



El Camino Real Charter High School

Board Meeting

Date and Time

Wednesday February 15, 2017 at 5:00 PM PST

Location

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

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. 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
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests		Melanie Horton	1 m
B. Call the Meeting to Order		Jonathan Wasser	1 m
C. Pledge of Allegiance		Scott Silverstein	1 m
D. Public Comments		Public	10 m
E. Introduction of new Chief Compliance Officer		Daniel Chang	5 m
F. Executive Director Update Including need to initiate new search for CBO	Discuss	David Hussey	5 m
G. UTLA Update	Discuss	Jason Kinsella	5 m
H. Student Council Update		Student Council	10 m

	Purpose	Presenter	Time
I. Overview of Career Technical Education (CTE) Program		Melissa Charters	10 m
II. Consent			5:48 PM
A. Review and Vote on January 18, 2017 Regular Board Meeting Minutes	Approve Minutes	Jonathan Wasser	5 m
B. Review and Vote on January 24, 2017 Special Board Meeting Minutes	Approve Minutes	Jonathan Wasser	5 m
III. School Business			5:58 PM
A. Review and Vote on 2017-2018 School Calendar	Vote	Dean Bennett	5 m
B. Discuss and Vote on Dates to Open up Board Elections	Vote	Jonathan Wasser	10 m
There are three (3) board positions up for reelection in June 2017: two (2) teacher representatives and one (1) parent representative.			
C. Discuss and Vote on Creating an Executive Director Review Committee	Vote	Jonathan Wasser	5 m
D. Review Guidelines for Annual Submission of Form 700, Statement of Economic Interests	Discuss	Melanie Horton	5 m
E. Update on Transitioning ECR's Network/ISP from LAUSD	Discuss	Fernando Delgado	10 m
IV. Financial			6:33 PM
A. Review and Vote on November and December Check Registers	Vote	Phil Alfonso	15 m
B. December 2016 Financial Update	Discuss	EdTec	15 m
C. Discuss Board Preferences for Presentation of Monthly Financial Information	Discuss	Phil Alfonso	15 m
D. Vote on Form 990 for 2015-2016 Fiscal Year	Vote	Phil Alfonso	5 m

	Purpose	Presenter	Time
<p>E. Discuss and Possibly Take Action on Security of Cash Deposits</p> <p>Hanmi Bank will discuss ECRA's cash deposits and recommendations for enhanced security</p>	Vote	Patti Thompson Derry	15 m
<p>F. Discuss Opterra's Proposals for Use of Prop 39 Funds</p> <p>There is \$760,000 in Prop 39 funds allocated to ECRCHS. In order to claim these funds, ECRCHS must submit a spending plan to the State by August 1, 2017</p>	Discuss	Opterra	20 m
<p>G. Vote on Opterra's Proposals for Use of Prop 39 Funds</p>	Vote	Jonathan Wasser	5 m
<p>H. Discuss NAEROK'S Proposal for Design Services and Permit Fees for Shoup Property</p>	Discuss	NAEROK	20 m
<p>I. Vote on NAEROK'S Proposal for Design Services and Permit Fees for Shoup Property</p>	Vote	Jonathan Wasser	5 m
<p>J. Vote on Purchasing Testing Equipment (700 devices) for SBAC Testing</p>	Vote	Fernando Delgado	10 m
<p>K. Discuss and Vote on Stipend for Human Resource Certifications</p>	Vote	Melanie Horton	15 m
<p>L. Discuss Lifetime Benefits Trust and Possibly Vote to Increase Contributions</p>	Vote	Melanie Horton	15 m
<p>M. Discuss and Vote on Transfer of Contacts for Pacific Western Bank Accounts</p> <p>Remove Melanie Horton as online administrator of PWB accounts, and designate Daniel Chang, Chief Compliance Officer as online administrator of PWB accounts.</p>	Vote	Melanie Horton	5 m
<p>N. Discuss and Vote on Transfer of Contacts for Hanmi Bank Accounts</p> <p>Remove Melanie Horton as online administrator of Hanmi Bank accounts, and designate Daniel Chang, Chief Compliance Officer as online administrator of Hanmi Bank accounts.</p>	Vote	Melanie Horton	5 m
<p>O. Discuss and Vote on Transfer of Contacts for Charles Schwab Trust Account</p>	Vote	Melanie Horton	5 m

	Purpose	Presenter	Time	
	Remove Melanie Horton as trustee, and add David Hussey as trustee, for the Charles Schwab trust account for employee lifetime health benefits.			
P.	Discuss New Developments with FCMAT	Discuss	Melanie Horton	10 m
	<p>ECRCHS voluntarily contracted with FCMAT in February 2016 to meet with staff and review internal controls, processes, and procedures for the business office, and make recommendations for improvement, if any, in the following areas: purchasing, including travel and conference; accounts payable; accounts receivable; payroll; and student store. FCMAT conducted its first visit in September 2016. The follow up visit was originally planned for January, but was rescheduled for April 2-4, 2017, to allow more time for new staff to become familiar with the school's fiscal policies and procedures. Last week, however, in light of additional staff changes, FCMAT withdrew from the engagement, noting they would be pleased to consider re-engaging with ECR once we have a full business office staff in place.</p>			
Q.	Vote on Forming Audit Committee for the 2016/17 Annual Audit	Vote	Jonathan Wasser	5 m
R.	Discuss Allocation of Resources and Strategies to Enhance Communication of Available Resources	Discuss	Julie Kornack	10 m
	Discuss allocation of resources and strategies to enhance communication of available resources for academic and extracurricular activities.			
V.	Closing Items		9:48 PM	
A.	Adjourn Meeting	Vote	Jonathan Wasser	1 m