



El Camino Charter High School

Board Meeting

Date and Time

Wednesday September 21, 2016 at 5:00 PM PDT

Location

El Camino Real Charter High School, Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

REGULAR MEETING

For board meeting materials, please see Donna Bennett in the school's main office, or contact her at (818) 595-7500 or do.bennett@ecrchs.net. Some board meeting materials are also posted in the school's website (www.ecrchs.net).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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

1. Agendas are available to all audience members at the door to the meeting.
 2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" 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-five (25) minutes. 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 that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. For this meeting, V. LAUSD's Notice of Violations to ECR section will not exceed twenty-four (24) minutes.
 4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
-

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

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 Donna Bennett, office assistant, in person or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance and Guests		Melanie Horton	2 m
B. Call the Meeting to Order		Jonathan Wasser	2 m
C. Pledge of Allegiance		Odus Caldwell	2 m
D. Public Comment on Non-Agenda Items		Public	25 m
II. Consent			5:31 PM
A. Review and Vote August 10th Regular Board Minutes	Approve Minutes	Jonathan Wasser	2 m
Staff recommends approval. Approve minutes for Board Meeting on August 10, 2016			
III. Governance			5:33 PM
A. Committee Updates	FYI	Jackie Keene	5 m
B. Ratification of Previous Board Action	Vote	Legal Counsel	2 m
October 25, 2015 creation of ad hoc committee to nominate community Board representative.			
C. Ratification of Previous Board Action	Vote	Legal Counsel	2 m
November 18, 2015 action to create committee to receive stakeholder input on Oversight Committee			
D. Ratification of Previous Board Action	Vote	Legal Counsel	2 m
December 9, 2015 action to approve revised Fiscal Policies and Procedures			
E. Ratification of Previous Board Action	Vote	Legal Counsel	2 m
March 16, 2016 action to approve agreement with UTLA			
IV. Financials			5:46 PM
A. Review and Vote Unaudited Actuals	Vote	Chang Patel	5 m
Staff recommends approval. These financials were prepared by EdTec and have been submitted to LAUSD.			
B. Review and Vote July Check Register	Vote	Marshall Mayotte	5 m

Staff recommends approval.

C. Update: CFO	FYI	Marshall Mayotte	5 m
-----------------------	-----	---------------------	-----

Presented by the Chief Business Officer.

V. LAUSD's Notice of Violations to ECR 6:01 PM

A. Review and Vote on revisions to Fiscal Policies and Procedures	Vote	Legal Counsel	45 m
--	------	------------------	---------

Vote required.

B. Delegation of Authority to Approve Response to Notice of Viloations	Vote	Jonathan Wasser	10 m
---	------	--------------------	---------

The Board will take action to delegate authority to 1 to 3 board members to approve the final response to the NOV.

VI. School and Policies 6:56 PM

A. Update: President's Report	FYI	David Hussey	5 m
--------------------------------------	-----	-----------------	-----

Presented by the Lead Assistant Principal. Topics include:

- WASC and Program Improvement update
- LCAP update

VII. Other Business 7:01 PM

A. Closed Session	Vote	Jonathan Wasser	120 m
--------------------------	------	--------------------	----------

- Public Employee Discipline/Dismissal/Release

B. Reconvene to Open Session	Vote	Jonathan Wasser	3 m
-------------------------------------	------	--------------------	-----

The Board will report out any action taken in Closed Session

C. Future Agenda Items	Discuss	Jonathan Wasser	5 m
-------------------------------	---------	--------------------	-----

VIII. Informational Items for Board - No Actions Required 9:09 PM

A. Employee Handbook	FYI		1 m
-----------------------------	-----	--	-----

Employee handbook had minor modifications. For example, the language for accrued sick time was made clearer regarding carrying hours over. No material changes were made. Handbook will be uploaded onto the website.

B. Other Vendor Sales Form	FYI		1 m
-----------------------------------	-----	--	-----

At the August 10th board meeting, a request was made to create a form for outside vendors to make a request to sell products in the student store. This form was created by ECR staff, reviewed by both our insurance company and attorney. Form will be uploaded on the website.

C. The Setup HR	FYI		1 m
------------------------	-----	--	-----

Terri Keas was not replaced by a replacement HR manager. The estimated cost to employ a \$100K specialist is about \$140 to 150K/year with full benefits. Instead, we are working with Melissa Valenzuela of The Setup HR. She will oversee HR issues and will use our current staff for assistance. The estimated cost for their services should not exceed \$50K/year. At this time, the time cost on the staff who will pick up extra duties has not been determined.

D. Autopay Setups	FYI		1 m
--------------------------	-----	--	-----

Autopay will be set-up for certain vendors that are recurring.

- Time Warner Cable - Broadband service for office staff

- Nettime Solutions - Payroll timeclocks
- Ready Refresh - Water for conference room
- Miscellaneous subscription-based vendors of less than \$100/month (e.g. Survey Monkey, Mail Chimp, Hootsuite, WebEx, etc.)

E. The Print Spot FYI 1 m

During 2015-16, ECR outsourced printing to The Print Spot. We recently extended their hours on campus during regular and summer school days to 8 hours a day to handle copies, special orders (e.g. posters, color copies, etc.), textbook management and deliveries. We are also looking into revenue sharing for personal copies done by staff and students.

F. Department Copiers FYI 1 m

Eric Wilson and the business and technology staff started meeting with vendors and the copier committee. The goal is to change the department copiers by January, 2017.

G. Naerok Security FYI 1 m

Naerok is now being used to fill vacancies for youth services and evening school events, because ECR can draw from a pool of candidates on short notice. ECR will still employ people for these positions.

H. College Readiness Grant FYI 1 m

ECR is receiving an allocation of over \$125K for college readiness. The counselors will be paid hourly, up to \$2K/each, during the month of October and November to come up and draft a three year plan to address the college going rate for FRPM and all students. The plan should be ready for approval by the December or January Board Meetings.

I. Parent-Student Handbook FYI 1 m

Minor changes are being made to the Senior Attendance Policy section since it was approved by the Board. For example:

- The issuance date of the memo from July to September
- The beginning date of the policy from August 12 to October 3
- The ending date of the policy from April 15 to April 21
- In general reminders, "Truancies are not appealable under any circumstances."

J. Proposition 39 - Energy Efficiency Projects FYI 1 m

The voting staff voted overwhelming (39-2) in favor of energy efficiency projects around the school, including solar panels for the parking lot. The plans were discussed in earlier board meetings. The funds to pay for the projects will be a combination of Proposition 39, rebates, incentives and school reserves. The return on investment from the school's reserves is significantly greater than the school's current returns from certificate of deposits. The ECR staff believes it would take 3 to 12 months (9 months expected) before any construction begins. The first few months will be spent planning and getting DSA approval.

IX. Closing Items

9:19 PM

A. Adjourn Meeting Vote Jonathan Wasser 1 m