



# El Camino Real Charter High School

## Regular Board Meeting

7-16-2025 Regular Board Meeting

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### Date and Time

Wednesday July 16, 2025 at 5:30 PM PDT

### Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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### REGULAR BOARD MEETING

For board meeting materials, please go to the school's main office, or call [\(818\) 595-7500](tel:8185957500). Some board meeting materials are also posted on the school's website (<https://ecrchs.net> - click the ECR Board tab).

### INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING

ATTENDEES: 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:

## PUBLIC COMMENTS

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 during the Public Comments periods. 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.

***NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and 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 be permitted 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 the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, 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 be permitted 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 state their name and 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.

**IMPORTANT NOTE REGARDING PUBLIC COMMENTS:** Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in

person. There is no obligation on the part of the school to have a school official read public comments during inperson Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

**Consent Agenda:** All matters listed under the consent agenda are considered by the Board to be routine and may 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 David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling [\(818\) 595-7500](tel:8185957500).*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Brad Wright	1 m
<b>B.</b> Record Attendance and Guests		Ryan Guinto	1 m
<b>C.</b> Pledge of Allegiance		David Hussey	3 m
<b>D.</b> Public Comments		Public	30 m
<b>II. School Business</b>			<b>6:05 PM</b>
<b>A.</b> Board Review of Comparable Compensation Data for Charter School Executives	Discuss	Brad Wright	10 m
The Board will review comparable compensation data for the Chief Business Officer position.			
<b>III. Closed Session</b>			<b>6:15 PM</b>
<b>A.</b> Public Employment	Discuss	Brad Wright	15 m

	Purpose	Presenter	Time
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Title: Chief Business Officer

#### IV. Reconvene to Open Session

6:30 PM

<b>A.</b>	Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	1 m
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<b>B.</b>	Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer	Vote	Brad Wright	5 m
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ACTION ITEM: motion to approve Resolution Regarding Executive Compensation for Chief Business Officer

<b>C.</b>	Possible Board Approval of Employment Agreement for Chief Business Officer	Vote	Brad Wright	5 m
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Report of salary, salary schedule, or compensation paid as fringe benefits to Chief Business Officer

1. Salary
2. Health Benefits
3. Bonuses
4. Life Insurance
5. Stipends / Allowances
6. Differentials

<b>D.</b>	Discuss and Possible Approval of Revised Management Salary Table	Vote	David Hussey	15 m
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Board will discuss and vote on revising the Management Salary Table to include a Director of Operations

ACTION ITEM: motion to approve the revised Management Salary Table.

#### V. Closing Items

6:56 PM

<b>A.</b>	Adjourn Meeting	Vote	Brad Wright	1 m
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# Coversheet

## Board Review of Comparable Compensation Data for Charter School Executives

**Section:** II. School Business  
**Item:** A. Board Review of Comparable Compensation Data for Charter School Executives  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** II. A ECRCHS CBO Compensation Comparability Study (4914-9698-7989.v1).pdf

**Governing Board of El Camino Real Charter High School  
Summary of Compensation and Benefits Survey Data for  
Chief Business Officer**

**July 2025**

IRS rules require fair and reasonable compensation for nonprofit executives. In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers “compensation” broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits.

Below is a summary of findings following review and comparison of a sampling of total compensation levels received by educational leaders in Los Angeles County. Compensation figures are from the State Controller’s Office or from the Internal Revenue Service (Form 990) for the 2022 and 2023 calendar or fiscal years (the most recent available). Student enrollment figures are from the California School Dashboard for the 2024 calendar year. The CBO of El Camino Real Charter High School assists with the oversight of one charter school in Los Angeles County with a total population of approximately 3,261 students. The four charter schools and three school districts included in this study have an average student population of 3,503 students.

Of the positions sampled, the average total compensation package (base salary plus other compensation) is approximately \$228,630. The average base salary is approximately \$184,475. The range of base salary is \$137,378 to \$224,681. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

The compensation information below is from the 2022 or 2023 calendar or fiscal years. As a result, conservatively adding 3% for each year to reach updated figures for the 2025-2026 school year would provide an average total compensation of \$244,314, and an average base salary of \$197,130.

<b>Granada Hills Charter High School</b>	<b>6,014 Students</b>
Chief Financial Officer	
<b>Total Compensation Package</b>	<b>\$262,451</b>
Base Salary	\$200,570
Other Compensation (Benefits and Retirement)	\$61,881
<b>Birmingham Community Charter High School</b>	<b>3,090 Students</b>
Chief Business Officer	
<b>Total Compensation Package</b>	<b>\$236,131</b>
Base Salary	\$197,751
Other Compensation (Benefits and Retirement)	\$38,380
<b>Palisades Charter High School</b>	<b>2,991 Students</b>
Chief Business Officer	
<b>Total Compensation Package</b>	<b>\$176,431</b>
Base Salary	\$137,378
Other Compensation (Benefits and Retirement)	\$39,053
<b>Wiseburn Unified</b>	<b>2,545 Students</b>
Assistant Superintendent - Administrative Services & CBO	
<b>Total Compensation Package</b>	<b>\$230,528</b>
Base Salary	\$193,029

Other Compensation (Benefits and Retirement)	\$37,499
<b>Charter Oak Unified</b>	<b>4,248 Students</b>
Chief Business Officer	
<b>Total Compensation Package</b>	<b>\$303,989</b>
Base Salary	\$224,681
Other Compensation (Benefits and Retirement)	\$79,308
<b>Ednovate</b>	<b>2,653 Students</b>
Chief Financial Officer	
<b>Total Compensation Package</b>	<b>\$154,057</b>
Base Salary	\$149,308
Other Compensation (Benefits and Retirement)	\$4,749
<b>Duarte Unified</b>	<b>2,980 Students</b>
Assistant Superintendent Business Services	
<b>Total Compensation Package</b>	<b>\$236,822</b>
Base Salary	\$188,608
Other Compensation (Benefits and Retirement)	\$48,214

## Coversheet

### Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer

**Section:** IV. Reconvene to Open Session  
**Item:** B. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2025-26 ECRA Executive Salary Table (1).pdf



## ECRA Executive Salary Table 2025-26

### Steps

Job Title	1	2	3	4	5
<b>Executive Director</b>	239,547.36	249,206.53	257,577.80	267,236.97	276,896.14
<b>Chief Business Officer</b>	216,365.36	220,692.17	225,105.66	229,608.32	234,201.38
<b>Chief Operating Officer</b>	179,118.00	188,073.90	197,477.60	207,351.47	217,719.05

### Differentials

Bi-Lingual	\$ 3,000
Master's	\$ 5,000
MBA	\$ 8,000
Doctorate	\$ 10,000

**All Executives have a 261 day Work Year**

**Note: The Board determines Executive compensation.**



# Coversheet

## Discuss and Possible Approval of Revised Management Salary Table

<b>Section:</b>	IV. Reconvene to Open Session
<b>Item:</b>	D. Discuss and Possible Approval of Revised Management Salary Table
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Director of Maintenance, Operations, and Facilities 0725.pdf 2025-26 ECRA Class Management Salary Table.pdf



5440 Valley Circle Blvd.  
Woodland Hills CA 91367

*Home of Academic, Athletic,  
& Artistic Excellence*

Executive Director: David Hussey

Board President: Brad Wright

Job Title: Director of Maintenance, Operations, and Facilities  
FLSA Status: Exempt  
Department: Buildings & Grounds  
Reports To: Executive Director  
Work Calendar: 261

### **Job Summary:**

Under the direction of the Executive Director, the Director of Maintenance, Operations, and Facilities provides strategic leadership and oversight of all day-to-day and long-term planning related to the school's facilities, maintenance, and operational services. Key responsibilities include oversight of staff and project management, administration of work orders, facility improvements, and the coordination of construction, modernization, and other capital outlay projects to support the school's operational and educational needs.

### **Essential Duties and Responsibilities**

- Oversee maintenance, repairs, and capital improvement projects to ensure safe, functional, and welcoming campus facilities, including awareness of asbestos-related risks.
- Coordinate with vendors and contractors for renovations and sustainability initiatives, providing updates and cost estimates to the Chief Business Officer (CBO).
- Participate in strategic planning meetings and partner with the Executive Director, leadership team, and CBO to evaluate facility conditions, prioritize capital needs, and develop and monitor facilities budgets.
- Develop and implement a comprehensive preventive maintenance program for all school buildings, systems, grounds, and equipment.
- Research and coordinate the purchase of items needed for facilities and maintenance projects, following school requisition procedures.
- Collaborate with LAUSD and local, county, state, and federal agencies to ensure legal and regulatory compliance on all facilities-related initiatives.
- Manage job walks, bidding processes, and contractor selection to ensure cost-effective and timely project delivery.
- Establish and maintain project schedules and implement systems to monitor and report progress to school leadership, the Board, and external agencies as required.
- Develop, implement, and monitor safety protocols, emergency preparedness plans, and risk mitigation strategies to ensure a safe campus environment.
- Ensure compliance with insurance requirements and manage liability issues, consulting with the Executive team on significant risks.
- Conduct regular site inspections to ensure compliance with building codes, OSHA regulations, and the school's Injury and Illness Prevention Program (IIPP).
- Respond to urgent maintenance concerns with appropriate coordination and resolution strategies.
- Supervise custodial, and maintenance staff, managing hiring, training, scheduling, and performance evaluations to ensure high-quality service within approved budgets.





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- Collaborate with parent organizations, community groups, and stakeholders to support school initiatives and events, aligning operations with community needs.
- Stay current on industry best practices and regulatory changes through participation in training and professional development.
- Perform related duties as assigned.

**Knowledge of:**

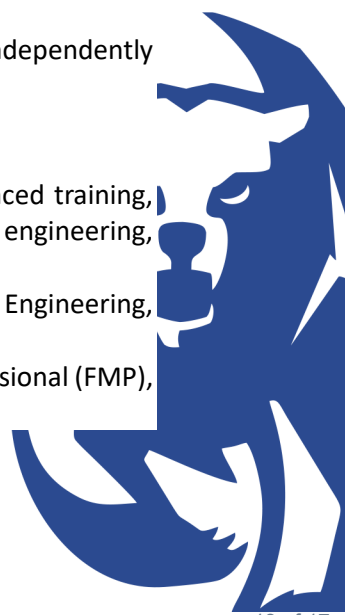
- School and department organization, operations, policies, and objectives.
- Applicable federal, state, and local building codes, ordinances, safety regulations, and environmental laws.
- Requirements, best practices, and proper methods for maintaining buildings, grounds, and equipment in a safe, clean, and orderly condition, including custodial work, groundskeeping, general maintenance and repair, and the use of appropriate materials, tools, and equipment.
- Safe and efficient operation of HVAC, heating systems, electrical systems, and other building infrastructure.
- Operation of computers and relevant software applications.
- Recordkeeping procedures, including inventory control, storage, reporting, and materials disbursement.
- Knowledge of effective supervisory principles and responsibilities, including compliance with labor agreements applicable to subordinate staff.

**Ability to:**

- Plan, coordinate, and supervise maintenance and operations activities, including inspections, cleaning, construction, repairs, and general upkeep of school facilities, grounds, and equipment.
- Direct and prioritize work orders, schedule projects, and ensure departmental functions align with school objectives.
- Inspect projects to ensure accuracy, quality, and compliance with applicable codes and standards.
- Analyze issues, assess alternatives, and implement effective solutions.
- Communicate clearly and professionally, both orally and in writing.
- Establish and maintain positive, collaborative working relationships.
- Demonstrate reliability by meeting schedules, adhering to deadlines, and working independently with minimal supervision.

**Education and Experience:**

- Graduation from high school or possession of a GED is required, along with advanced training, certification, or coursework in construction management, facilities management, engineering, business administration, or a closely related field.
- Associate or Bachelor's degree in Facilities Management, Construction Management, Engineering, Public Administration, or a closely related field is preferred
- Certifications such as Certified Facility Manager (CFM), Facilities Management Professional (FMP), or Project Management Professional (PMP) are highly desirable





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- Minimum of 5 years of increasingly responsible experience in facilities operations, maintenance, and/or construction, including at least 2 years in a supervisory or managerial capacity.
- Experience in a public school or charter school setting, or other public agency, with knowledge of California Education Code, and school safety practices preferred
- Demonstrated experience managing budgets, work orders, capital improvement projects, and vendor/contractor relationship

#### **Work Environment:**

The work environment described herein is representative of those an employee encounters while performing the essential functions of this job. A reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

- The work environment includes both indoor and outdoor settings across a school campus and may involve exposure to noise, dust, heat, cold, and various weather conditions.
- Duties are performed in a variety of settings including offices, classrooms, mechanical rooms, rooftops, utility areas, and construction zones.
- Requires occasional evening and weekend work to support school events or address operational emergencies.
- May be exposed to hazards associated with building maintenance and construction activities, including the use of tools, ladders, and equipment.
- Frequent interaction with administrators, vendors, contractors, staff and the community in both formal and informal settings.

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

- Sit, bend, stoop, climb ladders, kneel, and reach overhead
- The position requires regular walking across the campus, standing for extended periods, and occasional climbing or accessing elevated spaces.
- Visual acuity and dexterity to inspect facilities and operate a computer and standard office equipment.
- Lift and carry objects weighing up to 50 pounds

#### **Right to Revise:**

This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.





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The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.



## ECRA Management Salary Table 2025-26

Job Title (Days)	Steps				
	1	2	3	4	5
Marketing and Communications Outreach Coordinator (261)	\$ 88,807.94	\$ 90,584.07	\$ 92,394.96	\$ 94,241.84	\$ 96,221.53
Plant Manager, Buildings & Grounds (261)	\$ 93,301.62	\$ 95,167.63	\$ 97,070.14	\$ 99,010.48	\$ 101,090.34
Payroll Manager (261)	\$ 109,558.59	\$ 115,036.51	\$ 120,788.34	\$ 126,827.76	\$ 133,169.15
Manager, Information Systems (261)	\$ 109,558.59	\$ 115,036.51	\$ 120,788.34	\$ 126,827.76	\$ 133,169.15
Director, Human Resources (261)	\$ 117,825.57	\$ 124,249.04	\$ 131,290.52	\$ 138,754.69	\$ 146,550.27
Director, Accounting & Finance (261)	\$ 117,825.57	\$ 124,249.04	\$ 131,290.52	\$ 138,754.69	\$ 146,550.27
Director, Student & Teacher Technology (261)	\$ 125,990.40	\$ 133,125.00	\$ 140,652.37	\$ 148,618.26	\$ 156,975.34
Director, Maintenance, Operations & Facilities (261)	\$ 125,990.40	\$ 133,125.00	\$ 140,652.37	\$ 148,618.26	\$ 156,975.34



