



El Camino Real Alliance

Board Meeting

Date and Time

Wednesday March 16, 2016 at 5:00 PM

Location

El Camino Real CHS, Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests			2
B. Call the Meeting to Order		Jonathan Wasser	2
C. Pledge of Allegiance		Jonathan Wasser	2
D. Teacher / Student Presentation		Gail Turner-Graham	5
Teacher Gail Turner-Graham oversees student presentation for the Board.			
E. Public Comment on Non-Agenda Items and Agenda Items			15
F. Committee and Board Updates		Jonathan Wasser	5
II. Consent			
A. Review and Vote February Special Board Meeting Minutes	Approve Minutes	Jonathan Wasser	1
Staff recommends approval.			
B. Review and Vote January Check Register	Vote	Jonathan Wasser	1
Staff recommends approval. Prepared by EdTec, ECRA's back office provider.			
C. Review and Vote Consolidated Application Prepared by EdTec	Vote	Marshall Mayotte	2
Staff recommends approval. Numbers were reviewed by Fernando Delgado. From the CDE website, "The Consolidated Application is used by the CDE to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency submits the spring release of the application to document participation in these programs and provide assurance that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas to contained in the laws that created the programs."			
D. Discuss and Vote Collection of Cash and Checks for a UNICEF Event	Vote	Marshall Mayotte	2
Staff recommends approval. ASB student store will collect cash and checks for a UNICEF event. The funds will be deposited into the Trust bank accounts and a check will be cut to UNICEF when the event is done.			
E. Discuss and Vote the Cancellation of all remaining Credit Cards with California Credit Union.	Vote	Marshall Mayotte	2
Staff recommends approval. ECR no longer has any bank accounts with California Credit Union. In addition, due to the extra scrutiny from LAUSD regarding credit card transactions since transactions do not typically receive pre-approval, the business staff would like to reduce the number of school credit cards.			

F. Discuss and Vote the Elimination of American Express Cards for Dean Bennett and Terri Keas	Vote	Marshall Mayotte	3
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Staff recommends approval. The elimination of the credit cards does not prevent staff from using the reimbursement process. This is done to help improve fiscal internal controls. Current outstanding credit cards are under David Fehte, Yvonne Halski (used for school credit card purchases) and Marshall Mayotte (stored in school safe for school purchases).

G. Discuss and Vote Material Revision Re-submit	Vote	Marshall Mayotte	2
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Staff recommends approval. The current material revision being processed at LAUSD is being delayed by Charter Schools Division. Staff wants to re-submit a material revision that addresses the attendance of the main campus before addressing the independent study program. This is withdrawing the current petition submitted in last November and filing the two main issues separately.

H. Review and Vote 2nd Interim Financials Prepared by EdTec	Vote	Marshall Mayotte	2
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Staff recommends approval. 2nd Interims are one of three mandatory financial reports that must be filed with LAUSD/state. These financials have already been submitted to LAUSD by EdTec. The financial information will be presented during EdTec's financial presentation.

III. Governance

A. Review and Vote Teacher Representative Vacancy, Election and Appointment Process	Vote	Jackie Keene	10
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Staff recommends approval

B. FYI - 2016-17 Regular Board Meeting Calendar	FYI	Marshall Mayotte	2
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This won't be a voting item until the May or June Board Meeting. Staff currently suggests 8/17, 9/21, 10/19, 11/16, 12/14*, 1/18, 2/15, 3/8*, 4/19, 5/17, and 6/21. The June meeting would also be the annual board meeting.

* 2nd Wednesday due to filing deadlines.

IV. School and Policies

A. Update: Educator Effectiveness and Local Control Accountability Plan	FYI	Marshall Mayotte	1
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Committees have been meeting. Budget plan should be ready by the April board meeting.

B. Update: Executive Director	FYI	David Fehte	5
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- Update on administrator overseeing the board committee

C. Update: Prop 39 and Energy Efficiency Projects	FYI	Eric Wilson	5
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V. Financial

A. January Financial Update by EdTec	FYI	Chang Patel	8
Chang Patel is from EdTec, the back office provider that compiles and analyzes the financial statements for ECRA.			
B. Discuss and Vote David Hussey as an additional purchase authorizer	Vote	Marshall Mayotte	2
Dean Bennett and Yvonne Halski are current authorizers.			
C. Discuss and Vote Retiree Benefit Payments from General Fund Continuation	Vote	Marshall Mayotte	2
Staff recommends approval. Rather than draw funds to pay for retirees from the Retirement Benefits Trust, payments would be made from the General Fund to help build the Trust and minimize any additional management fees that might be incurred until it has more participants.			
D. ECR-UTLA Agreement Update	FYI	Marshall Mayotte	10
ECR-UTLA Agreement was ratified by the UTLA staff. There will be a \$2K/ check to all collective bargaining staff on the 3/31 payroll. Since the Agreement is large, it will be approved at the April 20, 2016 board meeting. This is to provide an update of what is in the agreement.			
E. Update: CBO Report	FYI	Marshall Mayotte	10

- Status on implementation process to address additional substantiation from all transactions, including the teachers.
- Payroll change on certificated payroll. Teachers will now receive two paychecks (regular on the last day of the month, and supplemental on the 15th). This will significantly reduce the potential of errors. This was floated and okay-ed by UTLA. Change would be effective on the April 30th and May 15th payroll.
- Business office changes to address turnover.
- Financial statistics.

VI. ECR's Retiree Benefit Trust

A. Discuss and Vote Donna "Obie" Slamon as a Trustee	Vote	Marshall Mayotte	2
This is a voting position to oversee the management of the retiree benefit assets.			
B. Discuss and Vote Patricia Derry as Trustee	Vote	Marshall Mayotte	2

This is a non-voting position to oversee the management of the retiree benefit assets. Ms. Derry oversees ECRA's bank accounts at Hanmi Bank. Having a non-voting financial person is a condition of the Trust.

VII. Other Business

A. Future Agenda Items	Discuss		5
B. Closed Session	Vote	Jonathan Wasser	30

Items to be discussed:

- Student Discipline
- Public Employee(s) Discipline/Dismissal/Release

- Conference with Labor Negotiators (i.e. David Fehte and Marshall Mayotte)

VIII. Closing Items

A. Adjourn Meeting

Vote

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