



# El Camino Charter High School

## Emergency Board Meeting

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### Date and Time

Friday March 13, 2020 at 12:00 PM PDT

### Location

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

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### EMERGENCY BOARD MEETING

For board meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

### 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 "Public Comments." "Public Comments" 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 thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. 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. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Board, speakers are requested to adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.
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.

## TELECONFERENCE LOCATIONS

Teleconferencing will be available at the following locations:

ECR College & Career Independent Study Program  
 7401 Shoup Avenue  
 West Hills, California

Members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

*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 Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:00 PM</b>
Opening Items			
A. Call the Meeting to Order		Scott Silverstein	1 m
B. Record Attendance and Guests		Daniel Chang	1 m
C. Pledge of Allegiance		Beatriz Chen	3 m
D. Public Comments		Public	30 m
<b>II. School Business</b>			<b>12:35 PM</b>
A. Circumstances for Holding an Emergency Meeting	Vote	Scott Silverstein	10 m
Approval that an emergency exists as defined by California Government Code Section 54956.5(a)(1) such that this meeting may be conducted with less than 24 hours advance notice as provided by Section 54956.5(b).			
B. Discuss and Possible Vote on Resolution Re Organizational and Educational Impacts of COVID-19	Vote	Scott Silverstein	20 m
The Board will discuss and possibly approve a Resolution to address possible school closure as well as additional measures needed to address the organizational and educational impacts of the COVID-19 virus.			
<b>III. Closing Items</b>			<b>1:05 PM</b>
A. Adjourn Meeting	Vote	Scott Silverstein	1 m

## Cover Sheet

### Discuss and Possible Vote on Resolution Re Organizational and Educational Impacts of COVID-19

**Section:** II. School Business  
**Item:** B. Discuss and Possible Vote on Resolution Re Organizational and Educational Impacts of COVID-19  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 200313 Resolution re COVID-19.pdf

**BOARD OF DIRECTORS  
EL CAMINO REAL ALLIANCE**

**RESOLUTION**

**RE: MEASURES TO ADDRESS THE ORGANIZATIONAL AND  
EDUCATIONAL IMPACTS OF THE COVID-19 VIRUS**

The Board of Directors (the “Board”) of El Camino Real Alliance (“ECRA”), a nonprofit public benefit corporation, does hereby adopt the following resolution.

WHEREAS, the safety and well-being of all students, staff, parents/guardians and stakeholders of El Camino Real Charter High School is paramount; and

WHEREAS, in December 2019, an outbreak of respiratory illness due to a novel coronavirus now known as COVID-19 was first identified in Wuhan City, China and has since spread to more than 75 countries, including the United States; and

WHEREAS, on January 23, 2020, the National Centers for Disease Control (“CDC”) activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country; and

WHEREAS, on January 24, 2020, the California Department of Public Health (“CDPH”) activated its Medical and Health Coordination Center, and on March 2, 2020, the California Office of Emergency Services (“OES”) activated the State Operations Center to support and guide state and local actions to preserve public health; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared an emergency statewide relating to COVID-19 and has directed state agencies to provide updated and specific guidance to schools; and

WHEREAS, on March 13, 2020, Los Angeles Unified School District (“LAUSD”), ECRA’s authorizing agency, announced that it would be closing all LAUSD schools effective Monday, March 16, 2020 for a period of two (2) weeks; and

WHEREAS, ECRA has been monitoring advice provided by the California Department of Education (“CDE”), the CDC, and state and county health departments; and

WHEREAS, the number of confirmed cases of COVID-19 is growing at an alarming rate both around the world and in California; and

WHEREAS, experts anticipate that, while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions; and

WHEREAS, ECRA has some students, staff and family members who are potentially at risk of more serious symptoms as a result of other health conditions; and

WHEREAS, there are numerous legal and organizational impacts to decisions made in response to the COVID-19 virus and strict adherence to provisions in ECRA's existing school policies and/or procedures might prevent, hinder, or delay appropriate action to prevent and mitigate the effects of COVID-19;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. ECRA shall be closed for a period of two (2) weeks, beginning Monday, March 16, 2020, due to ongoing concerns regarding the COVID-19 virus;
2. The Executive Director may close school for up to five (5) additional school days based on the Executive Director's determination that it is necessary to protect student and/or staff health and safety. The Executive Director must seek the Board's authority for any closure beyond this additional five (5) school days;
3. In order to immediately protect the health and safety of students and employees, the Executive Director may waive any school or organization-wide policy or procedure to implement directives from local, state or federal governmental officials or agencies (the "Relevant Authorities");
4. The Executive Director shall have the authority to exclude anyone from school campus other than students and employees, including parents and volunteers, in order to minimize risk of exposure to the COVID-19 virus from the surrounding community;
5. The Executive Director or designee may direct that all parent/guardian meetings, conferences, discussions, or other required parent interactions be held telephonically in order to minimize potential exposure of students and staff by parents/guardians or other community members;
6. The Executive Director may hire additional staff or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the Executive Director deems necessary in his discretion to mitigate the actual or potential impacts of COVID-19;
7. As necessary, the Executive Director may negotiate agreements or side letters with collective bargaining units relating to actual or potential impacts of COVID-19 on the terms and conditions of employment for represented employees;
8. As necessary, the Executive Director may negotiate revisions to employment agreements for unrepresented employees relating to impacts on the terms and conditions of employment caused by the actual or potential impacts of COVID-19;
9. As necessary, the Executive Director is directed to negotiate any necessary changes to or cancellations of other non-employment contracts in order to mitigate losses that the school would otherwise incur, or to provide different levels and types of services needed, as a result of the actual or potential impacts of COVID-19;
10. The Executive Director, in consultation with legal counsel and authorizing agency, shall propose revisions to the academic calendar for the 2019-2020 academic year, if necessary;
11. The Executive Director shall prepare and file all necessary requests and supporting documentation to preserve full apportionment funding;
12. The Executive Director may approve the use of virtual online distance learning or other programs designed to serve students who otherwise might be unserved;
13. The Executive Director or designee shall ensure that services to special education students continue to be provided in off-campus locations when appropriate and possible, and/or by telephonic and videoconference meetings when appropriate and possible;
14. The Executive Director shall undertake any and all reasonable steps necessary to ensure that free and reduced-price meals are provided to students during the school closure, unless doing so would be impossible or commercially unreasonable;

15. The Executive Director shall keep all stakeholders informed regarding information and directives received from the Relevant Authorities;

16. The Executive Director shall keep the Board and all stakeholders informed of the implementation of the provisions of this Resolution; and

17. The Executive Director, after consulting the Board Chair, shall have the authority to exceed the level of expenditures that would ordinarily trigger the requirement to also obtain Board approval under the school's Fiscal Policies and Procedures in order to pay for expenses related to the items contained in this Resolution. However, the cumulative total of such expenses shall not reduce ECRA's unrestricted reserves lower than three (3) percent without prior approval of the Board.

IN WITNESS WHEREOF, the Board of Directors has adopted this Resolution by vote at the Board Meeting this 13<sup>th</sup> day of March, 2020, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Beatriz Chen, Secretary