



# El Camino Real Charter High School

## Board Meeting

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### Date and Time

Wednesday December 14, 2016 at 5:00 PM PST

### Location

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

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### REGULAR BOARD 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](mailto:do.bennett@ecrchs.net). Some board meeting materials are also posted in the school's website, (<http://ecrchs.net/ecr-board/>).

### 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.

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.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion 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 Donna Bennett, office assistant, in person or by calling (818) 595-7500.*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Melanie Horton	2 m
<b>B.</b> Call the Meeting to Order		Jonathan Wasser	2 m
<b>C.</b> Pledge of Allegiance		Jonathan Wasser	2 m
<b>D.</b> Public Comment on Non-Agenda Items		Public	10 m
<b>E.</b> Welcome New Board Members	Discuss	Jonathan Wasser	10 m
The Board welcomes four new members:			
<ul style="list-style-type: none"> <li>• Julie Kornack, Community Representative</li> <li>• Robert Weinberg, District Representative</li> <li>• Steve Cohen, Parent Representative</li> <li>• Steven Kofahl, Teacher Representative</li> </ul>			
<b>F.</b> Public Comment from Candidates for New Board Positions		Public	10 m

	Purpose	Presenter	Time	
All applicants for new board positions are invited to speak to the public.				
<b>G.</b>	Executive Director's Report	Discuss	David Hussey	10 m
<b>H.</b>	UTLA Update	Discuss	Jason Kinsella	5 m
<b>II.</b>	<b>Consent</b>			<b>5:51 PM</b>
<b>A.</b>	Review and Vote on the November 30th Special Board Meeting Minutes	Approve Minutes	Jonathan Wasser	5 m
<b>III.</b>	<b>Governance</b>			<b>5:56 PM</b>
<b>A.</b>	Discuss Timeline and Process for Upcoming ECRA Board Election	Discuss	Jonathan Wasser	10 m
The ECRA Board will fill the following vacancy in January:				
<ul style="list-style-type: none"> <li>• 1 Classified Representative</li> </ul>				
<b>B.</b>	Discuss Board Committee's Recommendations for Community Representatives	Discuss	Jonathan Wasser	5 m
The Community Representative Nomination Committee will announce its recommendations for the two Community Representative positions.				
<b>C.</b>	Vote to Install New Community Representative (Term Expires 6/30/18)	Vote	Jonathan Wasser	5 m
<b>D.</b>	Vote to Install New Community Representative (Term Expires 6/30/19)	Vote	Jonathan Wasser	5 m
<b>E.</b>	Discuss Stakeholder Questions Regarding Why Current Parents & Paid Employees Cannot Serve on Board	Discuss	Janelle Ruley	10 m
Discuss why this was included in the charter, what would be required to make changes to the charter, and the pros and cons of attempting such changes at this time.				
<b>IV.</b>	<b>Financial</b>			<b>6:31 PM</b>
Audit Committee				

	Purpose	Presenter	Time
<b>A.</b> Review and Vote on 2015-16 Audited Financial Statements  Feddersen & Company performed the 2015-16 financial audit for ECRCHS.	Vote	Joy Buller	15 m
<b>B.</b> Review and Vote on October Check Register	Vote	Dean Bennett	10 m
<b>C.</b> October 2016 Financial Update	Discuss	EdTec	10 m
<b>D.</b> Review and Vote on 2016/17 1st Interim Financials	Vote	EdTec	15 m
<b>E.</b> Review and Vote on the 2016/17 EPA Expenditure Plan & Resolution	Vote	EdTec	10 m
<b>F.</b> Business Updates  Status update on bank and credit card accounts.	Discuss	Melanie Horton	5 m
<b>G.</b> Discuss Plan for Use of College Readiness Block Grant Funds  The local plan for the use of CRBG funds needs to be heard in a public meeting of the governing board of the charter school, before its adoption in a subsequent public meeting.	Discuss	Eric Wilson	10 m

**V. School and Policies 7:46 PM**

<b>A.</b> Review and Vote on Copier Agreement  The leases on the department copy machines ended last June. The copier committee has met and reviewed several vendors. They have chosen to lease Sharp machines for the next 60 months, beginning January 2017. A total of four vendors were reviewed during the process.	Vote	Eric Wilson	10 m
<b>B.</b> Discuss and Vote to Rescind March 2016 Material Revision  In March 2016, ECRCHS submitted to the LAUSD Charter Schools Division a material revision to its charter to correct our enrollment capacity from 3,600 students to 3,800 students. The LAUSD Charter Schools Division did not bring the material revision to the LAUSD Board of Education. ECRCHS would like to submit a revised material revision reflecting our new leadership changes, but before that can be done, the board must vote to rescind the previous material revision.	Vote	Melanie Horton	10 m
<b>C.</b> Vote on New Material Revision	Vote	Melanie Horton	5 m

	Purpose	Presenter	Time	
<p>The purpose of this new material revision is to correct our enrollment capacity from 3,600 students to 3,800 students.</p>				
<b>D.</b>	Review and Vote on Revised Fiscal Policies & Procedures	Vote	David Hussey	20 m
<p>As part of the MOU, ECRCHS has been working with LAUSD to make various change to our fiscal policies and procedures (FPP's). The Board must vote to approve the new FPP's before they are implemented at the school.</p>				
<b>E.</b>	Discuss International Student Program	Discuss	David Hussey	10 m
<b>VI.</b>	<b>Other Business</b>			<b>8:41 PM</b>
<p>CEO Support And Eval</p>				
<b>A.</b>	CBO and CCO Recruitment Update	Discuss	David Hussey	10 m
<p>Discuss the timeline and interview process for the Chief Business Officer (CBO) and Chief Compliance Officer (CCO) positions.</p>				
<b>B.</b>	Discuss Executive Position Titles	Discuss	Jonathan Wasser	10 m
<p>Discuss possibly changing CBO position to CFO position in our charter; discuss the title for new employee who will oversee compliance and the addition of this position to our charter.</p>				
<b>C.</b>	Discuss and Vote on Salary Tables for New Positions	Vote	Jonathan Wasser	10 m
<p>Discuss and vote on salary tables for the CBO and CCO positions.</p>				
<b>VII.</b>	<b>Closing Items</b>			<b>9:11 PM</b>
<b>A.</b>	Recognition of Outgoing Board Member	Discuss	Jonathan Wasser	5 m
<b>B.</b>	Training on New Fiscal Policies and Procedures	Discuss	Walter Wallace	30 m
<p>The Board Members and school leadership team will receive training on the revised Fiscal Policies and Procedures.</p>				
<b>C.</b>	Adjourn Meeting	Vote	Jonathan Wasser	2 m