



El Camino Real Charter High School

Special Board Meeting

Date and Time

Monday December 19, 2016 at 3:30 PM PST

Location

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

SPECIAL 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			3:30 PM
Opening Items			
A. Record Attendance and Guests		Melanie Horton	2 m
B. Call the Meeting to Order		Jonathan Wasser	2 m
C. Pledge of Allegiance		Scott Silverstein	2 m
D. Public Comment on Non-Agenda Items		Public	5 m
E. Public Comment on Agenda Items		Public	20 m
II. Governance			4:01 PM
A. Discuss Board Committee's Recommendations for Community Representatives	Discuss	Jonathan Wasser	15 m
B. Vote to Install New Community Representative (Term Expires 6/30/18)	Vote	Jonathan Wasser	5 m

	Purpose	Presenter	Time
C. Vote to Install New Community Representative (Term Expires 6/30/19)	Vote	Jonathan Wasser	5 m
III. MOU Compliance			4:26 PM
CEO Support And Eval			
A. Discuss and Vote On Leadership and Administration Staff Recruitment and Transition Plan	Vote	Jonathan Wasser	20 m
IV. Other Business			4:46 PM
A. Discuss and Vote on Salary Tables for CBO and CCO positions	Vote	Jonathan Wasser	20 m
V. Closing Items			5:06 PM
A. Adjourn Meeting	Vote	Jonathan Wasser	2 m

Coversheet

Discuss and Vote On Leadership and Administration Staff Recruitment and Transition Plan

Section:	III. MOU Compliance
Item: and Transition Plan	A. Discuss and Vote On Leadership and Administration Staff Recruitment
Purpose:	Vote
Submitted by:	
Related Material:	El Camino Real Transition Plan.docx

El Camino Real Transition Plan

The transition plan will take place during many stages and at different levels at the school and board.

School level

Per the MOU and board approval, Mr. David Hussey has been appointed as Executive Director effective October 26, 2016, with a contract expiring June 30, 2017. The new governing board will review, renew, or appoint an Executive Director for the subsequent term.

November 10, 2016 the school posted on EdJoin two Assistant Principal positions; Assistant Principal, Curriculum and Assistant Principal, Secondary Counseling Services. The deadline for submitting an application is November 23, 2016. Interviews will begin during the first week of December. Resumes will be sent to the CSD when the hires are on board.

November 10, 2016 the school sent out an email to its teachers announcing that two half time academic coaching positions would be created for the spring semester. Deadline is November 23, 2016 and interviews will be conducted during the first week of December.

Board Level

On-line recruitment for the open board positions have been posted on the school's website. The board will follow the MOU Section 2, a, 2. Phone calls have gone out to the parents. All November candidates will have the opportunity to speak at the November 16, 2016 board meeting. There will be a special board meeting at the end of November to confirm these members. The November 16 board meeting will discuss the December board positions and a recruitment process. The December board meeting will discuss the January board positions and a recruitment process 700 Forms will be submitted. We are starting to receive resignations from the current board members and those will be forwarded to the CSD when they come in. Exit 700 forms will be filled out and sent to the CSD as well.

The ECRA board has contacted consultants to produce job descriptions for the position of CBO and CCO. The current position of CBO is being split into two positions. The board is looking into finding a recruitment firm to secure candidates. The positions will also be placed on EdJoin. The school is also in the process of hiring a controller to help in the business office.

Brown Act Compliance Training will be conducted in December to on board a majority of the ECRA Board members and administrators. Brown Act Compliance Training will continue in January to on board any new members that come on the board after December. Form 700 will be filled out by each new board member and administrator and sent to the CSD as well.

The Fiscal Policies and Procedures (FPP) has been submitted to the CSD and they have returned the document with their comments on November 10, 2016. We are in the process of reviewing their recommendations and making corrections. The updated FPP will have to be approved at the December 12, 2016 board meeting since it is too late to get it on the November 16, 2016 board agenda.

ECRA understands that it shall provide the CSD with all implementations and monitoring plans and that ECRA will submit any necessary revisions to the ECRCHS charter. Bimonthly meetings have been agreed upon to continue an open dialogue between the CSD, ECRA and the school.

Coversheet

Discuss and Vote on Salary Tables for CBO and CCO positions

Section: IV. Other Business
Item: A. Discuss and Vote on Salary Tables for CBO and CCO positions
Purpose: Vote
Submitted by:
Related Material: CBO & CCO Salary Information.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

CBO & CCO Salary Information.xlsx