El Camino Real Charter High School

Regular Board Meeting

11-19-26 Regular Board Meeting

Date and Time

Thursday November 19, 2026 at 5:30 PM PST

Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

ANNUAL MEETING AND REGULAR BOARD MEETING

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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.

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
	Opening Items			
A.	Call the Meeting to Order		Brian Archibald	1 m
B.	Record Attendance and Guests		Ryan Guinto	1 m
C.	Pledge of Allegiance to the United States of America (USA)		Brian Archibald	1 m
D.	Public Comments		Public	24 m
	NOTE: “Public Comments” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to ***three (3) minutes*** and total time allotted to non-agenda items will not exceed twenty four (24) 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			
E.	UTLA Update	Discuss	UTLA Representative	5 m
F.	AFSCME Update	Discuss	AFSCME Representative	5 m

		Purpose	Presenter	Time
G.	Executive Director Update		Dean Bennett	10 m
H.	Board Committee Updates	Discuss	Brian Archibald	15 m

The Chair of following Board Committees will provide updates:

- Finance and Investment Board Committee
- Travel Board Committee
- Technology Board Committee

II. Operations — 6:32 PM

A.	Public Statement on Board Response to Complaints	FYI	Brian Archibald	5 m

Dr. Archibald, Board Chair, will read the statement on Board reponse to complaints.

III. Consent — 6:37 PM

A.	Approve Minutes of October 22, 2026 Special Board Meeting	Approve Minutes	Brian Archibald	1 m
B.	Approve October 22, 2026 Regular Board Meeting	Approve Minutes	Brian Archibald	1 m
C.	Approve Minutes of October 28, 2026 Special Board Meeting	Approve Minutes	Brian Archibald	1 m

IV. Closed Session — 6:40 PM

A.	Conference with Legal Counsel - Anticipated Litigation	Discuss	Legal Counsel	15 m

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (4) Four Cases

		Purpose	Presenter	Time
B.	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	Discuss	Legal Counsel	15 m
C.	Public Employment/Title Executive Director	Discuss	Legal Counsel	15 m
D.	Conference with Labor Negotiators	Discuss	Legal Counsel	15 m

Agency designated representatives: Vania Rodriguez, HR Director; Legal Counsel.

Unrepresented Employee: Acting Interim Executive Director.

V. Reconvene to Open Session — 7:40 PM

A.	Report on Actions Taken in Closed Session, If Any	Discuss	Brian Archibald	1 m

VI. Governance — 7:41 PM

A.	Discuss and Vote to Abolish the Board Capitalization Committee	Vote	Brian Archibald	10 m

Prior to the vote, Dr. Archibald, Board Chair, will present the abolishment of the Board Capitalization Committee.

B.	Discussion and Vote to Establish Curriculum and Instruction Advisory Committee	Vote	Mariellen Webster	15 m

Prior to the vote, Mariellen Webster, Board member, will present the establishment of Board Curriculum and Instruction Advisory Committee.

C.	Discussion and Vote to Approve Compensation For Acting Interim Executive Director	Vote	Brian Archibald	5 m

Prior to the vote, Dr. Archibald, Board Chair, will present the approval compensation for Acting Interim Executive Director, Dean Bennett.

D.	Discuss and Vote for Executive Director Search	Vote	Brian Archibald	10 m

Prior to the vote, Brian Archibald, Board Chair, will present the Executive Director Search.

E.	Discuss and Vote for Chief Compliance Officer Search	Vote	Brian Archibald	10 m

		Purpose	Presenter	Time
	Prior to the vote, Brian Archibald, Board Chair, will present the Chief Compliance Officer search.			
F.	Discuss and Vote for Law Firm Search	Vote	Brian Archibald	10 m
	Prior to the vote, Dr. Archibald, Board Chair, will present the Law firm search.			

VII. Finance — 8:41 PM

A.	Discuss and Vote to Approve the September 2026 Check Registers	Vote	Janneyra Verduzco	10 m
	Prior to the vote, Ms. Verduzco will present the September 2026 Check Registers.			
B.	Vote to Approve the October 2026 Check Registers	Vote	Brian Archibald	10 m
	Prior to the vote, Ms. Verduzco will present the October 2026 Check Registers			
C.	Vote to Approve the October 2026 Credit Card Statements	Vote	Brian Archibald	10 m
	Prior to the vote, Ms. Verduzco will present the October 2026 Credit Card Statements.			

VIII. School Business — 9:11 PM

A.	Discussion and Vote to Approve Adding Dean Bennett To Our US Bank Account and Ordering CalCard Credit Card	Vote	Janneyra Verduzco	5 m
	Prior to the vote, Janneyra Verduzco, Director of Accounting and Finance, will present adding Dean Bennett to our US Bank Account and ordering CalCard Credit Card.			
B.	Discuss and Vote on Los Angeles County Office of Education (LACOE) Certificate of Signatures	Vote	Janneyra Verduzco	5 m
	Prior to the vote, Mrs. Verduzco will present the LACOE Certificate of Signatures to add Interim Executive Director, Dean Bennett.			
C.	Discussion and vote on Food Services Management Contract for the upcoming RFP Approval	Discuss	Edgar Ortega / Ryan Guinto	10 m
	Edgar Ortega, Administrative Director, and Ryan Guinto, Director of Technology will present the Food Services Management Contract for the upcoming RFP Approval.			

		Purpose	Presenter	Time
D.	Discussion and Vote on Proposed Whistleblower Policy Update to the Employee Handbook	Vote	Dean Bennett	10 m
	Prior to the vote, Dean Bennett, Acting Interim Executive Director, will present the update to the Whistleblower Policy to the Employee Handbook.			
E.	Discussion and Vote to Approve Variable Term Waiver	Vote	Dean Bennett	10 m
	Prior to the vote, Mr. Bennett, Acting Executive Director, will provide an overview of the subsequent Variable Term Waiver request.			
F.	Discussion and Vote to Approve Historically Black College and University (HBCU) Field Trip	Vote	Minita Clark	10 m
	Prior to the vote, Minita Clark, Administrative Director, will present the HBCU field trip.			
G.	Discussion and Vote to amend the Back Office Contract with Harness		Dean Bennett / Jannerya Verduzco	10 m
	Prior to the vote, Dean Bennett, Acting Interim Executive Director, and Janneyra Verduzco, Director of Accounting and Finance, will present amend the Back Office Contract with Harness			
H.	Discussion and Vote on Netsuite Contract Renewal	Vote	Janneyra Verduzco	10 m
	Prior to the vote, Janneyra Verduzco, Director of Accounting and Finance, will present the Netsuite Contract Renewal			

IX. Closing Items — 10:21 PM

A.	Adjourn Meeting	Vote	Brian Archibald	1 m

Coversheet

Public Statement on Board Response to Complaints

Section: II. Operations
Item: A. Public Statement on Board Response to Complaints
Purpose: FYI
Submitted by:
Related Material: Statement on Board Response to Complaints.pdf

El Camino Real Alliance

El Camino Real Charter High School · Board of Directors
Meeting: Regular Board Meeting, November 19, 2026
Chair's Statement on Complaint Process

INFORMATION ONLY — NO ACTION REQUESTED

Statement on Board Response to Complaints
By Dr. Brian Archibald, Board Chair

I would like to address how we, as a Board, respond to complaints and concerns brought to our attention regarding school operations, policies, and compliance.

First, I believe it is important that every complaint be taken seriously, acknowledged appropriately, and directed through an established process that ensures it receives proper consideration.

At the same time, we need to recognize the distinction between the Board's oversight responsibilities and the administration's responsibility for managing the day-to-day operations of the school.

Our role as a Board is not to investigate or adjudicate every individual complaint. Rather, our responsibility is to ensure that appropriate policies, procedures, and accountability mechanisms exist, that they are followed, and that significant issues are brought to the Board's attention when appropriate.

I would like us to establish a clear protocol that addresses how complaints received by Board members are acknowledged, how they are referred for review, how responses are documented, and how the Board is informed of significant compliance concerns or recurring issues.

We should also ensure that complaints involving school leadership, potential conflicts of interest, or other matters requiring independent oversight have an appropriate escalation process.

My objective is to ensure that our school community has confidence that concerns are heard, addressed fairly and consistently, and resolved in accordance with applicable law and school policy.

I intend to work with our legal counsel and administration to develop a proposed protocol for the Board's consideration and approval at a future public meeting.

Respectfully submitted,



Dr. Brian Archibald
Board Chair, El Camino Real Alliance
Date: October 16, 2026

Coversheet

Approve Minutes of October 22, 2026 Special Board Meeting

Section:	III. Consent
Item:	A. Approve Minutes of October 22, 2026 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on October 22, 2026

DRAFT

El Camino Real Charter High School

Minutes

Special Board Meeting

10-22-2026 Special Board Meeting

Date and Time
Thursday October 22, 2026 at 5:15 PM

Location
El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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Directors Present
Beth Corbett, Mandy Rogers, Mariellen Webster

Directors Absent
Steven Kofahl

Guests Present
Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Mariellen Webster called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Oct 22, 2026 at 5:26 PM.

B. Record Attendance and Guests

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

The Board Chair led the Pledge of Allegiance.

D. Public Comments

The Board Chair asked members of the public to hold their comments until the next meeting. No public comments were taken at this meeting.

II. Governance

A. Board Resolution Adopting In-Person Paper Ballot Framework Resolution No. 2026-10-22

Beth Corbett made a motion to adopt the In-Person Paper Ballot Framework, Resolution No. 2026-10-22.
Mandy Rogers seconded the motion.
Dr. Clark read the resolution formally adopting the in-person paper ballot framework the Board approved on October 20, 2026. Its operational directives: (1) mandatory in-person voting, with no proxy, absentee, or mail-in ballots; (2) a neutral, independent election administrator with no conflicts of interest, and a ban on anyone named in prior election complaints administering, counting, or certifying ballots; (3) separate check-in lines (parents/guardians with photo ID and white ballots; certificated staff with school ID and blue ballots); (4) hand-stamped ballots, with unstamped, late, or over-voted ballots invalid; (5) two neutral monitors at the locked ballot boxes and an open public hand count, with results co-signed by both monitors; and (6) a written election interference complaint process routed through the Executive Director (or Board Chair/Vice Chair if they are implicated), with referral to legal counsel and protection against retaliation.
The board **VOTED** to approve the motion.

Roll Call	
Beth Corbett	Aye
Mandy Rogers	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye

B. Discuss and Vote to Adopt the Whistleblower Policy

Mariellen Webster made a motion to continue the process of building the whistleblower policy portal that IT has begun. The Board did not adopt the whistleblower policy at this meeting.
Beth Corbett seconded the motion.
Staff described a whistleblower reporting portal being developed by the marketing and technology departments, with input from employees, staff, and management, to give staff a documented channel for raising concerns and routing them to the appropriate people, including complaints involving board members, with the advice of legal counsel. Approving the project's continuation allows legal counsel to begin reviewing it and allows it to be referenced as a project in progress in next week's responses to the Charter Schools Division's Notice of Concern and Notice of Alleged Violations. A full presentation will be brought to a future special or regular meeting. At the Board's request, the minutes reflect that the Board voted only to continue the project and did NOT adopt the whistleblower policy or portal; adoption will be considered at a future meeting.
The board **VOTED** to approve the motion.

Roll Call	
Beth Corbett	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye
Mandy Rogers	Aye

III. 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 5:40 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Approve October 22, 2026 Regular Board Meeting

Section:	III. Consent
Item:	B. Approve October 22, 2026 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on October 22, 2026

DRAFT

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Alex Placencio, Beatriz Chen, Beth Corbett, Brian Archibald, Mandy Rogers, Mariellen Webster

Directors Absent
Steven Kofahl

Guests Present
Ryan Guinto

I. Opening Items

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B. Record Attendance and Guests

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

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

D. Public Comments

1. Daniel Pallets
- Board Stabilization

- Acknowledged that the Board has become more stable since previous meetings, with three existing members and additional members selected.
- Expressed optimism that the Board can now focus on the school's most pressing priorities.

- Charter Renewal as Top Priority

  - Emphasized that charter renewal is the school's most critical issue at present.
  - Stressed the importance of prioritizing charter renewal without distractions from other internal issues, including staffing concerns, special meetings, and administrative leaves.
  - Highlighted that successful charter renewal is essential to preserving the school's future.

- Low Parent Participation

  - Expressed concern over the low attendance at Board meetings despite the school having more than 2,000 students, teachers, and a large alumni community.
  - Noted that fewer than 10 attendees appeared to be current parents, with more administrators present than parents.
  - Believed that parents may not be fully aware of the seriousness of the charter renewal situation.

- Call for Increased Parent Involvement

  - Urged attendees to encourage other parents to participate in upcoming Board meetings.
  - Emphasized that parents need to be informed and actively involved in protecting the school's future.
  - Encouraged the Board and school community to find ways to increase parent engagement and attendance.

- Board Advocacy

  - Supported the Board's continued expansion, noting that additional members could encourage greater participation.
  - Warned that the seven-member Board cannot carry the responsibility of advocating for the school alone.
  - Emphasized the need for collective support from parents and the wider school community.

2. Haley Smith
- Request to Hire a Compliance Officer

  - Represented faculty members in requesting that the Board hire a dedicated Compliance Officer.
  - Emphasized that this is a necessity, not merely a preference, and should take priority over retaining an HR Director.
  - Proposed that the Compliance Officer serve as an independent safeguard for students, employees, public funds, and school operations.

- Compliance and Accountability

  - Highlighted recurring failures in compliance with:
    - Education Code (Ed Code) and employment laws.
    - Board policies and collective bargaining agreements.
    - Ethical standards and financial accountability requirements.
  - Stressed the need for proactive oversight to prevent legal disputes, employee grievances, financial losses, regulatory violations, and further damage to public trust.

- Protection of Students and Employees

  - Emphasized that the role would help protect student rights, promote equitable access to education, and ensure timely services, particularly for special education and high-needs student groups.
  - Called for consistent administrative procedures and proper implementation of employee rights and collective bargaining agreements.
  - Requested clear processes for reporting concerns, accessing policies, and obtaining fair reviews without fear of retaliation.

- Improved Leadership and Internal Controls

  - Recommended establishing clear boundaries, procedures, and accountability measures across the organization.
  - Called for stronger financial integrity, ethical leadership, and independent oversight.
  - Expressed concern over self-serving or ineffective leadership and emphasized the need to prioritize the school's best interests.

- Acknowledgment of Recent Improvements

  - Thanked the Board for its time and dedication to the school.
  - Recognized positive changes and acknowledged administrators and department leaders who stepped up during a period of significant challenges.

- Call for Accountability and Corrective Action

  - Stated that staff, students, and the community will no longer accept excuses or unfulfilled promises.
  - Emphasized that good intentions and apologies are not substitutes for accountability.

- Urged school leadership to acknowledge mistakes openly and take meaningful corrective action.

3. Super Dylan
- Acknowledgment of Leadership Challenges

- Recognized the challenges the school has faced over the past four months.
- Thanked Mr. Bennett and Dr. Clark for their efforts in keeping the school operational despite difficult personnel decisions.
- Expressed concern over how Mr. Alba and Mr. Camp were treated during the summer.

- Whistleblower Protections

- Acknowledged the recent professional development presentation on whistleblower protections.
- Supported strengthening protections for employees who report concerns.
- Described the previous work environment as one characterized by alleged intimidation and fear among staff members.

- Concerns Regarding Charter Schools Division (CSD)

- Raised questions about the involvement of CSD representatives, the former Board President, HR, and the school's legal counsel in handling previous concerns.
- Stated that staff members had attempted to report concerns to CSD but were allegedly directed to submit complaints to the school Board.
- Expressed frustration over the lack of an independent reporting and review process, particularly when concerns involved Board leadership.

- Concerns Regarding Legal Counsel (YMC)

- Questioned the fairness and impartiality of investigations conducted by YMC.
- Shared that some investigation questions appeared to lead toward conclusions favorable to the former Board President.
- Requested that the Board consider retaining different legal counsel to better serve the school and its community.

- Lack of Trust in Human Resources (HR)

- Reported that many employees remain uncomfortable bringing workplace concerns to HR.

- Expressed concern that recent HR meetings and professional development sessions have not sufficiently restored staff confidence.
- Emphasized that HR should:
    - Provide accurate information and guidance.
    - Apply policies consistently and fairly.
    - Offer independent and candid advice, even when it challenges administration.
    - Maintain appropriate boundaries and impartiality when handling employee concerns.

- Need to Rebuild Staff Confidence

- Acknowledged the recent whistleblower protection presentation as a positive step.
- Stressed that rebuilding trust requires more than leadership changes or the removal of individuals previously perceived as problematic.
- Called for meaningful improvements in reporting procedures, independent oversight, and employee protection.

4. Albert Vasquez
- Appreciation for Current Leadership

- Thanked Dr. Clark and Mr. Bennett for their efforts in restoring order and rebuilding the school following previous challenges.
- Acknowledged that their work is difficult but expressed confidence that the school is moving in a positive direction.
- Recognized Dean's role as an act of service rather than a pursuit of power or personal ambition.
- Shared that staff members are beginning to regain confidence in the school's leadership.

- Concerns Regarding Leadership Hiring Practices

- Shared concerns about the previous hiring process for school leadership positions.
- Pointed out that some leadership appointments were made after only one interview, despite the positions carrying significant responsibilities and salaries.
- Clarified that he was pleased with the performance of the recently hired Assistant Principals, and that his concerns were about the hiring process rather than the individuals.

- Recommendation to Reform Hiring Procedures

- Recommended adopting a more transparent and inclusive hiring process for incoming Executive Directors, Vice Principals, and other leadership positions.
- Shared his experience at Green Dot, where hiring committees included:
    - Parents
    - Students
    - Teachers
    - Classified staff
    - Union representatives
- Suggested using objective evaluation rubrics to ensure fair and consistent candidate assessments.

- Proposal for a Representative Hiring Committee

- Supported the membership-approved proposal to establish a hiring committee.
- Recommended including parents, teachers, representatives from both unions, and students.
- Clarified that the committee would serve in an advisory capacity rather than make the final hiring decision.
- Emphasized that community participation would promote transparency and shared decision-making.

- Connection to Charter Renewal

- Highlighted that inclusive hiring practices would demonstrate the school's commitment to accountability and community involvement.
- Believed that implementing the proposal would send a positive message about the school's direction moving forward and support its charter renewal efforts.

5. Angel Sanchez
- Concerns Regarding the New Lunch Policy

- Raised concerns about the newly implemented policy requiring students to leave the main building and hallways during lunch.
- Acknowledged the school's need to maintain campus safety and supervision but stated that the policy has created difficulties for students.
- Presented a petition signed by 140 students, including Student Council members, requesting that the policy be removed or revised.

- Insufficient Outdoor Seating and Facilities

- Highlighted that the campus does not have enough outdoor seating to accommodate more than 2,000 students.

- Expressed concern that students are forced to sit on the ground, potentially exposing them to heat and rain.
- Noted that concentrating thousands of students in limited outdoor areas creates overcrowding, excessive noise, and an overstimulating environment.

- Impact on Students' Academic Needs

- Explained that students need a quiet space during lunch to rest between classes and complete homework.
- Raised concerns that the outdoor-only policy limits students' ability to use their lunch break productively.

- Insufficient Time and Movement Restrictions

- Stated that the original 10-minute building access rule was insufficient, particularly when cafeteria lines are long and students need teacher passes.
- Acknowledged the increase from 10 to 15 minutes as a significant improvement but emphasized that it does not resolve the underlying concerns.
- Explained that restrictions make it difficult for students involved in extracurricular activities and campus projects to move between designated areas.

- Request for Policy Reconsideration

- Described the policy's implementation as rushed and poorly timed.
- Requested that the administration reconsider or modify the policy to better accommodate students' needs.
- Emphasized that the petition was not intended to challenge or disrespect school leadership but to advocate for a more practical solution.

- Acknowledgment of School Improvements

- Recognized the administration's efforts to create a safer, more supportive, and positive school environment.
- Expressed concern that the new lunch policy feels like a step backward despite the school's recent improvements.

6. Dalia Vinky
- Concerns Regarding the 4:15 PM Campus Clearance Policy

- Raised concerns about the email sent on October 5 requiring students to leave the new campus by 4:15 PM unless they have an approved reason to remain.

- Questioned whether the policy genuinely promotes student safety and well-being.
- Argued that forcing students off campus simply shifts potential safety risks to surrounding streets and public areas.

- Student Safety and Community Concerns

- Expressed concern about gang violence in nearby communities.
- Raised concerns about increased ICE enforcement activities in the surrounding area.
- Highlighted the school's large Latino student population and the potential risks of racial profiling and questioning based on appearance or perceived ethnicity.
- Warned that requiring students to wait outside campus could leave them vulnerable to safety threats.

- Impact on Working Families

- Explained that many parents work multiple jobs or have unpredictable work schedules and cannot always pick up their children by 4:15 PM.
- Emphasized that students should not be forced to leave campus simply because their parents cannot arrive at the designated time.

- Loss of Academic Support and Resources

- Raised concerns that the policy limits students' access to:
  - Quiet study areas.
  - Academic resources and facilities.
  - Peer study groups and academic support.
- Noted that some students depend on campus facilities because their home environments may not provide suitable spaces for studying.

- Environmental and Weather-Related Safety

- Highlighted students' exposure to extreme heat, severe weather, and poor air quality caused by nearby fires.
- Expressed concern about requiring students to wait outside during unfavorable environmental conditions.

- Request for Policy Reconsideration

- Urged the administration to reconsider the mandatory 4:15 PM campus clearance requirement.

- Requested that students be allowed to remain safely on campus while waiting for transportation or using academic resources.
- Emphasized that campus safety policies should consider students' actual circumstances and vulnerabilities.

E. UTLA Update

Miss Herrera:

- Welcome to Incoming Board Members

- Welcomed incoming Board Members Beatrice Chen, Brian Archbold, and Alex Glenfield.
- Thanked them for volunteering to serve and acknowledged the significant changes within the Board.
- Emphasized that although progress has been made, more work remains.

- Vote of No Confidence

- Reported that approximately 280 teachers, counselors, classified staff, parents, and community members signed a vote of no confidence petition.
- Noted that the petition originally addressed the previous Board, but the community's concerns remain unresolved despite the appointment of a new Board.

- Leadership and Administrative Concerns

- Noted the recent resignation of the Chief Business Officer (CBO), which the Board accepted.
- Reported that the Director of Facilities remains on paid administrative leave pending an investigation.
- Raised concerns that the HR Director remains in her position despite staff members' lack of confidence in her leadership.

- Alleged Parent Board Election Irregularities

- Called for transparency and accountability regarding alleged election fraud involving the Parent Board Representative election.
- Emphasized that the election involved public funds and that the community deserves to know the investigation's findings and any resulting corrective action.

- Community's Role in Board Changes

- Highlighted that the new Board was established through significant efforts, communication, and advocacy from teachers and the wider school community.
- Emphasized that every Board seat was filled through the community's efforts.
- Reminded the incoming Board that the community's work and advocacy must continue.

- Leadership and Hiring Priorities

- Called for leaders who demonstrate engagement, consideration, and accountability.
- Requested:
  - A nationwide search for a new Executive Director (ED).
  - Appointment of a new Chief Business Officer (CBO).
  - Hiring of a dedicated Compliance Officer instead of an HR Director.
  - A Board Chair and Vice Chair who prioritize the interests of the school, teachers, and students.

- Board Governance and Policy Reforms

- Urged the Board to amend its bylaws to prevent similar governance and leadership issues from happening again.
- Emphasized the need for lasting structural changes rather than simply replacing Board members.

F. AFSCME Update

Mr. Richard Russell:
- Welcome and Support for the New Board

- Introduced himself as a longtime El Camino Real alumnus, Athletic Director, and President of the Classified Employees Union, APSME Local 540.
- Thanked the newly elected Board for recognizing classified employees and providing them with opportunities to participate in discussions about the school's future.
- Expressed support for Alex Placincio as the classified employees' representative on the Board.
- Shared that Mr. Placincio attended a meet-and-greet with approximately 20 classified employees, participated in a Q&A, and received unanimous support through a straw poll.

- Importance of Employee Representation

- Emphasized that having classified employees represented on the Board is an important step toward strengthening relationships across the school community.

- Highlighted that employees' experiences and perspectives should be considered in decisions affecting students, teachers, and staff.

- Concerns Regarding Past Communication and Decision-Making

- Shared that employees have previously felt their concerns were not adequately heard.
- Expressed concern that decisions were sometimes made without input from the employees directly affected.
- Noted that poor communication has contributed to a decline in employee trust.

- Three Key Areas for Improvement

- Identified three priorities for rebuilding trust:
  - Communication: Establish consistent opportunities for employees to raise concerns and receive responses.
  - Employee Involvement: Seek input from employees closest to the work before making decisions that affect them.
  - Accountability: Ensure employees know their concerns are being considered and understand what actions will follow.

- Preserving El Camino Real's Identity

- Emphasized the importance of protecting the school's history, traditions, and community identity.
- Stated that progress should build upon what makes El Camino special while addressing areas that need improvement.
- Recognized the dedication, experience, and contributions of employees who continue supporting students and the school.

- Call for Collaborative Leadership

- Encouraged the new Board to listen to employees, seek their input, and consider the real-world impact of decisions.
- Emphasized that strong leadership requires open communication, taking concerns seriously, and a willingness to learn and improve.
- Expressed the classified employees' willingness to collaborate with the Board to rebuild trust and move the school forward.

G. Executive Director Update

Mr. Dean Bennett:

School Activities and Events

- Homecoming Week: Celebrations are underway.
  - Homecoming game scheduled for the following day, featuring the first-ever drone show in El Camino history.
  - Homecoming dance scheduled for Saturday.
- Senior Activities: Senior Halloween bowling night scheduled for the following Tuesday, with senior superlative winners to be announced.
- VAPA Fall Showcase:
  - Held the previous Tuesday with a Dia de los Muertos theme.
  - Organized by students and reportedly had the largest turnout in recent years.
  - Featured instrumental and choral music, theater, visual arts, music and audio production, filmmaking, and marching band.
- Marching Band:
  - Recently competed midway through the season and earned first place in multiple categories.
  - Preparing for upcoming competitions leading to the championships.

Administrative and Governance Updates

- Fiscal Crisis Management Assistance Team (FCMAT):
  - Scheduled to visit the campus the following Monday and Tuesday.
  - Approximately two dozen individuals will be interviewed as part of the investigation previously approved by the Board.
- Charter Renewal:
  - Charter renewal intake meeting scheduled for Thursday, October 29, 2026, at the Vojree Building.

H. Board Chair Update

- Noted that the Board had already received most of the updates through the presentations.
- Thanked everyone and proceeded with the meeting agenda.

II. Consent

A. Approve Minutes of October 16, 2026 Special Board Meeting

Beth Corbett made a motion to approve the minutes from Special Board Meeting on 10-16-26.
Mandy Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Mandy Rogers	Aye
Mariellen Webster	Aye
Beth Corbett	Aye
Steven Kofahl	Absent

B. Approve Minutes of October 20, 2026 Special Board Meeting

Beth Corbett made a motion to approve the minutes from Special Board Meeting on 10-20-26.
Mandy Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Absent
Mandy Rogers	Aye
Mariellen Webster	Aye
Beth Corbett	Aye

III. Governance

A. Discuss and Vote to Install (2) Two Community Representatives

- Interim Board Chair Mariellen Webster presented the item for the installation of two community representatives.
- The two nominees identified were:
  - Brian Archibald
  - Beatriz Chen
- The Board will vote on each nominee separately, corresponding to the respective vacancies.
- Each representative will serve the remaining term associated with the vacancy.

Mandy Rogers made a motion to install Mr. Brian Archibald as a community representative.
Beth Corbett seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Absent
Mandy Rogers	Aye
Mariellen Webster	Aye
Beth Corbett	Aye

Beth Corbett made a motion to install Ms. Beatriz Chen as a community representative.
Mandy Rogers seconded the motion.

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

Roll Call

Mandy Rogers	Aye
Steven Kofahl	Absent
Beth Corbett	Aye
Mariellen Webster	Aye

B. Discuss and Vote to Install Classified Representative

Mandy Rogers made a motion to install Dr. Alex Placencio.
Beth Corbett seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Beatriz Chen	Aye
Steven Kofahl	Absent
Mandy Rogers	Aye
Mariellen Webster	Aye
Beth Corbett	Aye
Brian Archibald	Aye

C. Elect 2026-2027 Board Chair

Election of 2026–2027 Board Chair
- Brian Archibald was nominated for the position of Board Chair for the 2026–2027 term.
Mariellen Webster made a motion to elect the 2026-207 Board Chair, Mr. Brian Archibald.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Beth Corbett	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye
Mandy Rogers	Aye
Alex Placencio	Aye
Brian Archibald	Aye
Beatriz Chen	Aye

- Mr. Brian Archibald was elected as the 2026–2027 Board Chair.
- Thanked the Board for the support and expressed enthusiasm about working with fellow Board members.
- Acknowledged the positive changes already implemented and expressed commitment to continuing progress.
- Emphasized the importance of working collaboratively with the entire school community.
- Requested a future Board agenda item focused on Board Governance, including:
    - Clarifying the Board’s roles and responsibilities.

◦ Strengthening engagement and collaboration with the community.
◦ Defining how the Board will carry out its oversight responsibilities.
◦ Establishing stronger controls and accountability over school operations.

D. Elect 2026-2027 Board Vice-Chair

Two Board members nominated themselves for Vice-Chair:

- Ms. Beth Corbett
- Ms. Mariellen Webster

Candidate Statements
- Ms. Beth Corbett

- Highlighted her professional background as a studio teacher and student welfare worker, enforcing labor laws and state regulations.
- Emphasized her experience balancing stakeholder interests while ensuring strict compliance with rules.
- Stressed the importance of ethics, accountability, compliance, and protecting children.
- Expressed commitment to ensuring that political pressure does not compromise ethical standards.

- Ms. Mariellen Webster

- Shared her experience serving as Interim Board Chair for the past two months.
- Acknowledged the Board's progress in expanding from three to six members through community collaboration.
- Expressed interest in continuing to support the Board and community.
- Recognized that she is still learning Board procedures, protocols, and governance responsibilities.
- Highlighted her willingness to continue working through complex personnel and legal matters while gaining more Board experience.

Board Governance Clarification

- Mr. Brian Archibald clarified that the Board Chair and Vice-Chair do not hold greater authority than other Board members.
- All Board members have equal voting rights, governance responsibilities, and opportunities to contribute, regardless of their leadership positions.

Motion to elect 2026-2027 Board Vice-Chair, Beth Corbett.
Board Members voted:

Brian Archibald - Beth Corbett

Beatriz Chen - Beth Corbett
Dr. Alex Placencio - Beth Corbett
Mandy Rogers - Beth Corbett
The board **VOTED** to approve the motion.

Roll Call	
Beatriz Chen	Aye
Mandy Rogers	Aye
Alex Placencio	Aye
Steven Kofahl	Absent
Brian Archibald	Aye

E. Elect 2026-2027 Secretary

Ms. Mandy Rogers had already been previously elected to serve as the Board Secretary 2026-2027.

F. Discussion and Vote on Board Committees' General Membership and Chairpersons

Background and Committee Reorganization

- Ms. Mandy Rogers presented the item for discussion and approval of Board committees, their members, and chairpersons.
- The committees formed during the August 27 regular Board meeting needed to be reorganized because:
  - Not all Board members were present during the initial formation.
  - Some previously appointed members had resigned or were no longer serving.
- The Board agreed to review and reassign committee memberships.

Committee Structure

- Six committees were identified:
  1. Executive Director Evaluation
  2. Finance and Investment
  3. Capitalization Project
  4. Safety
  5. Technology
  6. Travel
- The Finance and Investment Committee is the only standing committee.
- The remaining committees are ad hoc committees.
- Board members were encouraged to select committees based on their interests and areas where they could best contribute.

- The Board emphasized the need to establish committees promptly to support effective governance.

Executive Director Evaluation Committee

- Several Board members expressed interest in serving on the committee.
- The Board discussed limiting committee membership to three members to avoid having a majority of the Board on the committee.
- Proposed committee membership:
  - Chair: Dr. Alex Placencio
  - Member: Brian Archibald
  - Member: Mandy Rogers

Mariellen Webster made a motion to approve the General Membership for the Executive Director Evaluation Committee.
Mandy Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Beth Corbett	Aye
Mariellen Webster	Aye
Alex Placencio	Aye
Steven Kofahl	Absent
Beatriz Chen	Aye
Brian Archibald	Aye
Mandy Rogers	Aye

Finance and Investment Committee

- The Board discussed reorganizing the Finance and Investment Committee due to changes in Board membership.
- Members noted that the committee is a standing committee, so there is no limit on the number of members.
- The Board discussed committee membership and leadership based on members' backgrounds and experience.
- Mr. Brian Archibald was nominated as Chair, but he declined, noting that he was already serving as Board Chair.
- To maintain a separation of responsibilities, the Board agreed that another member should lead the committee.
- Proposed Committee Composition:

- Chair: Ms. Mandy Rogers
- Member: Mr. Brian Archibald
- Member: Dr. Alex Placencio

Brian Archibald made a motion to approve the General Membership for the Finance and Investment Committee, Ms. Mandy Rogers as Chair, Mr. Brian Archibald and Dr. Alex Placencio.
Beth Corbett seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Absent
Mandy Rogers	Aye
Brian Archibald	Aye
Mariellen Webster	Aye
Alex Placencio	Aye
Beatriz Chen	Aye
Beth Corbett	Aye

Capitalization Project Committee

- The Board discussed reorganizing the Capitalization Project Committee, an ad hoc committee.
- Members confirmed that there are ongoing capital projects, including work related to the farm and construction activities.
- The Board invited members to volunteer for the committee.
- Proposed Committee Composition:
  - Chair: Ms. Beth Corbett
  - Member: Ms. Beatriz Chen
  - Member: Mr. Brian Archibald

Beth Corbett made a motion to approve the General Membership for the Capitalization Projects Committee.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Alex Placencio	Aye
Mandy Rogers	Aye
Beatriz Chen	Aye
Brian Archibald	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye
Beth Corbett	Aye

Safety Committee

- The Board discussed the responsibilities of the Safety Committee, including:
    - Campus security and on-campus safety concerns.
    - Student concerns and issues raised during public comments.
    - Cybersecurity was also raised as a possible area of responsibility, but its placement was not fully clarified.
- Board members volunteered to serve on the committee.
- Proposed Committee Composition:
    - Chair: Ms. Beatrice Chen
    - Member: Ms. Beth Corbett
    - Member: Ms. Mandy Rogers

Mariellen Webster made a motion to approve the General Membership for the Safety Committee.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Mariellen Webster	Aye
Steven Kofahl	Absent
Mandy Rogers	Aye
Beth Corbett	Aye
Beatriz Chen	Aye
Alex Placencio	Aye
Brian Archibald	Aye

Technology Committee

- The Board discussed the membership and leadership of the Technology Committee.
- The Technology Committee was confirmed as an ad hoc committee.
- Proposed Committee Composition:
    - Chair: Ms. Mariellen Webster
    - Member: Ms. Beatriz Chen
    - Member: Ms. Mandy Rogers

Beth Corbett made a motion to approve the General Membership for the Technology Committee.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Brian Archibald	Aye
Steven Kofahl	Absent
Alex Placencio	Aye
Mandy Rogers	Aye

Roll Call	
Beth Corbett	Aye
Beatriz Chen	Aye
Mariellen Webster	Aye

Travel Committee

- The Board discussed the purpose and responsibilities of the Travel Committee.
- The committee's role is to review and approve school-related travel, particularly **overnight and out-of-state trips**, including the associated travel budget.
- Board members questioned whether travel approvals should be handled by the Executive Director rather than a Board committee.
- It was clarified that the existing process requires Board-level review and approval for certain travel requests and related expenditures.
- The Board agreed to maintain the Travel Committee as part of the current committee structure.
- **Proposed Committee Composition:**
  - Chair: Ms. Mariellen Webster
  - Member: Mr. Brian Archibald
  - Member: Ms. Beatriz Chen

Beatriz Chen made a motion to approve the General Membership for the Travel Committee.
Mandy Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Brian Archibald	Aye
Alex Placencio	Aye
Beth Corbett	Aye
Mandy Rogers	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye
Beatriz Chen	Aye

The Board also discussed the possible creation of a **Curriculum and Pedagogy Committee**. Members discussed the need to clarify the committee's purpose, responsibilities, and expected outcomes before formal establishment.

Questions were also raised regarding the scope and authority of the Travel Committee, particularly regarding travel approvals and the distinction between Board oversight and the Executive Director's operational responsibilities.

G. Resolution Authorizing Submission of Charter Renewal Petition to LAUSD Board of Education

Presenter: Dean Bennett, Interim Executive Director

The Board discussed the resolution authorizing submission of the school's charter renewal petition to the **Los Angeles Unified School District (LAUSD) Board of Education**.

Dean Bennett explained that, at the September regular Board meeting, the Board had previously authorized the charter renewal submission and identified **Ms. Larew as the lead petitioner** and **Mr. Duke as the financial representative**. Because Ms. Larew would be unavailable to present at the October 29 charter renewal intake meeting, Dean Bennett asked whether a separate Board action was needed to authorize him to present on her behalf. The Board determined that no additional authorization was necessary, as Dean Bennett would be acting on behalf of the previously designated lead petitioner.

The Board then discussed the status of the charter renewal petition. Members asked whether everyone had reviewed the most current version. It was noted that the petition was still being revised, including ongoing legal review and input from various departments. Dean Bennett clarified that the document was not yet final and that the current version would continue to be updated before the submission deadline.

Board members requested that the **most current version of the petition be circulated to all current Board members** so they could review the document before the October 29 intake meeting.

The Board also clarified that the resolution was **not a vote approving the final content of the petition**. Rather, it authorized the submission of the petition, with the final document continuing through the established process and final preparation prior to the deadline.

Staff noted that the charter renewal work had involved the Executive Director, Dr. Clark, legal counsel, finance, and other departments, with input from multiple areas of the school. The Board and staff emphasized that the petition was being developed collaboratively and that the school was working under a compressed timeline due to significant organizational changes.
Beth Corbett made a motion to approve the resolution authorizing submission of the charter renewal petition to the LAUSD Board of Education.
Mandy Rogers seconded the motion.
5 - 1
The board **VOTED** to approve the motion.

Roll Call

Mariellen Webster	Aye
Beatriz Chen	Aye
Beth Corbett	Aye
Steven Kofahl	Absent
Mandy Rogers	Aye
Alex Placencio	No

Roll Call

Brian Archibald Aye

IV. Finance

A. Discuss and Vote to Approve the September 2026 Check Registers

Presenter: Janneyra Verduzco, Director of Accounting and Finance

Ms. Verduzco introduced herself as the Director of Finance and presented the September 2026 check registers for all four bank accounts, together with the ASB Trust Balance Report. She reported that the registers reflected approximately **177 payments totaling $1,545,095.45**, with each register reconciled to approved purchase orders.

ASB Trust Balance Report

- Total balance: approximately **$411,107.73** across **112 club accounts** as of September 30, 2026.
- Three accounts were reported as having negative balances.
- The Boys Soccer account had a negative balance of approximately **$2,891.21**; a fundraiser was underway with projected proceeds of approximately $8,000–$13,000.
- The Step Team account had a negative balance of approximately **$2,282.68**. A transfer was subsequently approved in October, bringing the balance to approximately **$34.70**.

ASB Trust Account — Ending 1826

- **29 checks totaling approximately $81,821.20**.
- Expenditures were for approved student club activities.
- Major expenditures included approximately **$15,580.84** for the Class of 2027 senior getaway/senior picnic and **$11,706.68** for 260 football uniforms.

General Account — Ending 1769

- **Five ACH payments totaling approximately $99,839.78**.
- Payments primarily covered recurring insurance and retirement-related obligations.
- Major items included the October insurance premium paid in advance and recurring retirement funding payments.

Fundraising Account — Ending 1287

- **Three checks totaling approximately $457.60**.
- Payments primarily covered Chartwells and faculty/staff appreciation bagels.

Accounts Payable Account — Ending 1796

- **140 checks totaling approximately $1,362,976.86**.
- Major expenditures included approximately **$332,887.52** for September employee benefits, **$240,708.44** for English textbooks for grades 9–11, and **$120,425.54** for August special education support services.

Board Discussion
Board members asked questions regarding:

- Reissued checks and whether stop-payment fees had been incurred.
- Documentation supporting stop-payment transactions.
- Positive Pay procedures and independent financial controls.
- A July 11 Board-member reimbursement and whether the reimbursement request was submitted within the required 30-day period.
- The approval process for the Board-member reimbursement.
- ASB negative balances and the requirements governing balances maintained in ASB accounts.

Ms. Verduzco explained that stop-payment/reissue fees had been waived and that she had been added to the bank account to perform Positive Pay review. She described the process as verifying issued checks against bank activity before payments are released.

Regarding the Board-member reimbursement, Ms. Verduzco stated that she would verify the submission date and provide additional information. The Board noted that the reimbursement policy generally requires submission within 30 days and requested clarification if the request was submitted outside that period.

Ms. Verduzco also confirmed that the reimbursement had received Executive Director approval.

Board members indicated that additional questions regarding expenditures would be addressed through further review with the Finance Committee.

Ms. Webster stepped away from the meeting at **7:24 PM** during the discussion and **returned at 7:29 PM**.
Beth Corbett made a motion to approve the 20 September 2026 Check Registers.
Alex Placencio seconded the motion.
2 Abstains - 3 no - 1 yes
The motion did not carry.

Roll Call	
Steven Kofahl	Absent
Mandy Rogers	No
Alex Placencio	No

Roll Call	
Brian Archibald	Abstain
Mariellen Webster	Abstain
Beatriz Chen	No
Beth Corbett	Aye

B. Discuss and Vote to Approve the September 2026 Credit Card Statements

Presenter: Janneyra Verduzco, Director of Accounting and Finance

Ms. Verduzco presented the September 2026 credit card report, including Ms. Emily Larew's card activity. The statement reflected **33 charges totaling $30,679.69** for the September 2026 statement period.

She reported that all charges had been audited and reviewed against approved purchase orders. **Five charges exceeding $1,000 totaled approximately $21,482.13, representing about 70% of total spending.**

Major expenditures included:

- **Music Theater Competition of America (MTCA): $13,086.15** — individual and group registration fees for students to participate in theater workshops.
- **Project Lead the Way: $2,400** — registration fees for the 2026–2027 courses for teachers.

The Board asked questions regarding **Duo.com**. Ms. Verduzco clarified that Duo is used for **multi-factor authentication (MFA) for the school's servers**.
Beth Corbett made a motion to approve the September 2026 credit card statements.
Beatriz Chen seconded the motion.
5 yes - 1 no
The board **VOTED** to approve the motion.

Roll Call	
Alex Placencio	No
Beth Corbett	Aye
Beatriz Chen	Aye
Steven Kofahl	Absent
Mandy Rogers	Aye
Mariellen Webster	Aye
Brian Archibald	Aye

C. Investment Update – September 2026

Presenter: Janneyra Verduzco, Director of Accounting and Finance

Ms. Verduzco presented the September 2026 investment update, which is overseen by **Beacon Point**, the school's investment advisor.

The school's investments closed September at approximately **$46.64 million**, reflecting a **2.1% decline for the month**.

- **OPEB Trust:** $36,846,663 — approximately 81% of total investments; retiree benefit obligations managed by Beacon Point.
- **General Fund:** $7,881,465 — approximately 17%; operating reserves managed by Beacon Point.
- **Midland Annuity:** $466,239 — approximately 1%.
- **Treasury Bills:** $445,856 — approximately 1%; managed by City National Bank.
- **Total Investments: $46,640,223**.

Ms. Verduzco noted that both Beacon Point portfolios declined approximately 2.1% during September, while the Midland annuity and Treasury bill accounts were not similarly affected.

Board Discussion
A Board member asked which portions of the portfolio contributed to the 2.1% monthly decline, noting that the S&P 500 had declined by a smaller percentage during the same period.

Ms. Verduzco stated that she did not have the specific breakdown of the portfolio performance at the meeting and would confirm the information with Beacon Point.

Follow-up: Beacon Point will be invited to participate in a Finance and Investment Committee meeting to review the September investment performance and identify the portfolio components contributing to the decline.

V. School Business

A. Discussion and Vote to Adopt amended Standard Operations Procedure

Presenter: Janneyra Verduzco, Director of Accounting and Finance

Ms. Verduzco presented an amended Standard Operating Procedure (SOP) addressing **segregation of duties and financial transactions involving the current or former Chief Business Officer (CBO)**. The SOP was presented as a corrective action addressing CBO oversight and would take effect upon Board approval.

The amended SOP establishes the following safeguards:

- The CBO may not be the sole approver or signer for related-party transactions.
- The CBO may not review or reconcile transactions that they previously approved.
- The Business Office will screen vendors and flag potential related-party concerns.
- Transactions identified as potential related-party transactions will be paused pending review.
- Related-party transactions will be reported to the Board at each regular Board meeting.
- Noncompliance will be reported to the Board immediately.
- The SOP will be reviewed annually by the Board.

Board Discussion
Board members questioned why the SOP was limited specifically to transactions involving the CBO rather than applying more broadly to other Finance Department personnel.

Ms. Verduzco explained that the current scope was focused on concerns identified by the **Charter Schools Division (CSD)** and the school's response to the related Notice of Allegations/Violations. She acknowledged that the policy could be broadened in the future.

Board members also raised concerns regarding the definition and practical implementation of an **independent reviewer**, particularly if the reviewer reports within the Finance Office overseen by the CBO. The Board discussed the need for a mechanism that would allow concerns to be raised independently, including strengthening related policies and reporting mechanisms.

Ms. Verduzco stated that the school is implementing additional controls, including a whistleblower policy portal, and that the Business Office is reviewing service contracts and required W-9 documentation. Administration and the Executive Director were identified as potential reviewers of related-party transactions.

Board members recommended strengthening the independent-review component and expanding the SOP in the future to address broader potential conflicts and segregation-of-duties concerns.

Beth Corbett made a motion to Adopt amended Standard Operations Procedure.
Mariellen Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Absent
Mandy Rogers	Aye
Alex Placencio	Aye

Roll Call

Brian Archibald	Aye
Beth Corbett	Aye
Beatriz Chen	Aye
Mariellen Webster	Aye

B. Discussion and Vote to Adopt the FCMAT ASB Manual

Presenters: Janneyra Verduzco, Director of Accounting and Finance, and Dr. Minita Clark, Administrative Director

- **Purpose:** Board was asked to adopt the most recent **FCMAT Associated Student Body (ASB) Manual** as ECRCHS's ongoing standard for ASB financial practices.
- **Background:**
  - FCMAT (Fiscal Crisis and Management Assistance Team) provides a statewide standard for managing student body funds, including cash handling, fundraising, spending, budgeting, and internal controls.
  - ECRCHS had not previously had a Board-adopted ASB fiscal manual since the school's inception.
  - The manual will complement, but not replace, existing student-written ASB bylaws, which govern student leadership and organizational roles.
- **Key Benefits/Controls:**
  - Establishes clear and current financial procedures for students, advisors, administrators, and staff.
  - Strengthens governance, internal controls, compliance, and risk mitigation.
  - Helps ensure ASB expenditures comply with California requirements, including restrictions on prohibited uses of public funds.
  - ECRCHS will automatically follow future updates to the FCMAT ASB Manual without requiring separate Board adoption each time.
  - The Business Office will communicate updates and ensure ASB personnel receive training **at least every two years**.
- **Three-Signature Requirement:**
  - Adoption establishes a mandatory three-signature standard for ASB transactions.
  - Signatures will include the **student, ASB advisor, and administrator**.
- **Implementation:**
  - Dr. Clark and Ms. Verduzco will work together on ASB oversight, financial practices, budgeting, and organization of ASB-related activities.
  - The school plans to review and organize existing ASB, athletics, and other program structures to ensure proper financial and administrative alignment.

Mariellen Webster made a motion to Adopt the FCMAT ASB Manual.

Mandy Rogers seconded the motion.
5 yes - 1 abstain
The board **VOTED** to approve the motion.

Roll Call	
Steven Kofahl	Absent
Alex Placencio	Abstain
Brian Archibald	Aye
Mariellen Webster	Aye
Beatriz Chen	Aye
Beth Corbett	Aye
Mandy Rogers	Aye

C. Discussion regarding California IT in Education (CITE) Recommendation

Presenter: Ryan Guinto, Director of Technology

Independent Assessment Presenters: Andrea Bennett and Eric Calderon, CITE

- **Purpose:** The Board reviewed the final independent CITE technology assessment of ECRCHS.
- **Overall Finding:** ECRCHS has a **strong technology foundation**, including established technology platforms, network infrastructure, a service catalog, and a committed technology team. The next priority is strengthening technology governance, funding, documentation, and sustainable operations.

Strengths Identified:

- Strong enterprise platforms, including Aeries and Canvas.
- Established wireless/network infrastructure.
- Well-developed technology service catalog.
- Dedicated and responsive technology staff.
- Strong alignment between technology, instructional priorities, and the LCAP.
- Resilient internet service through multiple providers.

Key Areas for Improvement:

- **Governance and Procurement**
  - Establish stronger oversight of technology purchases and major investments.
  - Develop formal software evaluation criteria covering accessibility, privacy, cybersecurity, integration, total cost of ownership, and instructional value.
  - Strengthen vendor review, contract oversight, conflict disclosures, recusals, and performance monitoring.
- **Cybersecurity and Disaster Recovery**

    - Further mature cybersecurity practices and formally document existing safeguards.
    - Develop and test comprehensive disaster recovery and business continuity plans, including recovery time and recovery point objectives.
    - Formalize administrative access, backup, retention, and restoration procedures.
    - Consider established cybersecurity frameworks such as CIS Controls or NIST 800.
- **Technology Lifecycle and Infrastructure**
    - More than **4,100 devices** are managed by the Technology Department.
    - Approximately **900 devices** are due for refresh in 2027.
    - **26 network switches** are beyond vendor support.
    - **78 lab workstations** are beyond their expected lifecycle.
    - Develop a multi-year refresh plan covering network switches, servers, power protection, devices, and laboratory equipment.
- **ERP and Service Management**
    - Improve documentation and backup/restore procedures for the current ERP/IQ environment.
    - Evaluate the long-term cost, functionality, compliance, and sustainability of the current ERP.
    - Increase use of ticketing analytics and service-level metrics to identify recurring issues and measure response times.
- **Staffing and Organizational Continuity**
    - Develop cross-training and backup assignments for critical systems.
    - Reduce reliance on single individuals for essential technology functions.
    - Update documentation and succession plans to preserve institutional knowledge.
    - Establish structured annual professional development related to technology, security, and privacy.

Staff Survey:

- 71 employees participated.
- 69% reported that technology enables them to complete their work effectively.
- 62.9% reported that technology issues are reported and resolved in a timely manner.
- 59.2% reported inconsistent training, indicating a need for more formalized training opportunities.

Board Discussion/Direction:

- The CITE representatives confirmed that the presented report was the **final report**.
- The Board discussed the need for additional documentation regarding the current ERP and its backup/recovery processes.

- The Technology Committee will review the assessment recommendations and suggested remedies as part of its future work.

D. Discuss and Vote to Approve 2026-2027 Prop 28 Budget

Presenters: Ryan Guinto, Director of Technology; Janneyra Verduzco, Director of Accounting and Finance; Kevin Thurow, Band Teacher; and Heidi Hutson, Theater Teacher

- **Purpose:** Board reviewed and considered approval of the **2026–2027 Prop 28 Arts and Music budget**.
- **Prop 28 Overview:**
  - Prop 28 provides ongoing dedicated funding for arts and music education.
  - The budget follows the required allocation of **80% for staffing/personnel and 20% for programs and materials**.
  - Remaining funds from the prior Prop 28 cycle are being used for the 20% program/materials allocation.
- **2026–2027 Staffing Budget:**
  - Eight positions were proposed.
  - Proposed annual salaries: **$323,378**.
  - Statutory and health benefits: **$130,651**.
  - Total proposed staffing cost: **$454,039**.
  - Assistant Music Director position is vacant and budgeted part-time for 2026–2027.
  - Assistant Theater Director position increased from part-time to full-time with benefits.
  - Technical Director and Band Tech Assistant rates were also adjusted.
- **Budget Monitoring:**
  - The proposed staffing budget exceeds the stated staffing allocation of approximately **$371,000**.
  - Janneyra Verduzco, the VAPA Chair, Kevin Thurow, and Heidi Hutson will meet monthly to monitor expenditures.
  - The next review will compare **budget versus actual personnel expenditures**, particularly considering the vacant Assistant Music Director position.
- **Program Showcase:**
  - **Band/Orchestra:** Kevin Thurow highlighted student achievements in orchestra, wind ensemble, jazz ensemble, marching band, color guard, and drumline. Prop 28 funds support walk-on coaches and specialists, as well as instruments, repairs, and equipment.

- **Theater:** Heidi Hutson highlighted the four-year theater program and the technical theater program created through Prop 28 funding. Funds support the technical director, student training, costumes, props, competitions, and theater-related educational opportunities.
- The theater program also highlighted student participation in MTCA and the Broadway Student Summit.

Mandy Rogers made a motion to Approve 2026-2027 Prop 28 Budget.
Mariellen Webster seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Brian Archibald	Aye
Alex Placencio	Aye
Beatriz Chen	Aye
Mariellen Webster	Aye
Beth Corbett	Aye
Mandy Rogers	Aye
Steven Kofahl	Absent

E. Discussion about the 2025-2026 California Dashboard

Presenter: Dr. Minita Clark, Administrative Director

- **Purpose:** Board reviewed the recently released **2025–2026 California Dashboard** results and discussed student achievement, subgroup performance, and school climate indicators.
- **Dashboard Release:** Results were released October 15, 2026, following the state embargo.
- **Local Indicators:**
  - All five locally reported indicators were reported as meeting standards.
  - Areas included basic conditions, teacher qualifications, instructional materials, facilities, academic standards implementation, parent/family engagement, school climate, and broad course offerings.
- **Academic Performance:**
  - **English Language Arts:** Declined **12.6 points** and moved from green to **yellow**. Despite the decline, ECR remained above the state average/proficiency level.
  - **Math:** Increased **13.4 points**, moving from yellow to **green**. However, overall math performance remained below proficiency and was identified as an area requiring continued improvement.
  - **Science:** Remained **green** and has maintained strong performance over several years.
  - **English Learner Progress: Blue**, with approximately **70.5%** of English Learners making progress, an **11.6-point increase**.

- **College and Career Readiness:** Remained **green**.
- **Graduation Rate: 92.7%**, compared with the statewide rate of approximately 88.1%; remained **green**.
- **Suspension Rate:** Approximately **0.7%**, remaining in the green range.

• **Factors Discussed Regarding Math Improvement:**
- Increased use of **Edge Elastic** to better align instruction and assessment questions with academic standards.
- Greater alignment of instructional practices and pacing across mathematics courses.
- Development of common pacing guides and grading practices to promote consistency and equitable instruction.

• **Factors Discussed Regarding ELA Decline:**
- The school experienced the loss of approximately five to six English teachers several years ago, including several teachers serving the 11th grade, which is the testing grade.
- Three of the five previously lost English positions have since been replenished.
- Staffing changes were identified as a possible contributing factor, although staff did not attribute the decline solely to staffing.

• **English Learner Performance:**
- Approximately **70.5%** of English Learners were making progress.
- English Learners represent approximately **2.7%** of enrollment, or about 83 students.
- Approximately 34% of English Learners were reclassified during the prior year.
- Continued alignment, dedicated EL support, and instructional practices were credited as contributing factors.

• **African American Student Outcomes:**
- Board discussed continued declines in achievement among African American students across several measures.
- The school reported ongoing efforts focused on equitable and culturally proficient instruction, differentiated instruction, diversified curriculum content, family engagement, and tutoring.
- RISE and increased parent engagement were identified as areas for continued focus.
- The Board requested comparisons with nearby/local charter schools, including **Renata and Birmingham**, to determine whether similar trends exist and identify practices that may be producing stronger outcomes elsewhere.

• **School Climate:**
- Approximately **60% of parents** affirmed campus safety.
- Approximately **64% of students** reported safety concerns, creating a notable parent/student perception gap.

- Approximately **42% of students** reported enthusiasm toward attending school.
- Approximately **47% of students** reported feeling respected by adults.
- Bathroom safety, including concerns related to vaping and student behavior, remained an area of concern.
- The school is working with its new security provider and exploring **EpGuard** as a potential additional safety measure.

- **Board Discussion:** Board members requested additional analysis of subgroup performance and local-school comparisons, particularly for African American student outcomes and the factors contributing to math growth.

Ms. Chen stepped away from the meeting at 7:50 pm during the discussion and **returned at 7:54 PM**.

F. Presentation with ECR Parent Groups

Presenters: Wendy True, EL Coordinator; Dr. Leslie Lockhart, RISE Parent Co-President; Matt Wright, ECR Royal Family Parent Lead

- The Board received updates from ECRCHS parent groups and discussed opportunities to strengthen parent participation and support for students.
- **ELAC:** Continues to meet approximately four times annually and focuses on EL testing, reclassification requirements, student needs, and parent input.
- **RISE:** Re-established after approximately two years without an active parent committee. First meeting scheduled for **November 4, 2026**.
- **ECR Royal Family:** Reported significant growth in parent participation, averaging approximately **24 parents per meeting**.
- Mr. Wright requested:
  - Board approval/authorization for ECR Royal Family to operate as a school-supported booster organization with appropriate oversight.
  - Restoration of the banner fundraising program, historically generating approximately **$10,000 annually**.
- Administration discussed the possibility of providing **$7,500 per parent group** for student-focused programming, subject to Board discussion and required protocols.
- The Board expressed appreciation to the parent volunteers for their continued support of students and staff.

G. Discussion and Vote to Amend the Articles of Incorporation

Presenter: Dean Bennett, Interim Executive Director

- Dean Bennett presented the proposed amendment to the Articles of Incorporation to add **CalSTRS-compliant language**.
- The amendment is required to allow ECRCHS to submit the necessary CalSTRS compliance form certifying compliance with applicable **IRS and California Education Board requirements** for offering CalSTRS benefits.
- The current Articles of Incorporation do not contain the required language.
- Dean Bennett clarified that the amendment addresses a **new CalSTRS requirement**.
- Legal counsel prepared the proposed amendment for Board consideration.

Mariellen Webster made a motion to Amend the Articles of Incorporation.
Mandy Rogers seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Mandy Rogers	Aye
Mariellen Webster	Aye
Steven Kofahl	Absent
Alex Placencio	Aye
Brian Archibald	Aye
Beatriz Chen	Aye
Beth Corbett	Aye

The board entered the closed session at 9:16 PM on the 22nd of October, 2026.

VI. Reconvene to Open Session

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

The board reconvene the open session at 10:52 PM on the 22nd of October, 2026.

- The Board reconvened in **open session** and reported on actions taken during closed session regarding the **2026 Parent Representative Election**.
- The Board approved a statement addressing the complaint alleging interference with the online parent representative election conducted August 10–19, 2026.
- An independent digital forensics review **substantiated the central allegation**, finding that a substantial number of ballots were cast using parents' voting credentials without their knowledge.
- The investigation found **no indication that any candidate knew of or participated in the interference**.
- Nearly all fraudulent ballots were cast on August 18–19, 2026. Authenticated records showed that as of August 17, **Mandy Rogers held 76% of the parent votes**, and legitimate ballots cast afterward could not have changed the outcome.
- On **October 16, 2026**, the Board voted to certify the election without the fraudulent ballots and confirm **Mandy Rogers as the parent representative**. Ms. Rogers recused herself from the Board's deliberations and vote on the matter.

- To protect future elections, the Board will conduct school elections through **in-person paper ballots with voter eligibility verification** until adequate safeguards for digital elections can be established.
- Administration was directed to strengthen election procedures and information-system security.
- The Board reported that action had been taken regarding the individuals determined to be primarily responsible for the election interference. No further personnel details were disclosed due to privacy requirements.
- The Board placed on record that a **complaint with supporting evidence was submitted to law enforcement**.
- The Board thanked staff who raised the concerns and parents who participated in the election and reaffirmed its commitment to ensuring that school elections reflect the choice of the parent community.

VII. Closing Items

A. Adjourn Meeting

Mandy Rogers made a motion to adjourn the meeting.
Beatriz Chen seconded the motion.
Single Voice Vote
The board **VOTED** unanimously to approve the motion.

Roll Call	
Brian Archibald	Aye
Alex Placencio	Aye
Mandy Rogers	Aye
Beth Corbett	Aye
Steven Kofahl	Absent
Mariellen Webster	Aye
Beatriz Chen	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:56 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Approve Minutes of October 28, 2026 Special Board Meeting

Section:	III. Consent
Item:	C. Approve Minutes of October 28, 2026 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on October 28, 2026

DRAFT

El Camino Real Charter High School

Minutes

Special Board Meeting

10-28-2026 Special Board Meeting

Date and Time
Wednesday October 28, 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:

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.

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

3. You may also complete a “Request to Speak” form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your “Request to Speak” form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

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

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

IMPORTANT NOTE REGARDING PUBLIC COMMENTS: Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person. There is no obligation on the part of the school to have a school official read public comments during in person Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

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

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

Directors Present
Alex Placencio, Beatriz Chen, Beth Corbett, Brian Archibald, Mandy Rogers, Mariellen Webster

Directors Absent
Steven Kofahl

Guests Present
Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Brian Archibald called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday Oct 28, 2026 at 5:30 PM.

B. Record Attendance and Guests

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

Mr. Bennett led the Pledge of Allegiance.

D. Public Comments

Mr. Guinto reported that no requests for public comment were received.

II. Governance

A. Review and Approval of Resolution No. 2026-10-28 Authorizing Submission of Charter Renewal Petition to LAUSD

Mandy Rogers made a motion to approve Resolution No. 2026-10-28, Authorizing Submission of Charter Renewal Petition to LAUSD.

Beatriz Chen seconded the motion.
Mr. Bennett reported that the charter renewal petition will be delivered to the LAUSD Charter Schools Division on October 29, 2026 at 1:00 PM, along with the required checklist items (including the certificate of completeness, board resolution, minutes, bylaws, articles of incorporation, conflict of interest code and policy, budget information, policies and procedures, lottery and enrollment forms, leadership and board member resumes and questionnaires, and the English learner master plan). Dr. Placencio expressed concern that the petition's governance section does not address the governance issues the school has faced and the corrective actions taken, and that board members received the final document late. Other board members noted that the school's response to the Notice of Alleged Violations, submitted October 26, 2026, addresses those matters with evidence and actions. Dr. Archibald stated that the petition is a forward-looking statement that fairly reflects the current board's governance practices.
The board **VOTED** to approve the motion.

Roll Call	
Alex Placencio	No
Mandy Rogers	Aye
Brian Archibald	Aye
Steven Kofahl	Absent
Beth Corbett	Aye
Beatriz Chen	Aye
Mariellen Webster	Aye

III. 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 5:42 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Discussion and Vote to Establish Curriculum and Instruction Advisory Committee

Section: VI. Governance
Item: B. Discussion and Vote to Establish Curriculum and Instruction Advisory Committee
Purpose: Vote
Submitted by:
Related Material: C&I Committee.pdf

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Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Acting Interim Executive Director: Dean Bennett
Board Chair: Brian Archibald

PART 1: BOARDONTRACK AGENDA ITEM COVER SHEET

Agenda Section: Governance / Action Items
Item Title: Discussion and Possible Action to Establish a Curriculum and Instruction Standing Committee and Adopt Committee Charter
Prepared By: [Name, Title — e.g., Board Chair / Academic Committee Sponsor]
Date: [Meeting Date]

Background & Summary

Pursuant to **Article VII, Section 23 of the El Camino Real Alliance (ECRA) Bylaws**, the Board of Directors may establish standing or ad hoc committees as needed to assist in fulfilling its governance and oversight responsibilities. Previously, the Board has utilized temporary ad hoc groups (such as the Instruction and Data Analysis Ad Hoc Committee) to review academic matters.

Establishing a permanent **Curriculum and Instruction Standing Committee** provides the Board with dedicated, ongoing oversight of ECRCHS's academic program, course offerings (including Visual and Performing Arts, CTE, AP/Honors, and core academics), instructional materials, and student achievement metrics. The Committee will consist of two (2) to three (3) Board Directors—maintaining membership strictly below the four (4) member quorum of the seven (7) member Board—and will meet monthly. Because this committee will have continuing subject-matter jurisdiction and a regular meeting schedule, it will operate as a standing committee fully compliant with the **Ralph M. Brown Act** (Gov. Code § 54950 et seq.) and **California Education Code § 47604.1**.

Fiscal Impact

None. Committee participation is voluntary and uncompensated. Administrative support (agenda posting on BoardOnTrack and minute-taking) will be absorbed within existing staff duties.

Recommended Motion

"Move to approve the establishment of the Curriculum and Instruction Standing Committee pursuant to Article VII, Section 23 of the ECRA Bylaws, adopt the proposed Curriculum and

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Instruction Committee Charter, and authorize the Board Chair to appoint initial committee members."

PART 2: COMMITTEE CHARTER

EL CAMINO REAL ALLIANCE (ECRA)

Curriculum and Instruction Standing Committee Charter

1. Purpose

The **Curriculum and Instruction Standing Committee** ("Committee") is a standing advisory committee of the Board of Directors ("Board") of El Camino Real Alliance, operating El Camino Real Charter High School ("ECRCHS"). The purpose of the Committee is to assist the Board in fulfilling its fiduciary and oversight responsibilities regarding the school's educational program, instructional quality, curriculum alignment, and student academic achievement.

2. Authority & Scope

- **Advisory Role:** The Committee acts strictly in an advisory capacity to the full Board of Directors. Unless expressly delegated by formal Board resolution, the Committee has no independent authority to bind the corporation, approve contracts, expend funds, or adopt school policies.
- **Alignment with Statutory Groups:** The Committee shall coordinate with, and avoid duplicating the statutory duties of, ECRCHS's **Parent Advisory Committee (PAC)**, **English Learners Advisory Committee (ELAC)**, and **School Site Council (SSC)** regarding Local Control and Accountability Plan (LCAP) and categorical funding mandates.

3. Key Responsibilities

The Committee shall review administrative recommendations, analyze data, and present formal recommendations to the Board on the following matters:

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Board Chair: Brian Archibald

1. **Course Offerings & Pathways:** Reviewing proposals for new courses, course retirements, UC/CSU A–G alignment, Advanced Placement (AP) and Honors offerings, Career Technical Education (CTE) pathways, and dual-enrollment programs.
2. **Visual and Performing Arts (VAPA) Curriculum:** Reviewing new and existing VAPA course proposals across dance, media arts, music, theatre, and visual arts to ensure alignment with the California Arts Standards, UC/CSU Area F ("Visual and Performing Arts") A–G requirements, graduation credit standards, and Proposition 28 arts education program goals.
3. **Instructional Materials:** Reviewing proposed core textbooks, digital curricula, and major supplemental instructional materials for alignment with California Content Standards and Board policies prior to public display and Board adoption.
4. **Academic Performance & Equity:** Monitoring schoolwide and subgroup academic performance data—including CAASPP results, AP pass rates, graduation rates, A–G completion rates, English Learner reclassification, and D/F rate trends—to evaluate instructional effectiveness and close achievement gaps.
5. **Graduation & Academic Policies:** Reviewing local high school graduation requirements, grading policies, credit recovery programs, and academic intervention frameworks (MTSS).
6. **Accreditation & Charter Renewal:** Reviewing academic self-study reports and instructional goals connected to WASC accreditation and LAUSD charter renewal petitions.

4. Membership & Composition

- **Board Directors (Voting):** At least **two (2)** and no more than **three (3) Directors** of the seven (7) member Board of Directors, ensuring Board representation remains strictly fewer than a quorum of the full Board. Directors shall be appointed by the Board Chair and confirmed by the Board. One Director shall serve as Committee Chair.
- **Ex-Officio / Administrative Members (Non-Voting Advisory):** The Executive Director (or designee) and the Assistant Principal of Instruction (or Director of Curriculum).

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Board Chair: Brian Archibald

- **Stakeholder Representatives (Non-Voting Advisory):** Up to one (1) certificated faculty representative, one (1) parent/guardian representative, and one (1) student representative, appointed annually by the Board Chair upon recommendation of the Executive Director and Committee Chair.
- **Terms:** Committee members shall serve one-year terms coinciding with the school's fiscal/academic year (July 1 – June 30) and may be reappointed.

5. Meetings & Brown Act Compliance

- **Schedule:** The Committee shall meet **monthly** during the regular academic year (typically August through June) on a fixed day and time established at its inaugural meeting.
- **Open Meetings:** All meetings of the Committee shall be called, noticed, and conducted in strict compliance with the **Ralph M. Brown Act** and **Education Code § 47604.1**.
- **Agendas & Public Access:** Regular meeting agendas and supporting packets shall be posted on the ECRCHS BoardOnTrack public portal, on the school website, and at the school's main administrative entrance at least **72 hours** prior to each meeting. Every agenda shall include a period for public comment.
- **Quorum & Voting:** A majority of the voting Board Directors appointed to the Committee (i.e., two Directors) shall constitute a quorum for the transaction of business. Action recommendations to the full Board require a majority vote of the voting Directors present.
- **Reporting:** The Committee Chair (or designee) shall provide a summary report of Committee discussions and action recommendations at the next regular meeting of the full Board of Directors.

Adopted by the ECRA Board of Directors on [Date].

Coversheet

Discuss and Vote to Approve the September 2026 Check Registers

Section: VII. Finance
Item: A. Discuss and Vote to Approve the September 2026 Check Registers
Purpose: Vote
Submitted by:
Related Material: September 2026 Check Register_1826 ASB Trust Account.pdf
September 2026 Check Register_1761 General Account.pdf
September 2026 Check Register_1796 AP Account.pdf
September 2026 Check Register_1287 Fundraising Account.pdf

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1826 ASB Trust

SEPTEMBER 2026

Total $81,821.23

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2462 Pyro Spectaculars	4532	9/1/2026	4/17/26, INV428542, Special firework display - PO02234 CK Reissue	$10,022.00	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4832 Village Christian Basketball	4533	9/3/2026	08/2026, INV 105, Summer Tournament Fee - PO02948	$300.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
5153 Dreamscape Endeavors LLC	4534	9/3/2026	6/18/26-6/21/26, Varsity & JV Tournaments - PO02947	$800.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
3332 Kingsley Hickman	4535	9/3/2026	8/3/26-8/7/26, INV 100, Band Camp Instruction - PO02893	$500.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
2067 Deny Sportswear	4536	9/3/2026	08/2026, INV 9863, 2026 Girls Lacrosse Banquet Senior Jerseys & Awards - PO02570	$829.80	TRUST - Girls Lacrosse	9150-0 Trust/Club : 1100 Athletics
5424 Ameci Pizza	4537	9/3/2026	09/2026, INV 6791, Pizza for Sped students - PO03011	$87.80	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
2659 Varsity Spirit Fashions	4538	9/3/2026	07/2026, INV 50301955, Cheer Uniforms - PO02651	$3,472.00	TRUST - Cheerleaders	9150-0 Trust/Club : 1000 ASB
1947 BSN Sports LLC	4539	9/3/2026	08/2026, INV 934837026, Uniform shorts - PO02870	$395.64	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
4265 Grand G&G Inc.	4540	9/3/2026	08/2026, INV 109778, Student Store Snack Inventory - PO02993	$2,525.51	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4541	9/3/2026	08/2026, INV 109996, Student Store Snack Inventory - PO02994	$1,646.58	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4869 Daniel Celnik	4542	9/9/2026	7/27/26-8/7/26, Summer Band Camp Instruction- PO02985	$1,000.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
5866 Daniela M Lomeli	4543	9/9/2026	05/2026-07/2026, Colorguard Coaching - PO02983	$450.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
4717 National Sports Apparel LLC	4544	9/9/2026	INV-1047, 260 Football Uniforms 2026 TRUST- PO02863	$11,706.68	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
6076 Creedmoor Sports	4545	9/10/2026	INV/26-27/09803, Air Rifle Range Equipment for NJROTC Marksmanship Team - PO02938	$5,376.00	TRUST - NJROTC	9150-0 Trust/Club : 1000 ASB
5395 Courtney Coffey	4546	9/10/2026	Summer 2026 Band camp for Fall Colorguard - PO02984	$1,000.00	TRUST - Band	9150-0 Trust/Club : 1000 ASB
2853 First Class Events	4547	9/11/2026	08/2026, INV 262410, Deposit for Homecoming 2026 - PO02734 Reissue	$5,000.00	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
2444 Picture Perfect Graphics	4548	9/14/2026	09/2026, INV 4838, 18 Girls Golf Uniforms - PO02996	$2,263.05	TRUST - Girls Golf	9150-0 Trust/Club : 1100 Athletics
2444 Picture Perfect Graphics	4549	9/14/2026	09/2026, INV 4839, 20 Girls Tennis Hoodies - PO03046	$613.20	TRUST - Girls Tennis	9150-0 Trust/Club : 1100 Athletics
4265 Grand G&G Inc.	4550	9/15/2026	INV 110327, Student Store Snack Inventory - PO03070	$1,562.37	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
5152 3Sixty Basketball	4551	9/15/2026	INV 2605, 2026 Summer JV & Varsity Boys Basketball Tournaments - PO03045	$615.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics

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ACCOUNT: 1826 ASB Trust

SEPTEMBER 2026

Total $81,821.23

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1947 BSN Sports LLC	4552	9/17/2026	09/2026, INV 935409987, 34 Shirts & Remaining Gear for Players & Coaches - PO02945	$574.73	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
6087 Manuel Aguilera	4553	9/22/2026	09/2026, Hallway Painting Services - PO03131	$1,800.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
4284 Keystone Group Inc	4554	9/23/2026	09/25/2026, Final Payment for Senior Getaway at Vasa Park (200 Guests) - PO03153	$15,580.84	TRUST - Grad Class 2027	9150-0 Trust/Club : 1000 ASB
4331 Corbin Bowling Center Inc.	4555	9/24/2026	10/27/26, Senior Halloween Event Deposit for 300-400 Guests - PO03127	$7,481.50	TRUST - Grad Class 2027	9150-0 Trust/Club : 1000 ASB
6081 Zenn Entertainment LLC	4556	9/24/2026	11/10/26, Deposit for Live Band for Elcochella - PO03010	$1,500.00	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
293 1 Jesus Contreras	4557	9/25/2026	2026 Reimbursement, Snacks for football team Hawaii trip	$194.89	TRUST - Girls Flag Football	9150-0 Trust/Club : 1100 Athletics
4265 Grand G&G Inc.	4558	9/30/2026	09/2026, INV 110487, Student Store Snack Inventory - PO03070	$2,623.64	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
2001 Chaminade Basketball	4559	9/30/2026	Summer 2026, Chaminade HS Basketball Tournament Events - PO02946	$900.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
6089 San Diego State University	4560	9/30/2026	2024-2025, CSF Scholarship, Student- ID 131617964	$1,000.00	TRUST - CSF	9150-0 Trust/Club

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ACCOUNT: 1761 General

SEPTEMBER 2026

Total $99,839.78

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
CharterSafe	ACH260903-01	9/3/2026	CHARTERSAFE - October 2026 INV# 53107	$61,804.00	General Operations	0000-0 General : 0300-0 Operations
PenServ Plan Services	ACH260908-01	9/8/2026	403(B) Funding Payroll period: Semimonthly 08/16/2026 - 08/31/2026	$35,791.30	General Operations	0000-0 General : 0300-0 Operations
PenServ Plan Services	ACH260918-01	9/18/2026	403(B) Funding Payroll period: Semimonthly 09/01/2026-09/15/2026	$1,048.58	General Operations	0000-0 General : 0300-0 Operations
Texas Life Insurance Company	ACH260911-01	9/11/2026	SM0F6Z20260816001 Supplemental Life insurance 09/01/2026	$597.95	General Operations	0000-0 General : 0300-0 Operations
Texas Life Insurance Company	ACH260916-01	9/16/2026	SM0F6Z20260714001 Supplemental Life insurance 08/01/2026	$597.95	General Operations	0000-0 General : 0300-0 Operations

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ACCOUNT: 1796 A/P Account

SEPTEMBER 2026

Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2884 Scholastic, Inc	22439	9/1/2026	2026-2027,INV M7697963, Materials for Language Acquisition - PO02892	$692.23	World Language	0000-0 General : 0100-0 Academic Depts
2809 WM Corporate services, INC	22440	9/1/2026	8/1/26-8/31/26, INV 0868599-4801-9, Waste Management Services for Shoup	$485.93	Shoup Property	0000-0 General : 0300-0 Operations
2738 Barnes & Noble	22441	9/1/2026	2026-2027, INV 4757942, Books for the business classes - PO02763	$350.76	Administrative	0000-0 General : 0100-0 Academic Depts
2619 The Shredders	22442	9/1/2026	07/2026-08/2026, INV67098, INV69465 & INV70133, Shredding Services - PO02916	$284.00	General Operations	0000-0 General : 0300-0 Operations
5199 Los Angeles School Police Department	22443	9/1/2026	6/5/26, INV 1184, 7 School Police Officer Services for Graduation- PO02930	$4,968.10	Administrative	0000-0 General : 0300-0 Operations
3806 T-Mobile US, Inc.	22444	9/1/2026	6/21/26-7/20/26, Samsung Knox Suite Acct. 208076172	$245.00	Administrative	7425 - Expanded Learning Opportunities (ELO) Grant
2295 Law Offices of Young, Minney & Corr, LLP	22445	9/2/2026	VOIDED	-	General Operations	0000-0 General
1945 Brooks Transportation Inc.	22446	9/3/2026	8/21/26-8/23/26, INV 29523, Athletic Round Trips - PO02997	$4,750.00	Athletics	0000-0 General : 0200-0 Athletics
1947 BSN Sports LLC	22447	9/3/2026	08/2026, INV 934837052, Sideline Markers - PO02861	$419.11	Athletics	0000-0 General : 0200-0 Athletics
5948 Maximum Winds	22448	9/3/2026	8/27/2026, Woodwind Instrument Repairs - PO02982	$495.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
3071 Gardena Valley Printing	22449	9/3/2026	5/1/26-5/31/26, INV 39634, The King's Courier Issue - P01153	$1,512.53	Journalism / King's Courier	0000-0 General : 0400-0 Scholastic Groups
5400 Valley High School and Learning Center, Inc.(Dubnoff School)	22450	9/3/2026	06/2026, Special Education Services	$12,961.56	Special Education	6500-0 Special Education
1945 Brooks Transportation Inc.	22451	9/3/2026	INV 29536, Athletic Round Trips Week of 8/21/2026 - PO03020	$2,480.00	Athletics	0000-0 General : 0200-0 Athletics
2738 Barnes & Noble	22452	9/3/2026	INV 7395809, Barnes & Noble, English Novels for 11th Grade - PO02876	$823.13	Administrative	0000-0 General : 0100-0 Academic Depts
5815 Western Band Association (BD Performing Arts)	22453	9/9/2026	INV 6830-2026, Western Band Association Fall 2026 Competition Fee - PO02924	$400.00	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
4619 Los Angeles County Metropolitan Transportation Authority	22454	9/9/2026	05/2026, INV 800093132, GoPass Fareless Program fee for Year 5 - PO02666	$21,322.00	Counseling Office	7910-0 Local Control Accountability Plan (LCAP) : : Goal 4 : Action 4
2014 CIF LA City Section	22455	9/9/2026	INV 2246, 2025-2026 CIF Fees - PO02680	$12,783.00	Athletics	0000-0 General : 0200-0 Athletics
4717 National Sports Apparel LLC	22456	9/9/2026	INV-1047, 260 Football Uniforms 2026 - PO02863	$11,706.67	Athletics	0000-0 General : 0200-0 Athletics
3919 U.S Bank PARS Account #6746022400	22457	9/9/2026	8/1/26-8/31/26, PARS Contributions acct. #6746022400	$1,245.98	General Operations	0000-0 General : 0300-0 Operations
3601 AFSCME District Council 36	22458	9/9/2026	8/1/26-8/31/26, Union Dues	$1,377.23	General Operations	0000-0 General : 0300-0 Operations
3833 AT&T 9132	22459	9/9/2026	7/10/26-8/9/26, INV 1517529111, 5G Line Acct# 831-000-9132 154	$3,580.05	General Operations	0000-0 General : 0300-0 Operations

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ACCOUNT: 1796 A/P Account

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Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2829 818 Cleaners	22460	9/10/2026	08/2026, INV187819 ,Uniform Cleaning (55 Jerseys, 50 pants & 2 Bags) - PO03021	$540.94	Athletics	0000-0 General : 0200-0 Athletics
3878 Edpuzzle, Inc.	22461	9/10/2026	7/1/26-6/30/27, INV 47257, Instructional Application Renewal - P01520	$5,629.00	Technology	0000-0 General : 0300-0 Operations
2535 SCSBOA	22462	9/10/2026	09/2026, INV122258-15667-54089, Registration Fees - PO02925	$1,400.00	Visual and Performing Arts	0000-0 General : 0400-0 Scholastic Groups
5262 Veronica Ocana	22463	9/10/2026	09/2026, INV 2652, 300 Shirts & 300 Shorts Restock of PE Clothes - PO02953	$7,727.50	Administrative	0000-0 General : 0300-0 Operations
5262 Veronica Ocana	22464	9/10/2026	08/2026, INV 2631, 100 Blue Elco hoodie re-order for Student Store - PO02817	$1,808.02	Marketing	0000-0 General : 0300-0 Operations
2444 Picture Perfect Graphics	22465	9/14/2026	09/2026, INV 4839, 20 Girls Tennis Uniforms - PO03046	$1,722.65	Athletics	0000-0 General : 0200-0 Athletics
5569 Topanga Lumber & Hardware CO., Inc	22466	9/14/2026	09/2026, INV 339761, 35 Pieces of Lumber for Midsummer Scenic Build- PO03083	$1,064.14	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
5262 Veronica Ocana	22467	9/15/2026	INV 2630, 600 Sets of PE Uniforms for 2026-2027 School Year - PO02780	$14,247.75	Administrative	0000-0 General : 0300-0 Operations
3806 T-Mobile US, Inc.	22468	9/15/2026	7/21/26-8/20/26, INV 207930869-15, BG & Security Devices acct. 207930869	$644.75	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
6072 Claudia Quilez	22469	9/15/2026	08/2026, Parent Refund for Laptop & Accessories - Student Check Out	$95.00	Administrative	0000-0 General
2809 WM Corporate services, INC	22470	9/15/2026	9/1/26-9/30/26, INV 0876127-4801-9, Waste Management Services on Shoup	$493.22	Shoup Property	0000-0 General : 0300-0 Operations
4992 California FCCLA	22471	9/15/2026	09/2026, Chapter Officer Leadership Training (COLT) for FCCLA 2026 - PO03030	$100.00	Career/Voc Ed/Arts	6387-0 CTE
3806 T-Mobile US, Inc.	22472	9/15/2026	7/21/26-8/20/26, Samsung Knox Suite acct. 208076172	$245.00	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
2526 School Datebooks	22473	9/15/2026	09/2026, INV S26-0347002, 25 Planners & Accessories for Sped Study Skills Class - PO02921	$208.67	Special Education	6500-0 Special Education
2526 School Datebooks	22474	9/15/2026	07/2026, INV S26-0340028, 100 Planners & Accessories for SPED Study Skills Classes - PO02800	$754.40	Special Education	6500-0 Special Education
4618 The Home Depot Commercial Account	22475	9/15/2026	INV 2904329, 10 Paint Brushes for Maintenance Dept. - PO03042	$79.90	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22476	9/15/2026	INV 6904544, Painting Supplies for Maintenance Dept. - PO02773	$116.60	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22477	9/15/2026	INV 2904292, Painting Supplies & Repair Patches for Maintenance Dept. - PO03055	$143.36	Buildings and Grounds	0000-0 General : 0300-0 Operations
4618 The Home Depot Commercial Account	22478	9/15/2026	INV 384731, Electrical and Paint Supplies for Maintenance Dept. - PO02748	$151.84	Buildings and Grounds	0000-0 General : 0300-0 Operations
2829 818 Cleaners	22479	9/17/2026	INV 187872 & 188073, Cleaners for Football, 95 Jerseys, 88 Pants & 5 Bags- PO03093	$943.17	Athletics	0000-0 General : 0200-0 Athletics
2009 Child and Family Guidance Center	22480	9/17/2026	07/2026, Special Ed Services Northpoint - PO03111	$2,784.30	Special Education	6500-0 Special Education

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Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
6039 Stericycle Inc.	22481	9/17/2026	06/2026, INV 8014772450, Biohazard Waste Pick Up - PO03060	$134.76	Administrative	0000-0 General : 0300-0 Operations
5099 Michelle A Buchanan	22482	9/17/2026	07/2026, INV 400, 25 Literature Focus Test and Key Materials for ACADECA - PO03061	$250.00	Academic Decathlon	0000-0 General : 0100-0 Academic Depts
2395 Nettime Solutions LLC	22483	9/17/2026	08/2026, INV 146385, Stratustime Monthly Subscription - PO02856	$50.00	Business Group	0000-0 General : 0300-0 Operations
5199 Los Angeles School Police Department	22484	9/17/2026	08/2026, INV 1190, School Police Officers for Football Game and Board Meeting - PO03088	$2,775.15	Administrative	0000-0 General : 0300-0 Operations
2619 The Shredders	22485	9/17/2026	08/2026-09/2026, INV71487, INV72929 & INV73433, Secure Shredding services - PO03102	$144.00	Business Group	0000-0 General : 0300-0 Operations
3002 Dan's Super Subs Inc.	22486	9/17/2026	9/19/26, Lunch for Biology Retreat - PO03121	$73.55	Science	0000-0 General : 0100-0 Academic Depts
1945 Brooks Transportation Inc.	22487	9/17/2026	9/2/2026, INV 29606, Athletic Bus Round Trip to Thousand Oaks High - PO03094	$750.00	Athletics	0000-0 General : 0200-0 Athletics
5530 Lincoln Webster	22488	9/17/2026	08/2026, INV 3105, 10 Literature Tests and Answer Keys for ACADECA - PO03059	$500.00	Academic Decathlon	0000-0 General : 0100-0 Academic Depts
2091 EdLogical Group Corp	22489	9/17/2026	08/2026, INV 905169, Special Ed Services - PO03100	$3,506.00	Special Education	6500-0 Special Education
4864 Brad Wright	22490	9/22/2026	07/11/2026, Board Chair Reimbursement, Lunch Meeting with LAUSD president	$62.91	Administrative	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22491	9/25/2026	7/20/26-8/19/26, INV 000025717853, Phone Line BAN#9391080026	$59.32	Technology	0000-0 General : 0300-0 Operations
4259 AT&T (CALNET)	22492	9/25/2026	7/20/26-8/19/26, INV 000025717856, Phone Line BAN#9391080076	$180.58	Technology	0000-0 General : 0300-0 Operations
3806 T-Mobile US, Inc.	22493	9/25/2026	7/21/26-8/20/26, INV 969604280-77, WiFi Student Hot Spots acct. 969604280	$260.00	Technology	7425 - Expanded Learning Opportunities (ELO) Grant
2874 Sacred Heart High School (Cross Country)	22494	9/25/2026	09/26/2026, Sacred Heart High School Bellarmine Invitational XC (47 Students) - PO03165	$550.00	Athletics	0000-0 General : 0200-0 Athletics
4001 Texas Life Insurance Company	22495	9/28/2026	Reissue: SM0F6Z20260714001 Supplemental Aug 2026	$597.95	General Operations	0000-0 General : 0300-0 Operations
4001 Texas Life Insurance Company	22496	9/28/2026	Reissue: SM0F6Z20260514001 June 2026	$481.65	General Operations	0000-0 General : 0300-0 Operations : Business
4001 Texas Life Insurance Company	22497	9/28/2026	Reissue: SM0F6Z20260614001 July 2026	$481.65	General Operations	0000-0 General : 0300-0 Operations : Business
4001 Texas Life Insurance Company	22498	9/28/2026	Reissue: SM0F6Z20260413001 May 2026	$597.95	General Operations	0000-0 General : 0300-0 Operations
1945 Brooks Transportation Inc.	22499	9/30/2026	9/2/2026, INV 29630, Athletic Bus Round Trip to Thousand Oaks High - PO03116	$1,670.00	Athletics	0000-0 General : 0200-0 Athletics
5771 Yash Singhal	22500	9/30/2026	08/2026, INV 410, AcaDeca Study materials - PO03063	$500.00	Academic Decathlon	0000-0 General : 0100-0 Academic Depts
6080 GIA Publications, Inc	22501	9/30/2026	08/2026, INV 1571847, Instructional Music for Winter and Festival - PO02990	$75.48	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts

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Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
6039 Stericycle Inc.	22502	9/30/2026	7/1/26-8/31/26, INV 8015084491& INV 8015360940, Steri-safe Osha Subscription - PO03064	$273.03	Administrative	0000-0 General : 0300-0 Operations
5531 Jacob Faye	22503	9/30/2026	08/2026, INV 905, Music Study Materials (25 Questions) - PO02846	$500.00	Academic Decathlon	0000-0 General : 0100-0 Academic Depts
1833 Amazon	SPACH4166	9/1/2026	INV 14J3-L46Q-9LJX, Academic Planner July 2026-June 2027 - PO02688	$20.84	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4167	9/1/2026	INV 17GL-R79J-7D47, PPE products, Pressure washer, and address stamps for business office - PO02769	$746.76	General Operations	0000-0 General : 0300-0 Operations
3042 Project Lead The Way, Inc.	SPACH4168	9/1/2026	2026-2027, INV 531310, PLTW Registration Fee - PO02852	$5,400.00	STEAM	0000-0 General : 0100-0 Academic Depts
5813 Math Medic	SPACH4169	9/1/2026	7/1/26-6/30/27, INV 162026E2-0004, Math Medic Plus, Teachers Edition, for AP Statistics - PO02907	$325.00	Mathematics	0000-0 General : 0100-0 Academic Depts
5537 Avid Technology Inc	SPACH4170	9/1/2026	INV Q-71456, Audio/Music Production 2 AVID PRO TOOLS program and license fee - PO02989	$1,275.00	Career/Voc Ed/Arts	6387-0 CTE
3042 Project Lead The Way, Inc.	SPACH4171	9/1/2026	INV 555158, PLTW CIM yearly materials - PO02862	$648.07	STEAM	0000-0 General : 0100-0 Academic Depts
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4172	9/2/2026	08/26/2026, 0050.00001R, Legal Services	$10,000.00	General Operations	0000-0 General
3922 Self Insured Schools of California	SPACH4173	9/9/2026	8/1/26-8/31/26, CBR El Camino FSA	$3,363.74	General Operations	0000-0 General : 0300-0 Operations
2445 Piece of Mind Care Services	SPACH4174	9/9/2026	07/2026, INV196 , SPED Students Support Services - PO03008	$2,843.75	Special Education	6500-0 Special Education
2107 Enome, Inc.	SPACH4175	9/10/2026	07/2026, INV 2419226-2, Full school membership - PO02824	$11,475.00	Special Education	6500-0 Special Education
5802 FINALSITE	SPACH4176	9/10/2026	7/20/26-7/19/27, INV INV098604, FinalSite Website/Communications Renewal - PO02691	$15,850.00	Marketing	0000-0 General : 0300-0 Operations
3359 UTLA	SPACH4177	9/10/2026	7/1/26-7/31/26, Union Dues	$28,769.87	General Operations	0000-0 General : 0300-0 Operations
5379 Performance Health Holdings, Inc. (Medco)	SPACH4178	9/10/2026	INV IN100352802, Athletic Training Supplies - PO03019	$7,404.46	Athletics	0000-0 General : 0200-0 Athletics
4727 PowerSchool Holdings LLC	SPACH4179	9/10/2026	8/1/26-7/31/27, INV INV499841, Subscription for College/Career Readiness Tool - PO02886	$32,486.70	Counseling Office	0000-0 General : 0300-0 Operations
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4180	9/10/2026	08/05/2026, INV 24079 , Legal Services	$55,301.50	General Operations	0000-0 General : 0300-0 Operations
3358 RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	SPACH4181	9/10/2026	8/1/26-8/31/26, Charles Schwab 403(B) Plan 2563-4428	$5,525.00	General Operations	0000-0 General : 0300-0 Operations
2415 Oracle America, Inc	SPACH4182	9/15/2026	6/1/26-8/31/26, INV 2506748, Netsuite Services - PO02777	$10,672.20	Technology	0000-0 General
3996 California Department of Education	SPACH4183	9/15/2026	09/11/2026, INV#27 SF-53477 USDA Foods, PO03087	$664.95	Administrative	5310-0 Child Nutrition: School Programs
2415 Oracle America, Inc	SPACH4184	9/15/2026	7/17/26-10/15/26, INV 2544100, Netsuite Services - PO02813	$898.20	Administrative	0000-0 General : 0300-0 Operations

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SEPTEMBER 2026

Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2267 JW Pepper & Son, Inc	SPACH4185	9/17/2026	INV 368744872,368768084, Music for Fall 2026 - PO02995	$340.72	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts
2714 Chartwells Division Services	SPACH4186	9/17/2026	04/01/26, INV 4034900250, Displaced Student Meals	$305.80	Administrative	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
2164 Golden Star Technology, Inc	SPACH4187	9/17/2026	6/1/26-6/30/26, INV130645, Technology Managed Services: Network Consulting - PO02332	$7,000.00	Technology	0000-0 General : 0300-0 Operations
2893 AWS (Amazon Web Services)	SPACH4188	9/17/2026	8/1/26-8/31/26, INV 2805054653, Software Subscription - PO02970	$2,245.23	Technology	0000-0 General : 0300-0 Operations
5672 Music Sales Digital Services LLC (MusicFirst)	SPACH4189	9/17/2026	8/20/26-8/20/27, INV INV-19813, 2026-2027 MusicFirst Music Software - PO02913	$6,676.74	Career/Voc Ed/Arts	7910-0 Local Control Accountability Plan (LCAP) : : Goal 2 : Action 1
2164 Golden Star Technology, Inc	SPACH4190	9/17/2026	4/1/25-4/30/25, INV116395, GST Service Tech - PO12802	$3,500.00	Technology	0000-0 General : 0300-0 Operations
2714 Chartwells Division Services	SPACH4191	9/17/2026	7/1/26-7/31/26, INV K40349113 Cafeteria Services	$4,420.90	Food Service (Cafeteria)	5310-0 Child Nutrition: School Programs
1833 Amazon	SPACH4192	9/22/2026	INV 1Y4G-D3KJ-9VDL, Maintain health and safety of school facilities - PO02812	$280.60	General Operations	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4193	9/22/2026	INV 1YR6-6RFQ-CPRD, Name Plates for Interim ED and Backup Desk Plates - PO02821	$28.14	Marketing	0000-0 General : 0300-0 Operations
1833 Amazon	SPACH4194	9/22/2026	INV 1Y4G-D3KJ-C9T3, US & Cali Flag for Poles in front of Main Entrance Foyer - PO02820	$51.78	Marketing	0000-0 General : 0300-0 Operations
3922 Self Insured Schools of California	SPACH4195	9/23/2026	SISC HEALTH- September 2026	$332,087.52	Administrative	0000-0 General, 1400-0 Education Protection Account, 6500-0 Special Education, 6770 - Arts and
6078 Sofia Ramirez	SPACH4196	9/23/2026	Reissue: 02/2025-05/2025, DHH Services to Student	$2,080.00	Special Education	6500-0 Special Education
4000 American Fidelity Assurance Company	SPACH4197	9/23/2026	08/1/2026-08/31/2026 American Fidelity Insurance - PO02864	$3,511.15	General Operations	0000-0 General : 0300-0 Operations
293 1 Jesus Contreras	SPACH4198	9/23/2026	2026 Reimbursement, Costco Water 740 pk, game in Hawaii	$68.42	Athletics	0000-0 General : 0200-0 Athletics
293 1 Jesus Contreras	SPACH4199	9/23/2026	2026 Reimbursement, Girls Golf Range Credit for Practice	$500.00	Athletics	0000-0 General : 0200-0 Athletics
2445 Piece of Mind Care Services	SPACH4200	9/25/2026	6/1/26-7/31/26, INV 00334, ELD Dept. Students Support Services- PO03038	$4,972.50	English Language Development	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
1851 Adobe Systems Incorporated	SPACH4201	9/27/2026	2026-2027 inv 3587774393 Adobe Software Products PO03123	$10,720.00	Technology	0000-0 General : 0500-0 Technology
4850 Liminex, Inc. (GoGuardian)	SPACH4202	9/27/2026	Reissue INV-145515, 2026-2027 Data Studio subscription, Pear Deck, Pear Assessment - PO02759	$19,150.00	Technology	0000-0 General : 0300-0 Operations
4000 American Fidelity Assurance Company	SPACH4203	9/29/2026	09/1/2026-09/30/2026 American Fidelity Insurance - PO03119	$3,511.15	General Operations	0000-0 General : 0300-0 Operations
2222 Inspire Communication, Inc	SPACH4204	9/29/2026	8/1/26-8/31/26, INV EC2026831, Speech-Language Services - PO03108	$18,767.34	Special Education	6500-0 Special Education
5762 Carolin Herrmann	SPACH4205	9/29/2026	7/1/26-8/31/26, INV 1012, CALPADS Special Ed Consulting - PO03053	$1,162.00	Special Education	6500-0 Special Education

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

SEPTEMBER 2026

Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
3042 Project Lead The Way, Inc.	SPACH4206	9/29/2026	INV 555515, 2026-2027 Biomedical Science Course Instructional Supplies - PO02871	$2,432.88	STEAM	7910-0 Local Control Accountability Plan (LCAP) : : Goal 2 : Action 2
3276 Hardwoods Specialty Products US LP	SPACH4207	9/29/2026	0013658357 Instructional Wood for Woodshop Class - PO03182	$10,926.27	General Academic	3550-0 Perkins
2714 Chartwells Division Services	SPACH4208	9/29/2026	06/25, Cafeteria Services, INV#40349112	$17,517.71	Food Service (Cafeteria)	5310-0 Child Nutrition: School Programs
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4209	9/29/2026	INV 8CQT4ZPO-0003, Webinar: Ethics Training - PO02966	$75.00	Administrative	0000-0 General : 0300-0 Operations
4343 Scoot Education Inc	SPACH4210	9/29/2026	09/02/2026-09/03/2026, INV 177476, Substitutes	$930.00	Special Education	6500-0 Special Education
2295 Law Offices of Young, Minney & Corr, LLP	SPACH4211	9/29/2026	INV 8CQT4ZPO-0004, Webinar: Ethics Training - PO02967	$225.00	Administrative	0000-0 General : 0300-0 Operations
2395 Nettime Solutions LLC	SPACH4212	9/29/2026	7/1/26-7/31/26, INV 146039, stratustime Monthly Subscription - PO02856	$50.00	Administrative	0000-0 General : 0300-0 Operations
5949 Harness Potential Inc	SPACH4213	9/29/2026	08/01/2026, INV 1209, 26-27 Monthly Accounting & Financial Services PO03095	$8,333.34	Independent Study	0000-0 General : 0300-0 Operations : Business
2383 Everway LLC	SPACH4214	9/29/2026	9/20/26-9/19/27, INV 00296162N, Curriculum for the non-diploma track students - PO02799	$9,877.89	Special Education	6500-0 Special Education
2445 Piece of Mind Care Services	SPACH4215	9/29/2026	8/1/26-8/31/26, INV 199, SPED Students Support Services - PO03067	$120,425.64	Special Education	6500-0 Special Education
3987 Figdesign Inc	SPACH4216	9/29/2026	INV 3873, Business Cards for 5 Staff Members - PO02877	$160.62	Marketing	0000-0 General : 0300-0 Operations
2714 Chartwells Division Services	SPACH4217	9/29/2026	8/1/26-8/31/26, INV K40349114, Cafeteria Services	$115,280.62	Food Service (Cafeteria)	5310-0 Child Nutrition: School Programs
3275 GoTo Communications, Inc.	SPACH4218	9/29/2026	9/1/26-9/30/26, INV IN7105650306, Goto VOIP Phone system - PO02971	$2,943.23	Technology	1100-0 - Lottery: Unrestricted
1833 Amazon	SPACH4219	9/29/2026	INV 1KQV-FYKK-R71F, Teacher and student supplies for the Summer Reading and Math Boot camp - PO02771	$795.09	Administrative	6019-Student Support Discretionary Block Grant
3922 Self Insured Schools of California	SPACH4220	9/29/2026	9/15/26, CBR El Camino FSA	$631.00	General Operations	0000-0 General : 0300-0 Operations
5949 Harness Potential Inc	SPACH4221	9/29/2026	07/21/2026, INV 1208, 25-26 Audit Prep and year end adjustments, PO02968	$20,000.00	General Operations	0000-0 General : 0300-0 Operations
5127 MG Express Inc.	SPACH4222	9/29/2026	9/12/26, INV 2647, Round trip charter bus to Troy HS - PO03086	$1,900.00	NJROTC	0000-0 General : 0100-0 Academic Depts
3275 GoTo Communications, Inc.	SPACH4223	9/29/2026	8/1/26-8/31/26, INV IN7105576263, Goto VOIP Phone system - PO02971	$2,913.96	Technology	1100-0 - Lottery: Unrestricted
3042 Project Lead The Way, Inc.	SPACH4224	9/29/2026	INV 555513, Engineering Course Supplies - PO02869	$663.71	STEAM	0000-0 General : 0100-0 Academic Depts
2808 Macmillan Holdings, LLC (Holtzbrinck Publishers, LLC) MPS	SPACH4225	9/29/2026	INV 88018024, English textbooks for grades 9-11 - PO02724	$240,708.44	Administrative	0000-0 General : 0300-0 Operations
4343 Scoot Education Inc	SPACH4226	9/30/2026	9/8/26-9/11/26, INV 178777, Substitutes	$6,799.00	Administrative	0000-0 General : 0100-0 Academic Depts

EL CAMINO REAL CHARTER

CHECK REGISTER

ACCOUNT: 1796 A/P Account

SEPTEMBER 2026

Total $1,362,976.86

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
3042 Project Lead The Way, Inc.	SPACH4227	9/30/2026	08/2026, INV 555158 PLTW CIM Yearly Materials (Reissue) - PO02862	$648.07	STEAM	0000-0 General : 0100-0 Academic Depts
4343 Scoot Education Inc	SPACH4228	9/30/2026	9/25/26, INV 181226, Substitutes	$333.00	Administrative	0000-0 General : 0100-0 Academic Depts
4343 Scoot Education Inc	SPACH4229	9/30/2026	8/24/26-8/28/26, INV 176688, Substitutes	$8,582.00	Administrative	0000-0 General : 0100-0 Academic Depts
4000 American Fidelity Assurance Company	SPACH4230	9/30/2026	9/1/26-9/30/26, INV E009188, Supplemental Employee Benefits - PO03119	$3,511.15	Administrative	0000-0 General : 0300-0 Operations
4343 Scoot Education Inc	SPACH4231	9/30/2026	8/12/26-8/13/26, INV 174859, Sped Substitutes	$930.00	Special Education	6500-0 Special Education
5949 Harness Potential Inc	SPACH4232	9/30/2026	9/1/26-9/30/26, INV 1217, Accounting & finance services - PO03095	$8,333.34	General Operations	0000-0 General : 0300-0 Operations : Business
4343 Scoot Education Inc	SPACH4233	9/30/2026	8/26/26-8/27/26, INV 176432, Sped Substitutes	$930.00	Special Education	6500-0 Special Education
4343 Scoot Education Inc	SPACH4234	9/30/2026	9/9/26-9/10/26, INV 178616, Sped Substitutes	$930.00	Special Education	6500-0 Special Education
4343 Scoot Education Inc	SPACH4235	9/30/2026	8/19/26-8/20/26, INV 175518, Sped Substitutes	$930.00	Special Education	6500-0 Special Education
4343 Scoot Education Inc	SPACH4236	9/30/2026	8/31/26-9/3/26, INV 177691, Substitutes	$7,470.00	Administrative	0000-0 General : 0100-0 Academic Depts
4343 Scoot Education Inc	SPACH4237	9/30/2026	9/14/26-9/18/26, INV 179935, Substitutes	$999.00	Administrative	0000-0 General : 0100-0 Academic Depts
4343 Scoot Education Inc	SPACH4238	9/30/2026	8/17/26-8/21/26, INV 175878, Substitutes	$4,848.86	Administrative	0000-0 General : 0100-0 Academic Depts
5472 Afflux Films LLC	SPACH4239	9/30/2026	INV 1224, Spring 2026 CTE Promo Video - P01835 - Check Reissue	$5,000.00	Career/Voc Ed/Arts	6387-0 CTE
4767 M & S Technology Group, LLC (The Circle)	SPACH4240	9/30/2026	7/1/26-7/31/26, INV 252831, Print Service Overages - PO03037	$836.85	Technology	0000-0 General
2267 JW Pepper & Son, Inc	SPACH4241	9/30/2026	INV 368762686,36878549,368841547 Fall 2026 music for orchestra, adv band and jazz ensemble - PO03018	$1,797.69	Visual and Performing Arts	0000-0 General : 0100-0 Academic Depts

EL CAMINO REAL CHARTER

CHECK REGISTER

Account: 1287 Fundraising

SEPTEMBER 2026

Total $457.16

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2714 Chartwells Division Services	1011	9/17/2026	05/26, INV 4034900252, Faculty Staff Appreciation (Bagel Wednesday)	$283.13	Administrative	9151-0 Fundraising, Restricted
2714 Chartwells Division Services	1012	9/17/2026	VOIDED	-	Administrative	9151-0 Fundraising, Restricted
2714 Chartwells Division Services	1013	9/17/2026	06/26, INV 4034900254, Faculty Staff Appreciation (Bagel Wednesday)	$78.62	Administrative	9151-0 Fundraising, Restricted
2714 Chartwells Division Services	1014	9/17/2026	08/26, INV 403900256, Faculty Staff Appreciation (Bagel Wednesday)	$95.41	Administrative	9151-0 Fundraising, Restricted

Coversheet

Vote to Approve the October 2026 Check Registers

Section: VII. Finance
Item: B. Vote to Approve the October 2026 Check Registers
Purpose: Vote
Submitted by:
Related Material: VII_C_October_2026_Check_Register_1287_Fundraising.pdf
VII_C_October_2026_Check_Register_1761_General.pdf
VII_C_October_2026_Check_Register_1796_AP_Account.pdf
VII_C_October_2026_Check_Register_1826_ASB_Trust.pdf
VII_C_ASB_Trust_Balance_Report_October_2026.pdf

EL CAMINO REAL CHARTER
CHECK REGISTER
Account: 1287 Fundraising
October 2026

Total **$ 172.16**

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2714 Chartwells Division Services	1015	10/13/2026	9/1/26-9/30/26, INV 4034900258, Faculty Staff Appreciation (Bagel Wednesday)	$ 172.16	General Operations	9151-0 Fundraising, Restricted

EL CAMINO REAL CHARTER
CHECK REGISTER
Account: 1761 General
October 2026

Total **$ 491,567.03**

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
5650 Private School Exchange (PSE), LLC	#499941 via ACH	10/23/2026	Fall 2026 Tuition Refund, INV2119 (C.R.) – Reissue of returned CK#22509 (JE3091)	$ 7,650.00	Foreign Exchange Admission	0300-0 Operations
3480 PenServ Plan Services	ACH261005-01	10/05/2026	403(B) Funding Payroll period: Semimonthly 09/16/2026 - 09/30/2026	$ 36,225.35	General Operations	0300-0 Operations
4382 On-Line Stampco Inc (California Stamp Company)	ACH261006-01	10/06/2026	10/26, INV0739580,Deposit Slips, PO03469	$ 121.95	General Operations	0300-0 Operations
2006 CharterSafe	ACH261006-02	10/06/2026	CHARTERSAFE - October 2026 INV# 52883	$ 61,804.00	General Operations	0300-0 Operations
3922 Self Insured Schools of California	ACH261006-03	10/06/2026	SISC HEALTH- October 2026	$ 365,095.81	Administrative	0000-0 General; 1400-0 Education Protection Account; 6500-0 Special Education; 6770 - Arts and Music in Schools (AMS)-(Prop 28)
2447 Purchase Power (Pitney Bowes)	ACH261014-01	10/14/2026	08/23/26, Meter Refill - SN-6206344	$ 541.99	General Operations	0300-0 Operations
2288 LADWP	ACH261014-02	10/14/2026	08/28/26 - 09/25/26, Conf#3152227754, LADWP September bill	$ 16,677.18	Shoup Property	0300-0 Operations
3480 PenServ Plan Services	ACH261019-01	10/19/2026	403(B) Funding Payroll period: Semimonthly 10/01/2026 - 10/15/2026	$ 1,047.06	General Operations	0000-0 General; 0300-0 Operations
4001 Texas Life Insurance Company	ACH261020-01	10/20/2026	SM0F6Z20261014001 Supplemental Life Insurance	$ 597.95	General Operations	0300-0 Operations
2089 EDD (Employment Development Dept.)	ACH261021-01	10/21/2026	SUI Fund PYMT for 3Q 2026	$ 10.97	General Operations	0300-0 Operations
1964 California Department of Tax & Fee Administration	ACH261026-01	10/26/2026	07/26 till 09/2026, Con# 0-060-422-764, Sales and Use Tax Q3 2026	$ 1,557.00	General Operations	0300-0 Operations
2447 Purchase Power (Pitney Bowes)	ACH261027-01	10/27/2026	Postage Meter Refill – Oct 26 2026 to Jan 25 2027	$ 186.92	General Operations	0300-0 Operations
5255 PPLSI	ACH261028-01	10/28/2026	LEGALSHIELD - September 2026 PAYROLL	$ 50.85	General Operations	0300-0 Operations

EL CAMINO REAL CHARTER
CHECK REGISTER
Account: 1796 Checking
October 2026

Total **$ 453,696.40**

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2127 Fence Factory Rentals	22504	10/01/2026	06/2026, INV 603827, Fence Rental for 2026 Graduation - PO02582	$ 1,800.00	General Operations	0000-0 General
5772 Darren Du	22505	10/01/2026	08/2026, INV 300, Study materials for ACADECA - PO03041	$ 600.00	Academic Decathlon	0100-0 Academic Depts
4618 The Home Depot Commercial Account	22506	10/02/2026	06/2026, INV 2900131, Electrical and Paint Supplies for Maintenance - PO02748	$ 181.69	Buildings and Grounds	0300-0 Operations
5262 Veronica Ocana	22507	10/02/2026	08/2026, INV 2644, 50 Blue Elco hoodie re-order for Student Store - PO02880	$ 1,494.25	Marketing	0300-0 Operations
2829 818 Cleaners	22508	10/02/2026	09/19/2026, INV188528, Cleaners for Football, 49 Jerseys, 45 Pants & 1Bag - PO03199	$ 998.06	Football	0200-0 Athletics
5650 Private School Exchange (PSE), LLC	22509	10/02/2026	Fall 2026 Tuition Refund – Returned by CNB (Positive Pay, no decision); reversed JE3091; reissued ACH #499941 (General Acct 1761)	$ 7,650.00	Foreign Exchange Admission	0300-0 Operations
2009 Child and Family Guidance Center	22510	10/06/2026	08/2026, Special Ed Services Northpoint - PO03183	$ 2,542.60	Special Education	6500-0 Special Education
5262 Veronica Ocana	22511	10/06/2026	08/2026, INV 2643, 55 Blue Elco hoodie re-order for Student Store - PO02860	$ 784.66	Marketing	0300-0 Operations
5400 Valley High School and Learning Center, Inc.(Dubnoff School)	22512	10/06/2026	7/1/26-7/31/26, Counseling/Speech services - PO03079	$ 17,975.10	Special Education	6500-0 Special Education
5236 Accelerate Education Incorporated	22513	10/06/2026	07/2026, INV 9325, 9-12 Accelerate Program Enrollment - PO02972	$ 1,651.00	Administrative	0300-0 Operations
5268 Association of California School Administrators	22514	10/06/2026	2026-2027, WWN6B3X2DFB, Administrative Academy Registration - PO03194	$ 2,700.00	Administrative	6019-Student Support Discretionary Block Grant
2379 Mutual of Omaha	22515	10/06/2026	10/1–10/31/26 Voluntary Disability Insurance, INV 002210979941 – Returned by CNB (Positive Pay, no decision); reversed JE3090; reissued CK#22557	$ 1,213.53	General Operations	0300-0 Operations
3139 SoCalGas	22516	10/06/2026	6/24/26-7/24/26, Gas Charges for Shoup, Acct 163 513 3769 2	$ 22.54	Shoup Property	0300-0 Operations
3139 SoCalGas	22517	10/06/2026	7/24/26-8/26/26, Gas Charges for Shoup, Acct 163 513 3769 2	$ 26.60	Shoup Property	0300-0 Operations
2714 Chartwells Division Services	22518	10/06/2026	9/1/26-9/30/26, INV 4034900259, Displaced Student Meals	$ 155.36	General Operations	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
5227 Niche.com Inc	22519	10/06/2026	09/01/2026-11/30/2026, INV000042807, Partnership - Enrollment Marketing Platform - PO03185	$ 500.00	Marketing	0300-0 Operations
4259 AT&T (CALNET)	22520	10/06/2026	08/20/2026–09/19/2026, INV 0000258710126, Phone Line BAN#9391080026	$ 64.55	Technology	0300-0 Operations
5566 McCormick's Group	22521	10/07/2026	09/2026, INV276620, 40 Colorguard Show Flags - PO02988	$ 3,181.98	Visual and Performing Arts	0400-0 Scholastic Groups
2415 Oracle America, Inc	22522	10/08/2026	7/17/26-10/15/26, INV 2544100, Netsuite Services - PO02813 Reissue ACH Bank information incorrect	$ 898.20	Administrative	0300-0 Operations
5344 Henry Rosales	22523 (VOIDED)	10/08/2026	08/2026-09-2026, Gardening Invoice for Shoup (Check did not print correctly, reissue CK#22524)	$ -	Shoup Property	0300-0 Operations

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
5344 Henry Rosales	22524	10/08/2026	08/2026–09/2026, Gardening Invoice for Shoup	$ 2,000.00	Shoup Property	0300-0 Operations
2276 Kelly Services, Inc.	22525	10/08/2026	06/2026, INV 5617123646 -Returned by CNB (Positive Pay, no decision); reversed JE3092; reissued ACH #501635	$ 10,535.70	General Academic	0100-0 Academic Depts; 0300-0 Operations
4704 Sage SoCal, Inc	22526	10/08/2026	08/2026-09/2026, INV 1066 & 1070, Mental Health Services- PO03240	$ 20,000.00	General Operations	6546-0 - State Mental Health-Related Services
6092 Blink Protections Services	22527	10/08/2026	08/01/2026 - 08/31/2026, ELCO Campus Security - PO03210	$ 38,312.50	Administrative	0000-0 General
4259 AT&T (CALNET)	22528	10/08/2026	8/1/26-8/31/26, INV 000025750934, Phone Line BAN#9391080337	$ 170.36	Technology	0300-0 Operations
4264 American Scholastic Evaluation/ American Scholastic Mathematics Assn	22529	10/08/2026	09/2026, INV 069MA-26, Senior Division Math Contests - PO03205	$ 100.00	Mathematics	0100-0 Academic Depts
2318 MAA American Mathematics Competitions	22530	10/08/2026	09/25/2026, 001022394, American Mathematics Students Competition Fee - PO03204	$ 380.00	Mathematics	0100-0 Academic Depts
1966 California Mathematics League	22531	10/08/2026	2026-2027, INV 27705-37, Mathematics HS Contests Registration Fee - PO03206	$ 100.00	Mathematics	0100-0 Academic Depts
4335 The Master's University and Seminary	22532	10/08/2026	10/2026, INV TMUXCI-2026-002, Cross Country Entry Fee for Boys/Girls Team - PO03219	$ 700.00	Athletics	0200-0 Athletics
3113 Michael Robinson	22533	10/09/2026	06/2026, INV 199, ECR Royal Radio Show - PO02743	$ 12,000.00	Administrative	6019-Student Support Discretionary Block Grant
3201 Southern California News Group	22534	10/09/2026	07/2026, Digital Email Blasts & Creative Service Fees - PO02781	$ 3,370.00	Marketing	0300-0 Operations
2809 WM Corporate services, INC	22535	10/09/2026	10/1/26-10/30/26, INV 0883687-4801-3, Waste Management Services on Shoup	$ 493.22	Shoup Property	0300-0 Operations
3139 SoCalGas	22536	10/09/2026	08/27/2026-09/25/2026, Gas Charges for Shoup, Acct 163 513 3769 2	$ 27.14	Shoup Property	0300-0 Operations
1945 Brooks Transportation Inc.	22537	10/09/2026	09/23-9/24/2026, INV 29782, Athletic Bus Round Trip to Granada & Chaminade HS - PO03236	$ 2,250.00	Athletics	0200-0 Athletics
1945 Brooks Transportation Inc.	22538	10/09/2026	9/28/2026 & 10/01/2026, INV 29860, Athletic Bus Round Trip to Birmingham & Pierce College- PO03257	$ 1,500.00	Athletics	0200-0 Athletics
2204 Herff Jones LLC	22539	10/09/2026	INV 3178577, 200 Graduation Gowns, Caps & Tassels - PO03184	$ 5,820.28	General Operations	0100-0 Academic Depts
6086 Scopos LLC	22540 (VOIDED)	10/09/2026	09/2026, INV 19478, JROTC Scanner with Labels & Software - PO03092 (Incorrect check amount, reissue CK#22541)	$ -	NJROTC	0000-0 General
6086 Scopos LLC	22541	10/09/2026	09/2026, INV 19478, JROTC Scanner with Labels & Software - PO03092	$ 1,226.75	NJROTC	0000-0 General
1833 Amazon	22542	10/12/2026	09/2026, INV 1194-D1V1-X67W, Supplies for Fall Play/Stage Design - PO03134	$ 435.07	Visual and Performing Arts	0100-0 Academic Depts
3312 Los Angeles Community College District	22543	10/13/2026	09/2026, INV AG-00016980, Dual Enrollment EBooks - PO03159	$ 4,720.00	College Office	0000-0 General
3464 Winter Guard Association of Southern California (WGASC)	22544	10/13/2026	Spring 2027, INV 10903-15933-49266, Winter Colorguard Competition Fees - PO03141	$ 775.00	Visual and Performing Arts	0100-0 Academic Depts
6050 STUDENT	22545	10/13/2026	03/2026, Science Fair Payment Reimbursement	$ 82.76	Science	0100-0 Academic Depts
1920 Bilingual Foundation of the Arts	22546	10/15/2026	10/2026, INV 44, 24 Students and 1 Teacher Tickets for Field Trip - PO03312	$ 875.00	World Language	0400-0 Scholastic Groups
2699 Woodbridge High School	22547	10/15/2026	09/2026, INV 5640381, Woodbridge Invitational Cross-Country Race - PO03200	$ 700.00	Athletics	0200-0 Athletics
4096 Lindsey C. Surendranath Granted, Inc	22548	10/15/2026	9/1/26-9/30/26, INV 347, CTE Program Support - PO03186	$ 4,080.00	Administrative	6387-0 CTE
2130 Festivals of Music, Inc.	22549	10/15/2026	10/2026, INV 108563, 52 Choral Magic Festival Tickets - PO03256	$ 4,366.00	Visual and Performing Arts	0100-0 Academic Depts

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2395 Nettime Solutions LLC	22550	10/20/2026	9/1/26-9/30/26, INV 146741, StratusTime and Attendance Data Subscription- PO02856	$ 50.00	General Operations	0300-0 Operations
2083 DTASC	22551	10/20/2026	10/2026, INV F26-41, Registration Fees DTASC Festival/Competition - PO03231	$ 1,085.00	Visual and Performing Arts	0100-0 Academic Depts
3002 Dan's Super Subs Inc.	22552	10/20/2026	10/2026, INV 18330, Lunch for PBIS Training with LACOE - PO03340	$ 183.30	Administrative	0000-0 General
2774 M&M Paper Co.	22553	10/20/2026	08/2026, INV IN22088 Paper for School - PO03304 - 60 BOXES - 600 REAM	$ 3,954.84	Administrative	0300-0 Operations
3358 RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	22554	10/20/2026	9/1/26-9/30/26, Charles Schwab 403(B) Plan 2563-4428	$ 5,525.00	General Operations	0300-0 Operations
241 1 Marissa Dominguez	22555	10/20/2026	Reimbursement: 08/2026 - ER2165 & ER2164 Parking & Mileage	$ 31.58	Compliance Office	0300-0 Operations
1945 Brooks Transportation Inc.	22556	10/20/2026	9/14/2026-9/18/2026, INV 29722, Athletic Bus Round Trips - PO03155	$ 5,375.00	Athletics	0200-0 Athletics
2379 Mutual of Omaha	22557	10/20/2026	10/1/26-10/31/26, INV 002210979941, Voluntary Disability Insurance -Reissue of returned CK#22515	$ 1,213.53	General Operations	0300-0 Operations
2732 Cardio Partners Inc	22558	10/20/2026	INV 600315438, Replenish Expiring Items for AED Machines - PO02370	$ 665.18	Health Office	0000-0 General
3358 RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	22559	10/20/2026	8/1/26–8/31/26, Schwab 403(b) Plan 2563-4428 – Reissue of returned ACH SPACH4181 (JE3042)	$ 5,525.00	General Operations	0300-0 Operations
2785 Vex Robotics, Inc	22560	10/22/2026	08/2026, INV 891109, Tools & Parts for Robotics STEAM - PO02960	$ 821.89	STEAM	0400-0 Scholastic Groups
3601 AFSCME District Council 36	22561	10/22/2026	9/1/26- 9/30/26, Union Dues Union Dues	$ 1,765.71	General Operations	0300-0 Operations
6099 Karla DeLaVega Winters	22562	10/22/2026	09/16/2026, Bagel Wednesday Coffee, Creamer, & Sugar Packets. - Reimbursement,	$ 93.23	General Operations	0000-0 General
3833 AT&T 9132	22563	10/22/2026	9/10/26-10/9/26, INV 6750460213, 5G Line Acct# 831-000-9132 154	$ 3,580.05	Technology	0300-0 Operations
3833 AT&T 9132	22564	10/22/2026	8/10/26-9/9/26, INV 3141070213, 5G Line Acct# 831-000-9132 154	$ 1,432.02	Technology	0300-0 Operations
4259 AT&T (CALNET)	22565	10/22/2026	9/1/26-9/30/26, INV 000025916378, Phone Line BAN#9391080337	$ 180.36	Technology	0300-0 Operations
1945 Brooks Transportation Inc.	22566	10/22/2026	10/8/26, INV 29867, Bus transport for industry panel - PO03230	$ 948.00	Career/Voc Ed/Arts	0300-0 Operations
1945 Brooks Transportation Inc.	22567	10/22/2026	10/7/2026, INV 29961, Athletic Bus Round Trips to Chatsworth & Cleveland High - PO03311	$ 4,710.00	Athletics	0200-0 Athletics
1947 BSN Sports LLC	22568	10/22/2026	09/2026, INV 935576169, Volleyballs for practices and games - PO03126	$ 1,274.94	Athletics	0200-0 Athletics
6106 Math4Sale, Inc.	22569	10/23/2026	08/2026, INV M4S-1066, 40 Graphing Calculators for Intro Statistics Class - PO02848	$ 5,499.96	Mathematics	0100-0 Academic Depts
5313 California Academic Decathlon Association	22570	10/23/2026	10/2026, INV CAD-20261005-ELCAMINOREALCHARTERSHS, Practice and Official Testing - PO03318	$ 210.00	Academic Decathlon	0100-0 Academic Depts
2829 818 Cleaners	22571	10/23/2026	10/2026, INV 189001 & 189197 Football Game Uniform Cleaners - PO03354	$ 993.07	Football	0200-0 Athletics
5980 Journalism Education Association	22572	10/23/2026	07/2026, INV 29530, JEA Teacher/adviser membership - PO02891	$ 95.00	Journalism / King's Courier	0400-0 Scholastic Groups
5299 Scott Billbruck	22573	10/23/2026	09/2026, INV 1280, Fall Drill Design for Marching Band - PO03281	$ 2,350.00	Visual and Performing Arts	0400-0 Scholastic Groups
2426 Public Agency Retirement Services	22574	10/23/2026	8/1/26-8/31/26, INV 61342, PARS ARS Fees	$ 388.84	General Operations	Business
2426 Public Agency Retirement Services	22575	10/23/2026	6/1/26-6/30/26, INV 60866, PARS ARS Fees	$ 381.64	General Operations	Business
2426 Public Agency Retirement Services	22576	10/23/2026	7/1/26-7/31/26, INV 61962, PARS ARS Fees	$ 387.02	General Operations	Business

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2556 Soccer.com (Sports Endeavors, Inc.)	22577	10/26/2026	09/2026, INV 9409605068 Equipment for 2026-2027 Season - PO03004	$ 4,281.99	Athletics	0200-0 Athletics
1945 Brooks Transportation Inc.	22578	10/26/2026	9/25/26, INV 29581, Roundtrip to MCAS Miramar, San Diego for Military Air Show - PO03235	$ 4,700.00	NJROTC	0100-0 Academic Depts
2068 Department of Justice (State of CA)	22579	10/26/2026	9/1/26-9/30/26, INV 080935, Fingerprint Apps	$ 448.00	General Operations	0300-0 Operations
3919 U.S Bank PARS Account #6746022400	22580 (VOIDED)	10/26/2026	9/1/26-9/30/26, PARS Contributions acct. #6746022400. (Incorrect payee name, reissue CK#22581)	$ -	General Operations	0300-0 Operations
3919 U.S Bank PARS Account #6746022400	22581	10/26/2026	9/1/26-9/30/26, PARS Contributions acct. #6746022400	$ 979.06	General Operations	0300-0 Operations
5209 Kardent	22582	10/27/2026	07/2026-09/2026, INV 2026514, 2026597, 2026778, Digital Marquee Architectural Services - PO03302	$ 11,663.57	Buildings and Grounds	0300-0 Operations
5604 John Goldman	22583	10/27/2026	09/01/26-10/06/26, INV 5, Band Trumpet Sectional - PO03319	$ 900.00	Visual and Performing Arts	6770 - Arts and Music in Schools (AMS)- (Prop 28)
4259 AT&T (CALNET)	22584	10/27/2026	8/20/26-9/19/26, INV 000025870129, Phone Line BAN#9391080076	$ 193.36	Technology	0300-0 Operations
1886 Ares Sportswear	22585	10/27/2026	10/2026, INV 768283, 40 Student Uniform Polos for Performances - PO03172	$ 570.97	Visual and Performing Arts	0100-0 Academic Depts
2379 Mutual of Omaha	22586	10/27/2026	11/1/26-11/30/26, INV 002259293780, Voluntary Disability Insurance	$ 1,213.53	General Operations	0300-0 Operations
5841 Braille Abilities, LLC	22587	10/29/2026	10/2026, INV 103912, VI/O&M Services for SPED - PO03291	$ 554.00	Special Education	6500-0 Special Education
1945 Brooks Transportation Inc.	22588	10/29/2026	10/21/26, INV 30087, Bus Transport for CCAP Prelim Training at Oxnard - PO03349	$ 1,075.00	Career/Voc Ed/Arts	0300-0 Operations
1945 Brooks Transportation Inc.	22589	10/29/2026	10/8/26, INV 29974, SPED Transportation for Field Trip to Underwood Farms - PO03266	$ 825.00	Special Education	6500-0 Special Education
2809 WM Corporate services, INC	22590	10/29/2026	11/1/26-11/30/26, INV 0891231-4801-0, Waste Management Services for Shoup	$ 493.22	Shoup Property	0300-0 Operations
4259 AT&T (CALNET)	22591	10/29/2026	9/20/26-10/19/26, INV 000026011189, Phone Line BAN#9391080026	$ 64.44	Technology	0300-0 Operations
4529 Southern California Vocal Association	22592	10/30/2026	04/27/2027, SCVA Festival Fee for Camerata - PO03321	$ 140.00	Visual and Performing Arts	0400-0 Scholastic Groups
2289 LA Master Chorale	22593	10/30/2026	09/2026, INV ED-HSCF-MC-01, High School Choir Festival Participation Fee - PO03220	$ 200.00	Visual and Performing Arts	0400-0 Scholastic Groups
1833 Amazon	#493860 via ACH	10/12/2026	INV 14C9-P6PJ-PFL3 , Office supplies - PO03112	$ 38.46	Special Education	6500-0 Special Education
1833 Amazon	#494083 via ACH	10/12/2026	INV 16WT-JFDV-RMXN, Footrest accommodation for employee - PO03006	$ 36.48	General Operations	0300-0 Operations
1833 Amazon	#494084 via ACH	10/12/2026	INV 11NY-GKC9-XQJD, Pantry refill on specialty items - PO03117	$ 549.58	Career/Voc Ed/Arts	0300-0 Operations
1833 Amazon	#494085 via ACH	10/12/2026	INV 199Q-4JK6-KNCQ, Health Office Refills & Items for new RN - PO02929	$ 325.50	Health Office	0300-0 Operations
1833 Amazon	#494183 via ACH	10/12/2026	INV 13KV-6PF7-FJYC, Classroom Instructional Materials for Art Class - PO02998	$ 159.70	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#494283 via ACH	10/12/2026	INV 17H1-LCYT-17LM, Teacher/Classroom Supplies for Copy Room - PO02851	$ 346.20	Administrative	0100-0 Academic Depts
1833 Amazon	#494383 via ACH	10/12/2026	INV 11DJ-H3GK-KQFH, Classroom supplies and Cafeteria exterior window pizza sign - PO02875 - INV 11DJ-H3GK-LK43, Classroom Supplies for the Art Department - PO02928	$ 128.66	Buildings and Grounds	0300-0 Operations
1833 Amazon	#494483 via ACH	10/12/2026	INV 1374-PQ4G-J43V, Woodshop Instructional Materials - PO03166 / INV 13TX-Q9TQ-HWQC, Colorguard Tape, instrument tuners, and surge protector batteries for sound equipment - PO03203	$ 2,100.40	Career/Voc Ed/Arts	0300-0 Operations

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3922 Self Insured Schools of California	#494591 via ACH	10/12/2026	9/1/26-9/30/26, CBR El Camino FSA	$ 3,888.74	General Operations	0300-0 Operations
5949 Harness Potential Inc	#494722 via ACH	10/13/2026	INV 1225 PO03095 10/1/26-10/30/26 Accounting & Finance Fees	$ 8,333.34	General Operations	Business
1833 Amazon	#494828 via ACH	10/13/2026	INV 19MN-63JT-VXKD, Pantry refill on specialty items - PO03117	$ 79.76	Career/Voc Ed/Arts	0300-0 Operations
1833 Amazon	#494829 via ACH	10/13/2026	INV 16N1-NL9T-3JW9, Instructional material/camera supplies for Photography - PO03089	$ 223.12	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#494928 via ACH	10/13/2026	INV 17KG-DN4X-9R3W, Scenic Materials for Fall 2026 Play - PO02987	$ 106.98	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#494929 via ACH	10/13/2026	INV 16NG-4PNY-HRWR, Replacing supplies lost over the summer - PO03054	$ 57.04	Administrative	0300-0 Operations
1833 Amazon	#495030 via ACH	10/13/2026	INV 19MT-PMDF-XQM6, Scissor Holders - PO03110	$ 17.66	Science	0100-0 Academic Depts
1833 Amazon	#495150 via ACH	10/14/2026	INV 1CFF-14KF-QV6R, Health Office Refills - PO02885	$ 254.10	Health Office	0300-0 Operations
4249 Infinity Communications & Consulting, Inc	#495271 via ACH	10/14/2026	INV 20498 Infinity E-Rate consultants for the year 2027 PO03180	$ 4,700.00	Technology	0000-0 General
4401 American Transportation Systems	#495374 via ACH	10/14/2026	10/2026, INV 153012, Field Trip to Petersen Automotive Museum - PO03277	$ 234.00	Visual and Performing Arts	0000-0 General
1833 Amazon	#495703 via ACH	10/15/2026	INV 1CTR-V6KL-VKHX, Costume items for characters in Fall 2026 play - PO03125	$ 30.72	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#495803 via ACH	10/15/2026	INV 19NC-XDH4-VL3V, POE switch needed for classrooms - PO03074	$ 197.52	Technology	0000-0 General
368 614681 Stephanie Franklin	#495904 via ACH	10/15/2026	Academic Decathlon - Hollywood Bowl - 10 students	$ 420.00	Academic Decathlon	0100-0 Academic Depts
1833 Amazon	#496314 via ACH	10/15/2026	08/2026, 1QTJ-KY4L-WCGQ, Buildings & Grounds Custodial Supplies - PO02859	$ 739.52	Buildings and Grounds	0300-0 Operations
1833 Amazon	#496452 via ACH	10/16/2026	09/2026, INV 1F3T-7D3J-QXXG, Staff Lounge Lights and Parking Lot Signage - PO02940	$ 191.58	Buildings and Grounds	0300-0 Operations
1833 Amazon	#496552 via ACH	10/16/2026	INV 1F67-X34Q-96X3, Building and Grounds Supplies - PO02926	$ 439.71	Buildings and Grounds	0300-0 Operations
2893 AWS (Amazon Web Services)	#496652 via ACH	10/16/2026	INV 2844371929 09/01/26-09/30/26 - PO02970	$ 2,184.21	Technology	0000-0 General
3275 GoTo Communications, Inc.	#496752 via ACH	10/16/2026	INV IN7105704517,10/01-10/31/2026, Goto VOIP Phone system	$ 2,955.21	Technology	0000-0 General
1833 Amazon	#496882 via ACH	10/19/2026	INV 1GML-X3DY-HX1P, Maintenance Cartridge for Canon Printers - PO03036	$ 73.50	General Operations	0300-0 Operations
1833 Amazon	#496883 via ACH	10/19/2026	08/2026, INV 1KWN-WPRN-HRCG, 26-27 Class Supplies for Art Class - PO02658	$ 233.32	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#496982 via ACH	10/19/2026	INV 1L3W-QQ41-MK4D, Materials for Fall Play Midsummer - PO03195	$ 91.27	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#496983 via ACH	10/19/2026	08/2026, INV 1T3N-13DW-MLWP, Supplies for Tech Office - PO02839	$ 732.66	Technology	0300-0 Operations; 0500-0 Technology
1833 Amazon	#496984 via ACH	10/19/2026	INV 1F67-X34Q-7VKC, Physics Class Materials - PO02933	$ 164.97	Science	0100-0 Academic Depts
1833 Amazon	#496985 via ACH	10/19/2026	INV 1G9J-DL9Q-9D6L, Classroom/ Instructional materials - PO02998	$ 16.30	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#496986 via ACH	10/19/2026	08/2026, INV 1L11-9719-QNLJ, 26-27 Class Supplies for Art Class - PO02658	$ 1,281.16	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#496987 via ACH	10/19/2026	INV 1LJQ-FLJQ-WYYD, MATERIALS FOR MIDSUMMER FALL PLAY - PO03133	$ 413.03	Visual and Performing Arts	0100-0 Academic Depts

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1833 Amazon	#496988 via ACH	10/19/2026	INV 1LKC-6NVN-TLYV, Replacing supplies lost over the summer - PO03054	$ 52.12	Administrative	0300-0 Operations
1833 Amazon	#497083 via ACH	10/19/2026	INV 1FNL-769X-YRDR, Scenic Materials for the Fall 2026 Play - PO02987	$ 110.97	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#497084 via ACH	10/19/2026	INV 1MRC-YPGQ-XNK1, Health Office refills - PO03028	$ 31.99	Health Office	0300-0 Operations
1833 Amazon	#497183 via ACH	10/19/2026	08/2026, INV 1MG4-3PMX-1Y3P, 26-27 Teacher's Supplies for Copy Room- PO02851	$ 755.49	Administrative	0300-0 Operations
1833 Amazon	#497285 via ACH	10/19/2026	INV 1MPQ-RKPG-7R76, Materials for set construction-Fall Play 2026 - PO03012	$ 510.18	Visual and Performing Arts	0100-0 Academic Depts
1833 Amazon	#497995 via ACH	10/19/2026	10/2026, INV 1WDW-MFWQ-NPR6, Amazon Supplies for Health Office Restock- PO03188	$ 486.73	Health Office	0000-0 General
1861 Hudl	#498164 via ACH	10/20/2026	INV HUS00031002 PO03339 Service Period 08/02/2026-08/02/2027	$ 17,260.91	Athletics	0200-0 Athletics
1833 Amazon	#498265 via ACH	10/20/2026	INV 1N4Y-JJFM-1JHF, Replacing supplies lost over the summer - PO03054	$ 100.98	General Operations	0300-0 Operations
2415 Oracle America, Inc	#498266 via ACH	10/20/2026	NetSuite renewal through November 2026INV 2591119, 9/01/26-11/30/26, Netsuite Services - PO03109	$ 10,672.20	Technology	Business
3987 Figdesign Inc	#498267 via ACH	10/20/2026	INV 3883 PO03101 Business Cards for 7 Staff	$ 217.67	Marketing	0300-0 Operations
3359 UTLA	#498364 via ACH	10/20/2026	9/1/26-9/30/26, Sept Union Dues	$ 14,573.92	General Operations	0300-0 Operations
2171 Gopher Sport	#498365 via ACH	10/20/2026	08/2026, INV IN534508, PE Equipment For Fall - PO03202	$ 1,214.84	Athletics	0200-0 Athletics
3922 Self Insured Schools of California	#498464 via ACH	10/20/2026	10/01/2026 - 10/15/2026 - 2026 SISC FLEX	$ 631.00	General Operations	0300-0 Operations
2164 Golden Star Technology, Inc	#498465 via ACH	10/20/2026	INV132033 3 months of Network Engineer / MIBS July 2026 - September 2026	$ 21,000.00	Technology	0300-0 Operations
1833 Amazon	#498564 via ACH	10/20/2026	INV 1MYD-3944-Y1NG , Sped Office Supplies - PO03112	$ 214.96	Special Education	6500-0 Special Education
1833 Amazon	#498678 via ACH	10/21/2026	08/2026, INV 1MNJ-RWYL-4L9N, Tech Equipment Needed for School Year - PO02839	$ 1,332.59	Technology	0000-0 General
1833 Amazon	#498778 via ACH	10/21/2026	INV 1DGY-W3W9-XMNH, Two Samsung Monitors for the Executive Director's Office - PO02857	$ 395.08	General Operations	0300-0 Operations
1833 Amazon	#498878 via ACH	10/21/2026	09/2026, INV 1CGD-4WXJ-LH3Q, Dry Erasers for Classroom - PO02952	$ 24.79	World Language	0100-0 Academic Depts
1833 Amazon	#498979 via ACH	10/22/2026	INV 1CYR-FFJH-XWQK, material for costumes for fall 2026 play - PO03034	$ 94.51	General Academic	0100-0 Academic Depts
4343 Scoot Education Inc	#498980 via ACH	10/22/2026	9/18/26, INV-179935-1, Substitutes	$ 104.00	Administrative	0100-0 Academic Depts
4343 Scoot Education Inc	#498981 via ACH	10/22/2026	9/22/26-9/25/26, INV INV-181226-1, Substitutes	$ 416.00	Administrative	0100-0 Academic Depts
1833 Amazon	#499079 via ACH	10/22/2026	INV 1CTR-V6KL-VQNC, iPad cases for the WJV testing - PO03209	$ 77.70	Special Education	6500-0 Special Education
1833 Amazon	#499179 via ACH	10/22/2026	08/2026, INV 1WC3-V4X9-XMXG, GBC Thermal Laminating Film for Copy Room - PO03098	$ 234.18	Administrative	0300-0 Operations
1833 Amazon	#499279 via ACH	10/22/2026	08/2026, INV 1QTJ-KY4L-W3C7, Theatrical Productions Supplies - PO02855	$ 485.12	Visual and Performing Arts	0100-0 Academic Depts
4343 Scoot Education Inc	#499280 via ACH	10/22/2026	9/16/26-9/17/26, INV 179795, Substitutes	$ 930.00	Special Education	6500-0 Special Education
4343 Scoot Education Inc	#499379 via ACH	10/22/2026	9/29/26-10/1/26, INV 182385, Substitutes	$ 1,929.00	Special Education	6500-0 Special Education
4343 Scoot Education Inc	#499483 via ACH	10/22/2026	9/28/26-10/2/26, INV 182512, Substitutes	$ 11,322.00	General Academic	0100-0 Academic Depts
1833 Amazon	#499583 via ACH	10/22/2026	09/2026, INV 1DLR-T6Y3-NRFG, Snacks and Water for Unhoused, Foster, & Migrant Students - PO03005	$ 49.79	Special Education	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
2276 Kelly Services, Inc.	#499739 via ACH	10/23/2026	INV 5617717688 08/10/26-08/21/2026	$ 10,185.96	General Academic	6500-0 Special Education; 0100-0 Academic Depts
2276 Kelly Services, Inc.	#499740 via ACH	10/23/2026	08/18/26-08/28/2026 INV 5617842047	$ 9,076.74	General Academic	0100-0 Academic Depts; 0300-0 Operations; 6500-0 Special Education
2276 Kelly Services, Inc.	#499741 via ACH	10/23/2026	09/22/2026-09/25/2026 INV 5618465341 SUBSTITUTE	$ 8,045.30	General Academic	0100-0 Academic Depts; 0300-0 Operations; 6500-0 Special Education
1833 Amazon	#500094 via ACH	10/27/2026	INV 1GCV-WHPJ-Y6K6, Equipment needed for tech department - PO03073	$ 262.53	Technology	0300-0 Operations
2445 Piece of Mind Care Services	#500095 via ACH	10/27/2026	INV 199-1 PO03301 CPI Training - August 2026	$ 2,500.00	Special Education	6500-0 Special Education
2267 JW Pepper & Son, Inc	#500096 via ACH	10/27/2026	INV 368807895, 368919568, Music for Fall 2026 - PO02995	$ 56.60	Visual and Performing Arts	0100-0 Academic Depts
3042 Project Lead The Way, Inc	#500194 via ACH	10/27/2026	Reissue: 531310 2026-2027, INV 531310, PLTW Registration Fee - PO02852- B2B Issue , JE 3021	$ 5,400.00	STEAM	0100-0 Academic Depts
4336 Scenario Learning, LLC (Vector Solutions)	#500294 via ACH	10/27/2026	9/14/26-9/13/27, INV152139, Vector Solutions Training for Volunteers - PO03163	$ 864.00	General Operations	0300-0 Operations
4096 Lindsey C. Surendranath Granted, Inc	#500394 via ACH	10/27/2026	8/1/26-8/30/26, INV 346, CTE Program Support - PO03186	$ 3,400.00	Administrative	6387-0 CTE
188 JUDITH PAEZ	#500497 via ACH	10/28/2026	Reimbursement: 09/2026 - CR000089 Mileage Reimb - Costa Mesa Conference	$ 101.53	Administrative	Business
1833 Amazon	#500800 via ACH	10/28/2026	08/2026, INV 1RLH-19DK-LKLP, Classroom Art Supplies. - PO02917	$ 58.52	Visual and Performing Arts	0300-0 Operations
4767 M & S Technology Group, LLC (The Circle)	#500801 via ACH	10/28/2026	07/30, INV 249437, Staples for Copy Room Printers - PO03105	$ 101.19	Administrative	0300-0 Operations
1833 Amazon	#500900 via ACH	10/28/2026	08/2026, INV 1MXL-PV9D-4VJ7, Name Plates - PO02821	$ 14.86	Marketing	0300-0 Operations
1833 Amazon	#500901 via ACH	10/28/2026	INV 1R1W-6TKL-JKHK,Replacement Filter for Faucet- PO02927 8/16/26 to 8/22/26	$ 418.08	Career/Voc Ed/Arts	0300-0 Operations
1833 Amazon	#501000 via ACH	10/28/2026	08/2026, INV 1H1H-DKMY-CCPT, Filter for Classroom & Sign for Cafeteria- PO02875	$ 196.80	Buildings and Grounds	0300-0 Operations
1833 Amazon	#501100 via ACH	10/28/2026	08/2026, 1GWX-WPJK-CN7M, Music Classes Misc Materials - PO02903	$ 65.80	Visual and Performing Arts	0100-0 Academic Depts
4767 M & S Technology Group, LLC (The Circle)	#501200 via ACH	10/28/2026	INV 256805 PO03241 Circle overage charges for 8/1/2026	$ 3,025.87	Technology	0000-0 General; 0500-0 Technology
4357 Riverside Assessments, LLC	#501325 via ACH	10/29/2026	09/2026, INV290407, WJV Materials for Required Testing SPED students - PO02823	$ 6,950.00	Special Education	6500-0 Special Education
1833 Amazon	#501525 via ACH	10/29/2026	INV 1YCN-641Q-CMYV, Advanced Placement World History: Modern, 2nd Edition - PO02704	$ 859.60	Social Studies	0100-0 Academic Depts
2276 Kelly Services, Inc.	#501635 via ACH	10/30/2026	5/22–5/29/26 Kelly Substitutes, INV 5617123646 – Reissue of returned CK#22525	$ 10,535.70	General Academic	0100-0 Academic Depts; 0300-0 Operations
5912 ArbiterPay	ACH261006-01	10/06/2026	October Sports fees, Arbiter Pay Fee, PO03162	$ 4,168.00	Athletics	0200-0 Athletics
4065 U.S. Bank National Association	ACH261006-02	10/06/2026	Credit Card PYMT for September 2026	$ 30,679.00	Administrative	0300-0 Operations
5578 Arbiter Sports LLC	ACH261030-01	10/30/2026	10/1/2026 - 9/30/2027 - Arbiter Yearly Subscription	$ 3,275.00	Athletics	0200-0 Athletics

EasyLink Payment Portal Tests (not vendor payments; excluded from total above)

Name	Check Number	Date	Memo	Amount	Approved By
6093 Judith Ponce	#493370 via ACH	10/01/2026	EasyLink payment portal test – $0.01 ACH to verify setup. Not a vendor payment.	$ 0.01	Dean Bennett
6093 Judith Ponce	#493594 via ACH	10/07/2026	EasyLink payment portal test – $0.01 ACH to verify setup. Not a vendor payment.	$ 0.01	Dean Bennett
6100 Shahan Markarian	#493701 via ACH	10/08/2026	EasyLink payment portal test – $0.01 ACH to verify setup. Not a vendor payment.	$ 0.01	Dean Bennett
6094 Janneyra Verduzco	#493961 via ACH	10/12/2026	EasyLink payment portal test – $0.01 ACH to verify setup. Not a vendor payment.	$ 0.01	Dean Bennett
			Total	**$ 0.04**	

EL CAMINO REAL CHARTER
CHECK REGISTER
Account: 1826 ASB
October 2026

Total **$ 91,540.23**

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1969 California Scholarship Federation Inc	4561	10/02/2026	2026-2027, Annual dues CSF/CJSF - PO03178	$ 150.00	TRUST - CSF	9150-0 Trust/Club : 1000 ASB
5968 Trinity Classical Academy	4562	10/02/2026	12/26–12/30/26 Girls Basketball Tournament Fee, PO02908 – Returned by CNB (Positive Pay, no decision); reversed JE3115; reissued CK#4579	$ 550.00	TRUST - Girls Basketball	9150-0 Trust/Club : 1100 Athletics
4265 Grand G&G Inc.	4563	10/02/2026	09/10/2026, INV 110726, Student Store Snack Inventory - PO03070	$ 2,383.52	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4564	10/02/2026	09/16/2026, INV 110941, Student Store Snack Inventory - PO03070	$ 1,790.37	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
5446 Touch Graphix, Inc.	4565	10/06/2026	08/2026, INV 115087, Graduation Stoles for Bible Club - PO02510	$ 74.63	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4566	10/08/2026	10/06/2026, INV 111489, Student Store Snack Inventory - PO03187	$ 1,834.72	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4567	10/08/2026	09/30/2026, INV 111310, Student Store Snack Inventory - PO03187	$ 1,701.96	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	4568	10/12/2026	09/2026, INV 11JM-KMJV-XXM6, ASB Goodies for Fall Sports, Pep Rally & Athletes - PO03130	$ 196.35	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
26 109731 Kotaro Mukasa	4569	10/13/2026	Reimbursement: 07/2025–11/2025, Robotics Team Registration & Competition Fees	$ 2,029.10	TRUST - Robotics	9150-0 Trust/Club : 1000 ASB
2296 Oubi Digital dba Alittlelee llc	4570	10/15/2026	08/2026, INV 20260813, Volleyball Social Media Package - PO02949	$ 950.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
6097 Student	4571	10/20/2026	Reimbursement - 09/21/26, First Club Meeting, Snacks Purchase	$ 22.00	TRUST - Together in Tech	9150-0 Trust/Club : 1000 ASB
4438 Conrad Sun LLC (Ren Athletics)	4572	10/20/2026	07/2026, INV 24859, 32 Girls Volleyball Varsity Jerseys – PO02825	$ 1,416.00	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
6096 Manuel Palafox	4573	10/20/2026	09/29/2026, Premium Ice Bag for Club Rush Food- Reimbursement	$ 32.03	TRUST - Giving Tree	9150-0 Trust/Club : 1000 ASB
1947 BSN Sports LLC	4574	10/20/2026	09/2026, INV 935199238, Football Coach's Gear - PO03201	$ 5,497.07	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
5596 Newport Harbor High School	4575	10/20/2026	12/2026, West Soccer Classic Tournament Fee for Newport Harbor Girls Soccer - PO03295	$ 650.00	TRUST - Girls Soccer	9150-0 Trust/Club : 1100 Athletics
2750 Manhattan Stitching	4576	10/20/2026	09/2026, INV 118129, Fall Marching Band Embroidered Jackets - PO03139	$ 2,343.78	TRUST - Band	9150-0 Trust/Club : 1000 ASB
1947 BSN Sports LLC	4577 (VOIDED)	10/22/2026		$ -	TRUST - Girls Volleyball	9150-0 Trust/Club : 1100 Athletics
3370 Pearison, Incorporated dba Band Shoppe	4578	10/22/2026	09/2026, INV SI270569, Colorguard Shoes and Gloves - PO02986	$ 2,454.35	TRUST - Band	9150-0 Trust/Club : 1000 ASB
5968 Trinity Classical Academy	4579	10/22/2026	7/17/26-10/15/26, INV 2544100, Netsuite Services - PO02813 Reissue ACH Bank information incorrect	$ 550.00	TRUST - Girls Basketball	9150-0 Trust/Club : 1100 Athletics

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
6087 Manuel Aguilera	4580	10/23/2026	08/24-09/18/2026- Strength and Conditioning Training Services for Varsity Boys Basketball- PO03296	$ 1,200.00	TRUST - Boys Basketball	9150-0 Trust/Club : 1100 Athletics
2853 First Class Events	4581	10/23/2026	10/2026, INV 262410, Homecoming Event Balance - PO03364, total contract 51,500	$ 46,500.00	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
26 109731 Kotaro Mukasa	4582 (VOIDED)	10/23/2026	Reimbursement, 2025-2026 Robotics Team Registration & Competition Fees. (Duplicate payment CK#4569)	$ -	TRUST - Robotics	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4583	10/23/2026	10/16/2026, INV 111835, Student Store Snack Inventory - PO03187	$ 1,454.47	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
6107 Francis Ramirez Sanchez	4584	10/27/2026	10/2026, INV 120, Senior Personalized Banners - PO03387	$ 560.00	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
4331 Corbin Bowling Center Inc.	4585	10/27/2026	10/2026, Senior Halloween Event for 300-400 Guests, Remaining Balance - PO03382	$ 3,641.70	TRUST - Grad Class 2027	9150-0 Trust/Club : 1000 ASB
293 1 Jesus Contreras	4586	10/27/2026	08/2026 Reimbursement, Fuel & Meals for Hawaii Trip, Football Team Chaperone - ER2166 & ER2168	$ 229.12	TRUST - Football	9150-0 Trust/Club : 1100 Athletics
3370 Pearison, Incorporated dba Band Shoppe	4587	10/27/2026	10/2026, INV SI272632, Colorguard Shoes and Gloves - PO02986	$ 746.90	TRUST - Band	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4588	10/29/2026	09/23/2026, INV 111097, Student Store Snack Inventory - PO03070	$ 1,773.60	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
4265 Grand G&G Inc.	4589	10/29/2026	10/22/2026, INV 112030, Student Store Snack Inventory - PO03187	$ 1,874.26	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#495474 via ACH	10/14/2026	INV 19VG-KHYQ-MCRM, Marching Band Shoes - PO03069	$ 142.56	TRUST - Band	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#495591 via ACH	10/15/2026	INV 19PK-6DHD-YQR3, Truss Lighting for Theatre - PO03084	$ 2,442.60	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#495704 via ACH	10/15/2026	INV 1C19-PGMH-FC7X , spirit gear for our homecoming spirit week - PO03025	$ 388.64	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#495705 via ACH	10/15/2026	INV 1CTH-1TVJ-7FX9, Scrapbook and supplies for photo album - PO03014	$ 20.83	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#495903 via ACH	10/15/2026	INV 13PK-FWTF-XLRN, Camera supplies for Historians - PO03120	$ 260.02	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#496003 via ACH	10/15/2026	INV 17KR-7DGW-W1J4, Shoes for Fall 2026 marching band - PO03096	$ 100.94	TRUST - Band	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#496004 via ACH	10/15/2026	INV 17Q6-RW7C-C91L, Spirit sun glasses for Fall 2026 Sports Pep Rally - PO03009	$ 29.10	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#496103 via ACH	10/15/2026	INV 16JW-VKPX-13FW, Supplies for Volleyball Player Celebration - PO02950	$ 50.60	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#496203 via ACH	10/15/2026	INV 17M3-NYCQ-XMF1, Spirit items and Gatorades for Student vs. Staff Volleyball game - PO03075	$ 193.22	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#497486 via ACH	10/19/2026	INV 1F6J-6Y9M-33VX, Award Items for Homecoming Proposal Contest - PO03047	$ 251.23	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#497586 via ACH	10/19/2026	INV 1FML-R1TF-R1F9, Low-lying Fog Machine Designed for Theatrical Productions - PO02855	$ 2,743.74	TRUST - Drama	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#497692 via ACH	10/19/2026	INV 1GJ9-97D3-LN79, Spirit Gear - PO02910	$ 639.74	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#497793 via ACH	10/19/2026	INV 194R-QYMT-7WJF, Senior Halloween Event Decorations - PO02951	$ 26.05	TRUST - Grad Class 2027	9150-0 Trust/Club : 1000 ASB

Name	Check Number	Date	Memo	Amount	Department	Fund/Program
1833 Amazon	#497895 via ACH	10/19/2026	08/2026, INV 1N9F-MWH9-1DPV, Amazon Goods, Decorations, and Activities for Senior Sunrise - PO02911	$ 317.58	TRUST - Grad Class 2027	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#498264 via ACH	10/20/2026	INV 1WXF-6W1X-HXRM, Decorations for Homecoming Dance & Parade - PO03135	$ 9.37	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#499841 via ACH	10/23/2026	INV 1LKG-4VKV-HV3H, Supplies for crowning homecoming royalty at homecoming game - PO03170	$ 41.68	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#499842 via ACH	10/23/2026	INV 1MW9-FTFQ-JD73, Supplies for Clips of Kindness event - PO02903	$ 26.32	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#500097 via ACH	10/27/2026	INV 1Y6D-74KL-PXGJ, Floats for Homecoming Dance & Parade - PO03135	$ 294.56	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#500098 via ACH	10/27/2026	INV 1LPM-LMT1-T9GM , Supplies for draping hallways for homecoming dance promotion - PO03129	$ 95.41	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#500600 via ACH	10/28/2026	INV 1XNL-GXP4-7RPP PO02910 8/23/26 to 8/29/26 Whipped Cream Topping, 13 oz, Ready-to-Use, Creamy Dessert & Coffee Topper	$ 19.90	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#500700 via ACH	10/28/2026	8/2026, INV 1KFK-TJDY-JQQN, Sweets Assortment for Students - PO02909	$ 36.48	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#501326 via ACH	10/29/2026	08/2026, INV 1WG6-4JPV-LFVC, The Kingdom Items for Football Games, Pep Rallies & Lunch Event - PO02902	$ 701.25	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB
1833 Amazon	#501425 via ACH	10/29/2026	INV 1K6W-19LF-LYNF, Supplies for Senior Carwash - PO03023	$ 102.48	ASB (Student Council)	9150-0 Trust/Club : 1000 ASB

ASB Trust Balance Report

El Camino Real Charter High School • October 2026

Club / Account	Balance	Notes
ASB (Student Council)	$43,214.02	
TRUST - 3D Printing Club	$58.00	
TRUST - A Capella (Vocal Royale)	$1,218.28	
TRUST - AcaDeca	$2,113.42	
TRUST - Alt. Music Club	$136.00	
TRUST - Art4Hearts	$41.00	
TRUST - Athletic Director	$93.80	
TRUST - Band	$16,290.65	
TRUST - Baseball	$26,361.65	
TRUST - Biology Club	$43.50	
TRUST - Black Student Union	$5,353.16	
TRUST - Boys Basketball	$5,620.26	
TRUST - Boys Golf	$767.82	
TRUST - Boys Lacrosse	$7,923.82	
TRUST - Boys Soccer	$7,766.09	
TRUST - Boys Tennis	$1,536.77	
TRUST - Boys Volleyball	$1,228.00	
TRUST - Brett Schmitt Memorial Fund	($680.87)	Pending City National Bank approval to transfer funds from the Brett Schmitt Memorial Fund account.
TRUST - CSF	$31,449.51	
TRUST - Cheerleaders	$28,392.95	
TRUST - Choir	$16,167.44	
TRUST - Claws for a Cause	$17.88	
TRUST - Cognitive Youth Tutoring Club	$24.00	
TRUST - College Counseling	$239.68	
TRUST - Creative Writing	$2,349.60	
TRUST - Criminal Justice Club	$24.00	

Club / Account	Balance	Notes
TRUST - Cross Country	$2,079.55	
TRUST - Culinary	$1,021.43	
TRUST - DECA	$978.40	
TRUST - Dance	$10,261.20	
TRUST - Drama	$27,060.49	
TRUST - Dungeons & Dragons Club	$35.50	
TRUST - ECR Community Leaders	$700.00	
TRUST - ECR ROYAL FAMILIES	$1,723.58	
TRUST - ECR Squads Abroad Club	$145.00	
TRUST - FCCLA	$1,311.30	
TRUST - FLEX	$10.00	
TRUST - Filipino Club	$74.46	
TRUST - Film Club	$17.00	
TRUST - Football	$29,420.93	
TRUST - French Club	$1,611.73	
TRUST - GSA Club	$2,465.26	
TRUST - Ganssle Memorial School	$1,000.00	
TRUST - Gifts of Gratitude	$35.00	
TRUST - Girls Basketball	$2,266.07	
TRUST - Girls Flag Football	$1,235.19	
TRUST - Girls Golf	$6,446.13	
TRUST - Girls Lacrosse	$3,251.17	
TRUST - Girls Soccer	$782.32	
TRUST - Girls Tennis	$2,646.74	
TRUST - Girls Volleyball	$22,085.06	
TRUST - Giving Tree	$137.00	
TRUST - Grad Class 2027	$12,107.91	
TRUST - Grad Class 2028	$1,070.12	
TRUST - Grad Class 2029	$66.66	
TRUST - Grad Class 2030	$37.89	
TRUST - Helping Hands	$22.00	

Club / Account	Balance	Notes
TRUST - Hope Haven	$85.50	
TRUST - Hope Through Hearts	$189.08	
TRUST - Jewish Club	$65.50	
TRUST - Journalism	$3,808.75	
TRUST - KPOP Club	$292.33	
TRUST - Key Club	$570.36	
TRUST - La Familia	$159.47	
TRUST - Local Charity Outreach	$92.00	
TRUST - Local Vocals	$828.00	
TRUST - Marine Biology Club	$112.00	
TRUST - Medical Club	$7,948.22	
TRUST - Milton Goffman Scholarship	$4,805.00	
TRUST - Mock Trial	$385.00	
TRUST - Model United Nation	$326.27	
TRUST - Muslim Student Association (MSA)	$44.00	
TRUST - NJROTC	$37,679.04	
TRUST - National Honors Soc	$2,880.56	
TRUST - Open Book Society	$20.00	
TRUST - Origami Club	$27.00	
TRUST - Paws for a Cause	$36.00	
TRUST - Pengwings Drone Club	$2.00	
TRUST - Persian Club	$65.00	
TRUST - Philosophy Club	$116.00	
TRUST - Physics Club	$687.89	
TRUST - Podcast Club	$97.00	
TRUST - Project Paper Bag	$244.10	
TRUST - Relay for life	$2,135.96	
TRUST - Robotics	$819.29	
TRUST - Rocketry Club	$26.25	
TRUST - SURF CLUB	$414.53	
TRUST - Sand Volleyball	$1,865.94	

Club / Account	Balance	Notes
TRUST - Schship JHarrison	$9,253.61	
TRUST - Science Bowl	$1,441.23	
TRUST - Science National Honors Society	$119.90	
TRUST - Softball	$12,154.83	
TRUST - Soil Regeneration Club	$91.00	
TRUST - Spanish Honor Soc	$22.90	
TRUST - Speech & Debate	$176.68	
TRUST - Sports Marketing Club	$123.00	
TRUST - Sports Psychology	$117.00	
TRUST - Step	$34.70	
TRUST - Study Bible Club	$154.37	
TRUST - Tech Support for Senior Citizens	$11.00	
TRUST - Teens for Entrepreneurship	$26.00	
TRUST - Thespians Club	$1,345.48	
TRUST - Together in Tech	$96.00	
TRUST - Track & Field	$985.26	
TRUST - UNICEF	$692.79	
TRUST - VAPA Scholarship	$2,219.52	
TRUST - Vietnamese Club	$342.58	
TRUST - Visual Arts Club	$41.00	
TRUST - Women's Health Club	$36.00	
TRUST - Wrestling	$3,143.64	
TRUST - Yearbook	$646.00	
TRUST - You Can Do This SCHLR	$500.00	
Total	**$430,458.05**	

Coversheet

Vote to Approve the October 2026 Credit Card Statements

Section: VII. Finance
Item: C. Vote to Approve the October 2026 Credit Card Statements
Purpose: Vote
Submitted by:
Related Material: VII_D_October_2026_Credit_Card_Statement.pdf
VII_D_October_2026_Credit_Card.pdf

Account Number : 4866 9100 8047 0367
Unique ID: XXXX XXXX XXXX 9185
EMILIE LAREW
Statement Date : 10-26-2026



Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$28,989.74
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$28,989.74**
Disputed Amount	$0.00

General Information

Total Activity $28,989.74

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-344-5696**

DOB 11/2/26

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-28	09-25	2403629626871446283643 3	FIVERR * 954-368-2267 NY	109.00
09-28	09-25	2412259627001701267422 9	KERN CO SUPT OF SCHOOL 661-636-4000 CA	100.00
09-29	09-28	2401134627210000850691 0	ANTHROPIC* CLAUDE TEAM ANTHROPIC.COM CA	240.00
09-29	09-28	2401134627210000908040 2	ANTHROPIC* CLAUDE TEAM ANTHROPIC.COM CA	2,681.21
09-29	09-28	2411641627174299068249 2	VEX*EVENTS 903-453-0802 TX	165.00
09-29	09-28	2411641627174499093099 6	VEX*EVENTS 903-453-0802 TX	165.00
09-29	09-28	2423168627291239320887 5	SMARTANDFINAL 409 510-851-8548 CA	418.46
09-29	09-28	2433322627191203503116 7	NETSUITE INC 650-627-1000 CA	10,672.20
09-30	09-29	2423168627391354507611 0	SMARTANDFINAL 409 510-851-8548 CA	419.52
10-01	09-30	2423168627491473108199 6	SMARTANDFINAL 409 510-851-8548 CA	297.81
10-01	09-30	2426979627400118678622 0	AMECI PIZZA & PASTA - 818-710-9424 CA	78.46
10-02	10-01	2400077627510000889479 3	WGI* EVENT REGISTRATIO WGI.ORG OH	695.00
10-02	10-01	2403629627474449035469 7	FIVERR * 954-368-2267 NY	193.40
10-02	10-01	2406466627410005720216 8	SO CAL PERCUSSION ALLI SCPA.LIVE CA	1,500.00
10-05	10-02	2403629627574268499169 5	FIVERR * 954-368-2267 NY	109.00
10-05	10-02	2469216627540836427841 1	WWW COSTCO COM 800-955-2292 WA	606.26
10-05	10-02	2479338627500062678907 9	INDEED USI26-08471614 800-4625842 TX	434.78
10-06	10-05	2423168627992066915463 5	SMARTANDFINAL 409 510-851-8548 CA	492.07
10-07	10-06	2401134627910017215590 1	ASSOCIATIO* CASBO CARE NAYLOR.COM MD	295.00
10-07	10-06	2423168628092185211091 0	SMARTANDFINAL 409 510-851-8548 CA	404.07

(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 8047 0367
Unique ID: XXXX XXXX XXXX 9185
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481110674256 S

EMILIE LAREW
EL CAMINO REAL CHS
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

EMILIE LAREW
Account Number : 4866 9100 8047 0367
Unique ID: XXXX XXXX XXXX 9185
Statement Date : 10-26-2026

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-09	10-08	246921662814012091148 69	SQ *UNDERWOOD FAMILY FARM GOSQ.COM CA	320.00
10-12	10-09	249430162830101874526 96	THE HOME DEPOT #6632 800-466-3337 CA	32.78
10-12	10-09	249430162830101970095 44	THE HOME DEPOT #1070 800-466-3337 CA	247.52
10-13	10-12	240646662861000056072 33	MODEL UN AT UCLA WWW.UCLAMUN.O CA	447.12
10-13	10-12	240692762851001345508 86	JEA* INV-30992 WWW.JEA.ORG KS	95.00
10-13	10-12	241164162857124426890 35	VEX*EVENTS 903-453-0802 TX	125.00
10-13	10-12	241164162857124427960 61	VEX*EVENTS 903-453-0802 TX	125.00
10-13	10-12	241164162857164425430 76	VEX*EVENTS 903-453-0802 TX	400.00
10-13	10-12	241164162857184422374 28	VEX*EVENTS 903-453-0802 TX	525.00
10-13	10-12	241164162857424245549 15	CORNERSTONE TEAM SPORTS 877-910-4519 IL	195.00
10-13	10-12	242316862869288960427 48	SMARTANDFINAL 409 510-851-8548 CA	458.40
10-13	10-12	246921662854052573428 49	SQ *FIRST TO THE FINISH GOSQ.COM IL	25.00
10-13	10-12	246921662854053062194 36	SQ *FIRST TO THE FINISH GOSQ.COM IL	209.20
10-13	10-12	249064162852693258967 28	IONOS 877-4612631 PA	20.17
10-14	10-13	240362962867446000600 57	TEACHERSPAYTEACHERS.COM 646-588-0910 CA	53.30
10-14	10-13	242316862879300832351 34	SMARTANDFINAL 409 510-851-8548 CA	448.03
10-14	10-14	246921662874064460506 71	AGUAVIDA PREMIUM WATER 747-444-9637 CA	397.64
10-14	10-12	249430162860101981506 41	THE HOME DEPOT #1070 800-466-3337 CA	48.38
10-15	10-14	244450062873008196758 75	STONEFIRE GRILL - WEST HI 888-649-5783 CA	748.44
10-15	10-14	742084762881000098605 35	YCBM.COM PLAN TEAM BEDFORD	96.95
10-16	10-15	742084762891000046233 33	YCBM.COM PLAN TEAM BEDFORD	97.20
10-19	10-18	240362962917125461556 98	FIVERR * 954-368-2267 NY	161.75
10-19	10-16	242316862909337141090 46	SMARTANDFINAL 409 510-851-8548 CA	366.28
10-19	10-16	249430162900101947675 74	THE HOME DEPOT #1070 800-466-3337 CA	350.39
10-20	10-19	249064162922698596772 97	IONOS 877-4612631 PA	191.10
10-21	10-19	249430162930101896577 20	THE HOME DEPOT #6632 800-466-3337 CA	488.63
10-22	10-21	240113462941001415740 92	ANTHROPIC* CLAUDE TEAM ANTHROPIC.COM CA	224.99
10-22	10-21	242316862959395310958 00	SMARTANDFINAL 409 510-851-8548 CA	594.83
10-22	10-20	249430162940101811458 71	HOMEDEPOT.COM 800-466-3337 GA	63.44
10-23	10-22	242316862969407331162 37	SMARTANDFINAL 409 510-851-8548 CA	529.61
10-23	10-22	246921662954050867180 76	IN *PRIDE SASH 310-9730106 CA	250.68
10-26	10-23	240113462961001668796 71	CALIFORNIACHICKENCAFE CALIFORNIACHI CA	84.39
10-26	10-23	242316862979419600139 63	SMARTANDFINAL 409 510-851-8548 CA	492.28

ECRCHS
CREDIT CARD DETAILS
October 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
FIVERR *	9/25/2026	PO03443	September 14 Special Board Meeting Minutes	Emilie Larew	Ryan D. Guinto	Administrator	$ 109.00	Learning Recovery Emergency Block Grant
KERN CO SUPT OF SCHOOL	9/25/2026	CR000089	workshop focuses on information district staff need to maintain fiscal accountability, legal compliance, transparency and accuracy in their student body accounts	Emilie Larew	Judith Ponce	Business Group	$ 100.00	Educator Effectiveness Block Grant
ANTHROPIC* CLAUDE TEAM	9/28/2026	PO03145	Blanket PO: Claude AI - Team Max plan subscription for pro data analysis monthly charges for 26-27 school year	Emilie Larew	Chris Valencia	Technology	$ 240.00	General Operations
ANTHROPIC* CLAUDE TEAM	9/28/2026	PO03145	Blanket PO: Claude AI - Team Max plan subscription for pro data analysis monthly charges for 26-27 school year	Emilie Larew	Chris Valencia	Technology	$ 2,681.21	General Operations
VEX*EVENTS --PO $330	9/28/2026	PO03150	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 165.00	General Academic
VEX*EVENTS --PO $330	9/28/2026	PO03150	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 165.00	General Academic
SMARTANDFINAL 409	9/28/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 418.46	Perkins
NETSUITE INC	9/28/2026	PO03109	NetSuite renewal through November 2026	Emilie Larew	Chris Valencia	Business Group	$ 10,672.20	General Operations
SMARTANDFINAL 409	9/29/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 419.52	Perkins
SMARTANDFINAL 409	9/30/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 297.81	Perkins
AMECI PIZZA & PASTA -	9/30/2026	PO03207	Coaches Meeting in B-12 9/30/26	Emilie Larew	Colson Phillip	Athletics	$ 78.46	General Athletics
WGI* EVENT REGISTRATIO	10/1/2026	PO03215	Color Guard Competition in Manhattan Beach CA	Emilie Larew	Daniel De Luna	Visual and Performing	$ 695.00	General Academic
FIVERR *	10/1/2026	PO03442	Sept 24 Special Board Meeting Minutes	Emilie Larew	Ryan D. Guinto	Administrator	$ 193.40	General Technology
SO CAL PERCUSSION ALLI	10/1/2026	PO03138	SCPA Competition Fees	Emilie Larew	Kevin Thurow	Visual and Performing	$ 1,500.00	General Academic
FIVERR *	10/2/2026	PO03441	Sept 30 Special Board meeting Minutes	Emilie Larew	Ryan D. Guinto	Administrator	$ 109.00	General Technology
WWW COSTCO COM	10/2/2026	PO03198	Tennis balls for Girls Varsity Tennis	Emilie Larew	Jason Grider	Athletics	$ 606.26	General Athletics
INDEED USI26-08471614	10/2/2026	PO03449	Indeed Invoice for Job Postings	Emilie Larew	Rocio Castaneda	Administrator	$ 434.78	General Operations
SMARTANDFINAL 409	10/5/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 492.07	Perkins
ASSOCIATIO* CASBO CARE	10/6/2026	PO03242	Post CBO position on CASBO website	Emilie Larew	Vania Rodriguez	Administrator	$ 295.00	General Operations
SMARTANDFINAL 409	10/6/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 404.07	Perkins
SQ *UNDERWOOD FAMILY FARM	10/8/2026	PO03044	Underwood Family Farms field trip for alternative curriculum students. To provide instruction on agriculture, animals, and life on a farm. Students will work on money skills, communication, and independent living skills.	Emilie Larew	Melissa Harr	Special Education	$ 320.00	General Academic
THE HOME DEPOT #6632	10/9/2026	PO03268	Supplies for maintenance repairs walls and paint.	Emilie Larew	Chris Valencia	Administrator	$ 32.78	General Operations
THE HOME DEPOT #1070	10/9/2026	PO03268	Supplies for maintenance repairs walls and paint.	Emilie Larew	Chris Valencia	Administrator	$ 247.52	General Operations
MODEL UN AT UCLA	10/12/2026	PO03292	UCLA MUN Conference - ADDITIONAL 8 DELEGATES BEING ADDED	Emilie Larew	Albert Vazquez-Meji	Social Studies	$ 447.12	General Academic

ECRCHS
CREDIT CARD DETAILS
October 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
JEA* INV-30992	10/12/2026	PO03007	Journalism Education Association Advisor Membership	Emilie Larew	Amy Carter	English	$ 95.00	General Academic
VEX*EVENTS	10/12/2026	PO03274	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 125.00	General Academic
VEX*EVENTS	10/12/2026	PO03276	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 125.00	General Academic
VEX*EVENTS	10/12/2026	PO03273	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 400.00	General Academic
VEX*EVENTS	10/12/2026	PO03273	Competitions provide the environment and arena for students to demonstrate their mastery in mechanical engineering and in the programming language C++.	Emilie Larew	Tashara Barnes	STEAM	$ 525.00	General Academic
CORNERSTONE TEAM SPORTS	10/12/2026	PO02969	Race Day Nutrition for 2026 Cross Country Season.	Emilie Larew	Colson Phillip	Athletics	$ 195.00	General Athletics
SMARTANDFINAL 409	10/12/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 458.40	Perkins
SQ *FIRST TO THE FINISH	10/12/2026	PO03244	Replacement Parts for Cross Country Team Tent.	Emilie Larew	Colson Phillip	Athletics	$ 25.00	General Athletics
SQ *FIRST TO THE FINISH	10/12/2026	PO03243	Replacement Roller bag for team Tent.	Emilie Larew	Colson Phillip	Athletics	$ 209.20	General Athletics
IONOS	10/12/2026	PO03294	Domain renewal for *ecrchs.net	Emilie Larew	Chris Valencia	Technology	$ 20.17	General Operations
THE HOME DEPOT #1070	10/12/2026	PO03289	Stucco Patch Material for repairing the walls.	Emilie Larew	Chris Valencia	Buildings and Grounds	$ 48.38	General Operations
TEACHERSPAYTEACHERS.COM	10/13/2026	PO03300	Lesson plans for Sped science class for the substitute teacher.	Emilie Larew	Melissa Harr	Special Education	$ 53.30	3010-0 NCLB-Title I, Part A, Basic Grants Low Income and Neglected
SMARTANDFINAL 409	10/13/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 448.03	Perkins
AGUAVIDA PREMIUM WATER	10/14/2026	PO02797	Blanket PO for Water Delivery 2026-2027	Emilie Larew	Chris Valencia	Administrator	$ 397.64	General
STONEFIRE GRILL - WEST HI	10/14/2026	PO03307	Football Team Dinner for Players 10/15/26	Emilie Larew	Colson Phillip	Athletics	$ 748.44	TRUST - Football
YCBM.COM PLAN TEAM	10/14/2026	PO03305	YouCanBook.Me Yearly Subscription used for School tours, admissions and counseling office appointments	Emilie Larew	Angel Rios	Clerical	$ 96.95	General Operations
YCBM.COM PLAN TEAM	10/15/2026	PO03305	YouCanBook.Me Yearly Subscription used for School tours, admissions and counseling office appointments	Emilie Larew	Angel Rios	Clerical	$ 97.20	General Operations
SMARTANDFINAL 409	10/16/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 366.28	Perkins
THE HOME DEPOT #1070	10/16/2026	PO03309	supplies needed for ECR Step Performance at homecoming pep rally	Emilie Larew	Evan Coleman	Alternative Education	$ 350.39	General Operations
FIVERR *	10/18/2026	PO03440	October 16 Special Board Meeting Minutes	Emilie Larew	Ryan D. Guinto	Administrator	$ 161.75	General Operations
IONOS	10/19/2026	PO03462	Domain reservation fee yearly 10/13/2026 - 10/12/2027	Emilie Larew	Chris Valencia	Technology	$ 191.10	General Operations
THE HOME DEPOT #6632	10/19/2026	PO03324	Materials for Midsummer Fall Play	Emilie Larew	Christopher Hutson	Visual and Performing	$ 488.63	General Academic
HOMEDEPOT.COM	10/20/2026	PO03324	Materials for Midsummer Fall Play	Emilie Larew	Christopher Hutson	Visual and Performing	$ 63.44	General Academic
ANTHROPIC* CLAUDE TEAM	10/21/2026	PO03145	Blanket PO: Claude AI - Team Max plan subscription for pro data analysis monthly charges for 26-27 school year	Emilie Larew	Chris Valencia	Technology	$ 224.99	General Operations

ECRCHS
CREDIT CARD DETAILS
October 2026

Vendor	Date	PO	Description	Card Holder	Requested By	Department	Transaction Amount	Source
SMARTANDFINAL 409	10/21/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 594.83	Perkins
SMARTANDFINAL 409	10/22/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 529.61	Perkins
IN *PRIDE SASH	10/22/2026	PO03355	Senior graduation sashes	Emilie Larew	Taytum Reckleff	Athletics	$ 250.68	TRUST - Girls Volleyball
CALIFORNIACHICKENCAFE	10/23/2026	PO03370	Food for US History Retreat (Vazquez, Rayzor, Boyle, Kaur, Lohman)	Emilie Larew	Megan Rayzor	Social Studies	$ 84.39	General Academic
SMARTANDFINAL 409	10/23/2026	PO02887	Groceries and supplies for Culinary classroom labs and competition practice. This amount is partially board-approved and partially grant-funded through CTE. It includes delivery of items.	Emilie Larew	Nicole Gamez	Career/Voc Ed/Arts	$ 492.28	Perkins
						Total	**$ 28,989.74**	

Coversheet

Discussion and Vote to Approve Adding Dean Bennett To Our US Bank Account and Ordering CalCard Credit Card

Section: VIII. School Business
Item: A. Discussion and Vote to Approve Adding Dean Bennett To Our US Bank Account and Ordering CalCard Credit Card
Purpose: Vote
Submitted by:
Related Material:
Authorized Signers_El Camino Real Alliance.pdf
Certificate of Authority_El Camino Real Alliance Employee Retirement Healthcare Trust.pdf
Authorized Signers_El Camino Real Alliance Employee Retirement Healthcare Trust.pdf
Certificate of Authority_El Camino Real Alliance.pdf

FORM—AUTHORIZED SIGNERS (GENERIC)

This form applies to the U.S. Bank National Association ("USBNA") account identified below and any sub-accounts therein ("Account"), which USBNA maintains under a trust or custody agreement with El Camino Real Alliance ("Customer") ("Agreement").

Account Name:	El Camino Real Alliance
Account Number:	5000851-000

Customer hereby:

1. Identifies 2 or more employees of Customer (or, if Customer is a trust or a board of trustees, then two or more of its trustees) who are authorized to act on Customer's behalf under the Agreement:

Full legal name:	Emilie Larew
Title:	Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	310-871-3973
Email address:	E.Larew@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	Dean Bennett
Title:	Acting Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	805-231-7292
Email address:	D.Bennett@ecrchs.net
Authority:	Full authority
Signature:	

And authorizes (*Check A or B. If neither is checked or both are checked, then A and only A is deemed to be checked.*):

- ☒ A. Each individual identified above acting alone
- ☐ B. Any two (2) individuals identified above acting together

To exercise such authority.

2. Attaches a certificate of authority with respect to the person who signs this form's signature block-below.

3. Authorizes the firm identified below ("Third-Party Agent") to act on Customer's behalf under the Agreement (but not to execute the Agreement or any amendment thereto or to terminate the Agreement); authorizes USBNA to rely on Third-Party Agent to identify Third-Party Agent employees who are authorized to act on Third-Party Agent's behalf; authorizes each such employee to act alone on Third-Party Agent's behalf under the Agreement; and acknowledges that USBNA will not enforce any limit on any such employee's authority to act on Third-Party Agent's behalf even if notified of such a limit and directed to enforce it.

Firm's full legal name:	

4. Certifies that all information in this form is complete and correct; acknowledges that USBNA will rely on this form until USBNA receives notice to the contrary under the Agreement, that the authority granted in this form is subject to applicable USBNA procedures, that USBNA will not enforce any dollar limit on disbursement authority even if notified of a dollar limit and directed to enforce it (other than dollar limits that have been entered into USBNA's online portal), and that the authority granted in this form to Third-Party Agent is subject to USBNA's receipt of Third-Party Agent's authorized-signers form in which Third-Party Agent's name is identical to its name stated above; provides this form according to the terms of the Agreement and applicable law; and amends and restates any existing authorized-signers form provided by Customer.

An authorized officer of Customer (and not a third-party agent on behalf of Customer) hereby executes this form.

CUSTOMER (AS DEFINED IN THIS FORM)

By: _____
(Signature of Customer's authorized officer)

Emilie Larew _____
(Printed name of Customer's authorized officer)

Its: Interim Executive Director _____
(Title of Customer's authorized officer)

Dated: _____

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ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Acting Interim Executive Director: Dean Bennett
Board President: Brad Wright

CERTIFICATE OF AUTHORITY

Organization: El Camino Real Alliance (full legal name)

The Certifier (as defined below) hereby certifies to U.S. Bank National Association ("USBNA") as follows:

1. The Certifier is a natural person; is responsible for maintaining the records and minutes of the Organization; has the power to identify individuals who are authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions; and, if the Organization is a corporation, is the Organization's duly elected, qualified, and acting corporate secretary.

2. The following individual is authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions:

Emilie Larew _____
(Printed name)

_____
(Signature)

Interim Executive Director_____
(Title)

Dean Bennett_____
(Printed name)

_____
(Signature)

Acting Interim Executive Director_____
(Title)

Such authority is in full force and effect as of the date hereof (and has been for the preceding 30 calendar days); has not been modified, amended, or revoked; and includes, but is not limited to, the authority to execute the Organization's agreements with USBNA, to give instructions under those agreements, and to authorize other individuals to give instructions under those agreements.

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Acting Interim Executive Director: Dean Bennett
Board President: Brad Wright

3. This Certificate complies with the Organization's formation documents, governing documents, policies, procedures, and applicable law. This Certificate has been notarized if notarization is required by applicable law. The statements in this Certificate are true and correct. Amendment or revocation of this Certificate (i) may only be made by a written instrument and (ii) is not effective as to USBNA until USBNA has received that written instrument.

The Certifier hereby executes this Certificate on this _____ day of _____, 20_____.

"Certifier": Mandy Rogers_____
(Printed name of the Certifier)

_____
(Signature of the Certifier)

Board Secretary_____
(Title of the Certifier)

FORM—AUTHORIZED SIGNERS (PLAN)

This form applies to the U.S. Bank National Association ("USBNA") account identified below and any sub-accounts therein ("Account"), which USBNA maintains under a trust or custody agreement with El Camino Real Alliance ("Customer") ("Agreement").

Account Name:	El Camino Real Alliance Employee Retirement Healthcare Trust
Account Number:	5000852-000

Customer hereby:

1. Identifies 2 or more employees of Customer (or, if Customer is a board of trustees, then two or more of its trustees) who are authorized to act on Customer's behalf under the Agreement:

Full legal name:	Emilie Larew
Title:	Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	310-871-3973
Email address:	E.Larew@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	Dean Bennett
Title:	Acting Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	805-231-7292
Email address:	D.Bennett@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	
Title:	
Street address (business):	
City, state, and zip code:	
Direct phone number:	
Direct alternate phone number:	
Email address:	
Authority (*check only one)*:	☐ Full authority ☐ Benefit-distribution authority only ☐ Call-back authority only
Signature:	

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And authorizes (*Check A or B. If neither is checked or both are checked, then A and only A is deemed to be checked.*):

☒ A. Each individual identified above acting alone

☐ B. Any two (2) individuals identified above acting together

To exercise such authority.

2. Attaches a certificate of authority with respect to the person who signs this form's signature block-below.

3. Authorizes the firm identified below ("Third-Party Agent") to act on Customer's behalf under the Agreement (but not to execute the Agreement or any amendment thereto or to terminate the Agreement); authorizes USBNA to rely on Third-Party Agent to identify Third-Party Agent employees who are authorized to act on Third-Party Agent's behalf; authorizes each such employee to act alone on Third-Party Agent's behalf under the Agreement; and acknowledges that USBNA will not enforce any limit on any such employee's authority to act on Third-Party Agent's behalf even if notified of such a limit and directed to enforce it.

Firm's full legal name:	

4. Represents and warrants that each individual or agent identified above has the same authority with respect to the Plan Administrator (as defined in the Agreement) as set forth above with respect to Customer.

5. Certifies that all information in this form is complete and correct; acknowledges that USBNA will rely on this form until USBNA receives notice to the contrary under the Agreement, that the authority granted in this form is subject to applicable USBNA procedures, that USBNA will not enforce any dollar limit on disbursement authority even if notified of a dollar limit and directed to enforce it (other than dollar limits that have been entered into USBNA's online portal), and that the authority granted in this form to Third-Party Agent is subject to USBNA's receipt of Third-Party Agent's authorized-signers form in which Third-Party Agent's name is identical to its name stated above; provides this form according to the terms of the Agreement and applicable law; and amends and restates any existing authorized-signers form provided by Customer.

An authorized officer of Customer (and not a third-party agent on behalf of Customer) hereby executes this form.

CUSTOMER (AS DEFINED IN THIS FORM)

By: _____
(Signature of Customer's authorized officer)

Emilie Larew _____
(Printed name of Customer's authorized officer)

Its: Interim Executive Director _____
(Title of Customer's authorized officer)

Dated: _____

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Acting Interim Executive Director: Dean Bennett
Board President: Brad Wright

CERTIFICATE OF AUTHORITY

Organization: El Camino Real Alliance (full legal name)

The Certifier (as defined below) hereby certifies to U.S. Bank National Association ("USBNA") as follows:

1. The Certifier is a natural person; is responsible for maintaining the records and minutes of the Organization; has the power to identify individuals who are authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions; and, if the Organization is a corporation, is the Organization's duly elected, qualified, and acting corporate secretary.

2. The following individual is authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions:

Emilie Larew _____
(Printed name)

_____
(Signature)

Interim Executive Director_____
(Title)

Dean Bennett_____
(Printed name)

_____
(Signature)

Acting Interim Executive Director_____
(Title)

Such authority is in full force and effect as of the date hereof (and has been for the preceding 30 calendar days); has not been modified, amended, or revoked; and includes, but is not limited to, the authority to execute the Organization's agreements with USBNA, to give instructions under those agreements, and to authorize other individuals to give instructions under those agreements.

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Acting Interim Executive Director: Dean Bennett
Board President: Brad Wright

3. This Certificate complies with the Organization's formation documents, governing documents, policies, procedures, and applicable law. This Certificate has been notarized if notarization is required by applicable law. The statements in this Certificate are true and correct. Amendment or revocation of this Certificate (i) may only be made by a written instrument and (ii) is not effective as to USBNA until USBNA has received that written instrument.

The Certifier hereby executes this Certificate on this _____ day of _____, 20_____.

"Certifier": Mandy Rogers_____
(Printed name of the Certifier)

_____
(Signature of the Certifier)

Board Secretary_____
(Title of the Certifier)

Coversheet

Discuss and Vote on Los Angeles County Office of Education (LACOE) Certificate of Signatures

Section: VIII. School Business
Item: B. Discuss and Vote on Los Angeles County Office of Education (LACOE) Certificate of Signatures
Purpose: Vote
Submitted by:
Related Material: VIII.B_LACOE_Certificate_of_Signatures.pdf

El Camino Real Charter High School

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: 11/12/2026 to 11/30/2027

In accordance with governing board approval dated November 12, 20 2026.

Signature _____
Clerk (Secretary) of the Board

Typed Name Mandy Rogers
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME: Brian Archibald Board Chair, Community Representative	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME: Mandy Rogers Board Secretary, Parent Representative	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME: Alex Placencio Board Member, Classified Representative	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME: Emilie Larew	
TITLE: Interim Executive Director	
SIGNATURE	INITIALS
TYPED NAME: Dean Bennett	
TITLE: Acting Interim Executive Director	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

FORM NO. 503-804 Rev. 10-10-2013

Coversheet

Discussion and vote on Food Services Management Contract for the upcoming RFP Approval

Section:	VIII. School Business
Item:	C. Discussion and vote on Food Services Management Contract for the upcoming RFP Approval
Purpose:	Discuss
Submitted by:	
Related Material:	Food Services Management RFP Presentation.pptx ECR RFP 2027-001 Food Services.pdf Page 53.pdf

BOARD ACTION ITEM · NOVEMBER 2026

Food Service RFP 2027-001

A fair, competitive process for our next food service management contract

El Camino Real Charter High School | Home of Academic, Artistic, and Athletic Excellence

Why we need to rebid

Our current contract is ending, and CDE must approve the new RFP before we release it.

June 30, 2027

Current contract ends

The 2022 base-year contract and its four allowed one-year renewals run out. The next contract must be competitively bid.

Nov. 20, 2026

Draft due to CDE

CDE's School Food Service Contracts Unit set this date for our draft RFP. CDE approval is required before release.

July 1, 2027

New contract begins

The Board awards in May, and CDE approves the negotiated contract before it is signed.

What the RFP covers

A fixed-price, per-meal contract for one company to run our school meal program.

2,772
Students, grades 9–12

1 site
Woodland Hills campus

~369,000
Meals a year*

180
School days

Term
One year, July 1, 2027 to June 30, 2028, with up to four one-year renewals

Programs
School Lunch, School Breakfast, summer meals, and à la carte

Vendor provides
All food service staff, purchasing, and on-site meal preparation and service

*170,468 breakfasts, 185,209 lunches, 2,790 summer meals, and 10,948 non-reimbursable meals. To be verified against CNIPS claims before submission.

Built on CDE 2026 model

We start from CDE's current template, so the required state and federal language is already in place.

Buy American caps

Non-domestic food limited to 10% now, 8% in 2028–29, and 5% by 2031–32

California-grown first

Preference for California products of comparable price and quality

Electronic proposals

Bidders submit one PDF instead of a sealed paper package

Monthly direct certification

Free-meal eligibility matched through CALPADS each month

Current regulations

Updated procurement, civil rights, and USDA Foods requirements

CDE approval twice

Before the RFP is released, and before the contract is signed

Evaluation criteria: 2022 vs. 2027

Cost leads, food quality is still scored, and no criterion is counted twice.

Criterion	2022	2027
Cost	35	40
Taste test, food quality and appeal (blind in 2027)	25	15
Understanding of ECR's program / proposed plan	5	15
Experience with school breakfast and lunch programs	20	15
Administrative completeness	5	5
References from comparable schools	none	5
Financial stability	5	5
Corporate capability (now part of experience)	5	none
Total	100	100

40 pts

Cost is the largest factor, the same weight Palisades Charter uses

5 yrs

Minimum experience, unchanged from 2022

Designed for fair competition

Every qualified company competes on the same terms, as federal rules require (2 CFR 200.319).

Drafting disclosed

Any company that helped prepare the RFP must say so, and CDE can review whether it may bid

Independent evaluators

ECR staff sign no-conflict statements; no vendor staff take part in scoring

Blind taste test

Same menu items for everyone, samples coded, scored with a written rubric

Same answers for all

One ECR contact; every question and answer posted to all bidders at once

One set of numbers

Meal counts verified from ECR's own CNIPS claims, used throughout

Scores on file

Each evaluator's score sheet kept and sent to CDE with the results

Protecting student data

The meal system holds student records, so ECR keeps ownership no matter who runs it.

Bidders price two point-of-sale options

Option 1

Vendor uses ECR's existing system at no added cost

Option 2

Vendor supplies a system, priced as a separate line

ECR chooses whichever option is most advantageous after proposals are in.

Under either option

- ECR owns all student and meal data
- Every bidder signs the California Student Data Privacy Agreement
- Full data export and deletion within 30 days of contract end
- Complies with Ed. Code 49073.1 and 49558, and FERPA

RFP schedule

From CDE review to a new contract on July 1, 2027.

1 · CDE REVIEW

Nov 20	Submit draft RFP to CDE
Dec–Feb	CDE review and revisions (30–76 days)
Feb 24	Board approves final RFP

2 · SOLICITATION

Mar 1	RFP released, first notice
Mar 8	Second public notice
Mar 19	Mandatory tour, in person
Apr 1	Questions due
Apr 15	Answers posted to all
Apr 29	Proposals due, 2:00 p.m.

3 · AWARD

May 4	Proposals opened
May 19	Evaluation and taste test
May 26	Board awards contract
June	CDE approves contract
July 1	New contract begins

Recommended action

Staff recommends that the Governing Board:

Authorize staff to submit draft RFP 2027-001 and the Model Fixed-Price Contract to the California Department of Education, School Food Service Contracts Unit, by **November 20, 2026**, for review and approval of ECR's procurement process.

Not a vendor selection

No company is chosen tonight

Back on Feb 24, 2027

Board approves the final, CDE-approved RFP

Back on May 26, 2027

Board votes on the contract award

El Camino Real Charter High School
Request for Proposal and Model Fixed-Price Contract
Food Service Management Company
RFP 2027-001

Based on the California Department of Education Sample Request for Proposal and Model Fixed-Price Contract (February 2026).

Text shown in red is information entered by or specific to El Camino Real Charter High School. Highlighted items are to be completed before submission to the CDE.

Notice of Request for Proposals

Food Service Management Company

RFP 2027-001

Notice is hereby given that the Governing Board of the El Camino Real Charter High School (hereinafter referred to as SFA) is requesting proposals for a food service management company (hereinafter referred to as Respondent[s]) to assist with the SFA's food service program. Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available at the El Camino Real Charter High School web site at http://www.ecrchs.net/.

To request the RFP documents, please contact Edgar Ortega, Administrative Director, at e.ortega@ecrchs.net

Postal Mail: 5440 Valley Circle Blvd, Woodland Hills, CA 91367

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All questions and answers will be posted on the SFA web site and sent to all Respondents at the same time.

The SFA will hold a Mandatory Tour of the SFA facilities on Friday, March 19, 2027, at 1:30 p.m.

Location: El Camino Real Charter High School, 5440 Valley Circle Blvd, Woodland Hills, CA 91367. (see Attachment B).

All potential Respondents must attend in person in order to submit a proposal.

Respondents must submit electronic proposals as a single PDF file labeled: "Proposal - Food Service Management Company 2027-001", addressed to the SFA at:

Edgar Ortega, Administrative Director, 5440 Valley Circle Blvd, Woodland Hills, CA 91367, e.ortega@ecrchs.net

The SFA will accept all proposals received on or before Thursday, April 29, 2027, at 2:00 p.m. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at 2:00 p.m. on Tuesday, May 4, 2027.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their governing board, as applicable, at its regularly scheduled meeting.

REQUEST FOR PROPOSAL

FOOD SERVICE MANAGEMENT COMPANY

Cover Page

RFP 2027-001

by

El Camino Real Charter High School

FOOD SERVICE PROGRAM

CONTACT INFORMATION

ADDRESS ALL PROPOSALS TO:

Edgar Ortega

Administrative Director

El Camino Real Charter High School

5440 Valley Circle Blvd

Woodland Hills, CA 91367

e.ortega@ecrchs.net

El Camino Real Charter High School Request for Proposal

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Attachment J: Certificate of Independent Price Determination
Attachment K: Certificate of Compliance for Buy American and California Agricultural Preference Requirements
Attachment L: 21-Day Cycle Menu
Attachment M: Blind Taste Test Criteria
Attachment N: California Student Data Privacy Agreement
Exhibit 1: Model Fixed-Price Contract

Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide El Camino Real Charter High School (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality, minimally processed meals to students and participants in National School Lunch Program, School Breakfast Program, and USDA Commodities Program, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, Code of Federal Regulations [CFR] sections 210.10 and 220.8, if applicable).

General food service goals are to:

- Provide appealing, minimally processed meals that meet all local, state and federal nutrition standards.
- Promote student participation in the program through engagement with students, staff, and the community
- Create awareness of the direct correlation between adequate nutrition for students and their ability to learn and thrive
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students participating in the food service program

All procurement transactions are to be conducted in a manner that provides maximum open and free competition consistent with Title 2, Code of Federal Regulations (2 CFR), Section 200.319(a)(b)(c)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- The SFA released this RFP to benefit the SFA and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines
- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

Schedule of Events

for RFP # 2027-001

Event	Date
Board Meeting — RFP Approval	February 24, 2027
Release of RFP	March 1, 2027
First Public Notice	March 1, 2027
Second Public Notice	March 8, 2027
Mandatory Tour* (in person)	March 19, 2027
Respondent Question Submission Deadline	April 1, 2027
SFA Provides Answers (posted to all Respondents)	April 15, 2027
Deadline for Submission of Proposal (electronic PDF)	April 29, 2027 , 2:00 p.m.
Proposals Opened	May 4, 2027
Proposals Evaluated (including blind taste test)	May 19, 2027
Board Meeting — Proposal Approval/Contract Awarded	May 26, 2027
Contract Begin Date	July 1, 2027

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at http://www.ecrchs.net/.

* All interested Respondents must attend the Mandatory Tour in person. The SFA will reject proposals from Respondents that do not attend (Attachment B).

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.
3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract. The SFA may reject a proposal if it is deemed overly responsive or contains language that provides any added value not requested in the RFP.
4. Respondents are responsible for the costs of developing proposals and shall not charge the SFA for any preparation costs.
5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.
6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.
7. The Respondent shall include a 21—Day Cycle menu for all programs to be served (7 CFR, sections 210.16[b][1] and 220.7[d][2][i]).
8. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.
9. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on http://www.ecrchs.net/. The SFA will notify Respondents so they can obtain any addenda from the SFA's web site or request it by email.
10. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, or a responsive and responsible Respondent is not identified, the SFA is not required to award a contract.
11. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.
12. The SFA will not consider a joint proposal submitted by two or more entities.
13. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

14. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
15. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.
16. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
17. Respondents may submit their questions regarding the information presented in this RFP to Edgar Ortega, Administrative Director, at e.ortega@ecrchs.net, no later than April 1, 2027 by 5:00 p.m. The SFA will answer all questions received by the deadline in writing without exposing the query source, and will post all questions and answers on the SFA web site and send them to all Respondents at the same time. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.
18. SFA representatives reserve the right to inspect a Respondent's other food service operations prior to any award of a contract.
19. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in

different proposals from all respondents. A material change will require the SFA to rebid the contract.

20. Interested Respondents are required to inspect the SFA's premises prior to submitting a proposal to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Mandatory Tour (if applicable).
21. Respondents shall submit an electronic copy of their proposal in a commonly accessible digital format (e.g., PDF). The SFA prefers a single PDF file but will not disqualify a Respondent for using a different compatible electronic format.
    a. The electronic submission must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled "Master Copy".
    b. The Respondent must ensure the electronic file is complete and includes all required materials. Incomplete submissions may be deemed non-responsive.
    c. Electronic submissions must be clearly labeled with the SFA's RFP title, the FSMC name, RFP number and the SFA name, contact and address, as shown in the following example:

Proposal—Food Service Management Company

[Enter FSMC Name Submitting RFP]

SFA FSMC Procurement

El Camino Real Charter High School

Edgar Ortega, Administrative Director

5440 Valley Circle Blvd, Woodland Hills, CA 91367

22. Disclosure of Involvement in Preparing this RFP. Each Respondent must state in its cover letter whether it, or any of its employees, agents, or affiliates, (a) participated in developing or drafting any part of this RFP, its specifications, or its Scope of Work, or (b) has received SFA information related to this procurement that was not provided to all Respondents. The SFA will review each disclosure, in consultation with the CDE as needed, to determine whether exclusion is required under 2 CFR, Section 200.319(b). Failure to disclose may result in rejection of the proposal.

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section 1 — Cover Letter Requirements

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the cover letter fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate License Number, if applicable
- Name, title, phone number, fax number, and email address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and email address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right-hand corner those pages to be considered proprietary (Note: The Respondent cannot consider the entire Proposal to be proprietary)
- A statement disclosing any involvement in preparing this RFP, as required by General Instruction 22
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

Section 2 — Required Attachments

A. Attachment Checklist

The Respondent shall include a checklist containing all documents identified in the Attachments Checklist (as listed on Attachment A). The SFA may reject proposals that do not include the proper required attachments.

B. Mandatory Tour

The SFA will hold an in-person mandatory tour (Attachment B). The tour schedule includes the sites. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

C. Minimum Qualifications

The SFA will only consider Respondents that meet all minimum qualifications (as listed on Attachment C).

D. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

E. Proposal Questionnaire

The Proposal Questionnaire (as listed on Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

F. Respondent References

Respondents must provide three references on the Respondent References form (Attachment F). The SFA reserves the right to contact any of the references listed and retains the right to conduct reference checks with individuals and entities beyond those listed.

G. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

H. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

I. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

J. Certificate of Independent Price Determination

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

K. Certificate of Compliance for Buy American and California Agricultural Preference Requirements

The Respondent must complete the certification (Attachment K) and return it with the proposal package.

L. 21-Day Cycle Menu

The Respondent must submit a 21 Day Cycle menu (Attachment L) for all programs to be served (7 CFR, sections 210.16[b][1] and 220.7[d][2][i], if applicable) for the proposal package.

M. Blind Taste Test

Each Respondent must prepare the menu items identified by the SFA for the blind taste test (Attachment M). Details will be provided to all Respondents at the Mandatory Tour and posted on the SFA web site.

N. California Student Data Privacy Agreement

The Respondent must sign the California Student Data Privacy Agreement (Attachment N) and return it with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. Contracts must be awarded to the responsible offeror/Respondent whose proposal is most advantageous to the SFA considering price and other factors. (2 CFR 200.320[b][2][iii]). The SFA will evaluate qualifying proposals using the following criteria:

CRITERIA	MAXIMUM POINTS
Cost (lowest cost per meal receives full points; others prorated)	40
Blind Taste Test: food quality and appeal, scored by an evaluation panel using the rubric in Attachment M	15
Proposed plan for the SFA: menu approach, staffing, participation strategy, and transition plan (Attachment E, questions 7–9)	15
Experience with School Breakfast and National School Lunch Programs at schools of comparable size and type.	15
Administrative Requirements: Did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	5
References from comparable public school food authorities (Attachment F)	5
The financial stability of the Respondent (audited financial statements, Attachment E, question 6).	5
TOTAL POINTS	**100**

Evaluation Committee. Proposals will be scored by an evaluation committee of SFA employees. Each member will sign a conflict-of-interest statement before scoring. No employee, agent, or consultant of any Respondent, including the current food service provider, will take part in the evaluation. Individual score sheets will be retained and provided to the CDE with the procurement results.

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A: Attachments Checklist

Respondent Company Name: _____

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit your proposal as a single electronic PDF file.

✓	Attachment	Attachment Name
	A	Attachments Checklist
	B	Mandatory Tour
	C	Minimum Qualifications
	D	FSMC Professional Standards
	E	Proposal Questionnaire
	F	Respondent References
	G	Authorization Agreement
	H	Fee Proposal
	I	Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters
	J	Certificate of Independent Price Determination
	K	Certificate of Compliance for Buy American and California Agricultural Preference Requirements
	L	21-Day Cycle Menu (Include)
	M	Blind Taste Test Criteria (samples provided at the taste test)
	N	California Student Data Privacy Agreement (signed)

Attachment B: Mandatory Tour

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins: March 19, 2027 at 1:30 p.m.

Where: El Camino Real Charter High School, 5440 Valley Circle Blvd., Woodland Hills, CA 91367

Taste test: Details of the blind taste test (date, menu items, and sample quantities) will be provided to all Respondents at the tour and posted on the SFA web site.

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment C: Minimum Qualifications

A Respondent must meet all the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2027 both the Respondent's company and its key personnel meet all the following minimum qualifications:

1. The Respondent has at least five (5) years of experience with food service programs. Yes ____ No ____
2. The Respondent has the resources and ability to provide the annual meal volume described in Exhibit A (approximately 369,000 meals) per fiscal year. Yes ____ No ____
3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs and USDA Foods. Yes ____ No ____
4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services. Yes ____ No ____
5. The Respondent is licensed to do business in the state of California. Yes ____ No ____

Attachment D: FSMC Professional Standards

FSMC employees Professional Standards

Professional Standards regulations (7 CFR 210.30 and 235.11[h]) establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. School Nutrition Program Director. The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.
2. School Nutrition Program Manager. The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).
3. School Nutrition Program Staff. School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

7 CFR Section 210.2 establishes these definitions above. The function/role rather than the specific title within the school food service structure apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by 7 CFR sections 210.30, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 CFR, Section 210.30, which can be viewed at the following web page:

eCFR :: 7 CFR 210.30 -- School nutrition program professional standards.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.
- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.
- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment E: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise and limit your responses to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.), and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a description of promotional and marketing materials you will use to attract students to the program.
8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

9. Describe your proposed plan for the SFA: menu approach for a single comprehensive high school, staffing plan for the site, and strategies to increase student participation. Responses to questions 7–9 will be scored under "Proposed plan for the SFA" in the Evaluation of Proposals.

Attachment F: Respondent References

List three references to which the Respondent has provided food service management services within the past five (5) year(s). References should be public school food authorities of comparable size and type where possible.

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1	
Name of Reference	
Street Address	
City, State, Zip Code	
Contact Person	
Contact Title	
Contact Phone Number	
Brief Description of Services Provided	
Dates of Service	
Reference 2	
Name of Reference	
Street Address	
City, State, Zip Code	
Contact Person	
Contact Title	
Contact Phone Number	
Brief Description of Services Provided	
Dates of Service	
Reference 3	
Name of Reference	
Street Address	
City, State, Zip Code	
Contact Person	
Contact Title	
Contact Phone Number	
Brief Description of Services Provided	
Dates of Service	

Attachment G: Authorization Agreement

Request for Proposal for Food Service Management Company

RFP Number: RFP 2027-001

We, [Enter FSMC Name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by El Camino Real Charter High School.
5. That we have made examinations and verifications and are fully conversant with all conditions under which services are to be performed for El Camino Real Charter High School.
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name:

Street Address:

City: State: Zip:

Email Address:

Web Site Address:

Name of Authorized Representative:

Title of Authorized Representative:

Signature of Authorized Representative

Date Signed:

Attachment H: Fee Proposal

All costs are based on an enrollment of 2,772 students and an average daily participation of 1,029 lunches and 947 breakfasts on 180 school days. **[ECR to verify all figures against CNIPS before submission]**

COST BREAKDOWN

Respondent Instructions:

- Provide a breakdown of all costs included in the fixed price, including personnel costs.
- Provide the cost per meal; base all food costs on the attached 21-day cycle menu.
- Clearly identify all costs.

Item #	Description (Include All Goods and Services included in the Fixed Price)	Annual Cost
1.		$
2.		$
3.		$
4.		$
	Sub Total	$
	Personnel Costs	**Annual Cost**
5.	Management Fee Per Meal	$
6.	Consultant Fee Per Meal	$
7.	POS system — Option 2 only (FSMC-provided POS; rental or purchase, see Contract Section IV.A.1). Enter $0 if proposing Option 1 (SFA POS).	$
	Sub Total	$
	GRAND TOTAL	**$**

COST PER MEAL

Respondent Instructions:

- Provide the cost per meal; base all food costs on the attached 21-day cycle menu.
- Prices must not include values for USDA Foods and must include all meal programs applicable.

1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	170,468	$	$
Lunch	185,209	$	$
Summer Breakfast	487	$	$
Summer Lunch	2,303	$	$
Nonreimbursable Meals, A la Carte	10,948	$	$

1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
TOTAL	369,415	$	$

Attachment I: Certification Regarding Lobbying

The undersigned certifies, to the best of their knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization:

Street Address:

City, State, Zip:

Certified by: (type or print)

Title

Signature

Date

Disclosure of Lobbying Activities (Standard Form LLL)

Approved by OMB 0348-0046 — Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Item	Response
1. Type of Federal Action: ☐ contract ☐ grant ☐ cooperative agreement ☐ loan ☐ loan guarantee ☐ loan insurance	
2. Status of Federal Action: ☐ bid/offer/application ☐ initial award ☐ post-award	
3. Report Type: ☐ initial filing ☐ material change. For material change only: Year ____ Quarter ____ Date of last report ____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee, Tier ____ if known. Congressional District, if known	
5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime. Congressional District, if known	
6. Federal Department/Agency	
7. Federal Program Name/Description; CFDA Number, if applicable	
8. Federal Action Number, if known	
9. Award Amount, if known: $	
10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI)	
10b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)	
11. Signature / Print Name / Title / Telephone No. / Date	

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Federal Use Only: Authorized for Local Reproduction. Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material

change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number, grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions

for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

Contractor/Company Name: _____

Award Number, Contract Number, or Project Name: _____

Name(s) and Title(s) of Authorized Representatives: _____

Signature(s): _____

Date: _____

Attachment J: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

Name of Respondent: _____

A. By submission of this offer, the offeror (Respondent/FSMC) certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:

1. The prices in this offer have been arrived at independently without, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.

B. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C. Each signature on the offer is considered to be a certification by the signatory that the signatory:

1. Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above;
2. Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.

    (i) Insert full names of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror's organization.

    (ii) As an authorized agent, does certify that the principals named in subdivision (C)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; and

    (iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above.

Signature of FSMC's Authorized Representative: _____ Title: _____ Date: _____

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Attachment K: Certificate of Compliance for Buy American and California Agricultural Preference Requirements

The Respondent certifies that it:

1. Provision of Domestic Commodities and Products

Will provide meals and snacks purchased with domestic commodities and products to the greatest extent practicable, document exceptions when nondomestic products are purchased, adhere to nondomestic cap for exceptions, and adhere to all other Buy American regulations for the provision of meals and snacks in compliance with 7 CFR Sections 210.21(d) and 220.16(d).

2. Certification of Processed Agricultural Products

Will submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume in compliance with 42 United States Code (U.S.C.) Section 1760(n), 7 CFR Sections 210.21(d)(1)(ii) and 220.16(d)(1)(ii) and USDA Policy Memo SP 38-2017.

3. Notification and Approval of Nondomestic Products

Will notify the SFA in writing at least 10 days prior to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes if available for the SFA to consider and provide an explanation for the following:

(i) The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR, Section 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; and/or

(ii) That competitive bids reveal the cost of the domestic product is significantly higher than the nondomestic product.

Note: Neither regulations nor the USDA has defined a dollar amount or percentage triggering the significantly higher cost exception. However, for SFAs that receive $1 million or more annually in federal School Nutrition Program (SNP) reimbursement, significantly higher is defined as 25 percent in accordance with California Food and Agriculture Code (FAC) Section 58596.3.

4. Preference for California Agricultural Products

Will prioritize the use of California agricultural product, per FAC Section 58595(c), when:

(i) The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.

(ii) The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state.

5. Adherence to Non-Domestic Food Purchase Cap

Will document exceptions and adhere to the annual cap on non-domestic food purchases per 7 CFR 210.21(d)(5)(ii) and 220.16(d)(5)(ii):

(i) Beginning in SY 2025-26, the annual non-domestic food purchase cap will be 10 percent of the total annual commercial food costs that the SFA purchases per school year.

(ii) Beginning in SY 2028-29, the annual non-domestic food purchases cap will be 8 percent of the total annual commercial food costs that the SFA purchases per school year.

(iii) By SY 2031-32, the annual non-domestic food purchases cap will be 5 percent of the total annual commercial food costs that the SFA purchases per school year.

Signature: _____

Authorized Representative Name: _____

Title: _____

Date: _____

Attachment L: 21-Day Cycle Menu

Please attach to your Proposal

Attachment M: Blind Taste Test Criteria

Taste Test Instructions. Each Respondent will prepare the same menu items, selected by the SFA from the 21-day cycle menu and announced to all Respondents at the Mandatory Tour. The SFA will assign a code to each Respondent's samples so that evaluators do not know which Respondent prepared them. The evaluation panel will include SFA staff and may include students and parents; no employee or agent of any Respondent may serve on the panel.

Each evaluator rates each item from 1 (poor) to 5 (excellent) on each standard below. The SFA converts the panel's average total to the 15 points available in the Evaluation of Proposals (average total ÷ 25 × 15).

Menu Item (coded)	Appearance (shape, color, consistency)	Taste (seasoning, tenderness, aftertaste)	Temperature and Texture	Portion and Meal Pattern Compliance	Student Appeal	Total (max 25)
Item 1						
Item 2						
Item 3						
Item 4						

Attachment N: California Student Data Privacy Agreement

Any system the FSMC uses to collect, store, or process pupil records (including the point-of-service system, student meal accounts, and free and reduced-price eligibility information) is subject to California Education Code (EC) Section 49073.1, EC Section 49558, the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and 7 CFR, Section 245.6.

Each Respondent must sign the California Student Data Privacy Agreement (CSDPA), Standard Version, provided by the SFA, and return it with the proposal package. The same agreement applies to all Respondents. The successful Respondent's signed agreement will be incorporated into the Contract.

Respondent Name: _____

Authorized Representative Signature: _____ Date: _____

Exhibit 1: Model Fixed-Price Contract

El Camino Real Charter High School
FOOD SERVICE MANAGEMENT COMPANY
FOOD SERVICE PROGRAM
5440 Valley Circle Blvd.
Woodland Hills, CA 91367
(818) 595-7500

Model Fixed-Price Contract

Table of Contents

Section
Contract Summary
I. Introduction
II. General Terms and Conditions
III. Relationship of the Parties
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VIII. Food Service Management Company Employees
IX. Books and Records
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XI. Equipment, Facilities, Inventory, and Storage
XII. Certifications
XIII. Insurance
XIV. Termination
Exhibit A: Scope of Work
Exhibit B: Schedule of Fees

Contract Summary

FOOD SERVICES CONTRACT	**CONTRACT NUMBER:**
	REGISTRATION NUMBER:
1. This contract is entered into between the school food authority and the food service management company named below. SCHOOL FOOD AUTHORITY NAME: El Camino Real Charter High School	
FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER:	
2. The term of this Contract is for one year, commencing on 7/1/2027 and ending on 6/30/2028.	
3. The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served.	$
4. The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract:	
Request for Proposal Released	Enter page(s)
Contractor Proposal Received	Enter page(s)
Attached Terms and Conditions	Enter page(s)
Exhibit A: Scope of Work	Enter page(s)
Exhibit B: Schedule of Fees	Enter page(s)

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

FOOD SERVICE MANAGEMENT COMPANY	**California Department of Education Use Only**
NAME of FSMC (if other than an individual, state whether a corporation, partnership, etc.):	
BY (Authorized Signature): DATE SIGNED (do not type):	
PRINTED NAME AND TITLE OF PERSON SIGNING:	
ADDRESS:	
SCHOOL FOOD AUTHORITY	
NAME of SFA: El Camino Real Charter High School	
BY (Authorized Signature): DATE SIGNED (do not type):	
PRINTED NAME AND TITLE OF PERSON SIGNING:	☐ Exempt per:

Model Fixed-Price Contract

I. Introduction

The El Camino Real Charter High School, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC, to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on July 1, 2027 and continue through June 30, 2028. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7, Code of Federal Regulations [7 CFR], Section 210.16[a][10] and 210.16[d]).

B. Designated Contract Liaisons

SFA Liaison for Services	FSMC Liaison for Services
Name: Edgar Ortega	Name:
Title: Administrative Director	Title:
Phone: Cell Phone:	Phone: Cell Phone:
Fax: Email:	Fax: Email:

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name: Edgar Ortega	Name:
Title: Administrative Director	Title:
Address: 5440 Valley Circle Blvd, Woodland Hills, CA 91367	Address:

C. Fees

1. Fixed-price Contracts

The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC must follow all procurement requirements provided in section V. Compliance with the Law. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, Special Milk and School Breakfast Programs, set forth in 7 CFR, parts 210, 215, and 220. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (2 CFR, Section 200.406[a]).

2. Payment Terms

The FSMC shall submit monthly invoices by the 10th working day of the following month that reflect all activity for the previous calendar month. The FSMC must submit detailed cost documentation, including the quantity and cost of nondomestic items subject to the Buy American Provision, monthly to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC and must be allowable costs consistent with the cost principles in 2 CFR, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC within 30 days of the invoice date. The SFA will pay invoices received by its accounting department by the within 30 days, if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

Interest, fines, penalties, finance charges, income and expenses that may accrue under this Contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 CFR, Section 200.441). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

The SFA shall make no payment to the FSMC for food that, in the SFA's determination, is spoiled or unwholesome at the time of delivery, does not meet detailed food component specifications as developed by the SFA for

the meal pattern, or does not otherwise meet the requirements of this Contract (7 CFR, Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home CPI regional index: Los Angeles-Long Beach-Glendale, CA. The November CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs. The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this Contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this

Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE. (7 CFR, Sections 210.16[a][10] and 210.19[a][5])

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 CFR, Sections 210.16[a][10] and 210.19[a][5]).

I. Substantive Changes to Contract

Any change to this Contract that results in a material change, or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms when possible. (2 CFR, Section 200.321)

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal
- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of the party that developed

them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, make works available through agency-designated public access repositories, and authorize others to use the work for federal purposes. (2 CFR, Section 200.315[b]).

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence, Absence, or Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC’s obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA’s sole acts or omissions.

Q. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

S. Penalties

Cost resulting from the SFA’s violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency. (2 CFR, Section 200.441)

T. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure.

Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.

2. Force majeure does not include any of the following occurrences:

- Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market
- Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
- Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following workday or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 CFR, Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

U. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex or disability. FSMCs and SFAs shall comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964 (42 U.S.C. sections 2000d et seq. and 2000e et seq.); Title IX of the Education Amendments of 1972 (Title 20 U.S.C. sections 1681 et seq.); Section 504 of the Rehabilitation Act of 1973 (Title 29 U.S.C. Section 794); the Age Discrimination Act of 1975 (42 U.S.C. sections 6101 et seq.); the Americans with Disabilities Act of 1990 (P.L.101-336); all provisions required by USDA Nondiscrimination Regulations [7 CFR parts 15, 15a, 15b, 16, and 7 CFR Section 210.23(b)]; FNS Instruction 113-1; and Department of Justice Enforcement Guidelines for Enforcement of Nondiscrimination in Federally Assisted Programs.

V. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC’s compliance efforts.

The FSMC must comply with all federal and state procurement standards for purchasing and contracting as required by 2 CFR sections 200.317—200.327, 7 CFR sections 210.21, 220.16, 225.17 and 250.50 (as applicable); California Education Code (EC) sections 45103.1, 45103.5

and 49554, FAC sections 58595(c) and 58596.3, and Public Contract Code Section 20111(c), as applicable. Failure to comply with federal and state procurement standards may result in

corrective action to require a new procurement and award, payment hold, and repayment of the nonprofit school food service account for unallowable costs. (2 CFR sections 200.339 and 200.410).

The FSMC shall comply with all applicable federal regulations in 2 CFR, parts 200 and 400 and 7 CFR, parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, EC, FAC, and California laws and regulations, where applicable.

W. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

X. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all the terms and provisions of this Contract.

Y. Student Data Privacy and Records

All pupil records and student data the FSMC collects, receives, or maintains under this Contract, including point-of-service transactions, meal account balances, and free and reduced-price eligibility status, remain the property and under the control of the SFA. The FSMC shall comply with EC sections 49073.1 and 49558, the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and 7 CFR, Section 245.6, and with the California Student Data Privacy Agreement signed by the parties (Attachment N), which is incorporated into this Contract. The FSMC shall not use student data for marketing or any purpose other than performing this Contract. Within 30 days after this Contract ends, the FSMC shall deliver to the SFA a complete export of all student and meal data in a non-proprietary format (such as CSV) and shall then securely delete its copies, certifying the deletion in writing.

III. Relationship of the Parties

A. The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.

B. When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP. (EC Section 45103.5)

C. All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.

D. The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. Point of Service (POS) system. Each Respondent shall price two options in Attachment H: Option 1, the FSMC uses the SFA's existing POS system at no added cost; or Option 2, the FSMC provides a POS system, with any rental or purchase cost shown as a separate line item and not built into the per-meal rate. The SFA will select the option that is most advantageous to the SFA. Such meal and milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 CFR, Section 245.8. Under either option, the SFA owns all data in the POS system, and the FSMC shall comply with Section II.Y (Student Data Privacy and Records). Under Option 2, the SFA will not take an ownership interest in FSMC-provided hardware or software, and the FSMC shall provide the data export required by Section II.Y when the Contract ends.
2. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. (7 CFR, Section 210.21[e]).
3. The FSMC shall have state or local health certification for any facility outside the school in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the Contract. (7 CFR, Section 210.16[c][2]).
4. The FSMC will not disclose the eligibility status of individual students or confidential information provided (EC Section 49558).

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits. (7 CFR, sections 210.16[a][2] and 210.16[a][3]).
2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 CFR, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children. (7 CFR, Section 210.16[a]).
3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 CFR, Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced- price, and paid lunches respectively, served for each day of operation. (7 CFR, Section 210.8[a][1]).

4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs. (7 CFR, Section 210.10[m]).
5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program. (7 CFR, Section 210.16[a][5]).
6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program. This includes retaining authority and responsibility for all information, documents and claims submitted in the Child Nutrition Information and Payment System (CNIPS). (7 CFR, Section 210.21(b) and CNIPS User Acceptance Agreement).
7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster. (EC Section 49558).
8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk. (7 CFR, sections 245.5 and 245.6).
9. EC Section 49501.5 (a)(2)(B) requires a SFA that is a public school district, charter school or county office of education, to conduct a direct certification matching through the California Longitudinal Pupil Achievement Data System on a monthly basis as a condition of receiving funding. Private schools, nonpublic schools and residential child care institutions must obtain the direct certification list at least three times annually as required in 7 CFR Section 245.6(b).
10. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility. (7 CFR, Section 245.7).
11. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations. (7 CFR, Section 245.6).
12. The SFA shall ensure that all USDA Foods received by the school food authority and made available to the food service management company accrue only to the benefit of the school food authority's nonprofit school food service and are fully utilized therein. (7 CFR, Section 210.16[a][6]).
13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning. (7 CFR, Section 210.16[a][8]).
14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing and serving meals on-site at an SFA facility. (7 CFR, Section 210.16[a][7]).

V. Buy American and California Agricultural Preference Requirements

A. Food Service Management Company Responsibilities

1. The FSMC will provide meals and snacks purchased with domestic commodities and products to the greatest extent practicable, document exceptions when nondomestic products are purchased, adhere to nondomestic cap for exceptions, and adhere to all other Buy American regulations for the provision of meals and snacks. (7 CFR, sections 210.21[d] and 7 CFR 220.16[d]).

2. The FSMC will submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume in compliance with 42 United States Code (U.S.C.) Section 1760(n), 7 CFR sections 210.21(d)(1)(ii) and 220.16(d)(1)(ii), and USDA Policy Memo SP 38-2017.
3. The FSMC must notify the SFA in writing at least 10 days prior to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes if available for the SFA to consider and provide an explanation for the following Buy American exceptions (7 CFR, sections 210.21(d)(5) and 220.16(d)(5):
    a) The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR, Section 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; and/or
    b) Competitive bids reveal the cost of the domestic product is significantly higher (50%) than the nondomestic product
4. California Food and Agriculture Code (FAC) 58596.3, applies to SFAs that receive $1 million or more annually in federal SNP reimbursement. It states that SFAs must specify in their bid or solicitation that they will only purchase domestic agricultural products unless the bid or price of a nondomestic agricultural food product is more than 25 percent lower than the bid of price of the domestic agricultural food product.
5. Also, FAC 58595(c) requires SFAs accept a bid or price for an agricultural food product when it is grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when both of the following are met:
    a) The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.
    b) The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state
6. The FSMC will provide certification of domestic origin for products which do not have country of origin labels. (7 CFR sections 210.21[d][1][ii] and 220.16[d][1][ii], and USDA Policy Memo SP 38-2017).
7. Per 7 CFR sections 210.21(d)(5)(ii) and 220.16(d)(5)(ii) the FSMC must adhere to the cap on non-domestic food purchases:
    a) Beginning in SY 2025-26, the non-domestic food purchase cap will be 10 percent of the total annual commercial food costs that the SFA purchases per school year;
    b) Beginning in SY 2028-29, the non-domestic food purchases cap will be 8 percent of the total annual commercial food costs that an SFA purchases per school year;
    c) Beginning in SY 2031-32, the non-domestic food purchases cap will be 5 percent of the total annual commercial food costs that the SFA purchases per school year.
8. The FSMC must make available purchase records and documentation identifying non-domestic commercial food program purchases per food item and unit cost of each non-domestic program purchase, as well as total commercial food program purchases made during a given school year. This information must be provided to the SFA no less than annually at the end of the school year or more frequently as requested by the SFA. In

addition, the FSMC must provide the SFA with a report that aggregates total non-domestic commercial food program purchases, domestic commercial food program purchases and total commercial food program purchases in a format that is requested by the State Agency and/or USDA no less than annually at the end of the school year or more frequently as requested by the SFA. (7 CFR sections 210.21[d][5][iii] and [iv], 220.16 [d][5][iii] and [iv])

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation provided by the FSMC of the meal and snack components that were comprised of domestic and non- domestic products, including assurance that components were processed domestically. (7 CFR sections 210.21[d][iii] and [iv] and 220.16[d][iii][iv], and USDA Policy Memo SP 38-2017). This will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on-site administrative review and an off-site procurement review. (2 CFR Section 200.318[i], 7 CFR sections 210.23[c], 210.21[d][5][iii] and 220.16 [d][5][iii]).
2. The SFA shall monitor the contract to ensure the FSMC's adherence to the Buy American Provision (7 CFR sections 210.16[d] and 220.16[d]) and California FAC Section 58596.3 requirements, including documentation of nondomestic exceptions and associated caps. (2 CFR, Section 200.318[b]).

VI. U.S. Department of Agriculture Foods

A. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program. (7 CFR, Section 210.16[a][6]).
2. The method and frequency of crediting USDA Foods will be in accordance with 7 CFR, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties. In accordance with 7 CFR, Section 250.53, the FSMC shall comply with the following provisions relating to the use of USDA Foods, as applicable:

   a) The FSMC must credit the SFA for the value of all USDA Foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the USDA Foods value of processed end products to the SFA. (7 CFR, Section 250.53[a]).

   b) The FSMC shall account for the full value of USDA Foods in accordance with 7 CFR, Section 250.51 and 250.58(e) by:

   i) Subtracting the value of all USDA Foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and

   ii) Using the national average value of donated foods for the school year in which the USDA Foods are received by the SFA. This listing is available from the USDA Food Distribution web page at Value of Donated Foods Notices | Food and Nutrition Service.
3. The FSMC will be responsible for any activities relating to processing in accordance with 7 CFR, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 CFR, Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods. (7 CFR, Section 250.16[a])
5. The FSMC must use all USDA beef, pork, and all processed end products, in the SFAs food service, and must use all other USDA Foods, or commercially purchased foods of the same generic identity, of U.S.

origin, and of equal or better quality than the USDA Foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used). (7 CFR, Section 250.51[d]).

6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of USDA Foods contained in end products. (7 CFR, Section 250.53[a][7]).
7. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR, Part 250. (7 CFR, Section 250.53[a][8]).
8. The FSMC will provide assurance that it will comply with the storage and inventory requirements for USDA Foods. (7 CFR, Section 250.53[a][9]).
9. The FSMC will maintain records to document its compliance with requirements relating to USDA Foods. (7 CFR, Section 250.54[b]).

B. School Food Authority Responsibilities

1. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein. (7 CFR, Section 210.16[a][6]).
2. The SFA will maintain records to document its compliance with requirements relating to USDA Foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all USDA Foods. (7 CFR, Sections 250.54[a] and [c]).
3. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to USDA Foods. (7 CFR, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.
2. Offer free, reduced-price, and paid reimbursable meals to all eligible children through the SFA's food service program.
3. Provide meals and snacks through the SFA's food service program that meet the requirements as established in 7 CFR, parts 210 and 220, as applicable.
4. Prepare/Serve school staff meals in the staff lounge. Meals will be paid by school employees and should be priced competitively.

VIII. Food Service Management Company Employees

A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 CFR, Section 210.30 which can be viewed at the following web page: School Nutrition Program Professional Standards.

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual

training as outlined in the professional standards. The FSMC shall track the training completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the required professional standards.

B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s) provided by the FSMC.

C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA 4 calendar weeks prior to the commencement of operation.

D. The FSMC shall comply with all wage and hour requirements under federal and state laws. The FSMC will be responsible for supervising and training their personnel.

E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.

F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.

G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

IX. Books and Records

A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 CFR, Section 210.16(c)(1).

B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit. (7 CFR, Section 210.9[b][17]).

C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.

D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes

timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents. (2 CFR, Section 200.337[a]).

E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of USDA Foods. (7 CFR, Section 250.53[a][10]).

X. Monitoring and Compliance

A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.

B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.

C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 CFR, Section 210.8(a). At a minimum, these internal controls shall include all the following:

- An on-site review of the lunch counting and claiming system and readily observable general areas of review required under 7 CFR Section 210.18(h) employed by each school within the jurisdiction of the SFA.
- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.

B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.

C. The SFA shall have access, with or without notice, to all the SFA's facilities used by the FSMC for purposes of inspection and audit.

D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.

E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 CFR, parts 200 and 400, and 7 CFR, parts 210, 215, 220, 245, 250, and USDA FNS instructions and policy, EC, and California laws and regulations, where applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.

C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued. For contracts in excess of $150,000, the SFA and FSMC shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended. (Appendix II to 2 CFR, Part 200, Section G)

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 CFR, Part 200, Appendix II, Section H).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 CFR, Part 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration. (Appendix II to 2 CFR Part 200[I], Byrd Anti-Lobbying [31 U.S.C Section 1352)).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars ($1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars ($5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract. (7 CFR, sections 210.16[d] and 250.12[f][9]) The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the

nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 CFR, Section 200.340[a][3]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 CFR, Section 200.340[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

A. Scale. The SFA employs 0 persons who provide food service to approximately 2,772 children at one site. The food service prepares approximately 369,415 meals annually (170,468 breakfasts, 185,209 lunches, 2,790 summer meals, and 10,948 nonreimbursable meals).

B. Financial Goals. The FSMC is to manage all food waste, and invoice the SFA each month for the number of meals served. The SFA will reimburse the FSMC for food lost because of a malfunction of SFA-owned equipment only when the FSMC documents the loss (item, quantity, cost, and the equipment failure) within 2 business days. Such reimbursement shall not exceed $1,000 per incident without prior written SFA approval.

C. Management Goals. The FSMC is expected to properly manage all aspects of the NSLP, SBP in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals.

D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation:

PROGRAM	GRADES	MAX ENROLLMENT	AVERAGE DAILY PARTICIPATION	FULL PAY	FREE	REDUCED
National School Lunch (NSLP)	9-12	2,772	1,029	[ ]	[ ]	[ ]
School Breakfast Program (SBP)	9-12	2,772	947	[ ]	[ ]	[ ]
Seamless Summer Option	9-12	[ ]	[ ]	[ ]	[ ]	[ ]

[ECR to insert full pay, free, and reduced-price ADP from CNIPS]

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Food Service Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All

meals are to follow the USDA meal pattern. FSMC staff is to treat all students with respect and maintain all confidentiality when serving meals. Assist the SFA in student meal collections. In addition, the FSMC will employ (a) qualified professional(s) to cook, prepare, serve and count all meals. Responsibilities of the FSMC shall include:

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation

B. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA's food service programs, improve food quality, and upgrade equipment and facilities
- Hours and number of positions at each site to meet food service operational needs

C. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval. (7 CFR 210.16[b][1]). Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program.

Seek student and parent input on successful menu variation and planning. Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

D. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

E. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

F. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

G. Education

Recommend actions or events to promote the nutrition education aspects of the food service program and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

H. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the 10th business day of each month (7 CFR, 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

I. Point of Service

Provide and/or implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under 7 CFR, Section 245.8.

3. Specific FSMC Tasks

Staff Training. All FSMC staff must receive their food handlers certificate, and submit proof of the required training prior to school start. All FSMC staff must also have all background checks conducted prior to school start, July 1, 2027.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 CFR, Part 200.

All costs are based on an enrollment of 2,772 students, an average daily participation of 1,029 lunches and 947 breakfasts, and 180 school days.

Cost per Meal

Note: Prices must not include values for USDA Foods, and must include all meal programs.

LINE ITEM	UNITS*	RATE	TOTAL
Breakfast	170,468	$	$
Lunch	185,209	$	$
Summer meals	2,790	$	$
Nonreimbursable Meals	10,948	$	$
POS system (Option 2 only)	—	$	$
TOTAL	369,415	$	$

*Units to be provided by SFA **[verify against CNIPS]**

Exhibit A

Scope of Work

1. Overview of El Camino Real Charter High School Food Service Program

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D. Food Service Office and Staff. The food service staff is provided by the FSMC. The FSMC should analyze the meals needed and determine how many staff is appropriate to properly serve this site.

E. National School Lunch Program and School Breakfast Program.

Participation:

PROGRAM	GRADES	MAX ENROLLMENT	AVERAGE DAILY PARTICIPATION	FULL PAY	FREE	REDUCED
National School Lunch (NSLP)	9-12	3,043	2,981	565	317	56
School Breakfast Program (SBP)	9-12	3,043	2,981	528	281	54
Seamless Summer Option	9-12	2,998	54	30	20	4

[ECR to insert full pay, free, and reduced-price ADP from CNIPS]

2. Description of FSMC Responsibilities

General: Under the direction of the SFA's Food Service Director, the FSMC selected pursuant to this RFP will provide the following: The FSMC is expected to properly manage all aspects of the NSLP, SBP, USDA FDP, in accordance with USDA and CDE regulations. Daily meal production records, daily temperatures are to be recorded and maintained on site. These records are to be retained for an additional 3 years from the last date of the contract. All meals served are to contain all components using Offer vs Serve, to create a reimbursable meal. All

Coversheet

Discussion and Vote on Proposed Whistleblower Policy Update to the Employee Handbook

Section: VIII. School Business
Item: D. Discussion and Vote on Proposed Whistleblower Policy Update to the Employee Handbook
Purpose: Vote
Submitted by:
Related Material:
El Camino Board Report re Whistleblower Policy and Online Complaint Portal DRAFT 11-15-26 492 4-3565-7441 2.pdf

EL CAMINO REAL CHARTER HIGH SCHOOL
BOARD OF DIRECTORS
BOARD REPORT

Meeting Date:	November 19, 2026
Agenda Item:	Approval of Revised Employee Handbook Policy 4.5 (Whistleblower Policy) and Implementation of the Online Whistleblower Complaint Portal
Prepared By:	Young, Minney & Corr, LLP, Legal Counsel
Action Requested:	Approval
Attachments:	Proposed Revised Policy 4.5 (Whistleblower Policy) and Internal Protocol for Processing Whistleblower Complaints

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Background

In October 2026, the administration proposed an online Whistleblower Complaint Portal through which employees, officers, Board members, and volunteers could report concerns under the School's Whistleblower Policy, and asked legal counsel for guidance on the legal requirements and recommended procedures. Legal counsel recommended revisions to the existing policies to describe the portal and the development of complaint routing protocols. At its October 22, 2026 special meeting, the Board considered a draft policy and voted to continue work on it, rather than adopt it.

Existing Policy 4.5 in the Employee Handbook already requires reporting and prohibits retaliation, so the portal is a voluntary enhancement that promotes transparency and gives the School community a reliable way to raise concerns internally. The School's legal obligations are to protect employees who report suspected violations of law from retaliation and to post the required state whistleblower notice.

Legal counsel has prepared a proposed revision of Policy 4.5 and a separate internal routing protocol. The revised policy addresses the portal, who receives reports, anonymous reports, the limits of confidentiality, how the process fits with the School's harassment, Title IX, Uniform Complaint, and workplace violence procedures, and mandated reporting, and it makes clear that internal reporting is encouraged but never required. The protocol is an administrative document for the staff who receive and handle reports. It routes each report so that no one reviews a complaint about themselves, screens for conflicts, identifies which reports go to legal counsel before any investigation, and sets internal target timeframes for acknowledging, reviewing, and resolving reports. The administration has held the portal launch until these updates are in place.

Recommendation

Legal counsel recommends that the Board approve the revised Policy 4.5 as an addition to the Employee Handbook and the routing protocol for processing whistleblower complaints. In addition, the Board should direct that each person designated to receive reports on the protocol be appropriately trained, and confirm with technology staff that the portal is configured so that those who maintain it cannot read submissions.

4924-3565-7441, v. 1

Coversheet

Discussion and Vote to Approve Variable Term Waiver

Section: VIII. School Business
Item: E. Discussion and Vote to Approve Variable Term Waiver
Purpose: Vote
Submitted by:
Related Material: 2026 VTW BLANK.pdf

Commission on Teacher Credentialing
Certification Division
ATTN: Waiver Unit
651 Bannon Street, Suite 601
Sacramento, CA 95811

Contact: https://educatortools.ctc.ca.gov/ContactUs
Website: www.ctc.ca.gov

CTC Use Only

CTC Use Only
W Z

VARIABLE TERM WAIVER REQUEST (WV1 Form)

Requests must be prepared by the employing agency, not the applicant. All materials must be typewritten or computer generated and sufficiently clear to photocopy. This form must be used for **first time and subsequent** waivers **only**.

1. **EMPLOYING AGENCY** (include mailing address)	County/District CDS Code	Contact Person:
		Telephone #:
NPS/NPA (list county code _____)		EMail:

2. APPLICANT INFORMATION:

Social Security or Individual Tax Identification Number: ☐

All applicants must answer professional fitness questions (see #11). In addition, if fingerprint clearance is not on file at CTC, a completed Live Scan receipt (41-LS) must be submitted with this waiver request. If needed, a review by the Division of Professional Practices will be concluded before a waiver approval letter will be issued.

Full Legal Name _____
First Middle Last

Former Name(s) _____ Birth Date _____

Applicant's Mailing Address _____

_____

Phone# _____ Email _____

Waiver Title _____

(List the specific title and subject area of the credential that authorizes the assignment. Note that the subject must be one that is available under current regulations.)

Assignment _____

Indicate specific position and grade level *(e.g. chemistry teacher, grades 11-12)*

- For bilingual assignment list LANGUAGE: _____
- Is this a full time position? ◯ Yes ◯ No
- If not, indicate how many periods a day the individual will be teaching the waiver assignment(s) _____
- Is this a subsequent waiver? (see #9 for additional information) ◯ Yes ◯ No

3. EDUCATION CODE OR TITLE 5 SECTION TO BE WAIVED

Specific section(s) covering the assignment: _____

4. EFFECTIVE DATES

Waivers are dated effective the beginning date of service. Provide the ending date of your school term, track or year below. A justification *must* be included if the expiration date extends beyond the term, track or year.

Effective Dates (mm/dd/yyyy): _____/_____/_____ **to** _____/_____/_____

Ending date of school term, track, or year: _____/_____/_____

5. STATEWIDE HIGH INCIDENCE AREA WAIVER REQUESTS:

a. INDICATE THE SHORTAGE AREA FOR THE ASSIGNMENT

- ☐ Special Education
- ☐ Clinical or Rehabilitative Services
- ☐ Speech-Language Pathology Services
- ☐ Driver Education and Training
- ☐ 30-Day Substitute

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

No copies are necessary if this is a recognized high incidence area.

- ☐ Advertised in local/national newspapers
- ☐ Advertised in professional journals
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Contacted IHE placement centers
- ☐ Distributed job announcements
- ☐ Internet

Other _____

c. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

6. NON STATEWIDE NON SHORTAGE AREA WAIVER REQUESTS:

a. INDICATE THE LOW INCIDENCE AREA FOR THE ASSIGNMENT

- ☐ Administrative Services
- ☐ Single Subject Teaching (**all** subject areas)
- ☐ Designated Subjects – except driver education and training
- ☐ Teacher Librarian Services
- ☐ Multiple Subject Teaching
- ☐ Pupil Personnel Services: Counseling, Psychology, Social Work
- ☐ Reading Specialist/Certificate
- ☐ Teacher of English Learner Students

b. INDICATE WHAT WAS DONE THIS YEAR TO LOCATE AND RECRUIT INDIVIDUALS TO FILL THIS POSITION

Copies of announcements, advertisements, web site registration, etc. **must** be attached.

The employer must verify **all** of the following:

- ☐ Distributed job announcements
- ☐ Contacted IHE placement centers
- ☐ Internet (i.e. www.edjoin.org)

Optional recruitment methods:

- ☐ Advertised in local/national newspaper
- ☐ Attended job fairs in California
- ☐ Attended recruitment out-of-state
- ☐ Advertised in professional journals

Other _____

c. PROVIDE DETAILED INFORMATION ABOUT THE RESULTS OF RECRUITMENT EFFORTS. BE SURE TO ANSWER EACH OF THE FOLLOWING QUESTIONS:

How many individuals credentialed in the authorization of the waiver request applied for the position? _____

How many individuals credentialed in the authorization of the waiver request were interviewed? _____

What were the results of those interviews? (Please indicate answers in numbers)

_____ Applicant(s) withdrew
_____ Candidate(s) declined job offer
_____ Candidate(s) found unsuitable for the assignment

d. PROVIDE THE SPECIFIC EMPLOYMENT CRITERIA FOR THE POSITION

What special skills and knowledge are needed to successfully perform in this position? These should also be described in your recruitment advertisements and announcements.

e. IF THIS IS AN INITIAL WAIVER REQUEST, EXPLAIN WHAT MAKES THE APPLICANT THE BEST CANDIDATE

Include detailed information about the individual's professional preparation and expertise in the subject/area requested and attach appropriate documentation including transcripts, examination score reports, and verification of experience.

7. REQUIREMENTS AND TARGET COMPLETION DATES FOR REACHING CREDENTIAL GOAL

List the requirements that the applicant must complete to be eligible for the credential along with the credential goal and target date by which he or she plans to complete those requirements

PROGRAM, COURSE, EXAMINATION, EXPERIENCE	TARGET COMPLETION DATE

8. LIST THE NAME AND POSITION OF THE PERSON ASSIGNED TO PROVIDE SUPPORT AND ASSISTANCE TO THE APPLICANT DURING THE TERM OF THIS WAIVER

By assigning this individual, the employing agency makes a commitment to provide orientation, guidance and assistance to the applicant, as feasible, in completing the requirement(s) listed above.

Name _____ Position _____

9. SUBSEQUENT WAIVER REQUESTS

- Attach a copy of a personnel evaluation that verifies the applicant served satisfactorily in the position authorized by the previous waiver.
- Attach supporting documentation

10. IS THIS EMPLOYING AGENCY GEOGRAPHICALLY ISOLATED?

Would the applicant have to travel more than 1 1/2 hours one-way to attend an institution with an approved program to meet the credential goal?

◯ Yes ◯ No ◯ Not applicable (program completion is not a requirement)

11. PROFESSIONAL FITNESS QUESTIONS (to be answered by the applicant)

Answers to the following questions are required**. If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.**

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.

a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired or,
- resigned from, or otherwise left school employment

because of **allegations of misconduct** or while **allegations of misconduct** were pending?

◯ Yes ◯ No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place? You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- Infractions (DUI or reckless driving convictions are not infractions)

◯ Yes ◯ No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

◯ Yes ◯ No

d. Are any criminal charges currently pending against you?

◯ Yes ◯ No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

◯ Yes ◯ No

12. CHILD ABUSE AND NEGLECT MANDATED REPORTING (to be answered by the applicant)

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

☐ **I agree**

13. PUBLIC NOTICE -- CHECK THE BOX THAT APPLIES

☐ **Public School District:** Attached is a copy of the agenda item presented to the governing board of the school district in a public meeting showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or his or her designee in item #14 below, the person signing verifies that the board acted upon the item favorably.

By submitting this waiver request the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made in the following order:

1. A candidate who is qualified to participate in an approved internship program in the region of the school district
2. An individual who is scheduled to complete initial preparation requirements within six months

☐ **County Office of Education, State Agency, or Nonpublic, Nonsectarian School or Agency:** Attached is a dated copy of the notice that was posted at least 72 hours before the position was filled showing the name of the applicant, the specific assignment including subject and grade level, and the fact that employment will be on the basis of a credential waiver. With the signature of the superintendent or administrator or his or her designee in item #15 below, the person signing verifies that there were no objections to this waiver request.

14. APPLICANT'S CERTIFICATION

I understand that in order to receive a subsequent waiver for this assignment I must pursue the completion of requirements to obtain full certification in the subject or area covered by this waiver request as specified in #7 above.

I understand that if my case is heard in a public meeting, all materials submitted to the Commission regarding my suitability, including grades and test scores, may be discussed.

I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all of the foregoing statements in this application are true and correct.

Signature of Applicant **Date**
(Sign full legal name as listed in #2)

15. EMPLOYING AGENCY CERTIFICATION *(To be signed by district or county superintendent, personnel administrator, NPS/NPA administrator, or designee.)*

The person for whom this waiver is requested will not be employed until he or she has been cleared by the Department of Justice under the provisions of Education Code Section 44332.6 and Section 44830.1 (AB1612). The employer acknowledges that the Commission's final approval of this individual's waiver will be determined by a fitness review covering, in part, criminal activity, including certain in-state and/or out-of-state convictions. If this waiver request is for service to special education children, the Special Education Local Planning Area (SELPA) has been notified of our intent to request this waiver.

I certify under penalty of perjury that the information provided in this report is accurate and complete.

Signature: _____

Title: _____

Date: _____

Coversheet

Discussion and Vote to Approve Historically Black College and University (HBCU) Field Trip

Section: VIII. School Business
Item: F. Discussion and Vote to Approve Historically Black College and University (HBCU) Field Trip
Purpose: Vote
Submitted by:
Related Material: HBCU TOUR SPRING 2027.pdf

HBCU TOUR SPRING 2027

Sponsored by ECR:
Dr. Clark - Administrative Director
Evan Coleman - Office Manager

HBCU YEAR SIX (6) Requirements

STEP ONE

3.0 Minimum GPA for first round selections; thereafter we look at students between 2.5 and 3.0 (based on most recent grading period).

Occasionally, we will invite 1-4 students below 2.5 GPA whom we believe the motivational and exposure aspect of the college tours will be of benefit.

STEP TWO

In-person Essay Writing w/ Dr. Clark and Evan

STEP THREE

GPA Review based on overall transcript

STEP FOUR

Final Selection (Nov. 16th)

STEP FIVE

Mandatory Student & Parent in-person Meeting (December 7, 2026)

HOW MANY WILL ATTEND?

35-38

Sophomores & Juniors only

WHERE ARE WE GOING?

FLORIDA
"The Sunshine State"

JACKSONVILLE, FL	TALLAHASSEE, FL	DAYTONA BEACH, FL	MIAMI, FL
Edward Waters College	Florida A&M	Bethune Cookman College	Florida Memorial U U of Miami

Company Comparisons

$82,600



$85,100



$87,400



$77,490



HOW MUCH DOES IT COST THE SCHOOL?

$88,000

(Approximately)

$150,000 set aside in LCAP Goal 2, Action 8

8	College Visits and Workshops	Students who are underserved and among the lowest ECR population (e.g., African American) to attend college post high school will attend college tours (HBCU Tour) and attend on-campus college workshops and seminars.	$150,000	No

In California, school-funded college tours satisfy state and federal funding goals by functioning as measurable college-readiness interventions rather than recreational field trips. Because California law prohibits public schools from charging fees for educational field trips, districts cover 100% of travel, meal, and lodging costs using restricted state and federal grants earmarked for equity and student achievement.

LCAP State Priorities College tours meet:

- **Priority 4 (Pupil Achievement).** College tours increase motivation to complete **UC/CSU A–G requirements** and take AP/IB exams, which directly boosts the **College/Career Indicator (CCI)** on the California School Dashboard.
- **Priority 5 (Pupil Engagement) & Priority 6 (School Climate).** Experiencing campus life builds a "college-going culture," which correlates with lower chronic absenteeism and higher high school graduation rates.
- **Priority 8 (Other Pupil Outcomes).** Schools and Districts use tours to drive measurable increases in **FAFSA/CADAA (California Dream Act Application)** completion rates and community college or university application submissions.

LCFF Base grants are open to **all students** regardless of income, English learner status, or foster youth status. Base funds support the general educational program for every student in the district.

CALIFORNIA EQUITY AND ACHIEVEMENT PREMISE

This is an Board Approved LCAP Expenditure as of June 30, 2026

Your approval is requested.

Thank you

Coversheet

Discussion and Vote to amend the Back Office Contract with Harness

Section: VIII. School Business
Item: G. Discussion and Vote to amend the Back Office Contract with Harness
Purpose:
Submitted by:
Related Material: ECR_Interim_CBO_and_Additional_Services_Proposal_HARNESS.pdf

HARNESS
Transforming Back Office

Proposal for Interim CBO and Additional Services

El Camino Real Charter High School | Prepared for the Board of Directors | October 19, 2026

Dear Ms. Webster and Members of the Board,

HARNESS has supported El Camino Real's business office since December 2025, most recently under the HARNESS Services Agreement dated May 21, 2026 (the "Agreement"). As the school moves through its leadership transition, the FCMAT review and charter renewal, I am proposing two additions to that Agreement:

- **Part 1, Interim Chief Business Officer:** I would serve as Interim CBO until the school hires a permanent, in-house CBO.
- **Part 2, Additional Services:** optional, as-needed accounting support and payroll time and attendance support, billed only for hours used.

Our team already knows the school's records, systems and staff, so this support can begin immediately and without a learning curve. These services supplement, and do not change, the Basic Services in Schedule A of the Agreement.

Services and Rates at a Glance

Service	Rate	Billing	Estimated volume
Interim CBO	$15,000 per month	Fixed monthly fee	Until permanent CBO begins
Additional Accounting Support	$75 per hour	Monthly, actual hours	As requested by ECRCHS
Payroll Time & Attendance Support	$65 per hour	Monthly, actual hours	Approx. 15–20 hours per month ($975–$1,300)

Part 1: Interim Chief Business Officer

Scope of services

- **Financial leadership:** serve as the school's interim CBO, advising the Executive Director and Board on financial position, risks and decisions.
- **FCMAT review:** attend the FCMAT meetings on October 26–27 in person and support the school in responding to findings.
- **30-day assessment:** within the first 30 days, deliver a written assessment of financial priorities and risks, covering FCMAT readiness, internal controls, cash and the audit timeline.
- **Board reporting:** present financial updates to the Board and Finance Committee, including the First Interim report.
- **Forecasting and cash:** lead monthly forecast meetings and monitor cash flow, including county treasury balances.
- **Audit and compliance:** support completion of the annual audit and required state and authorizer filings.
- **Charter renewal:** support the financial sections of the renewal and respond to authorizer questions.
- **Finance team oversight:** guide and support the Director of Finance and the accounting and payroll teams.

- **Board fiscal oversight training:** provide a training session for the Board on reading the school's financial reports and on effective fiscal oversight, included in the monthly fee.
- **Transition to a permanent CBO:** support the new CBO with documented processes and open items.

On-site presence

I will be on site one day per week for the first four working weeks of the engagement, then twice a month for the remainder. The weeks of the CSDC conference (week of November 15) and Thanksgiving (week of November 23) are excluded and do not count toward the first four weeks. Between visits I am readily available by Zoom, phone and email, and, being based in Los Angeles, I can be on site quickly whenever an urgent need arises.

Availability and reporting

Beyond on-site days, I am available during regular business hours, will respond to requests within one business day and the same day for urgent matters, and will attend all Board and Finance Committee meetings where I do not have a conflict. As Interim CBO, I will report to the Executive Director and provide regular updates to the Board Chair and Finance Committee.

Terms

Item	Terms
Fee	$15,000 per month, fixed fee, in addition to the Basic Services fee. Prorated for partial months.
Start	Upon Board approval.
End	When the school's permanent, in-house CBO begins. Either party may end the engagement earlier with 30 days' written notice. No minimum term and no early termination fee.
Team	Carrie Wagner, CPA, as Interim CBO, supported by the HARNESS team already serving the school.
Conditions	None. The fee is not tied to any future contract, and there are no hiring fees or restrictions.
School data and systems	All school data, files, records and system configurations remain the school's property. At the end of the engagement, nothing needs to be retrieved, transferred or rebuilt.

Part 2: Additional Services

A. Additional Accounting Support ($75 per hour)

HARNESS will provide accounting support beyond the Basic Services in Schedule A, as requested by ECRCHS. Examples include:

- Coverage for internal accounting staff during vacancies, leaves or peak periods
- Accounts payable processing support
- ASB accounting support (excluded from Schedule A, Section 6)
- Review and correction of prior-period transactions or reconciliations
- Additional audit support beyond the schedules included in the Basic Services
- Other accounting projects or analysis requested by ECRCHS

How requests work. Requests may be made in writing (email is sufficient) by the Executive Director or the Director of Finance. For projects expected to exceed 40 hours, HARNESS will provide an estimate of hours before beginning work. Strategic and advisory consulting (for example, LCAP design) continues to be available at the ad hoc consulting rates in Section 3.A of the Agreement.

B. Payroll Time & Attendance Support ($65 per hour)

HARNESS will assist the ECRCHS Payroll Office with semi-monthly payroll time and attendance entries. This work will be performed by an experienced HARNESS payroll specialist familiar with the ECRCHS payroll process, consistent with Section 4.d of the Agreement.

HARNESS responsibilities

- Post approved extra hours for coverages, tutoring, auxiliary, NBC, PDAC, retro pay, conferences, required professional development and other extra hours as applicable.
- Post classified entries related to sick time, vacation, missing punches and retro pay.
- Review individual timecards to identify incorrect or incomplete punches.
- Review half-pay sick time for certificated staff and provide this information to the Payroll Manager, since it is charged against monthly salary.
- Prepare and send an Action Items report to the Payroll Manager each payroll, itemizing entries and adjustments to be made or reviewed for that payroll.

ECRCHS responsibilities

- Upload time and attendance information to the shared Google Sheets each payroll, with the associated forms authorizing each activity or entry.
- Provide approved documentation by the payroll cutoff dates communicated by the Payroll Office.
- Process payroll and complete final review and approval of all entries and adjustments through the Payroll Manager.

Payroll data and accuracy. HARNESS will post entries based on information and authorizations provided by ECRCHS. ECRCHS remains responsible for the accuracy and completeness of all payroll data, including hours worked, approvals, compensation changes and leave balances. HARNESS will not be responsible for payroll errors resulting from inaccurate, incomplete or untimely information provided by ECRCHS.

Billing and Terms

- **Invoicing.** The Interim CBO fee is invoiced monthly. Hourly services are invoiced monthly in arrears with a summary of hours by service. All amounts are payable in accordance with Section 3 of the Agreement.
- **Approval thresholds.** HARNESS will obtain approval from the Executive Director or Director of Finance before exceeding 25 hours of payroll support or 40 hours of accounting support in any month.
- **Start and duration.** Part 1 begins upon Board approval and ends when the permanent CBO begins, or earlier by either party with 30 days' written notice. Part 2 services begin upon signature and continue for the term of the Agreement; either party may discontinue either Part 2 service with 30 days' written notice without affecting the Basic Services.
- **Rate changes.** Hourly rates are subject to adjustment through the Notice of Terms Supplement process in Section 3.G of the Agreement.
- **Insurance.** HARNESS obtains and maintains customary and reasonable comprehensive commercial general liability, professional liability, crime and cyber liability insurance appropriate to the services provided under this proposal.

- **Current Agreement.** The Agreement and its Basic Services continue unchanged through June 30, 2027.

Why HARNESS

- **Continuity:** our team cleaned up the school's bank, county treasury, cash and fixed asset records and instituted monthly forecasting, so we know the numbers FCMAT will review.
- **Experience:** I have more than 20 years in California charter school finance, including as President and COO of ExED (back-office services for 80+ charter schools), CFO/COO of Citizens of the World Charter Schools and COO of Bright Star Schools. I am a CPA and began my career as an auditor at PwC.
- **Relationships:** we have built strong working relationships with the school's finance, accounting and payroll teams.
- **Predictable cost:** a fixed monthly fee for CBO leadership, and hourly support only when the school asks for it.

Effect of Acceptance

Upon Board approval and signature by both parties, this proposal will serve as an Additional Services Schedule under Section 2.B of the Agreement. Except as described here, all terms of the Agreement remain unchanged and in full force and effect. This proposal may be signed in counterparts and delivered electronically.

I would welcome the opportunity to answer questions at an upcoming board meeting. Thank you for your consideration and for your commitment to El Camino Real's students.

Sincerely,

Carrie Wagner, CPA
Founder and CEO, HARNESS Potential Inc.
310-593-3620 | carrie@harnesspotential.net

Acceptance

El Camino Real Charter High School	**HARNESS Potential Inc.**
By: _____	By: _____
Name: [authorized signer]	Name: Carrie Wagner, CPA
Title: [title]	Title: Founder and CEO
Date: _____	Date: _____

Coversheet

Discussion and Vote on Netsuite Contract Renewal

Section: VIII. School Business
Item: H. Discussion and Vote on Netsuite Contract Renewal
Purpose: Vote
Submitted by:
Related Material: El Camino Contract pending approval no sandbox.pdf

Estimate/Order Form

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores CA 94065
800 762 5524
www.netsuite.com
www.oracle.com

Date 6/23/2026

Estimate # 1839162

Customer Name & Bill To Address
El Camino Real Charter High School
5440 Valley Circle Blvd
Woodland Hills CA 91367
United States

Item	Qty	Description	Term Mos.	Amount
NetSuite SuiteSuccess Social Impact Standard Cloud Service	1	NetSuite SuiteSuccess Social Impact Std Cloud Service includes: ** ERP with G/L, Accounts Payable, Purchasing, Inventory, Order Entry, A/R, Expense Reporting, Advanced Shipping with integrated shipping depending on your location, use of Ful®llment Requests and Automatic Location Assignment for up to 5000 orders annually. ** NetSuite CRM Sales Force Automation with quote and order management, Marketing Automation with campaigns; Customer Service/Support **NetSuite Subsidiary Management within customer©s home country for a single currency. Additional countries/currencies require separate purchase of OneWorld ** NetSuite Financial Management Cloud Service ** Advanced Electronic Bank Payments ** NetSuite Project Management Cloud Service ** Customer, Vendor and Partner Center logins ** Productivity tools including contacts/calendar/events ** Real-time Dashboards with key business metrics, report snapshots ** NetSuite Basic Customer Support. Current URL Terms for support are located at www.netsuite.com/supportterms. ** 5 Employee Self-Service Users ** 30,000 integrated bulk mail merges per month ** 120,000 campaign emails per year with no single blast exceeding 10,000 recipients ** Maximum of 30 General Access Users ** Includes one (1) Training On Demand Pass pursuant to the Learning Cloud & Learning Provider Service Descriptions found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/descriptions.html NetSuite Standard Service Tier: ** Maximum of 100GB of File Cabinet Storage, which is included with Standard Service Tier. ** Maximum 100 Full Licensed Users Provisioned (excluding Employee Center, Partner Center, Advanced Partner Center, Vendor Center and Customer Center) ** Maximum 200,000 monthly transaction lines ** Maximum of 1 SuiteCloud+ license	12	$29,988.00
NetSuite Social Impact Cloud Service User	15	Item # 3112 Refer to the NetSuite GBU Cloud Services - Service Descriptions found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/descriptions.html	12	$8,820.00
NetSuite Social Impact Donation for SuiteSuccess : 3-User Bundle	1	Item # 6360 Refer to the NetS	12	$0.00

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores CA 94065
800 762 5524
www.netsuite.com
www.oracle.com

Estimate/Order Form

Date 6/23/2026

Estimate # 1839162

Item	Qty	Description	Term Mos.	Amount
		uite GBU Cloud Services - Service Descriptions found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/descriptions.html		
NetSuite Premium Support	1	Users of NetSuite Premium Support are authorized to access the services: Users of NetSuite Premium Support are authorized to access the services: 24x7 access for critical support; Extended hours for non-critical issues (S3's); improved Response Time Goals; functional questions logged via SuiteAnswers, and additional Authorized Contacts are provided (4). Current URL Terms for support are located at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/	12	$3,880.80
Subtotal				$42,688.80
Items Not Renewed		The following items are not renewed and will be removed from this subscription at the beginning of this subscription term.		
NetSuite Sandbox Environment Cloud Service	0	Item # 6503 Refer to the NetSuite GBU Cloud Services - Service Descriptions found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/descriptions.html	12	$0.00

Subtotal	$42,688.80
Total	$42,688.80

Estimate/Order Form

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500 Oracle Parkway
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800 762 5524
www.netsuite.com
www.oracle.com

Date 6/23/2026

Estimate # 1839162

A. Terms of this Order

1. Agreement

The products and/or services set forth in this Estimate/Order Form, between Customer and the Oracle entity referenced above, are governed by the Subscription Services Agreement v061526 found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/contracts.html#ssa (including any referenced URL Terms). This Estimate/Order Form is non-cancelable and all fees non-refundable unless otherwise explicitly stated in this Estimate/Order Form or in the Agreement. For clarity, the Services Start Date shall be the date this document is signed by Customer, unless a different date is speci®ed as the Service Start Date. The ªOracle NetSuite Hosting and Support Delivery Policiesº which can be found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/cloud-delivery-policies.html govern the Services ordered under this Estimate/Order Form.

The Oracle Data Processing Agreement for Oracle Services found at https://www.oracle.com/contracts/cloud-services/ (ªData Processing Agreementº), is incorporated herein. The Data Processing Agreement describes how Oracle will process Personal Data (as de®ned therein) that Customer provides to Oracle as part of Oracle's provision of the Cloud Services. This Data Processing Agreement does not apply to the following:(i) Mobile Push Noti®cations, (ii) NetSuite POS Cloud Services, (iii) NetSuite Payroll services, (iv) demonstration accounts, trials, beta releases, or other similar versions of the services, (v) any features, services or products which are provided pursuant to a separate agreement or by a party other than Oracle (as de®ned in the Data Processing Agreement) (including but not limited to Celigo and Pacejet), (vi) the processing of Personal Data for the R&D Purpose (as de®ned in Controller Subscription Services Agreement, which, if applicable, will be referenced in the ªAgreementº section above), or (vii) any other services identi®ed by Oracle as being excluded from the applicability of this Data Processing Agreement. For purposes of this order, (1) the de®nition of ªServices Agreementº in the Data Processing Agreement is deleted and replaced in its entirety with the following: ªServices Agreementº means (i) the applicable order for the Cloud Services you have purchased from Oracle; (ii) the applicable master agreement referenced in the applicable order; (iii) the Privacy Policy found at https://www.oracle.com/legal/privacy/ (or other location as may be updated by Oracle), and (iv) the Oracle NetSuite Hosting and Support Delivery Policies found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/cloud-delivery-policies.html; (2) references to the ªCloud Hosting and Delivery Policiesº in the Privacy Code for Processing Personal Information of Customer Individuals, shall be replaced by the applicable Oracle NetSuite Hosting and Support Delivery Polices found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/cloud-delivery-policies.html; and (3) references to ªYour Contentº shall have the same meaning as ªCustomer Dataº.

The Oracle NetSuite Hosting and Support Delivery Policies (including the Oracle NetSuite Exceptions to the Hosting and Support Delivery Policies) (collectively, the ªHosting and Support Delivery Policiesº) are applicable to the Services under this Estimate/Order Form. During the Term, Oracle may update the Services and the Hosting and Support Delivery Policies to re¯ect changes in, among other things, laws, regulations, rules, technology, industry practices, patterns of system use, and availability of third party content. Oracle updates to the Services or Hosting and Support Delivery Policies will not materially reduce the level of performance, functionality, security or availability of the Services during the Term of Customer's Estimate/Order Form.

Customer may have access to enable and use features within the NetSuite Cloud Service (ªFeaturesº), which may be subject to additional terms and conditions and may also require Customer's acceptance of in-application terms and conditions (ªIn-application Termsº). Customer's use of any such Features is governed by the ªNetSuite Cloud Services: Supplemental Terms and Conditionsº document (the ªSupplemental Termsº), found at https://www.oracle.com/corporate/contracts/cloud-services/netsuite/other-terms.html. The Supplemental Terms may be updated by Oracle to include additions and updates required to use any such Features. Customer's use of any such Features is acceptance of the Supplemental Terms. The Supplemental Terms are in addition to the terms and conditions contained in the Agreement. In event of con¯ict or inconsistency between the Supplemental Terms and the In-Application Terms, the Supplemental Terms take precedence.

2. Start Date

12/1/2026

3. Subscription Services Payment Terms

Net 30 - Quarterly Billing

4. Subscription Services Payment Frequency

Quarterly in Advance

5. Professional Services Payment Terms

N/A

Estimate/Order Form

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores CA 94065
800 762 5524
www.netsuite.com
www.oracle.com

Date 6/23/2026

Estimate # 1839162

A. Terms of this Order

6. AI Terms

The Oracle Arti®cial Intelligence Terms (ªAI Termsº) apply to arti®cial intelligence (ªAIº) systems, and Customer and Customer's Users use of related AI functionality, that is included in Customer's Cloud Services. The AI Terms are included in the NetSuite Written Materials for Customer's Cloud Services and remain subject to update pursuant to the terms of Customer's Agreement. A current version of the AI Terms may be accessed at https://www.oracle.com/contracts/ (or by searching for ªOracle AI Termsº at https://www.oracle.com/contracts/a-z/contract-documents/).

7. AI Functionality

The Cloud Services include features which utilize AI Functionality. Use of AI Functionality may subject Customers to terms and conditions that impose additional obligations or limitations on Customer's use of the Cloud Services as speci®ed in the Supplemental Terms and Conditions document referenced above. Current Customers will ®nd a complete list of AI Functionality in the ªLLM Mapping for Generative AI Featuresº article found in SuiteAnswers. New Customers should request a copy of the ªLLM Mapping for Generative AI Featuresº from their sales representative and should review the ºLLM Mapping for Generative AI Featuresº together with the Arti®cial Intelligence Terms and Conditions speci®ed in the Supplemental Terms and Conditions document prior to executing this Estimate/Order Form. By signing this Estimate/Order Form, Customer acknowledges it has reviewed the ªLLM Mapping for Generative AI Featuresº and has reviewed and agrees to comply with the Arti®cial Intelligence Terms & Conditions speci®ed in the Supplemental Terms and Conditions document.

8. Currency

USD

9. Offer Valid Through

11/20/2026

B. Provisioning Net New Instances of the Cloud Service.

Note: The following information is applicable only when the Estimate/Order Form calls for a new instance of the Cloud Service, as the values referenced below (ªLanguageº and ªCountry Editionº) are used to provision Customer©s Cloud Service instance and cannot be changed post provisioning. Please review these values and work with your Oracle NetSuite contact to make any necessary changes before signing this Estimate/Order Form. This section is not applicable if Customer already has an existing Cloud Service instance.

1. Primary Administrator©s email address: ourbills@ecrchs.net

Please note: Self-service options are available for changing the administrator upon Customer's successful access to the instance. To preserve the security of Customer's instance, Oracle may only change the Customer's primary administrator post-provisioning via Administrator Reassignment. This may delay access to Customer's instance if the reassignment process is required.

2. Language: English (US)

The language selected will be the language that Customer©s Cloud Service instance is provisioned in.

3. Ship-to Address:
El Camino Real Charter High School
5440 Valley Circle Blvd
Woodland Hills CA 91367
United States

4. Country Edition. Customer©s Cloud Service(s) are provisioned based on the ship-to address shown above. Before signing this Estimate/Order Form, please ensure the ship-to address is correct; any change after provisioning will require re-provisioning of the Cloud Service(s).

Estimate/Order Form

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores CA 94065
800 762 5524
www.netsuite.com
www.oracle.com

Date 6/23/2026

Estimate # 1839162

I AGREE TO THE FEES AND TERMS OF THIS ESTIMATE:

_____	_____	_____
Print Name	Signature	Date

Upon execution, this document is a binding order for the products and services set forth herein.

Oracle relies on the accuracy of the billing information listed above, and is unable to issue a Credit Memo or resubmit an invoice due to incorrect billing information listed. Please ensure company name, addresses and contacts included on this document are correct.

Oracle does not accept credit card payments for invoices of more than $99,999.