



El Camino Charter High School

Board Meeting

Date and Time

Wednesday April 20, 2016 at 5:00 PM PDT

Location

El Camino Real CHS, Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

Agenda

	Purpose	Presenter	Time
			5:00 PM
I. Opening Items			
A. Record Attendance and Guests		Jonathan Wasser	2 m
B. Call the Meeting to Order		Jonathan Wasser	2 m
C. Pledge of Allegiance		Jonathan Wasser	2 m
D. Teacher / Student Presentation		Jonathan Wasser	5 m
Teacher Gail Turner-Graham oversees student presentation for the Board.			
E. English Learner Advisory Council Presentation		Angel Lerma	10 m
Parent group led by Angel Lerma. The ELAC and Latino Literacy groups have been merged.			
F. Public Comment on Non-Agenda Items and Agenda Items		TBD	15 m
G. Committee and Board Updates		Jonathan Wasser	5 m
			5:41 PM
II. Consent			
A. Review and Vote March Board Meeting Minutes	Approve Minutes	Jonathan Wasser	1 m
Staff recommends approval.			
B. Review and Vote February Check Register	Vote	Marshall Mayotte	1 m
Staff recommends approval. Prepared by EdTec, ECRA's back office provider.			
C. Review and Vote Certification of Signatures	Vote	Marshall Mayotte	1 m

Staff recommends approval. This is an annual document that must be submitted to the Los Angeles County of Education. It must be signed by authorized bank signers and board members.

III. Governance 5:44 PM

A. Update: Board Elections FYI Jackie Keene 5 m

Upcoming vacancies is one community representative and one teacher representative.

IV. School and Policies 5:49 PM

A. Update: School Website FYI Melanie Horton 5 m

B. Update: Prop 39 and Energy Efficiency Projects FYI Opterra 10 m

Opterra will provide a short presentation.

C. Update: Local Control Accountability Plan FYI Eric Wilson 2 m

Committees have been meeting. Budget plan should be ready by the April board meeting.

D. Update: Educator Effectiveness Funding Plan FYI Eric Wilson 5 m

This item will be up for approval in the May or June board meeting. Funds are being earmarked for 2 professional development days for the 2016-17 and 2017-18 academic year. This will not affect professional development coming from LCAP and general sources.

E. Update: Fundraising FYI Melanie Horton 5 m

F. Update: School Copying FYI Marshall Mayotte 2 m

CBO met with copy committee about new copier(s). The main copier's lease is expiring. Old copier will be replaced by two smaller, but faster copiers. No action on other copy machines. Estimated savings between \$10 to 20K/year. Copying capacity in copyroom will more than double.

G. Discussion: Tennessee and Attending the National Charter School Conference Discuss Jonathan Wasser 5 m

ECRA's position on the National Charter School's Conference if the Governor of Tennessee passes one or both of the bills that would prevent transgender K-12 students from using school bathrooms that correspond with their gender identity, and allow licensed therapists to withhold counseling to LGBT patients based on religious beliefs. One of the laws directly discriminates against students and may be a violation of federal law.

H. Update: Administration Report FYI David Hussey 5 m

- School update.
- Provide a board update of the special education request to examine staffing levels. In the June Board Meeting Minutes, "Jon Wasser brought up that concerns have been raised by some in the Special Education Department that their case numbers are increasing and exceeding Federal and State allowances and also the hours for the auxiliary school psychologists."

I. Naerok Security Contract Vote Marshall Mayotte 5 m

Staff recommends approval. Naerok Security would fill in for vacancies and absences on an as needed basis. No change for existing campus security employees.

V. Financial

6:33 PM

- A. Student Awards** Vote Marshall 5 m
Mayotte

Staff has no position for legal reasons. Student awards came up when a teacher overseeing speech and debate asked if the school can provide a cash equivalent award (e.g. scholarship, gift certificate, check) for a student who reached regional finals. ... Board will be voting to allow individual cash equivalent awards of up to \$200 per individual or up to \$600 per team, at the executive director's discretion, for students who represent and reach city, state or national finals. Financial need will be a strong considering factor. The award will be paid from converting the school's accumulated American Express awards into gift cards.

- B. February Financial Update by EdTec** FYI 8 m

Chang Patel is from EdTec, the back office provider that compiles and analyzes the financial statements for ECRA.

- C. ACH Transfer Ability to Check Signers** Vote Marshall 3 m
Mayotte

Staff recommends approval. Check signers on account may create and execute ACH (Automated Clearing House) transfers on behalf of the school. They may also order the CBO to create and execute transfers with written requests for each transaction. The primary reason for ACH transfers are for payroll.

- D. Assistant Principal Lisa Ring as a Purchase Authorizer** Vote Marshall 3 m
Mayotte

Staff recommends approval. Other purchase authorizers are assistant principals David Hussey and Dean Bennett.

- E. Update: ECRA's Retiree Benefit Trust** FYI Marshall 3 m
Mayotte

Current fund levels in the Trust are about \$2.1MM. Signature Estate Investment Advisors will manage the funds using a balanced investment strategy (i.e. 50% equity and 50% fixed income).

- F. Update: CBO Report** FYI Marshall 10 m
Mayotte

- ERP Status and implementation of new fiscal policies.
- Business office changes to address turnover.
- 2016/17 Budget
- Financial statistics.

VI. Other Business

7:05 PM

- A. Future Agenda Items** Discuss Jonathan 5 m
Wasser

- B. Closed Session** FYI Jonathan 20 m
Wasser

To discuss unresolved collective bargaining issues.

VII. Closing Items

7:30 PM

- A. Adjourn Meeting** Vote Jonathan 1 m
Wasser

Cover Sheet

Review and Vote Certification of Signatures

Section: II. Consent
Item: C. Review and Vote Certification of Signatures
Purpose: Vote
Submitted by:
Related Material: 503-804 Certification of Signatures.pdf

DISTRICT _____

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: _____ to _____

In accordance with governing board approval dated _____, 20 _____.

Signature _____
Clerk (Secretary) of the Board

Typed Name _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
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TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

Cover Sheet

Update: School Copying

Section: IV. School and Policies
Item: F. Update: School Copying
Purpose: FYI
Submitted by:
Related Material: EL CAMINO VPDP 110S.xls

Cover Sheet

Student Awards

Section: V. Financial
Item: A. Student Awards
Purpose: Vote
Submitted by:
Related Material: Awards from 2015 ASB Manual.docx

Source: 2015 ASB Manual

Awards

Education Code section 44015 authorizes school districts to make awards to employees for exceptional contributions and to students for excellence. If items are intended as some form of employee or student award, it also requires the governing board to adopt rules and regulations concerning such awards. Such awards shall not exceed \$200 unless a larger award is expressly approved by the governing board. Awards to community members, parents or volunteers are not considered authorized because they are not included as allowable in the Education Code.

To award to employees for exceptional contribution, the governing board of a school district must find that the employee did one or more of the following:

- Proposed procedures or ideas that thereafter are adopted and effectuated, and that resulted in eliminating or reducing district expenditures or improving operations.
- Performed special acts or special services in the public interest.
- By their superior accomplishments, made exceptional contributions to the efficiency, economy, or other improvement in the operations of the school district.

Because this manual's subject is ASB, FCMAT recommends that ASB funds be used for awards to pupils for excellence, if approved and in accordance with board policy. Awards to employees for exceptional contributions are best made from district funds because the intent is that ASB funds are to be used for students.

Thus, if a governing board adopts rules and regulations before any awards are made, a district or ASB can recognize superior accomplishments of any employee or student within the guidelines and provisions contained in the applicable district policies, rules and/or regulations. In the absence of applicable policies, rules and/or regulations, no district official can make the award and no one can legitimately purchase the award.

Life transition events such as birthdays, weddings, funerals, holidays and other similar circumstances can happen to anyone and so cannot be considered superior accomplishments, or merit an award.

Awards are often signified by letters of commendation, board resolutions, trophies, certificates, plaques, medals, badges, pins and the like. They may also be in the form of a gift certificate or a scholarship, within the statutory monetary limits, if the governing board has approved such items as allowable awards and if IRS reporting requirements are followed. The board may also approve an expenditure for flowers or candy as part of an award, which is appropriate only if the school district's board policy on awards complies with the Education Code and IRS regulations. FCMAT recommends that the district's board policy allowing awards specify what is considered an allowable award.

Mugs, cards and similar items given to promote goodwill or positive relations between either the district and its employees or between staff and students are not

considered awards. The expenditure of public funds to promote positive employer-employee and/or staff-student relations does not serve a direct and/or substantial public purpose, so would likely violate the gift of public funds provisions contained in the California Constitution.

IRS Publication 15b provides guidance to employers regarding how to report awards (tangible personal property) given to an employee as an award for either length of service or safety achievements. Publication 525 provides guidance to employees regarding how to report awards received.

Generally, cash or cash-equivalent awards to employees must be reported as taxable income. If the award is provided in the form of goods or services, the fair market value of the award is reportable. Tangible personal property awards (other than cash, gift certificates, other cash equivalents or certain intangible property) for certain service or safety achievements are excludable up to certain amounts. Refer to the IRS publications for more information on the topic of employee awards and reporting of the awards for tax purposes.

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

EL CAMINO VPDP 110S.xls