL, CLASSIFIED SALARIES			5,114,909.85	4,690,921.00	-8.3%
EMPLOYEE BENEFITS					
STRS		3101-3102	3,052,390.14	3,320,137.00	8.8%
PERS		3201-3202	1,139,699.62	1,238,403.00	8.7%
OASDI/Medicare/Alternative		3301-3302	603,486.10	610,908.00	1.2%
Health and Welfare Benefits		3401-3402	3,985,482.20	4,559,661.00	14.4%
Unemployment Insurance		3501-3502	5,442.87	11,037.00	102.8%
Workers' Compensation		3601-3602	194,070.79	234,845.00	21.0%
OPEB, Allocated		3701-3702	3,267,809.28	0.00	-100.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	14,525.80	15,795.00	8.7%
TOTAL, EMPLOYEE BENEFITS			12,262,906.80	9,990,786.00	-18.5%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	254,577.41	938,000.00	268.5%
Books and Other Reference Materials		4200	36,157.77	37,243.00	3.0%
Materials and Supplies		4300	1,917,328.89	1,147,757.00	-40.1%
Noncapitalized Equipment		4400	238,597.78	504,000.00	111.2%
Food		4700	1,341,813.45	2,936,466.00	118.8%
TOTAL, BOOKS AND SUPPLIES			3,788,475.30	5,563,466.00	46.9%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	4,220,914.33	4,393,587.00	4.1%
Travel and Conferences		5200	93,376.86	116,285.00	24.5%
Dues and Memberships		5300	699,979.87	0.00	-100.0%
Insurance		5400-5499	442,675.22	634,706.00	43.4%
Operations and Housekeeping Services		5500	1,517,593.33	951,102.00	-37.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	189,800.53	667,041.00	251.4%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800-5899	2,698,913.58	2,800,758.00	3.8%
Communications		5900	61,995.61	60,008.00	-3.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			9,925,249.33	9,623,487.00	-3.0%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	1,123,485.90	1,339,200.00	19.2%
Amortization Expense–Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense–Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			1,123,485.90	1,339,200.00	19.2%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	64,518.00	352,035.00	445.6%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			64,518.00	352,035.00	445.6%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			48,969,898.77	48,942,809.00	-0.1%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Powered by BoardOnTrack

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Function

19 64733 1932623
Form 62
G8AFZUZEBR(2025-26)

Description	Function Codes	Object Codes	2025-26 Unaudited Actuals	2026-27 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	36,124,081.79	35,964,757.00	-0.4%
2) Federal Revenue		8100-8299	2,162,368.69	1,907,631.00	-11.8%
3) Other State Revenue		8300-8599	4,628,258.42	4,776,720.00	3.2%
4) Other Local Revenue		8600-8799	11,005,303.49	6,508,030.00	-40.9%
5) TOTAL, REVENUES			53,920,012.39	49,157,138.00	-8.8%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		26,228,047.03	25,499,011.77	-2.8%
2) Instruction - Related Services	2000-2999		7,402,680.18	6,442,607.23	-13.0%
3) Pupil Services	3000-3999		3,561,726.70	5,169,662.00	45.1%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		2,329,210.06	1,738,191.00	-25.4%
8) Plant Services	8000-8999		9,383,716.80	9,741,302.00	3.8%
9) Other Outgo	9000-9999	Except 7600-7699	64,518.00	352,035.00	445.6%
10) TOTAL, EXPENSES			48,969,898.77	48,942,809.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			4,950,113.62	214,329.00	-95.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			4,950,113.62	214,329.00	-95.7%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	49,609,785.11	55,086,865.62	11.0%
b) Audit Adjustments		9793	526,966.89	526,966.89	0.0%
c) As of July 1 - Audited (F1a + F1b)			50,136,752.00	55,613,832.51	10.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			50,136,752.00	55,613,832.51	10.9%
2) Ending Net Position, June 30 (E + F1e)			55,086,865.62	55,828,161.51	1.3%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	10,107,883.71	0.00	-100.0%
b) Restricted Net Position		9797	5,387,429.21	5,381,899.46	-0.1%
c) Unrestricted Net Position		9790	39,591,552.70	50,446,262.05	27.4%

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Resource	Description	2025-26 Unaudited Actuals	2026-27 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	1,507,951.80	1,350,154.46
5330	Child Nutrition: Summer Food Service Program Operations	198,650.79	198,650.79
5466	Child Nutrition: Supply Chain Assistance (SCA) Funds	297,454.62	297,454.62
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	459,092.00	611,359.59
7435	Learning Recovery Emergency Block Grant	2,831,627.00	2,831,627.00
7810	Other Restricted State	92,653.00	92,653.00
Total, Restricted Net Position		5,387,429.21	5,381,899.46

Powered by BoardOnTrack

2025-2026 UNAUDITED ACTUALS REPORT
SPECIAL ED - COP OPTION 2 AND 3 SCHOOLS

CHARTER NAME: El Camino Real Charter High School

			9010 SPED-Federal IDEA (Must be spent or returned)	9010 SPED-State AB602 & Grants
A.	**REVENUES**			
1)	**Special Ed: IDEA Basic Local Assistance - Current/Prior Year**	8100-8299	$ 703,962	
2)	**Special Education AB602 - Current/Prior Year**	8300-8599		$ 2,580,625
3)	**All Special Ed Apportionments-Current Year**	8300-8599		
4)	**OTHER LOCAL REVENUE**	8600-8699		
	TOTAL REVENUES		$ 703,962	$ 2,580,625
B.	**EXPENSES**			
1)	**Certificated Salaries**	1000-1999	$ -	$ 897,686
2)	**Classified Salaries**	2000-2999		$ -
3)	**Employee Benefits**	3000-3999		$ 332,144
4)	**Books & Supplies**	4000-4999		
5)	**Services and Other Operating Expenses**	5000-5999	$ 703,962	$ 2,027,657
6)	**Depreciation**	6000-6999		
7)	**Other Outgo (excluding Transfers of indirect Costs)**	7400-7499		
8)	**Other Outgo - Transfers of Indirect Costs**	7300-7399		
	TOTAL EXPENSES		$ 703,962	$ 3,257,486
C.	**EXCESS/(encroachment) OF REVENUES OVER EXPENSES**		**0**	**(676,861)**

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

Prepared by: Carrie Wagner, Back Office Provider

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

Unaudited Actual
FINANCIAL REPORT
2025-26 Unaudited Actuals
Charter School Certification

19 64733 1932623
Form CA
G8AFZUZEBR(2025-26)

Charter Number: 1314

To the entity that approved the charter school:

2025-26 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: 8/21/26
Charter School Official
(Original signature required)

Printed Name: Emilie Larew Title: Interim Executive Director

To the County Superintendent of Schools:

2025-26 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Marla Wilmott Title: Charter Schools Division Director

To the Superintendent of Public Instruction:

2025-26 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual financial report, please contact:

For Approving Entity:	For Charter School:
Jannette Low	Carrie Wagner
Name	Name
Fiscal Oversight Manager	Back Office Provider
Title	Title
213-241-0399	310-593-3620
Telephone	Telephone
csd-fsicalsupportteam@lausd.net	carrie@harnesspotential.net
E-mail Address	E-mail Address

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2025-26 Unaudited Actuals
AVERAGE DAILY ATTENDANCE

19 64733 1932623
Form A
G8AFZUZEBR(2025-26)

Description	2025-26 Unaudited Actuals			2026-27 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0.00
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0.00
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2025-26 Unaudited Actuals			2026-27 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Powered by BoardOnTrack

Description	2025-26 Unaudited Actuals			2026-27 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	2,627.99	2,600.97	2,600.97	2,725.00	2,725.00	2,725.00
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	2,627.99	2,600.97	2,600.97	2,725.00	2,725.00	2,725.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	2,627.99	2,600.97	2,600.97	2,725.00	2,725.00	2,725.00

Powered by BoardOnTrack

FY 2025–26 Unaudited Actuals

Board Summary • El Camino Real Charter High School

Prepared for Board Review | August 2026

Filing Status

The Unaudited Actuals Report has been certified and is ready for board acceptance

CERTIFICATION

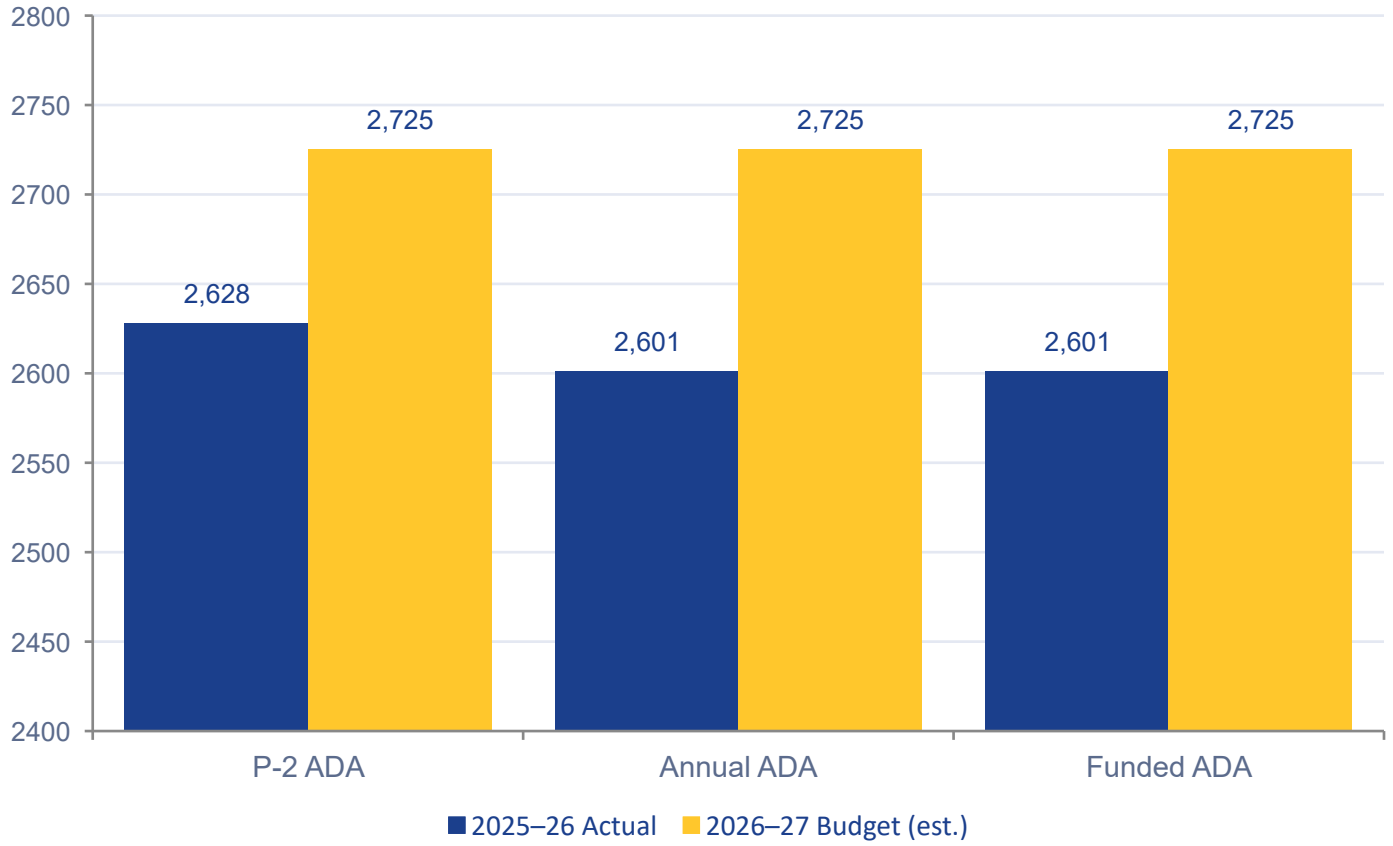
CHARTER NUMBER	1314
SIGNED BY	Emilie Larew, Interim Executive Director
DATE SIGNED	August 21, 2026
FILED UNDER	Education Code Section 42100(b)
SUBMITTED TO	Los Angeles Unified School District

WHAT THIS REPORT COVERS

- Actual revenues, expenses, and attendance for the school year that just closed (2025–26)
- Required annual filing with LAUSD, our charter authorizer
- Basis for the upcoming independent audit
- Confirms actual results against the 2025–26 budget the board approved

Attendance (ADA)

Average Daily Attendance came in essentially flat to budget; 2026–27 assumes continued growth



2,600.97

Funded ADA, 2025–26 actual

2,725

Funded ADA budgeted for 2026–27

P-2 to Annual ADA declined ~1% during the year — normal seasonal attrition.

Special Ed– COP "Charter Operated Program" (LAUSD SELPA) Option 2 and 3 Schools

2025-2026 UNAUDITED ACTUALS REPORT
SPECIAL ED - COP OPTION 2 AND 3 SCHOOLS

CHARTER NAME: El Camino Real Charter High School

			9010 SPED-Federal IDEA (Must be spent or returned)	9010 SPED-State AB602 & Grants
A.	**REVENUES**			
1)	**Special Ed: IDEA Basic Local Assistance - Current/Prior Year**	8100-8299	$ 703,962	
2)	**Special Education AB602 - Current/Prior Year**	8300-8599		$ 2,580,625
3)	**All Special Ed Apportionments-Current Year**	8300-8599		
4)	OTHER LOCAL REVENUE	8600-8699		
	TOTAL REVENUES		$ 703,962	$ 2,580,625
B.	**EXPENSES**			
1)	**Certificated Salaries**	1000-1999	$ -	$ 897,686
2)	**Classified Salaries**	2000-2999		$ -
3)	**Employee Benefits**	3000-3999		$ 332,144
4)	**Books & Supplies**	4000-4999		
5)	**Services and Other Operating Expenses**	5000-5999	$ 703,962	$ 2,027,657
6)	**Depreciation**	6000-6999		
7)	**Other Outgo (excluding Transfers of indirect Costs)**	7400-7499		
8)	**Other Outgo - Transfers of Indirect Costs**	7300-7399		
	TOTAL EXPENSES		$ 703,962	$ 3,257,486
C.	**EXCESS/(encroachment) OF REVENUES OVER EXPENSES**		0	(676,861)

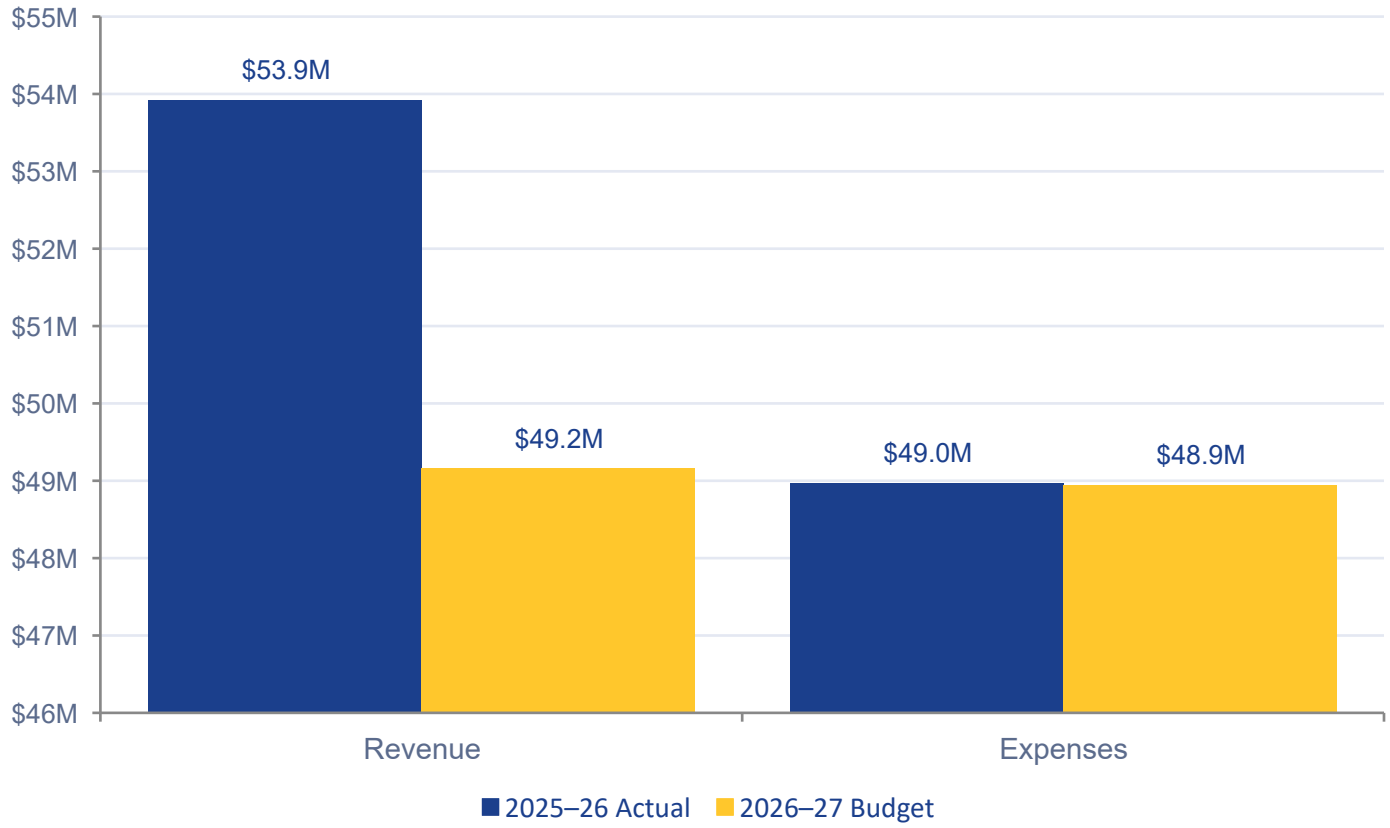
NOTE: 1. Special Ed - IDEA should match the SACS Form 62 Object Code 8285 Interagency Contracts between LEAS
2. Special Ed - AB602 should match the SACS Form 62 Object Code 8677 Interagency Services

IDEA stands for the **Individuals with Disabilities Education Act** — the federal special education law.

Net effect: the formula was built around 1990s spending patterns and enrollment counts, not current service costs, so almost every LEA in California — not just ECRCHS — ends up covering a "SPED encroachment" gap out of its general fund.

Financial Position — Form 62

The school closed FY 2025–26 with a $4.95M surplus and a strong net position



$4.95M

Surplus (revenue over expenses), 2025–26 actual

$55.1M

Ending net position, June 30, 2026

$60.4M

Total assets

$5.3M

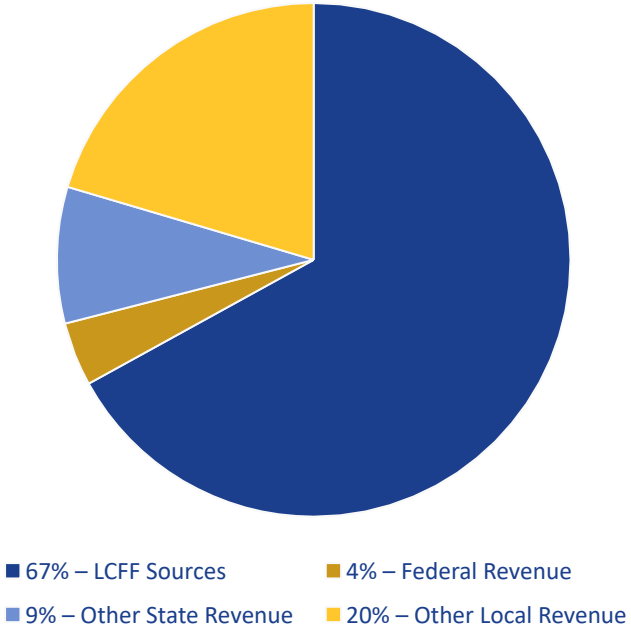
Total liabilities

Source: Form 62, Charter Schools Enterprise Fund

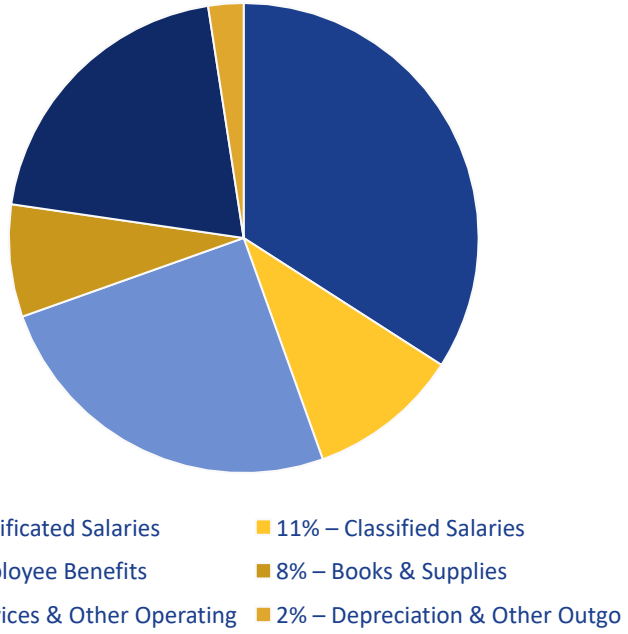
Revenue & Expense Breakdown

LCFF (Local Control Funding Formula) funds two-thirds of revenue; personnel costs make up about 70% of expenses

REVENUE — $53.9M



EXPENSES — $49.0M



Salaries and benefits together total $34.1M — about 70% of all expenses, consistent with a labor-intensive school budget.

Revenue Detail by Source

Full line-item detail from Form 62

LCFF SOURCES	2025–26	2026–27
State Aid – Current Year	$13,528,606	$17,271,735
Education Protection Account State Aid	$10,786,112	$7,059,769
State Aid – Prior Years	$119,513	$0
Transfers to Charter Schools in Lieu of Property Taxes	$11,689,851	$11,633,253
TOTAL, LCFF SOURCES	**$36,124,082**	**$35,964,757**
FEDERAL REVENUE	**2025–26**	**2026–27**
Interagency Contracts Between LEAs (IDEA)	$703,962	$614,040
Child Nutrition Programs	$691,560	$669,454
Title I, Part A, Basic	$403,339	$396,496
Title II, Part A	$69,913	$69,039
Every Student Succeeds Act (other)	$28,232	$26,354
All Other Federal Revenue	$265,363	$132,248
TOTAL, FEDERAL REVENUE	**$2,162,369**	**$1,907,631**

OTHER STATE REVENUE	2025–26	2026–27
All Other State Revenue	$2,111,359	$2,325,714
Child Nutrition Programs	$1,246,345	$1,161,265
Lottery – Unrestricted & Instructional Materials	$769,055	$692,870
Arts and Music in Schools (Prop 28)	$345,087	$439,991
Mandated Costs Reimbursements	$156,413	$156,880
TOTAL, OTHER STATE REVENUE	**$4,628,258**	**$4,776,720**
OTHER LOCAL REVENUE	**2025–26**	**2026–27**
Net Increase in Fair Value of Investments	$5,615,932	$0
Interagency Services (SPED AB602)	$2,580,625	$0
Interest	$1,056,127	$0
Tuition	$970,738	$0
All Other Fees and Contracts	$267,898	$6,355,728
All Other Local Revenue	$381,813	$152,302
Leases and Rentals	$118,864	$0
Food Service Sales	$13,306	$0
TOTAL, OTHER LOCAL REVENUE	**$11,005,303**	**$6,508,030**

TOTAL REVENUES 2025–26 Unaudited Actuals: $53,920,012 2026–27 Budget: $49,157,138 (-8.8%) Federal revenue declines, as a one-time funds

Expense Detail — Salaries & Benefits

Personnel costs by object code, from Form 62

CERTIFICATED SALARIES	2025–26	2026–27
Certificated Teachers' Salaries	$13,460,409	$14,176,512
Certificated Pupil Support Salaries	$1,977,037	$2,019,299
Certificated Supervisors' & Administrators' Salaries	$1,252,908	$1,187,103
TOTAL, CERTIFICATED SALARIES	**$16,690,354**	**$17,382,914**
CLASSIFIED SALARIES	**2025–26**	**2026–27**
Classified Support Salaries	$1,827,252	$1,695,658
Classified Instructional Salaries	$1,139,567	$1,210,272
Clerical, Technical and Office Salaries	$1,104,360	$962,358
Classified Supervisors' & Administrators' Salaries	$852,288	$775,833
Other Classified Salaries	$191,443	$46,800
TOTAL, CLASSIFIED SALARIES	**$5,114,910**	**$4,690,921**

EMPLOYEE BENEFITS	2025–26	2026–27
Health and Welfare Benefits	$3,985,482	$4,559,661
STRS	$3,052,390	$3,320,137
OPEB, Allocated	$3,267,809	$0
PERS	$1,139,700	$1,238,403
OASDI / Medicare / Alternative	$603,486	$610,908
Workers' Compensation	$194,071	$234,845
Other Employee Benefits	$14,526	$15,795
Unemployment Insurance	$5,443	$11,037
TOTAL, EMPLOYEE BENEFITS	**$12,262,907**	**$9,990,786**

Salaries + benefits total $34.1M — about 70% of all expenses. Employee benefits rose 14.4% in health & welfare costs, partly offset by a one-time OPEB allocation not repeated in the 2026–27 budget.

Expense Detail — Operating & Other

Books & supplies, services, depreciation, and other outgo, from Form 62

BOOKS AND SUPPLIES	2025–26	2026–27
Materials and Supplies	$1,917,329	$1,147,757
Food	$1,341,813	$2,936,466
Approved Textbooks and Core Curricula Materials	$254,577	$938,000
Noncapitalized Equipment	$238,598	$504,000
Books and Other Reference Materials	$36,158	$37,243
TOTAL, BOOKS AND SUPPLIES	**$3,788,475**	**$5,563,466**
DEPRECIATION & OTHER OUTGO	**2025–26**	**2026–27**
Depreciation Expense	$1,123,486	$1,339,200
All Other Transfers Out to All Others	$64,518	$352,035
TOTAL, DEPRECIATION & OTHER OUTGO	**$1,188,004**	**$1,691,235**

SERVICES & OTHER OPERATING	2025–26	2026–27
Subagreements for Services	$4,220,914	$4,393,587
Professional/Consulting Services & Operating Expenditures	$2,698,914	$2,800,758
Operations and Housekeeping Services	$1,517,593	$951,102
Dues and Memberships	$699,980	$0
Rentals, Leases, Repairs & Noncapitalized Improvements	$189,801	$667,041
Travel and Conferences	$93,377	$116,285
Insurance	$442,675	$634,706
Communications	$61,996	$60,008
TOTAL, SERVICES & OTHER OPERATING	**$9,925,249**	**$9,623,487**

TOTAL EXPENSES 2025–26 Unaudited Actuals: $48,969,899 2026–27 Budget: $48,942,809 (-0.1%)

Balance Sheet Summary

Assets, liabilities, and net position as of June 30, 2026, from Form 62

ASSETS	
Cash in County Treasury	$33,022,381
Investments	$8,925,217
Buildings	$8,517,958
Cash in Banks	$4,985,015
Equipment	$5,160,809
Accounts Receivable	$3,025,079
Land Improvements	$2,306,316
Accumulated Depreciation – Equipment	$(2,310,772)
Accumulated Depreciation – Buildings	$(3,319,209)
Accumulated Depreciation – Land Improvements	$(247,220)
Prepaid Expenditures	$349,872
TOTAL ASSETS	**$60,415,448**

LIABILITIES	
Due to Grantor Governments	$5,387,429
Accounts Payable	$3,395,962
Unearned Revenue	$965,520
Compensated Absences	$248,559
Total/Net OPEB Liability	$(4,668,888)
TOTAL LIABILITIES	**$5,328,583**

NET POSITION, JUNE 30, 2026	
Unrestricted Net Position	$39,591,553
Net Investment in Capital Assets	$10,107,884
Restricted Net Position	$5,387,429
TOTAL NET POSITION	**$55,086,866**

Total assets ($60.4M) less total liabilities ($5.3M) equal total net position ($55.1M).

Key Takeaways

1

Certified & Filed

The 2025–26 Unaudited Actuals Report was signed by the Interim Executive Director on 8/21/26 and submitted to LAUSD as required.

2

Attendance Held Steady

Funded ADA came in at 2,600.97, essentially in line with expectations; 2026–27 budget assumes growth to 2,725.

3

Strong Financial Position

The school closed the year with a $4.95M surplus and $55.1M in net position, per Form 62.

4

SPED Encroachment Continues

AB602 state special-education (SPED) funding fell $623,629 short of actual costs, absorbed by the general fund — a statewide, recurring pattern.

5

Independent Audit Next Due 12/15/2026 “LAUSD”

These unaudited figures now move into the independent audit process ahead of final board acceptance.

Requested Board Action

Accept the FY 2025–26 Unaudited Actuals Report as filed

1. Board acceptance of the Unaudited Actuals Report
2. Independent audit of FY 2025–26 to begin
3. Continue monitoring AB602 encroachment in the FY 2026–27 budget

Questions welcome.

Coversheet

Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2026-2027

Section: VIII. School Business
Item: A. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2026-2027
Purpose: Vote
Submitted by:
Related Material: Item VIII. A. 2026-2027 Employee Handbook.pdf

EMPLOYEE HANDBOOK

~~2025-2026~~2026-2027

~~Revised August 25, 2025~~

~~Board Approved August 28, 2025~~

FOREWORD

Dear Valued Employee:

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

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

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

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

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

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

Again, welcome!

David Hussey
Executive Director, ECRCHS

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APPENDXI B Internal Complaint Form
APPENDIX C Workplace Violence Complaint Form
APPENDIX D Know your Rights
Employee Acknowledgement

SECTION I - Introduction

1.1 Who Are We?

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

1.2 This Employee Handbook

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

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

1.3 Policy Changes

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

1.4 No Guarantee of Employment

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

1.5 At-Will Employment

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

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SECTION II - Employment Policies

2.1 Employee Classification Categories

All ECRCHS employees are either classified as exempt or nonexempt.

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

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

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

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

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

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

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

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

2.2 Confidentiality

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

2.3 Confidential Information

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

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

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

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

2.4 Student Information

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

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

2.5 Conflicts of Interest

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

2.6 Employment of Relatives and Personal Relationships

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

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

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

2.7 Personnel Files

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

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

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

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

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

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

2.8 Child Abuse and Neglect Reporting / Additional Training

This policy applies to all School employees, volunteers, contractors, and Governing Board ("Board") members (collectively referred to as "mandated reporters" herein).

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

ECRCHS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to ~~employees~~ individuals who are mandated reporters. Mandated reporter training will also be provided to ~~employees hired during the course of the School year~~all qualifying individuals who begin their service midyear. Independent contractors are required to complete their own training. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code Section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail or by a fine of One Thousand Dollars ($1,000.00), or by both that imprisonment and fine. Training will also be provided on the prevention of abuse, including sexual abuse and assault, of children on School grounds, by School personnel and volunteers, or in School-sponsored programs.

All ~~employees~~ individuals who are required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of the start of each School year or within the first six (6) weeks of that individual beginning service for the School. The School will maintain documentation of all completed training. ~~employee's employment.~~

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

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

2.9 Criminal Background Checks

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

2.10 Tuberculosis Testing

All employees of the School must submit written proof from a health care provider of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If

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

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

2.11 Healthcare Information

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

2.12 Immigration Compliance

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

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

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

2.13 Political Views

ECRCHS will not discriminate against employees based on their engaging in legal political activities or their affiliation with a particular political view or group. However, ECRCHS encourages employees to focus this expression exclusively ***outside*** of their role at ECRCHS. All employees have a responsibility to ensure that the political views they communicate, and political activities engaged in are seen as separate from ECRCHS and their role as an ECRCHS employee.

2.14 Termination and Change of Employment Status

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

- **Termination by ECRCHS** – Any employee whose employment is governed by a collective bargaining agreement may only have their employment terminated in accordance with the collective bargaining agreement. Unless expressly prohibited by statute, all other employees without a written employment agreement to the contrary are employed on an "at-will" basis. This means that ECRCHS may conclude the employment relationship with or without advance notice at any time and for any reason.

- **Resignation** - If an employee is an at-will employee, they may choose to conclude the employment relationship at any time and for any reason. If an employee is considering resignation, they are encouraged to consult their supervisor in order to discuss whether other options are available to accommodate an employee's needs. If an employee does decide to resign, ECRCHS asks that they provide at least two (2) weeks advance written notice of their departure. In addition, such employees who fail to provide the full requested advance notice may be deemed ineligible for future rehire, at the discretion of ECRCHS. At the School's sole discretion and business needs under the circumstances, ECRCHS may choose to require an employee's immediate departure. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.

- **Job Abandonment** – Job abandonment occurs where an employee fails to be present during scheduled work hours for three (3) or more consecutive days without prior approval for the absence. If an employee is considering abandoning their position with ECRCHS, employees are encouraged to consult their supervisor to discuss whether options are available to accommodate the employee's needs.

- **Reassignment** - Based on ECRCHS needs, employment status may occasionally change through ECRCHS reassigning an employee to a different shift, department, or location, unless the employee has a written employment contract to the contrary. ECRCHS may choose to take into consideration employee requests concerning reassignment. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.

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- **Retirement** - Employees seeking to retire must provide at least four (4) weeks' advance written notice to a human resources manager. This will allow ECRCHS sufficient time to finalize any payroll and benefits issues, determine and prepare for any hiring needs, and wrap up all other outstanding employment matters related to the planned retirement. Should ECRCHS so require, employees agree to complete an exit interview or memorandum prior to departure.

2.15 Return of ECRCHS Property

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

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

2.16 Rehire

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

2.17 Labor Unions

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

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SECTION III - Payroll Practices

3.1 Payment of Wages

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

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

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

3.2 Overtime Pay

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

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

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

3.3 Payroll Withholdings

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

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

1. Federal Income Tax Withholding: The amount varies with the number of exemptions the employee claims and the gross pay amount.

2. State Income Tax Withholding: The same factors which apply to federal withholdings apply to state withholdings.

3. Social Security (FICA): The Federal Insurance Contribution Act requires that a certain percentage of employee earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the School.

4. State Disability Insurance (SDI): This state fund is used to provide benefits to those out of work because of illness or disability. These contributions also cover Paid Family Leave (PFL) benefits to those out of work to care for a seriously ill family member or bond with a new child. SDI and PFL benefits are managed by California Employment Development Department (EDD) and are not determined by the School.

5. CalSTRS or CalPERS Contributions: The School participates in the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS), which are pension programs that provide defined benefits to qualifying members in retirement. Employees will have a percentage of their pay withheld to contribute to CalSTRS or CalPERS, and the School will also make a monthly contribution on the employees' behalf.

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

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

Employees may change the number of withholding allowances claimed for Federal and/or State Income Tax purposes at any time by filling out a new W-4 and/or DE-4 form online through the School's payroll processing system (Paycom) and submitting

it to Human Resources. The office maintains a supply of these forms.

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

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

3.4 Faithful Performance

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

3.5 Outside Work

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

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

The following types of additional employment elsewhere are strictly prohibited:

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

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

Employees may not use outside work as an excuse for failing to perform their responsibilities to ECRCHS, for poor job performance, or for failing to be present during scheduled work hours. Therefore, Employees should refrain from taking on any

outside work that may demand too much of their time, energy, or attention. ECRCHS may ask an employee to stop or decrease their involvement in any outside work that becomes a detriment to their job performance.

Outside work includes any work outside of employee obligations to ECRCHS for which employees are compensated, monetarily or otherwise, including self-employment. Outside work also includes service on a board or commission for a public entity or governing body, whether an employee is paid or otherwise compensated for such work.

3.6 Expense Reimbursements

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

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

Employees will be reimbursed for expenditures within fifteen (15) working days of presentation of appropriate documentation and approval from the administrator.

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

3.7 Meal Breaks

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

3.8 Rest Breaks

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

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

3.9 Lactation Accommodation

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

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

3.10 Time Reporting

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

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

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

employee and Human Resources or such designated ECRCHS officer or manager.

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

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

3.11 Attendance

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

3.12 Performance Reviews and Pay Increases

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

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

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

3.13 Payroll Policies

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

SECTION IV - Standards of Conduct

4.1 Equal Employment Opportunity

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

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

This policy protects qualified individuals based on the perception that the individual has any of these characteristics or any combination of these characteristics, or is associated with an individual who has, or is perceived to have, any of these characteristics or a combination of these characteristics.

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

To comply with applicable laws ensuring equal employment opportunities to qualified

individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

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

4.2 Professional Boundaries: Staff/Student Interaction Policy

This policy applies to all employees, volunteers, contractors, and Governing Board ("Board") members (collectively referred to as "adults" herein).

ECRCHS recognizes its responsibility to make and enforce all rules and regulations governing student and ~~employee~~ adult behavior to bring about the safest and most learning- conducive environment possible. This policy is available on ECRCHS's website at Legal review of correspondence from CSD including 16-page notice of concern and attachments; multiple telephone conferences with Board chair and D. Hussey; telephone conference with Board chair, D. Hussey, and F. Delgado.

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

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

For clarification purposes, the following examples are offered for direction and guidance of School ~~personnel~~employees, volunteers, contractors, and Board members:

A. Examples of PERMITTED actions (NOT corporal punishment):

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring a student on an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical

education or voluntary recreational activities.

B. Examples of PROHIBITED actions (i.e., corporal punishment):

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

Acceptable and Unacceptable ~~Staff~~Adult/Student Behavior

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

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

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by ~~staff members~~an adult while interacting with a student, whether during school hours or outside of school hours, including through social media platforms, text messaging, and other forms of communication that do not otherwise include a student's parent/guardian. Trespassing the boundaries of a student/adult~~teacher~~ relationship is deemed an abuse of power and a betrayal of public trust.

Professional boundaries apply not only between students and staff, volunteers, and contractors, and Board members, but also among and between students, and among and between adults employed, volunteering, or under contract with the School. All members of the School community are expected to maintain professional conduct that models appropriate behavior and fosters a safe and respectful learning environment. Additionally, all facilities/areas under School control shall be effectively supervised to promote a safe environment for students and individuals performing services on behalf of the School.

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

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

Duty to Report Suspected Misconduct

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

Examples of Specific Behaviors
The following examples are not an exhaustive list:

Unacceptable ~~Staff~~Adult/Student Behaviors (Violations of this Policy)

(a) Giving gifts to an individual student that are of a personal and intimate nature.
(b) Kissing of any kind.
(c) Any type of unnecessary physical contact with a student in a private situation.
(d) Intentionally being alone with a student away from the School.
(e) Making or participating in sexually inappropriate comments.
(f) Sexual jokes.
(g) Seeking emotional involvement with a student for your benefit.
(h) Listening to or telling stories that are sexually oriented.
(i) Discussing inappropriate personal troubles or intimate issues with a student.
(j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
(k) Communication with students via an employee's personal accounts such as email, text message, and/or social media
(l) Engaging in any electronic, digital, or social media communication with a student that is not School-related.
(m) Any form of grooming behavior, including conduct designed to build secrecy or inappropriate trust.

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

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

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Cautionary Staff/Student Behaviors

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

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

Acceptable and Recommended ~~Staff~~Adult/Student Behaviors

(a) Getting parents' written consent for any after-School activity.
(b) Obtaining formal approval to take students off School property for activities such as field trips or competitions.
(c) Emails, text, phone and instant messages to students within School provided platforms must be ~~very~~ professional and pertain to School activities or classes (Communication should be limited to School technology).
(d) Keeping the door open when alone with a student.
(e) Keeping reasonable space between you and your students.
(f) Stopping and correcting students if they cross your own personal boundaries.
(g) Keeping parents informed when a significant issue develops about a student.
(h) Keeping after-class discussions with a student professional and brief.
(i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
(j) Involving your supervisor if conflict arises with the student.
(k) Informing the Executive Director about situations that have the potential to become more severe.
(l) Making detailed notes about an incident that could evolve into a more serious situation later.
(m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
(n) Asking another ~~staff member~~adult to be present if you will be alone with any student with~~type of~~ special needs student.
(o) Asking another ~~staff member~~adult to be present when you must be alone with a student after regular School hours.
(p) Giving students praise and recognition without touching them.
(q) Pats on the back, high fives and handshakes are acceptable.
(r) Keeping your professional conduct, a high priority.
(s) Asking yourself if your actions are worth your job and career.

4.3 Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation

ECRCHS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. ECRCHS's policy prohibits

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

This policy protects qualified individuals based on the perception that the individual has any of these characteristics or any combination of these characteristics, or is associated with an individual who has, or is perceived to have, any of these characteristics or a combination of these characteristics.

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

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

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

Prohibited Unlawful Harassment

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

The following examples are not an exhaustive list:

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

Prohibited Unlawful Sexual Harassment

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

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

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

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address

such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See **Appendix A** for the "Harassment/Discrimination/ Retaliation Complaint Form." See **Appendix B** for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

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

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

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

4.4 Title IX Notice of Nondiscrimination

ECRCHS does not discriminate on the basis of sex and prohibits any acts of sex discrimination including sex-based harassment in any education program or activity that it operates, as required by California law, Title IX (20 U.S.C. § 1681 *et seq*.) and the Title IX regulations (34 C.F.R. Part 106), including in admission and employment.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Charter School Title IX Coordinator, the Office for Civil Rights of the U.S. Department of Education, or both.

All complaints and reports of conduct that may constitute sex discrimination including sex-based harassment should be submitted to our Title IX Coordinator, who can be reached at:

Vania Rodriguez, Director of Human Resources, v.rodriguez@ecrchs.net, (818) 595-7536
Dean Bennett, Administrative Director, d.bennett@ecrchs.net, (818) 595-7506
Emilie Larew, Administrative Director, e.larew@ecrchs.net, (818) 595-8005

A copy of ECRCHS's Title IX Policy, which includes the specific rules and procedures for reporting sex discrimination and sex-based harassment occurring within ECRCHS's education program or activities and for pursuing available remedies, is available on the ECRCHS website at: https://www.ecrchs.net/about/title-ix

4.5 Whistleblower Policy

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

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to

believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigation, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

4.6 Standards of Conduct and Discipline

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

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

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

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

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

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

- Unsatisfactory job performance, including poor quality or quantity of work.
- Engaging in insubordination or disobedience to the legitimate orders of a supervisor.
- Repeatedly arriving tardy or starting work late.
- Repeated unexcused absences.
- Falsifying time records or failure to accurately record time worked, including time records for another employee.
- Dishonest behavior.
- Illegal discrimination or harassment.
- Disorderly conduct, such as violence or threats of violence or blackmail.
- Violating ECRCHS procedures or instructions.
- Failure to abide by health or safety regulations.
- Intentionally falsifying ECRCHS documents, including ECRCHS records and documents provided by the employee during the hiring process.
- Failure to maintain appropriate boundaries with students, including, but not limited to, the following communicating on a one-to-one basis by cell phone, text, or other social media rather than in a group context; granting or gaining access to students through social media such as Facebook, Twitter, Instagram, or Snapchat; and otherwise failing to maintain a professional relationship with students.
- Excessive use of obscene, profane, or abusive language.
- Misusing ECRCHS property, including using property without authorization; using ECRCHS property improperly; or damaging, destroying, or stealing property.
- Possession or use of real or replica firearms, weapons or other dangerous items or materials on ECRCHS property.
- Possession or use of illegal drugs, alcohol, or controlled substances without a valid prescription on ECRCHS property or while engaged in ECRCHS business.
- Failure to disclose conflicts of interests.
- Unauthorized use or disclosure of ECRCHS' confidential information.
- Conviction of a crime that indicates an employee is unfit to work for ECRCHS or represent a potential threat to ECRCHS personnel or operations.
- Violating applicable laws or regulations in performing duties.
- Violating any other ECRCHS policy or rule.

- Using or possessing firearms, weapons, or explosives of any kind on School premises.
- Gambling on School premises.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Engaging in sabotage or espionage (industrial or otherwise).
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures, or treatment.
- Sleeping during work hours.
- Refusal to speak to supervisors or other employees.
- Failure to possess or maintain the credential/certificate required of the position.
- Unprofessional conduct.
- Allowing a visitor onto campus without prior authorization and without the appropriate clearances.
- Failure to disclose a pending action against the employee's credential by the California Commission on Teacher Credentialing.
- Failure to ~~adequately~~ appropriately supervise students.

4.7 Giving and Accepting Gifts

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

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

4.8 Internal Promotions and Transfers

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

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4.9 Dress Code

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

4.10 Safety

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

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

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

4.11 Fire Safety

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

4.12 Emergency Contact

Employees are entitled to choose an emergency contact to be contacted by ECRCHS in case of emergency. The School will notify an employee's designated emergency contact if the employee is arrested or detained at work but only if the employee has designated an emergency contact for this purpose, and only if the School has actual knowledge of the arrest.

4.13 Workplace Rights

All employees are entitled to know and exercise their workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state regardless of immigration status. See **Appendix D** for pamphlet from the State of California Department of Industrial Relations regarding employee rights at the School.

~~4.12~~4.14 Closed Circuit Television System (CCTV)

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

4.15 Audio and Video Recording in the Workplace

1. Purpose

The purpose of this policy is to protect the privacy rights of students and staff, maintain a secure and safe learning environment, safeguard confidential information, and prevent unauthorized recording within school premises or during school-sponsored activities.

2. General Prohibition on Workplace Recording

Except as explicitly permitted under Section 3 of this policy, employees are strictly prohibited from making audio, video, or photo recordings (hereinafter, collectively referenced as "recordings") in the workplace or while engaged in school business.

- Scope: This prohibition applies to all school grounds, facilities, classrooms, offices, school buses, and any virtual/online instruction or meeting platforms (e.g., Zoom, Google Meet).
- Devices: The policy covers recordings made on any device, whether school-issued or personal (including cell phones, tablets, smartwatches, wearable cameras, and voice recorders).
- Authorization Requirement: Prior written authorization from the Executive Director is required before taking any audio or video recording.

3. Recording Involving Students (Instructional & Professional Purposes)

In instances where the school authorizes recording for legitimate educational or professional development purposes (such as instructional coaching, teacher evaluation, or student portfolio work) that involve students:

- Parent/Guardian Consent: Written permission must be obtained from the student's parent or legal guardian prior to any recording taking place.
- Scope of Use: Authorized recordings involving students must be used solely for the specific, approved educational purpose and stored on secure, school-approved platforms.
- Sharing & Publication: Distributing, uploading, or sharing authorized recordings involving students on personal devices, personal social media, or public platforms is strictly prohibited.

4. Exceptions

This policy does not apply to:

1. Official school events open to the public (e.g., athletic events, musical performances, or graduation ceremonies).
2. Recordings made pursuant to an approved Individualized Education Program (IEP) or 504 Plan, as mandated by law.
3. Security cameras or surveillance systems installed and operated directly by the

school administration for safety purposes.

4. Activities legally protected under applicable state and federal labor laws regarding concerted activity and employee communications.

5. Violations and Disciplinary Action

Unauthorized recording or unauthorized distribution of recordings undermines the trust and privacy of our school community. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment, as well as potential civil or legal remedies where applicable.

~~4.13~~4.16 Identification Badges

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

~~4.14~~4.17 Workplace Bullying

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

~~4.15~~4.18 Workplace Violence

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

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

See **Appendix C** for the "Workplace Violence Reporting Form." This form should be used to report any incidence of workplace violence that any employee of ECRCHS witnesses at the workplace or any work-related event.

~~4.16~~4.19 Drug-Free Workplace

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

Drug and alcohol abuse are serious threats to ECRCHS operations and success, not to mention employee health and safety. In order to provide a safe and productive workplace, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on ECRCHS property or while engaged in ECRCHS business. Likewise, employees may not consume alcohol at any time on ECRCHS property or while engaged in ECRCHS business, except for reasonable and moderate alcohol consumption during ECRCHS business and social events. Additionally, employees may not have any detectable amount of alcohol or illegal drugs present in their bodily systems at work. The prohibitions in this policy apply whether employees are at a work facility, operating an ECRCHS vehicle, or conducting off-site work.

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

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

This policy does not prohibit an employee's use of cannabis off the job and away from the workplace.

~~4.17~~4.20 Drug Testing

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

- When applying for a position and before receiving a job offer.
- When the employee's supervisor reasonably suspects, based on the supervisor's personal observations, that the employee is under the influence of illegal drugs or alcohol during work hours.

- After violating a safety policy or rule or being involved in a serious accident that causes damage to anything on ECRCHS property, including that employee or another employee.

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

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

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

~~4.18~~4.21 Searches

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

~~4.19~~4.22 Smoke-Free Workplace

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

cigarette or pipe of any kind." "Smoking" also includes the use of electronic cigarettes ("e-cigarettes").

Additionally, smoking is prohibited within 250 feet of any facility or park where a School sports event is taking place.

~~4.20~~4.23 Computer and Electronic Communication Policy

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

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

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

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

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

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

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

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

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

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

~~4.21~~4.24 Social Media

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

Social media refers to any social interaction via the internet or similar platforms, such as Snapchat, YouTube, Facebook, Twitter, LinkedIn, Instagram, TikTok, blogs, forums, and other online communities or sites accessible to the public or outside parties. When using social media employees should conduct themselves in a professional and courteous manner at all times and respect the views of others, as your statements may reflect on the School's reputation and public image. Employees should take care to distinguish any personal opinions they may have from those of ECRCHS. For instance, by inserting, "The opinions I have included here are my own and do not necessarily represent the opinions of my employer," into an employee's social media account's biography section. Employees are prohibited from creating content on social

media that could be considered discriminating, harassing, or obscene, or that may damage the School's reputation or public image. Employees are prohibited from posting photos of students without the approval of the students' parents/guardians. Employees also may not use social media for personal use during work. ECRCHS may monitor employee use of social media and may ask an employee to delete or change any ECRCHS-related content found to be inappropriate or not in the School's best interest.

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

~~4.22~~4.25 Personal Phone Calls and Cell Phone Use

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

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

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

~~4.23~~4.26 ECRCHS Equipment and Property

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

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

~~4.24~~4.27 Parking

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

~~4.25~~4.28 Solicitations in the Workplace

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

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SECTION V - Employee Benefits

5.1 Benefits Generally

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

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

5.2 STRS/PERS

Certificated Employees: STRS

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

Classified Employees: PERS

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

Other Employees

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

~~5.2~~5.3 Medical and Dental Insurance

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

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

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

~~5.3~~5.4 COBRA

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

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

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

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

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

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

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

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

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

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

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

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

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

~~5.4~~5.5 Workers' Compensation

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

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

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

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

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

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

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

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

~~5.5~~5.6 State Disability Insurance

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

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

~~5.6~~5.7 Social Security

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

~~5.7~~5.8 Unemployment Insurance

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

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

~~5.8~~5.9 Flexible Spending Account

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

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

~~5.9~~5.10 Tuition Reimbursement

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

ECRCHS offers the following:

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

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

~~5.10~~5.11 Retiree Benefits

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

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

6.1 Work Calendar

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

6.2 Holiday Time Off

Most employees will receive fourteen (14) paid holidays per year. To receive a paid holiday, an employee must be in paid status both before and after the occurrence of a holiday.

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

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

6.3 Requesting Leave

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

must give notice as soon as possible under the circumstances.

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

6.4 Vacation Leave

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

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

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

6.5 Sick Leave

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, ECRCHS offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings), or a designated person (i.e., a person identified by the employee at the time the employee requests sick leave) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees are limited to one (1) designated person per twelve (12) month period. Employees may also take paid sick leave to receive medical care or other assistance to address qualifying acts of violence, including but not limited to domestic violence, sexual

assault, or stalking, that are committed against themselves or a family member.

Additionally, paid sick leave may be used by employees who are victims or family members of victims of specified crimes to attend judicial proceedings. Paid sick leave may also be used to serve on a jury or when ordered by a court or subpoenaed to testify in court as a witness.

Paid sick leave is available to all salaried and hourly ECRCHS employees. Eligible employees shall accrue sick leave as follows:

- Full-time employees working twelve (12) months per year may accrue up to thirteen (13) sick days per year. Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Any full-time employee working less than twelve (12) months per year will accrue .05 sick hours per hour worked, including vacations, holidays (overtime). Unused, accrued sick leave for these employees shall carry over from year-to-year.
- Part-time employees will accrue one (1) hour of sick time for every thirty (30) hours worked and may accrue up to 48 hours per year. Accrued and unused paid sick leave may carry over to the following year of employment and will be capped at eighty (80) hours.

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

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

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

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

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

6.6 Personal Necessity Leave

There may be times when it is necessary to be absent from work for reasons other than those covered by other leave provisions. To this end, ECRCHS provides its full-time employees with up to six (6) days a year for personal necessity leave ("PNL") time. Note that PNL days taken are charged against sick leave time. However, if an employee has used their allotment of full pay sick leave, requests for PNL may be denied by the employee's supervisor.

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

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

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

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

6.7 Family Care and Medical Leave

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

- Employee Eligibility Criteria

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

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

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

  1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.

  2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of the employee's job (other than a disability caused by pregnancy, childbirth, or related medical

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conditions, which is covered by the School's separate pregnancy disability policy).

a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

c. "Incapacity" means the inability to work, attend School, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.

3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a parent-in-law, grandparent, grandchild, sibling, or designated person for CFRA purposes. "Designated person" refers to any individual related by blood or whose association with the employee is the equivalent to a family relationship. Employees are limited to one (1) designated person per twelve (12) month period.

4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member

5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.

- Amount of FMLA/CFRA Leave Which May Be Taken

1. FMLA/CFRA leave can be taken in one (1) or more periods but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for anyone, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.

2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member may also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the service member.

3. The "twelve-month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.

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

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the FMLA/CFRA leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.

2. An employee on FMLA/CFRA leave for baby-bonding to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.

3. If an employee has exhausted his/her sick leave, leave taken under FMLA or CFRA shall be unpaid leave.

4. The receipt of sick leave pay or State Disability Insurance and/or Paid Family Leave benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA or CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during. FMLA/CFRA leave, and these provisions may change from time to time the health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the

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same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

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

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

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and

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

- Seniority

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

- Medical Certifications

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

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

3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may

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request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

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

- Procedures for Requesting and Scheduling FMLA Leave

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

2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family members the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA/CFRA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.

6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which is the employee is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.

7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request

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is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.

2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).

3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.

4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

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

6.8 California Paid Family Leave

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

6.9 Pregnancy Disability Leave

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each ~~female~~ pregnant employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the

period(s) of time ~~a woman~~the employee is ~~actually~~ personally disabled by pregnancy, childbirth, or related medical conditions. This policy also explains how the School complies with applicable law related to paid pregnancy disability leave for school employees.

- Employee Eligibility Criteria

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

- Events That May Entitle an Employee to Pregnancy Disability Leave

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

  1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of ~~her~~ their job without undue risk to ~~herself~~themselves, the successful completion of ~~her~~ their pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or

  2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

  Pregnancy disability leave may be taken in one or more periods, but not to exceed four
  (4) months total. "Four months" means the number of days the employee would normally work within four (4) months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 $^{1}/3$ weeks).

  For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 $^{1}/3$ weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 $^{1}/3$ weeks).

  At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined

on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. Effective January 1, 2027, pregnancy disability leave shall be with full pay, subject to both a maximum of fourteen (14) weeks and coordination with state disability insurance benefits, as applicable. Substitute and temporary employees are not eligible for paid leave.

2. For part-time employees, the amount of paid leave per week, subject to both a maximum of fourteen (14) weeks and coordination with state disability insurance benefits, as applicable, shall be as follows:

   - If the part-time employee works a fixed number of hours per week, the employee shall receive weekly pay for the total number of hours the employee is normally scheduled to work.
   - If the part-time employee does not work a fixed number of hours per week, the employee shall receive weekly pay in an amount equaling the employee's average weekly pay during the six (6)-month period immediately preceding the date that the employee began their paid leave.
   - If the part-time employee has been employed for less than six (6) months, the employee shall receive weekly pay in an amount equaling the employee's average weekly pay during the entire period of that employment preceding the date that the employee began their paid leave.

~~2.~~3. An employee on pregnancy disability leave may use ~~all~~ accrued paid sick and vacation leave during ~~and may use any or all accrued vacation time at the beginning of~~ any otherwise unpaid portion of their leave period.

~~3.~~4. The receipt of vacation pay, sick leave pay, or state disability insurance benefits, will not extend the length of pregnancy disability leave.

~~4.~~5. Vacation and sick leave pay accrues during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

ECRCHS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. ECRCHS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.

2. The employee's failure to return from leave is for a reason other than the following:

   - The employee is taking leave under the California Family Rights Act.
   - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
   - There is a non-pregnancy related medical condition requiring further leave.
   - Any other circumstance beyond the control of the employee.

- Seniority

  An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, ~~she~~ they will return with the same seniority ~~she~~ they had when the leave commenced.

- Medical Certifications

  1. An employee requesting pregnancy disability leave must provide medical certification from ~~her~~ their healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen (15) days of the leave request) may result in a denial of the leave request until such certification is provided.

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

- Requesting and Scheduling Pregnancy Disability Leave

  1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to Human Resources. An employee asking for a Request for Leave form will be referred to the School's pregnancy disability leave policy.

  2. An employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.

  3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.

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4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.

5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

- Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, ~~she~~ they must be reinstated to a comparable position unless one of the following is applicable:

   a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.

   b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

   A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).

3. In accordance with ECRCHS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the

employee must obtain a certification from ~~her~~ their healthcare provider that ~~she is~~they are able to resume work.

4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

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

6.10 Reproductive Loss Leave

All employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of leave upon the employee experiencing a reproductive loss event. A reproductive loss event includes any failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. Reproductive loss leave must be used within three (3) months of a reproductive loss event. Employees may take up to twenty (20) days of leave due to qualifying reproductive loss events within a twelve (12) month period. Reproductive loss leave shall be unpaid unless the employee elects to use available accrued/unused paid leave. Reproductive loss leave shall not be used in computing overtime pay.

6.11 Military and Military Spousal Leave of Absence

ECRCHS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services or the Federal Emergency Management Agency ("FEMA") reserves who deploy to major disaster sites in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

ECRCHS will reinstate employees returning from military leave to their same position or one of comparable seniority, status, and pay as required by law. ~~Except for employees serving in the National Guard, ECRCHS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period,~~

~~if any, as required by law. For those employees serving in the National Guard, if the employee left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if the employee left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.~~

An employee who was absent from work while fulfilling their covered service obligation under the USERRA or California law shall be credited, upon the return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

ECRCHS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two business days of receiving official notice that the employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

6.12 Bereavement Leave

Eligible employees who have worked for the School for at least thirty (30) days shall be eligible to take up to five (5) days of bereavement leave, including up to three (3) days of paid leave, due to the death of a covered family member (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). In addition, if travel of more than 200 miles one way is required to attend the funeral or otherwise deal with the death of an immediate family member, an additional two (2) days' paid leave shall be granted. Bereavement leave will be paid at an employee's base pay rate multiplied by the number of hours that the employee would have worked if not absent. Employees should notify their supervisor immediately if they wish to take bereavement leave. An employee may, with the supervisor's approval, use any available vacation for additional time off as necessary. Bereavement leave must be utilized within three (3) months of the covered family member's date of death. Bereavement pay will not be used in computing overtime pay. Upon request, an employee may be required to provide documentation of the death of a covered family member.

6.13 Jury Duty

Employees are obligated to perform jury service at the request of local courts. Employees must present the questionnaire or summons notice as soon as possible to their supervisor to determine what arrangements can be made to avoid excessive work disruptions. Full pay for up to twenty (20) days is allowed while on jury service if the employee is a regular employee. As a condition for paid absence, employees must seek postponement of the jury service so that it can be performed during the employee's recess or at other times convenient for the School. Based on individual circumstances, the Executive Director may waive the twenty (20) day limit. Employees must repay

ECRCHS an amount equal to the compensation they received as a juror, exclusive of mileage, for any dates that they received pay as an employee. Jury duty time off will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. If an employee receives health insurance benefits, such benefit will normally be maintained during jury duty.

Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. Time off for jury duty should be reported and appropriately logged in each employee's time records. Employees should notify their supervisor that they have been selected for jury duty as soon as possible.

6.14 Voting Leave

ECRCHS encourages employees to fulfill their civic duty to vote in elections. If possible, employees must vote outside of work hours either before or after their scheduled shifts. When this is not possible due to scheduling conflicts, employees will receive up to two (2) hours of paid leave to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Voting leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent, up to the two (2) hour maximum. Time off to vote should be reported and appropriately logged in each employee's time records. When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days' notice.

6.15 School Appearance and Activities Leave

As required by law, ECRCHS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of School children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per School year (up to eight (8) hours in any calendar month of the School year) to participate in activities of a child's School or child care. If more than one (1) parent or guardian is an employee of ECRCHS, the employee who first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the School requires the employee(s) appearance.

The employee requesting School leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for School activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's School requesting the presence of the employee.

6.16 Bone Marrow and Organ Donor Leave

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible

employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave.

An employee requesting Donor Leave must provide written verification to the School that the employee is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation and up to thirty (30) days of leave for organ donation maybe paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

6.17 Victims of Abuse Leave

ECRCHS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, stalking or other crimes. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety, or welfare, or that of the employee's child or children or when a person whose immediate family member is deceased as the direct result of a crime. A crime includes a crime or public offense that would constitute a misdemeanor or felony if the crime had been committed in California by a competent adult, an act of terrorism against a resident of California (whether or not such act occurs within the state), and regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide ECRCHS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide ECRCHS

one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.

2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.

3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized under the law.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, ECRCHS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

SECTION VII – Internal Complaint Review

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints
(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
2. The complainant will reduce the complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
3. If the complaint is about the Executive Director, the complainant may file the complaint in a signed writing to the Chair of the School's Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third-party investigator on behalf of the Board. The Board Chair or investigator will report the findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees (Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board Chair (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to

the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use their best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.

2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.

3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or Board Chair.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

ECRCHS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name:_____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else:

_____

_____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____

_____

_____

_____

_____

_____

_____

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

_____ Date:

Signature of Complainant

_____

Print Name

Received by:_____ Date: _____

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

_____

List any witnesses that were present: _____

_____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____

_____

_____

_____

_____

_____

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

_____ Date: _____

Signature of Complainant

_____

Print Name

To be completed by School:

Received by: _____ Date: _____

APPENDIX C

EL CAMINO REAL CHARTER HIGH SCHOOL
WORKPLACE VIOLENCE REPORTING FORM

This form should be used to report any incidence of workplace violence that any employee of ECRCHS witnesses at the workplace or any work-related event. Employees are required to report any workplace violence they witness and will not be subject to any retaliation for reporting workplace violence.

"Workplace Violence" includes but is not limited to the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; (iii) the following four workplace violence types:

- ***Type 1****: violence committed by a person with no legitimate business at the worksite;*
- ***Type 2****: violence directed at employees by students, parents, contractors, volunteers, or visitors;*
- ***Type 3****: violence against an employee by a present or former employee, supervisor, or manager;*
- ***Type 4****: violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.*

"Workplace Violence" does not include lawful acts of self-defense or defense of others.

If you have witnessed a workplace violence incident, please enter as much of the following information as you can:

Date of Report: _____ **Date(s) of Incident:** _____
Reporter's Name: _____
Reporter's Job Title: _____
Reporter's email address or telephone number: _____
Victim Name(s) (if other than Reporter): _____
Victim's Job Title (If other than Reporter): _____
Victim's email address or telephone number: _____
Approximate Place of Incident: _____
Approximate Time of Incident: _____
Narrative Description of Workplace Violence Incident: _____
_____
_____
_____
_____
Type of Workplace Violence (see definitions above): _____
Name, Description, or other information about Perpetrator(s): _____
_____
_____

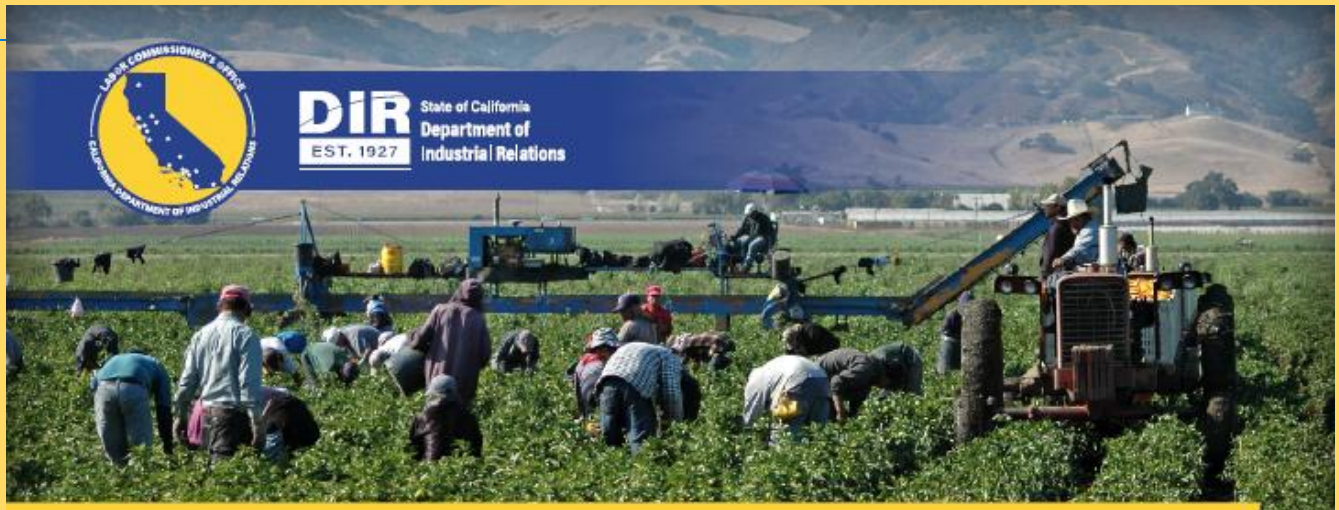
Thank you for submitting this information. You may be contacted by administration to provide further information. Please sign below to verify the accuracy of the information provided on this form.

_____
Reporter's Signature

4885-8565-3181, v. 1

APPENDIX D

KNOW YOUR RIGHTS



California Workplace - Know Your Rights

As a worker in California, you are entitled to know and exercise your workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state *regardless of immigration status.*

It is against the law for your employer to retaliate against you for exercising your rights, including:

- Filing a complaint with the Labor Commissioner, Cal/OSHA, the Civil Rights Department, or another government agency.
- Asking about your employer's compliance with federal, state, or local law.
- Talking with others about their rights or helping them exercise their rights under federal, state, or local law.



Examples of illegal retaliation include firing you, reducing your work hours, or threatening to report you or a relative to immigration authorities because you exercised your rights.

Workplace Protections Related to Immigration Status

Your right to Notice of Immigration Inspections *(Labor Code § 90.2)*

If your employer receives notice of an upcoming immigration agency's inspection of I-9 Employment Eligibility Verification forms or other employment records, your employer must post a notice informing workers and their union representative, if applicable, within 72 hours of receiving that notice.

PAGE 1

Your protections against unfair immigration-related practices *(Labor Code §§ 1019-1019.2)*

Under California law, it is unlawful for employers to retaliate against you or threaten immigration-related action when you exercise your rights. An employer is prohibited from taking any of the following actions because you exercised your rights:

- Refusing to accept identification documents during the I-9 process (proof of ID and federal permission to work) that appear to be genuine.
- Using E-Verify in a way not required or authorized by law.
  - For example, using E-Verify to reverify employment eligibility for an employee when not legally required to do so or screening only specific workers rather than all workers in a workplace without a legitimate basis for doing so.
- Reporting or threatening to report you or your family to immigration authorities.
- Filing or threatening to file any false report to the police or a state or federal agency.



Your right to designate an emergency contact *(Labor Code § 1555)*

Your employer **must** allow you to provide them with emergency contact information and to indicate if you want the emergency contact to be notified if you are arrested or detained at work. If you are arrested or detained at work and your employer has knowledge of it, they **must** notify your designated emergency contact if you choose that option.



Your right to organize a union or engage in protected activity in the workplace

Most employees in California have the right to organize, join, or participate in union activities. Employees also have the right to jointly act with co-workers to address work-related issues and concerns to improve working conditions or for the purpose of collective bargaining. **This means you have the right to join with coworkers to request better working conditions or raise work-related concerns, including about wages, hours, health and safety, and other terms of employment.** You also have the right to not participate in union activities or protected activities. It is illegal for your employer to:

- Interfere with or discourage your union activity or protected activities.
- Threaten you, or retaliate or discriminate against you, because of your union support or protected activities.



Your rights when interacting with law enforcement, including immigration agents, in the workplace

California workers have certain rights and protections under the U.S. Constitution, ***regardless of their immigration status***, including when law enforcement (including a federal immigration agent) approaches you. In addition, under California law, state and local law enforcement cannot assist federal agencies such as ICE with immigration enforcement in most circumstances.

Your right to be free from unreasonable searches *(U.S. Constitution, 4th Amendment)*



- If law enforcement, including immigration agents, ask if they can search you or your personal belongings, unless they have a judicial warrant specifically authorizing a search of your person or your personal belongings, you have the right to say no.
- If the officer conducts the search, even if you say no – remain calm, do not physically resist, and do not run.

Law enforcement can enter *public areas* without a warrant. Public areas may include a lobby, waiting room, public dining area, or parking lot of a workplace. In most circumstances, law enforcement needs a judicial warrant, signed by a judge, to enter *non-public areas* of your workplace without consent. Non-public areas may include a breakroom, employee restroom, workspace, or any area marked as employees only. Administrative forms, such as an I-200 or I-205, are not a judicial warrant.



In California, your employer is prohibited from providing voluntary consent to an immigration enforcement agent to enter *non-public* areas of the workplace. Without a judicial warrant, your employer must refuse entry to immigration enforcement to *non-public* areas of the workplace.

More detailed information can be found in the DOJ's and LCO's joint Immigrant Worker Protection Act FAQ (https://oag.ca.gov/system/files/media/ab450-faqs.pdf).

Your right to be free from unreasonable seizures *(U.S. Constitution, 4th Amendment)*

- You are protected against unreasonable seizures, which includes detaining or arresting you.
- Law enforcement must have a reasonable suspicion of wrongdoing before they can stop and question or search you. You can ask "Am I being detained?" or "Am I free to leave?" If the officer says that you are not being detained or you are free to leave, then you can walk away calmly.
- An arrest requires probable cause and occurs when a person is taken into custody by law enforcement officers.
- Law enforcement agents do not need a judge-signed warrant to arrest someone in public.
- You have the right to speak to a lawyer if you are arrested. You may be pressured to sign documents. You do not have to sign anything without speaking to an attorney.

Your right to remain silent *(U.S. Constitution, 5th Amendment)*



- Anything you say to law enforcement officers can be used against you in court.
- You have the right to remain silent, even if you are asked about your immigration status.
- If you wish to remain silent, clearly state so, request to speak with an attorney **and then remain silent.**
- Do not provide false information, false identification, or false documents to an officer. Providing false documents is a federal offense and may carry severe immigration consequences for noncitizens.

Your right to record interactions with law enforcement in public spaces under the 1st Amendment

The public has the right to observe and record officers and government officials carrying out their duties in public. If you choose to record, you should stand a safe distance away and do not interfere with the officer's actions. Physical obstruction or verbal escalation can put your safety at risk and may lead to criminal charges.

Access to legal representation

If you are arrested, you have the right to an attorney. If you cannot afford an attorney, you can get a government-appointed attorney to represent you in a criminal case.

However, if you are arrested by U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP), which includes Border Patrol, for civil immigration violations, you have the right to consult with a lawyer, but the government is not required to provide a lawyer for you. If you are arrested by ICE or CBP, you may invoke your right to speak with an attorney before saying or signing anything. You may also ask to speak to your consulate who may provide assistance.



Workers' Compensation

You have the right to workers' compensation benefits if you are injured or become ill because of your job. The benefits provide you with medical care for your injury/illness, partially replace the wages you lose while you are recovering, and help you return to work. For additional information, visit www.dir.ca.gov/dwc/ or call 1-800-736-7401.



Who can I contact if I believe my rights have been violated?

If you believe your rights have been violated, below is a list of government agencies where you can seek assistance:

California Department of Industrial Relations (DIR):

California Labor Commissioner's Office (LCO)

Information: (833) LCO-INFO (833-526-4636)
Immigration helpline: (855) 526-7775
www.dir.ca.gov/dlse/

California Division of Occupational Safety and Health (Cal/OSHA)

(833) 579-0927
https://www.dir.ca.gov/dosh/

California Division of Workers Compensation (DWC)

(800) 736-7401
dir.ca.gov/dwc/

Other California Agencies:

California Attorney General (AG)

(800) 952-5225
www.oag.ca.gov

California Civil Rights Department (CRD)

(800) 884-1684
calcivilrights.ca.gov/

California Agricultural Employees
Agricultural Labor Relations Board (ALRB)

(800) 449-3699
www.alrb.ca.gov

California Public Sector Employees and Transportation Network Company Drivers
Public Employment Relations Board (PERB)

(916) 322-3198
perb.ca.gov

Federal Agencies:

Private Sector Employees
National Labor Relations Board (NLRB):

(844) 762-6572
www.nlrb.gov

Federal Employees
U.S. Federal Labor Relations Authority (FLRA):

(771) 444-5801
https://www.flra.gov/

Railway and Airline Employees
National Mediation Board (NMB):

(202) 692-5000
https://nmb.gov/NMB_Application/

Non-Governmental Organizations:

You may also contact a nonprofit legal or community-based organization for assistance. For a list of organizations that partner with state agencies to help workers to understand their rights, scan the QR code to the right, or visit www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html.

PAGE 5

EMPLOYEE ACKNOWLEDGMENT

I, the undersigned employee, understand and acknowledge the following:

That I have received a copy of this Employee Handbook identified with a revised date of August 20, 2024, and that it is my responsibility to read and be aware of, and comply with, ALL policies contained in it and any official notices that supersede it, including, but not limited to, policies on Child Abuse and Neglect Reporting, confidentiality, health, safety, anti-harassment, discrimination, and drugs and alcohol.

- That this Employee Handbook contains important ECRCHS policies that directly affect many aspects of my employment. It is essential that I have a full understanding of these policies, and I will consult the Human Resources Department if I do not have a full understanding of any policy herein or if I have any questions or concerns related to these policies.
- That, unless expressly stated to the contrary in a written employment agreement between myself and ECRCHS or unless I am part of a labor union that is subject to a collective bargaining agreement, **this is an at-will employment relationship, and as such, either ECRCHS or I may terminate this agreement at any time, with or without cause or notice, as permitted by law.** Nothing in this Employee Handbook is intended to modify my at-will employment relationship with ECRCHS.
- That this is not a contract of employment or a guarantee of a continued employment relationship for any period of time.
- That this Employee Handbook and the policies contained herein modifies, supersedes, and revokes any and all prior policies, procedures, practices, and oral or written representations to the contrary or that are otherwise inconsistent with its terms.
- That ECRCHS reserves the right to change, remove, or add to the policies herein at any time by providing official notices to me or posted in a conspicuous place in my work setting designated for such purposes. Any such official notices will modify, supersede, and revoke any existing notices that are inconsistent with them. Furthermore, ECRCHS reserves the right to change its implementation, interpretation, or application of the policies and procedures herein at any time. Any such changes shall be consistent with any applicable collective bargaining agreement provisions and other legal requirements.
- That in the event that any of the terms or provisions of this Employee Handbook, including this Employee Acknowledgment, are declared invalid or unenforceable by any court of competent jurisdiction or any federal or state entity having proper jurisdiction over the subject matter herein, the remaining terms and provisions that are not affected thereby shall remain in full force and effect and employees will be afforded all rights required by law. Furthermore, in such event, ECRCHS will provide employees with substitute terms and provisions for those declared invalid once it becomes aware of their invalidity.

Employee Signature:_____Date: _____

Printed Name: _____

4910-4127-4554, v. 4

Coversheet

Discuss and Vote on Request for One Period Coach Authorization During 2026-2027

Section: VIII. School Business
Item: C. Discuss and Vote on Request for One Period Coach Authorization During 2026-2027
Purpose: Vote
Submitted by:
Related Material: Item VIII.C. Coach Authorizations 2026-2027.pdf

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Eric Choi	Employee No:	110715791

Competitive Team Sport Requested Boys Golf

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330915	9-12	Boys Golf
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher)*

I, Eric Choi (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: _____

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Eric Choi	Employee No:	110715791

Competitive Team Sport Requested Girls Soccer

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330925	9-12	Girls Soccer
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Eric Choi (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: _____

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

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Teacher Name (first name_last name):	Eric Choi	Employee No:	110715791

Competitive Team Sport Requested Girls Golf

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330917	9-12	Girls Golf
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher)*

I, Eric Choi (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: _____

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Dean Bennett	Employee No:	110827661

Competitive Team Sport Requested Flag Football

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330950	9-12	Flag Football
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Minita Clark Position Title: Administrative Director

Administrator's Signature: MClark Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Dean Bennett (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: 8/26/26

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Dean Bennett	Employee No:	110827661

Competitive Team Sport Requested Lacrosse

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330721	9-12	Lacrosse
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Minita Clark Position Title: Administrative Director

Administrator's Signature: [signature] Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Dean Bennett (print name – first name. last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: [signature] Date: 8/26/26

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Minita Clark	Employee No:	170725801

Competitive Team Sport Requested Football

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330913/330914	9-12	Football – Varsity/JV
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT *(Must be completed by teacher)*

I, Minita Clark (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: 8/26/2026

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Kevin Thurow	Employee No:	180309901

Competitive Team Sport Requested Marching Dynamics

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330509	9-12	Marching Dynamics
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Kevin Thurow (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: _____ Date: 8-26-26

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Camille King	Employee No:	160117881

Competitive Team Sport Requested Cross Country

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330909	9-12	Cross Country
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: [signature] Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Camille King (print name – first name, last name), agree to teach the above listed courses during the 2026-2027 fiscal year.

Teacher's Signature: [signature] Date: 8/26/26

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

FISCAL YEAR: 2026-2027

El Camino Real Charter High School

Athletics Office

REQUEST FOR ONE PERIOD COACH AUTHORIZATION

EC § 44258.7 (B) allows full-time, permanent or probationary, teacher who holds a credential in a subject other than physical education to coach a competitive sport for which the students receive physical education credit for **ONE** period a day if the teacher has completed a minimum of 20 clock hours of first aid instruction appropriate to the specific sport.

Teacher Name (first name_last name):	Camille King	Employee No:	160117881

Competitive Team Sport Requested Track

Period No. (Only one allowed)	Course Number	Grade Level	Course Title
6	330935	9-12	Track
[redacted]			

Administrator Certification of Requirements to qualify have been met. (ALL areas must be satisfied):
This section must be completed and signed by a certificated administrator.

- Hold a valid California teaching credentials obtained via completion of a BA degree and teacher preparation program that included student teaching
- Completed 20 clock hours of first aid instruction appropriate to the sport

Administrator's Name (print): Dean Bennett Position Title: Administrative Director

Administrator's Signature: _____ Date: 8/26/26

TEACHER CONSENT TO THE ASSIGNMENT (*Must be completed by teacher*)

I, Camille King, agree to teach the above listed courses during the 2026-2027 fiscal year.
(print name – first name, last name)

Teacher's Signature: _____ Date: 8/26/26

EXECUTIVE DIRECTOR'S VERIFICATION OF REQUEST AND CONSENT

ED's Name (print): _____

ED's Signature: _____ Date: _____

Scan/Email forms to: HR@ecrchs.net

Based on LAUSD HR form

Coversheet

Board Approval/Ratification of Compensation Comparability Study for Interim Executive Director Position.

Section: VIII. School Business
Item: E. Board Approval/Ratification of Compensation Comparability Study for Interim Executive Director Position.
Purpose: Vote
Submitted by:
Related Material: Item VIII.E. Executive Director Board Summary.pdf
Item VIII.E. Executive Director Comps.pdf
Item VIII.E. Executive Director Comps (2).pdf

Executive Director Compensation Analysis

Board Summary

Purpose

The purpose of this analysis is to evaluate the competitiveness of the Executive Director compensation at El Camino Real Charter High School (ECRCHS) by comparing it with comparable independent charter high schools in the Los Angeles area.

Procedure

Human Resources conducted a market compensation analysis using publicly available compensation information from comparable independent charter high schools. Compensation information was obtained from publicly available salary schedules, IRS Form 990 filings accessed through ProPublica's Nonprofit Explorer. The schools used in this analysis were the following:

- Birmingham Community Charter High School
- Palisades Charter High School
- Granada Hills Charter

Comparison

Organization	Current Base Salary	Comments
Birmingham Community Charter High School	$236,000	Comparable independent charter high school
El Camino Real Charter High School	$239,547	Current Executive Director base salary (Step 1)
Palisades Charter High School	$253,513	Comparable independent charter high school
Granada Hills Charter	$443,754	Upper-market comparator; significantly larger organization

Key Findings

- ECRCHS Executive Director compensation is competitive among comparable independent charter high schools.
- The Executive Director salary exceeds Birmingham Community Charter High School and is slightly below Palisades Charter High School.
- Granada Hills Charter provides substantially higher executive compensation; however, it operates a significantly larger organization and serves a much larger student population.

Is ECRCHS Competitive?

Yes. Based on the analysis, the Executive Director's compensation at El Camino Real Charter High School (ECRCHS) remains competitive when compared to similar independent charter high schools.

The current Step 1 Executive Director annual base salary at ECRCHS is $239,547.36, which:

- is approximately $3,500 higher than Birmingham Community Charter High School's Executive Director salary of $236,000;
- is approximately $14,000 lower than Palisades Charter High School's Executive Director salary of $253,513; and
- is substantially lower than Granada Hills Charter's CEO compensation of $443,754. However, Granada Hills Charter serves nearly 6,000 students across multiple campuses, making it a significantly larger organization and an upper-market comparator rather than a direct peer.

Overall, the Executive Director's current Step 1 annual base salary is appropriately positioned within the market for comparable independent charter high schools. In addition, the base salary does not include employer-paid benefits, including statutory contributions (CalSTRS, Medicare, and workers' compensation) and employer-paid health benefits. When these benefits are included, the total compensation package increases by approximately 35% above the base salary.

Should Executive Director Compensation Be Updated?

Based on the current market analysis, Human Resources recommends maintaining the current Executive Director compensation.

Proposed Board Action

Review the Executive Director Compensation Analysis and continue with the previously approved Executive Director salary schedule, as shown below.

Subject to Board approval, the Interim Executive Director will be placed at Step 1 of the Executive Director salary schedule, with an annual base salary of $239,547.36. In addition, the Interim Executive Director will receive the applicable $5,000 annual master's degree differential, resulting in a total annual salary of $244,547.36.

The position also includes employer-paid benefits, including statutory contributions (CalSTRS, Medicare, and workers' compensation) and employer-paid health benefits. When these benefits are included, the total compensation package is approximately 35% greater than the annual salary.

Executive Salary Schedule (2025–2026)

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Executive Director	$239,547.36	$249,206.53	$257,577.80	$267,236.97	$276,896.14

Salary Differentials

Differential	Annual Amount
Bilingual	$3,000
Master's Degree	$5,000
MBA	$8,000
Doctorate	$10,000

Work Year: All executive positions are based on a **261-day work year**.

Executive Director Compensation Analysis

El Camino Real Charter High School

ECRCHS Salary	
Executive Director Base Salary (Step 1)	**$239,547.36**
Differential (Masters Degree)	**$5,000.00**
Total Annual Salary	**$244,547.36**

ECRA Executive Salary Table 2025-26

	Steps				
Job Title	**1**	**2**	**3**	**4**	**5**
Executive Director	$239,547.36	$249,206.53	$257,577.80	$267,236.97	$276,896.14

Differentials	
Bi-Lingual	$3,000
Master's	$5,000
MBA	$8,000
Doctorate	$10,000

All Executives have a 261 day Work Year

Note: The Board determines Executive compensation.

The position also includes employer-paid benefits, including statutory contributions (CalSTRS, Medicare, and workers' compensation) and employer-paid health benefits. When these benefits are included, the total compensation package is approximately 35% greater than the annual salary.

Organization	Title	Structure	Salary Range	Current Base Salary	Data Period	Source URL	Notes
Birmingham Community Charter High School	CEO/Principal	Independent charter high school	Not listed on website	$236,000.00	Fiscal year ending 2025	https://projects.propublica.org/nonprofits/organizations/270249997	
Granada Hills Charter	CEO/Superintendent	Independent TK-12 charter, two campuses	Not listed on website	$443,754.00	Fiscal year ending 2025	https://projects.propublica.org/nonprofits/organizations/50570400	Significantly larger organization
Palisades Charter High School	Executive Director/Principal	Independent charter high school	$202,875.59 - $246,596.55	$253,513.00	Fiscal year ending 2025	https://projects.propublica.org/nonprofits/organizations/920184898	Salary range approved 07/01/2025 by the Board of Directors/ Salary range posted on the website does not include Step 6, 7, 8 where all others