El Camino Real Charter High School

Special Board Meeting

08/24/2026 Special Board Meeting

Date and Time

Monday August 24, 2026 at 10:00 AM PDT

Location

North Campus - 7401 Shoup Ave. West Hills CA 91307

TELECONFERENCE LOCATION:

15892 Standish Lane, Huntington Beach, CA 92647

Meeting can also be seen and heard at:

El Camino Real Charter High School - A206

5440 Valley Circle Woodland Hills CA 91367

SPECIAL BOARD MEETING

For 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).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" REGULAR AND SPECIAL BOARD MEETINGS AND COMMITTEE MEETINGS.

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.

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However, due to public meeting laws, the Board can only listen to your issue, not respond or take action.

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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.

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4. 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:

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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 or more motions 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 vote(s) on the Consent Agenda item(s). 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 Emilie Larew, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**10:00 AM**
	Opening Items			
	A. Call the Meeting to Order		Brad Wright	1 m
	B. Record Attendance and Guests		Vania Rodriguez	1 m
	C. Pledge of Allegiance to the United States of America (USA)		Brad Wright	1 m
	D. Public Comments	Discuss	Public	16 m
II.	**Consent**			**10:19 AM**
	A. Approve Minutes of June 9, 2026 Regular Board Meeting	Approve Minutes	Brad Wright	1 m

		Purpose	Presenter	Time
B.	Approve Minutes of June 17, 2026 Regular Board Meeting	Approve Minutes	Brad Wright	1 m
C.	Approve Minutes of the June 25, 2026 Special Board Meeting	Approve Minutes	Brad Wright	1 m
D.	Approve Minutes of the July 6, 2026 Special Board Meeting	Approve Minutes	Brad Wright	1 m
E.	Approve Minutes of the July 9, 2026 Special Board Meeting	Approve Minutes	Brad Wright	1 m

III. School Business 10:24 AM

		Purpose	Presenter	Time
A.	Discuss and Vote on Los Angeles County of Education (LACOE) Certificate of Signatures	Vote	Janneyra Verduzco	5 m

Prior to the vote, Mrs. Verduzco, will present the LACOE Certificate of Signatures to add Interim Executive Director, Emilie Larew and answer any questions.

		Purpose	Presenter	Time
B.	Discussion and Vote on City National ECRA Signatories	Vote	Janneyra Verduzco	5 m

Prior to the vote, Mrs. Verduzco will request to add Interim Executive Director, Emilie Larew, and Minita Clark, Administrative Director to City National accounts ECRA Signatories for the following:

- T-Bill
- Payroll
- Checking
- General
- Fundraising
- Associated Student Body (ASB)

		Purpose	Presenter	Time
C.	Discuss and Vote on US Bank Authorized Signers	Vote	Janneyra Verduzco	5 m

		Purpose	Presenter	Time

Prior to the vote, Mrs. Verduzco will present the US Bank Authorized Signers for Other Post Employment Benefit (OPEB) and General Investment Accounts and to remove Fernando Delgado and add Interim Executive Director, Emilie Larew and answer any questions.

		Purpose	Presenter	Time
D.	Discuss and Vote on Beacon Pointe and Midland Investments Adding Authorized Users	Vote	Janneyra Verduzco	5 m

Prior to the vote, Mrs. Verduzco, will present the Beacon Pointe and Midland Investments to add Interim Executive Director, Emilie Larew and answer any questions.

		Purpose	Presenter	Time
E.	Discuss and Vote on US Bank CAL-Card Credit Card Accounts Authorized User	Vote	Janneyra Verduzco	5 m

Prior to the vote, Mrs. Verduzco will present the US Bank CAL-Card Credit Card Accounts Authorized User to add Interim Executive Director, Emilie Larew and answer any questions.

IV. Closed Session — 10:49 AM

		Purpose	Presenter	Time
A.	Conference with Legal Counsel – Anticipated Litigation	Discuss	Emilie Larew	15 m

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case.

		Purpose	Presenter	Time
B.	Public Employee Discipline/Dismissal/Release	Discuss	Emilie Larew	15 m
C.	Public Employment	Discuss	Emilie Larew	10 m

Title: Administrative Directors

V. Reconvene to Open Session — 11:29 AM

		Purpose	Presenter	Time
A.	Report on Actions Taken in Closed Session, If Any	Discuss	Brad Wright	5 m
B.	Discuss and Vote on the Possible Approval of Employment Agreements for Administrative Directors	Vote	Brad Wright	5 m

VI. Closing Items — 11:39 AM

		Purpose	Presenter	Time
A.	Adjourn Meeting	Vote	Brad Wright	1 m

Coversheet

Approve Minutes of June 9, 2026 Regular Board Meeting

Section:	II. Consent
Item:	A. Approve Minutes of June 9, 2026 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on June 9, 2026

APPROVED

El Camino Real Charter High School

Minutes

Special Board Meeting

Date and Time
Tuesday June 9, 2026 at 12:00 PM

Location
El Camino Real Charter High School - (Grieb Theater)

5440 Valley Circle Woodland Hills CA 91367, and

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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Directors Present
Brad Wright, Joe Kolkowitz, Linda Ibach, Ronald Laws

Directors Absent
Alexandra Ramirez, Norris Gunby, Steven Kofahl

Guests Present
Christopher Valencia, David Hussey, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Tuesday Jun 9, 2026 at 12:36 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Russell led the Pledge of Allegiance

D. Public Comments

There were no public comments

II. School Business

A. Discuss and Vote the Possibility of Closing the Chief Academic Officer (CAO) Position

- Mr. Wright opened discussion regarding the previously approved Chief Academic Officer (CAO) position.
- Mr. Wright stated that although the Board had previously approved the position, Board members continued discussing the matter after the vote.
- Mr. Wright acknowledged that Ms. Ibach had previously voted against the CAO position and stated that after reviewing the financial considerations and concerns she raised, he believed it was necessary to revisit the matter.
- Mr. Wright stated that he believed the funds allocated for the CAO position could be better utilized in other areas, including:
    - Hiring additional teachers;
    - Supporting students directly; and
    - Reducing the possibility of future layoffs.
- Mr. Wright stated that the CAO position could be reconsidered and reopened at a future date if needed.
- Ms. Ibach stated that:
    - The Board needed to carefully review where funding for the position would come from;
    - The school should prioritize funding students and teachers first;
    - The Board should engage in a collaborative discussion regarding the goals and expectations of the position before moving forward with hiring; and
    - Discussions regarding the position should involve collaboration and community input.
- Mr. Wright responded that:
    - The Board has a fiduciary responsibility to remain transparent and fiscally responsible;
    - Board members each had independent voices and perspectives during prior discussions
    - Redirecting the funds could help support instructional staffing and address current financial deficits.

Joe Kolkowitz made a motion to to approve the closing of the CAO position.
Ronald Laws seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:40 PM.

Respectfully Submitted,
Vania Rodriguez

Coversheet

Approve Minutes of June 17, 2026 Regular Board Meeting

Section:	II. Consent
Item:	B. Approve Minutes of June 17, 2026 Regular Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on June 17, 2026

El Camino Real Charter High School

Minutes

Special Board Meeting

Date and Time
Wednesday June 17, 2026 at 5:15 PM

Location
El Camino Real Charter High School - (Classroom A206)

5440 Valley Circle Woodland Hills CA 91367

15892 Standish Lane, Huntington Beach, CA 92647

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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Directors Present
Brad Wright, Joe Kolkowitz, Linda Ibach, Norris Gunby, Ronald Laws, Steven Kofahl (remote)

Directors Absent
Alexandra Ramirez

Guests Present
Christopher Valencia, David Hussey, Fernando Delgado, Vania Rodriguez

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I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday Jun 17, 2026 at 5:15 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Wright led everyone in the pledge of allegiance.

D. Public Comments

No public comments

Norris Gunby made a motion to Move into closed session.
Joe Kolkowitz seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

Mr. Wright said that Mr. Hussey recommended extending the employment contracts of the following Administrative Directors:

- Mr. Bennett
- Mrs. Larew
- Dr. Clark
- Mr. Alba

Additionally, Mr. Hussey recommended extending the contracts of:

- Mrs. Verduzco
- Mr. Vosogh

Mr. Hussey further recommended that each of the identified employees receive a three-year employment contract. The Board concurred with the recommendation.

III. Closing Items

A. Adjourn Meeting

Linda Ibach made a motion to Adjourn the meeting.
Ronald Laws seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:37 PM.

Respectfully Submitted,
Vania Rodriguez

Coversheet

Approve Minutes of the June 25, 2026 Special Board Meeting

Section:	II. Consent
Item:	C. Approve Minutes of the June 25, 2026 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on June 25, 2026

APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

6-25-2026 Regular Board Meeting

Date and Time
Thursday June 25, 2026 at 5:30 PM

Location
El Camino Real Charter High School - Anderson Hall

5440 Valley Circle Woodland Hills CA 91367

15892 Standish Lane, Huntington Beach, CA 92647

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

REGULAR BOARD MEETING

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PUBLIC COMMENTS

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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.

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Directors Present
Alexandra Ramirez, Brad Wright, Norris Gunby, Steven Kofahl

Directors Absent
Joe Kolkowitz, Linda Ibach, Ronald Laws

Guests Present
David Hussey, Fernando Delgado, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Jun 25, 2026 at 5:30 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Hussey led Board member and guests in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

No public comments

E. Executive Director Update

Executive Director Update

- Executive Director David Hussey shared that the school successfully held a wonderful graduation ceremony.
- He expressed his appreciation to everyone who contributed to making the event a success.
- He specifically thanked:
    - Mr. Wright for attending and supporting the graduation ceremony.
    - All Board members for their continued support throughout the event.
- Mr. Hussey recognized Board members whose children were part of the graduating class:
    - Dr. Gunby, whose son graduated.
    - Mr. Law, whose daughter graduated.
- He expressed hope that everyone enjoyed the graduation festivities and celebrated this important milestone with the graduates and their families.
- Mr. Hussey noted that the school is now transitioning its focus to preparations for the 2026–2027 school year.
- He stated that additional updates and information regarding the upcoming school year will be provided during the August Board meeting.

F. Chief Business Officer Update

CBO reviewed Enrollment and Attendance

G. Board Committees Update

No board committee update were received for this meeting.

H. Board Chair Update

Presenter: Brad Wright

- Board Chair Brad Wright expressed his appreciation to everyone who contributed to the success of the school year.
- Mr. Wright stated that the year had been very successful, acknowledging the teamwork and dedication that made it possible.
- He also extended special thanks to the parents for their continued support and involvement throughout the year.

- Mr. Wright recognized Netflix for partnering with the school and assisting with improvements to campus promotion, helping to enhance the school's visibility and public image.

II. Consent

A. Approve the Minutes of April 23, 2026 Regular Board Meeting

Norris Gunby made a motion to approve the minutes from Regular Board Meeting on 04-23-26.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of the May 14, 2026 Regular Board Meeting

Norris Gunby made a motion to approve the minutes from Regular Board Meeting on 05-14-26.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes of the May 14, 2026 Campus Safety and Security (Ad Hoc) Committee Meeting

Norris Gunby made a motion to approve the minutes from Campus Safety and Security (Ad Hoc) Committee Meeting on 05-14-26.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes from the May 21, 2026 Regular Board Meeting

Norris Gunby made a motion to approve the minutes from Regular Board Meeting on 05-21-26.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve the May 2026 Check Registers

Norris Gunby made a motion to Approve the May 2026 Check Registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve the May 2026 Credit Card Charges

Norris Gunby made a motion to Approve the May 2026 Credit Card Charges.
Steven Kofahl seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. Approval of the 2025-2028 LACOE Contract for California School-Based Medi-Cal Administrative Activities Program

Norris Gunby made a motion to 2025-2028 LACOE Contract for California School-Based Medi-Cal Administrative Activities Program.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approval to enter the 2026-2027 State SELPA-Approved Master Agreement for NPA/NPS for Special Education services for: Piece of Mind Care Services, EdLogical/Pointquest, Cross Country Education, and Inspire Communications

Norris Gunby made a motion to 2026-2027 State SELPA-Approved Master Agreement for NPA/NPS for Special Education services for: Piece of Mind Care Services, EdLogical/Pointquest, Cross Country Education, and Inspire Communications.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Approval to enter into the 2026-2027 State SELPA-Approved NPA/NPS Master Agreement for Child and Family Guidance Center (Northpoint School) and The Help Group once rates have been finalized for the LAUSD SELPA.

Norris Gunby made a motion to 2026-2027 State SELPA-Approved NPA/NPS Master Agreement for Child and Family Guidance Center (Northpoint School) and The Help Group once rates have been finalized for the LAUSD SELPA.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Approval to enter the 2026-2027 State SELPA-Approved NPA/NPS Master Agreement with revisions for Dubnoff School

Norris Gunby made a motion to 2026-2027 State SELPA-Approved NPA/NPS Master Agreement with revisions for Dubnoff School.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Approval to enter the 2026-2027State SELPA-Approved NPA/NPS Master Agreement with revisions for Academy for Advancement of Children with Autism

This item will be discussed in an upcoming board meeting and will not be approved at this board meeting.

L. Approval of the 2026-2027 contract with Yellow Cab (Administrative Services Cooperative, Inc.) for transportation services for eligible students with disabilities and homeless/foster youth

Norris Gunby made a motion to 2026-2027 contract with Yellow Cab (Administrative Services Cooperative, Inc.) for transportation services for eligible students with disabilities and homeless/foster youth.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Approval of the renewal of ECRA Medical Insurance Policy Rates with Self-Insured Schools of California (SISC)

Norris Gunby made a motion to Approve the renewal of ECRA Medical Insurance Policy Rates with Self-Insured Schools of California (SISC).
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

N. Approval of the 2026-2027 Instructional Materials (IMA) Budget

Norris Gunby made a motion to Approve of the 2026-2027 Instructional Materials (IMA) Budget.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Approval of the 2026-2027 Marketing Budget Proposal

Norris Gunby made a motion to Approval of the 2026-2027 Marketing Budget Proposal.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

P. Approval of the 2026-2027 CharterSAFE Renewal

Norris Gunby made a motion to Approve the 2026-2027 CharterSAFE Renewal.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Q. Approval of the 2026-2027 Substitute Teacher Contract

Norris Gunby made a motion to Approve the 2026-2027 Substitute Teacher Contract.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

R. Approval of the 2026-2027 Budget

Norris Gunby made a motion to Approve the 2026-2027 Budget.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. Approval of the 2026-2027 Fiscal Policies and Procedures Manual

Norris Gunby made a motion to Approve the 2026-2027 Fiscal Policies and Procedures Manual.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance

A. May 2026 Investment Update

May 2026 Investment Update
• The combined investment portfolio increased to $46.33 million, up from $45.09 million in April.
• The portfolio earned a 2.7% gain for the month and is up 11.4% year-to-date (YTD).
• The OPEB Trust grew to $37.40 million, up from its beginning balance of $33.41 million.
• The District paid approximately $606,050 in retiree benefit payments during the fiscal year while
still achieving $4.60 million in investment gains.
• The OPEB Trust posted a 2.9% monthly gain and 11.9% YTD growth.
• Beacon Pointe continued to outperform in both the OPEB and General investment portfolios.
• U.S. Bank Holdings remained positive, contributing to the portfolio's overall growth.
• Overall, the District's investments continued to perform well, strengthening long-term financial
reserves despite ongoing retiree benefit payments.

B. May 2026 Financial Update

Revenue Highlights

- Total projected revenue: $44.63 million, about $535,000 below budget.
- State revenue remained close to budget overall.
  - Higher Education Protection Account (EPA) funding helped offset lower LCFF State Aid.
  - In Lieu of Property Taxes exceeded budget by $1.26 million.
- Federal revenue is projected to be $264,000 above budget, mainly due to higher Child Nutrition funding.
- Other State Revenue is expected to exceed budget by $846,000, driven primarily by additional state funding.
- Local revenue is projected to be $282,000 below budget, mainly because:
  - Lower Other Local Revenue.
  - Lower fees and contracts than anticipated.
  - Fundraising revenue helped offset some of the shortfall.

Expense Highlights

- Total projected expenses: $46.58 million, approximately $222,000 below budget.

- Teacher salaries are projected to be about $889,000 under budget.
- Classified salaries are projected to be about $176,000 over budget.
- Employee benefits remain very close to budget overall.
- Books and supplies are projected to exceed budget by approximately $950,000, largely due to:
    - Higher food service costs.
    - Increased non-instructional supplies.
- Subagreement services are projected to be about $747,000 over budget, including higher costs for:
    - Educational consultants.
    - Security services.
    - Substitute teachers.
- Operations and housekeeping are projected to be about $258,000 under budget, primarily from lower utility costs.
- Professional and consulting services are projected to be about $503,000 under budget, reflecting lower-than-budgeted spending on:
    - Legal services.
    - General consulting.
    - Professional development.

Financial Position

- Operating loss: projected at $1.95 million, which is about $313,000 worse than budget.
- Interest and dividend income is expected to total about $1.77 million.
- Overall change in net assets: projected loss of approximately $182,000.

Key Takeaways

- Revenue is slightly below budget, but additional state and federal funding helped offset several shortfalls.
- Expenses remain generally in line with budget, although books and supplies and contracted services exceeded expectations.
- Savings in utilities, legal, consulting, and professional development helped reduce overall spending.
- Despite investment income, the school is projected to end the year with a small decrease in net assets.

C. Discuss end of year Grant Reporting Updates

• Explained that the report is a California compliance requirement under Propositions 30 and
55, not a request for additional funding.

• Noted that the report certifies to the Board how EPA funds were budgeted, allocated, and
used during the fiscal year.
• Reported total EPA revenue of $6,564,700.
• Confirmed that 100% of EPA funding was allocated to direct instructional costs for certificated
teachers.
• Budget allocation included:
• $4,350,000 for certificated teachers' salaries.
• $2,214,700 for employee benefits, including:
• $830,850 for State Teachers' Retirement System (STRS) contributions.
• $63,075 for Medicare/OASDI contributions.
• $1,320,775 for health and welfare benefits.
• Confirmed that total expenditures exactly matched total revenues at $6,564,700.
• Reported no surplus or deficit, as all EPA funds were fully expended.
• Explained that EPA funds are a restricted funding source and must be used exclusively for
certificated teacher compensation, as required by state law.
• Confirmed that no EPA funds remain as a carryover balance at the end of the fiscal year.
• Stated that the report fulfills the California Department of Education's annual certification and
reporting requirements.
5 of 21
• Explained that the item represents the final Proposition 28 Expenditure Report for Fiscal Year
2023–2024.
• Noted that the three-year expenditure window for these Proposition 28 funds closes on June
30.
• Confirmed that the final expenditure report will be submitted to the California Department of
Education (CDE) to satisfy state reporting requirements.

IV. Governance

A. Discuss Board Election for Certificated Board Position (qty 2) & Parent Board Position

Mr. David Hussey introduced the agenda item regarding the Board election for:
• Two (2) Certificated Board Member positions.
• One (1) Parent Board Member position.

B.

Discussion and Vote on Proposed 2026-2027 ECRA Board Meeting Calendar

Norris Gunby made a motion to Approve the Proposed 2026-2027 ECRA Board Meeting Calendar and change the November and December meetings be rescheduled to November 19, 2026, and December 17, 2026, respectively. In addition, the March Board meeting is currently scheduled during spring break. It is recommended that the March meeting be rescheduled to March 18, 2027.
Alexandra Ramirez seconded the motion.
We will now move to the second item, item B and discuss and vote on the Proposed 2026-2027 ECRA Board Meeting Calendar. As presented, the proposed Board meeting calendar includes two meeting dates that fall on holidays. It is recommended that the November and December meetings be rescheduled to November 19, 2026, and December 17, 2026, respectively. In addition, the March Board meeting is currently scheduled during spring break. It is recommended that the March meeting be rescheduled to March 18, 2027.
The board **VOTED** unanimously to approve the motion.

V. School Business

A. Discuss Marketing Recap for 2025-2026

Presenter: Mr. Ricardo Covarrubias
2025–2026 Marketing Highlights

- Focused on increasing:
  - Brand awareness and recognition across the San Fernando Valley and Los Angeles.
  - Social media presence.
  - Student enrollment.

Strong Social Media Growth (4th Consecutive Year)

- All major social media platforms experienced growth.
- **Instagram**
  - 227,800 accounts reached (+15.7%).
  - 57,300 content interactions (+46.3%).
  - 1,800 new followers (+320.6%).
  - 4.2 million profile/content views (+100%).
- **Facebook**
  - 172,442 accounts reached.
  - 256 new followers (+9%).
  - 1.5 million profile/content views.
- **X (Twitter)**
  - 41,400 post views.
- **TikTok**

◦ 70,200 profile/content views (+39%).

Digital Marketing Results

- 124 new students were attributed to digital marketing efforts.
- Student sources included:
  - 87 from Meta (Facebook & Instagram) advertising.
  - 31 from the Niche platform.
  - 6 through organic Google searches (no advertising cost).
- Digital marketing investment:
  - Approximately $40,507.
  - Estimated revenue of $1.736 million.
  - Estimated return on investment (ROI) of approximately $1.70 million.

Traditional Marketing Results

- Generated 71 additional students through:
  - School banners.
  - Direct mail postcards.
  - Daily News exposure.
- Traditional advertising investment:
  - Approximately $3,012.
  - Estimated ROI of nearly $991,000.

Overall Marketing Impact

- Combined marketing efforts produced:
  - 195 new students.
  - Total investment of approximately $43,500.
  - Estimated revenue of $2.73 million.
  - Estimated ROI of approximately $2.69 million.

Enrollment Success

- Approximately 680 incoming ninth-grade students currently enrolled.
- Enrollment exceeded early projections by more than 100 students.
- Achieved enrollment growth despite district-wide enrollment declines.
- Applications from outside ECR's attendance boundaries increased by over 10%.
- More than 100 students enrolled from outside the traditional attendance area.
- Admissions team continues processing 110+ prospective student leads.

2026–2027 Marketing Priorities

- Continue investing in:
  - Meta (Facebook and Instagram) advertising.
  - Google Ads.

- Website improvements and user experience.
- Branding and advertising partnerships.

- Expand collaboration with:
  - Students.
  - Teachers.
  - Coaches.
  - Parents.
- Promote student achievements, school programs, events, and campus culture.
- Continue improving communication with families through email, text, and voice messaging systems.

Advertising & Branding Opportunities

- Explore additional advertising through:
  - Billboard campaigns.
  - Bus advertising.
  - Expanded street banners.
  - Windscreens and campus branding.
  - Updated marketing materials.
  - Support for campus modernization efforts.

Niche Platform Performance

- Niche generated:
  - 7,356 profile views.
  - 2,395 page clicks.
  - 305,608 impressions.
  - 69 campus visits.
  - 31 completed applications.
- ECR achieved:
  - 33.1% year-to-date referral rate, compared to the typical 7–11% among approximately 2,500 partner schools.
  - 89.2% referral rate in May, described by Niche as the highest they had seen among partner schools.

2026–2027 Proposed Marketing Budget

- Total proposed budget: $112,278.
- Major allocations include:
  - Digital social media advertising.
  - Google Ads.
  - Website renewal and user experience improvements.
  - MailChimp communication platform.
  - Branding and advertising partnerships.
  - Street banners and traditional marketing.

◦ Marketing equipment and campus branding projects (camera equipment, mascot, trophy case, etc.).

Board Discussion

- Trustees commended the positive return on investment and enrollment gains.
- Discussion focused on:
  - Identifying which marketing strategies generate the highest enrollment conversion rates.
  - Using more detailed analytics to guide future budget decisions.
  - Exploring additional data tools (such as Hootsuite and Google advertising analytics) to better measure marketing effectiveness across all platforms.
- Mr. Covarrubias agreed that future efforts will prioritize data-driven decision-making to maximize enrollment and marketing returns.

B. Discuss the Annual Performance-Based Charter School Division Oversight Visit Report for 2025-2026

The annual Charter School Division (CSD) oversight report for the 2025–2026 school year
has not yet been received.
• Because the report is still pending, no oversight findings or updates were presented at this
meeting.
• Mr. Hussey stated that he will provide the report and discussion at the August board meeting
once it is received.

C. Discuss and Vote on Collective LAUSD SELPA notification letter.

Mr. Hussey presented the draft notification letter to LAUSD regarding the school's reservation
of rights to exit the LAUSD SELPA.
• The letter does not withdraw the school from the SELPA; it simply preserves the option to
leave in the future if needed.
• The purpose is to ensure the school and other charter-operated schools have an exit option if
the SELPA no longer meets their needs.
• Mr. Hussey stated that he does not anticipate leaving the SELPA at this time.
• The letter is a precautionary measure to protect the school's future flexibility and options
Norris Gunby made a motion to Approve the Collective LAUSD SELPA notification letter.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

D.

Discuss California Local Indicator

Reviewed ECR's 2026 California Dashboard Local Indicators.
• Confirmed that all required state priority standards have been successfully completed and
mapped.
• Local Indicators addressed include:
• Basic Services
• Academic Standards
• Parent and Family Engagement
• Student Climate Survey
• Broad Course of Study

E. Discuss and Vote on the Local Control Accountability Plan (LCAP) 2026-2027 Proposed Goals and Actions

Overall Dashboard Successes

- Met all required State Priority Local Indicators.
- Green Dashboard Performance in:
  - English Language Arts (ELA).
  - Graduation Rate.
  - College & Career Indicator (CCI).
  - Suspension Rate.
- Areas identified for continued improvement:
  - Mathematics Achievement.
  - English Learner (EL) Progress.

Goal 1 – High Quality Instruction & Academic Achievement

- Strong progress across multiple academic areas.
- Continued improvement in:
  - Mathematics performance.
  - English Learner achievement.
- Focus remains on closing achievement gaps for:
  - Students with disabilities.
  - English learners.
  - Foster youth.
  - Students experiencing homelessness.
  - Latino and African American students.

Academic Supports

- Continue funding:
  - Study Skills classes.
  - After-school intervention programs.

- ◦ Intervention team.
- ◦ Teacher assistants.
- ◦ Student support professionals.
- ◦ Homeless/Foster Youth Liaison.
- ◦ Special Education supports.
- ◦ School therapists.
- ◦ EL Coordinator.
- ◦ In-class English Learner instructional aide.

Instructional Improvements

- Continue expanding teacher professional development.
- Teachers completing Educator Effectiveness Grant training with positive feedback.
- Data team will continue providing assessment data to guide instruction.
- Maintain one-to-one student device program.
- Increase use of research-based instructional practices.
- Continue schoolwide internal assessments (MAP and other benchmark testing).

New Literacy Initiative

- Launch an embedded literacy program across every subject.
- Every teacher will integrate reading and literacy strategies into classroom instruction.
- Supports California's emphasis on literacy across all content areas.

Goal 2 – College & Career Readiness

- Continue building on strong Graduation Rate and College & Career Indicator performance.
- Expand Career Technical Education (CTE) pathways, including:
    - Culinary Arts.
    - Woodworking.
    - Media.
    - Video Game Design.
- Continue:
    - Academic planning.
    - College and career counseling.
    - College entrance testing support.
    - Dual enrollment opportunities.
    - Bridge Program.
    - Credit recovery.
    - Freshman transition.
    - College tours.
    - Family support services.

Summer Boot Camp

- Launch first Reading and Math Summer Boot Camp.
- Approximately 60 students enrolled (59 confirmed).
- Focused on incoming:
    - 9th graders.
    - 10th graders.
- Program emphasizes skill remediation rather than earning academic credit.

Goal 3 – Family Engagement

- Parent survey results showed improvement in:
    - Administrator accessibility.
    - Teacher-parent communication.
    - Administrator-parent communication.
    - Overall school responsiveness.
- Teachers also reported stronger relationships with school leadership.

Areas Parents Want Improved

- Increase marketing and communication about school programs and activities.
- Provide additional support for using Canvas.
- Continue strong support for Aeries, which received positive feedback.

Board Discussion

- Recommendation to notify the Marketing Department immediately when improvements are implemented so specific changes and outcomes can be measured more effectively.

Goal 4 – Safe & Supportive School Environment

- Outstanding school climate results.
- Zero student suspensions during the school year.
- Continue investments in:
    - Mental health therapists.
    - Wellness Center.
    - Peer counselors.
    - Campus security.
    - Safety teams.
    - School nurse.
    - Athletic trainers.
    - PBIS.
    - Transportation program.
    - Alternative education.
    - Freshman transition program.

Celebrating School Successes

- Strong graduation rates.
- Excellent College & Career Readiness results.
- Positive school climate.
- Improved parent, teacher, and student survey results.
- Zero suspensions.
- Continued academic growth across multiple subject areas.

Priority Areas for Continued Improvement

- Strengthen intervention programs.
- Improve mathematics achievement.
- Increase English Learner progress and reclassification.
- Expand designated professional development.
- Continue targeted supports for:
    - Students with disabilities.
    - English learners.
    - Foster youth.
    - Students experiencing homelessness.
    - African American students.
    - Latino students.

Student Growth Data Highlights (Fall to Spring MAP Assessments)
Mathematics

- Grade 9: 64% → 65%.
- Grade 10: 71% → 74%.
- Grade 11: 40% → 42%.
- Grade 12: 78% → 68% (decline).

Reading

- Grade 9: 60% → 65%.
- Grade 10: 64% → 72%.
- Grade 12: 67% → 74%.
- Reading scores showed consistent improvement overall.

Science

- Significant improvement noted on the California Dashboard.
- Science Department recognized for strong student growth and achievement.

Board Comments

- Board members praised the strong results and overall progress.

- Confirmed that summer program enrollment met expectations without requiring additional funding.
- Noted that 2026–2027 is the final year of the current three-year LCAP cycle.
- A new three-year LCAP will be developed and presented to the Board next year.

Alexandra Ramirez made a motion to Approve the Local Control Accountability Plan (LCAP) 2026-2027 Proposed Goals and Actions.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Discussion and Vote on 2026-2027 Edlogical Contract

This was previously reviewed by the finance committee and was approved earlier in the meeting as part of the consent agenda.

G. Discussion and Vote to Contract with Inspire Communications at the given rates

This was previously reviewed by the finance committee and was approved earlier in the meeting as part of the consent agenda.

H. Discussion and Vote on 2026-2027 Capital Improvements

Funding Categories

- Projects are divided into two funding categories:
  - El Camino-funded projects (school-controlled funds).
  - LAUSD-funded projects (Measure RR20 and Measure Q bond funds).

El Camino-Funded Projects – Total: Approximately $970,000

- **Marquee Project & Corner Monument – $380,000**
  - New campus marquee and monument signage.
- **Landscaping Project (Faculty Parking Lot) – $10,000**
  - Ongoing landscaping improvements near the faculty parking lot.
- **Stadium Bleachers – Phase 1 of 3 – $200,000**
  - Multi-year project with one phase completed each fiscal year.
- **Stadium Scoreboard – $250,000**
  - Installation of a new stadium scoreboard.
- **Cafeteria Remodeling – $130,000**
  - Funded through Kit Funding to improve cafeteria facilities.

LAUSD-Funded Projects – Total: Approximately $13.6 Million

- **Gym Bleachers & Restroom ADA Compliance – $2,098,415**

- Includes ADA restroom upgrades, new gym bleachers, PA system, and fire alarm improvements.
- Funded through Measure RR20.

- **Pipeline Project & HVAC System Upgrade – $11,500,647**
  - Major campus infrastructure and HVAC modernization project.
  - Funded through Measure Q.

Overall Capital Improvement Plan

- Total value of all active and planned projects: Approximately $14.57 million.
- LAUSD bond-funded projects do not impact El Camino's General Fund, while El Camino-funded projects are supported through operating and designated school funds.

Key Discussion Points

- Projects are designed to improve:
  - Campus appearance and signage.
  - Student facilities and athletics.
  - ADA accessibility and compliance.
  - Campus infrastructure and HVAC systems.
  - Cafeteria and outdoor learning environment.
- Several projects will be completed in phases and extend through 2027, with warranties and ongoing maintenance plans included for major installations.

Norris Gunby made a motion to approve the 2026-2027 Capital Improvements.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Discussion and Vote on the 2026-2027 Technology Budget Proposal

Norris Gunby made a motion to approve the 2026-2027 Technology Budget Proposal.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.
Budget Overview

- Total proposed technology software budget: $357,157.48.
- The proposal maintains the same software licenses currently used across the school.
- Most license costs increased only slightly due to:
  - Higher hosting fees.
  - General technology cost increases.

Key Budget Highlights

- Largest increase: Turnitin.
  - Adds new AI-related writing tools for English and History classes.

- Helps teachers:
  - Monitor students' writing process.
  - Detect potential AI-assisted writing.
  - View detailed writing activity reports.
- No major new software purchases were proposed.
- Existing software suite will continue to support classroom instruction, administration, and technology operations.

Software Usage

- Technology department reviewed utilization reports for all software licenses.
- All licenses are currently being used by teachers or staff.
- Plans to increase usage of:
  - Gimkit.
  - Edpuzzle.
- These programs are schoolwide licenses and can be used across all subject areas.

Budget Breakdown

- Instructional Software: $171,926.75.
- Administrative Software: $103,858.07.
- Technology Software: $81,372.66.
- Grand Total: $357,157.48.

Board Discussion

- Board members asked about software utilization and overall budget total.
- Administration confirmed:
  - Licenses are actively being used.
  - Focus will be on increasing adoption of schoolwide instructional tools.
  - Total proposed budget is $357,157.48.

J. Discussion and Vote to Approve the 2026-2027 CDE Consolidated Application for Funding

Consolidated Application and Reporting System (CARS)

- The application is required each year to allow the school to receive state and federal categorical funding.
- The Board was asked to approve the required certifications and assurances confirming the school will comply with all applicable state and federal program requirements.

Key Funding Programs Included

- Title I, Part A – Supports students with the greatest academic needs.

- Title II, Part A – Supports teacher and staff professional development.
- Title IV, Part A – Supports student well-being, school safety, and enrichment programs.
- Title III English Learner Funding – Not requested.
- Title III Immigrant Funding – Not requested.

Required Certifications

- Approved annual Certification of Assurances for compliance with all program requirements.
- Certified compliance with Protected Prayer requirements under the Every Student Succeeds Act (ESSA).
- Certified the LCAP Federal Addendum, confirming the Local Control and Accountability Plan (LCAP) supports federal funding requirements.
- Requested approval to continue using the Substitute System for Time Accounting, with no known deficiencies reported.
- The application indicates that Board approval and District English Learner Advisory Committee (DELAC) review were pending.

Norris Gunby made a motion to Approve the 2026-2027 CDE Consolidated Application for Funding.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Discuss and Vote on the Declaration of Need for an annual requirement of LEAs to obtain an emergency and limited assignment permit

Annual Requirement: The Declaration of Need is an annual form required by the California
Commission on Teacher Credentialing (CTC).
• Purpose: Allows the school to request emergency, internship, or limited assignment permits
when needed.

2026–2027 Estimate:
• Anticipates requesting one General Education Limited Assignment Permit (GLAP).
• The permit is for Physical Education (PE).
• Reason for the Permit:
• Enables one teacher to teach PE while completing the required PE credential.
• No Additional Requests:
• Only one limited assignment permit is expected for the upcoming school year.
Norris Gunby made a motion to Approve the Declaration of Need for an annual requirement of LEAs to obtain an emergency and limited assignment permit.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Discuss and Vote on Instructional Continuity Plan

This will be discussed at an upcoming board meeting and will not be approved today.

M. Discuss and Vote to approve CalSTRS Certification (Form 0765); Required Amendments to Articles of Incorporation and Bylaws

CalSTRS Certification (Form 0765) – Articles of Incorporation and Bylaws Amendments

- Board reviewed required legal updates needed before submitting the CalSTRS Certification (Form 0765).
- These amendments are required by CalSTRS to ensure the corporation's governing documents comply with current dissolution and asset distribution requirements.
- No changes are required to the school's charter petition. Only the Articles of Incorporation and Bylaws need to be updated.

Items Presented for Board Approval

- Approve the Certificate of Amendment to the Articles of Incorporation.
    - Updates the dissolution clause so that, if the corporation dissolves, any remaining assets must be distributed only to:
        - Another qualifying public school, or
        - The State of California or an eligible California governmental entity, as required by CalSTRS and IRS rules.
- Adopt the revised Article V, Section 1 of the Bylaws.
    - Revises the "Dedication of Assets" section to match the same CalSTRS-required language for dissolution and asset distribution.
- Authorize an officer to execute and submit CalSTRS Certification (Form 0765).
    - After Board approval, the signed amendment will be filed with the California Secretary of State.
    - The authorized officer will then submit the completed CalSTRS Certification to CalSTRS.

Summary

- These are compliance-related legal amendments required by CalSTRS.
- The changes do not affect school operations, governance, educational programs, or the charter itself.
- The amendments simply ensure the corporation's governing documents meet current state and federal requirements for asset distribution upon dissolution.

Norris Gunby made a motion to approve CalSTRS Certification (Form 0765); Required Amendments to Articles of Incorporation and Bylaws.
Alexandra Ramirez seconded the motion.

The board **VOTED** unanimously to approve the motion.

N. Discuss and Vote on the inclusion of the Hate Speech Policy in the ECRCHS 2026-2027 Parent-Student Handbook

Hate Speech Policy

- Mrs. Herrera explained that the proposed policy is already being practiced at the school, but the goal is to formally document it in the Parent-Student Handbook.

Policy Overview

- The policy consists of three pages:
  - **Page 1:** Defines hate speech and provides examples, including hateful language, symbols, false stereotypes, threats, harassment, and bullying directed at groups of people.
  - **Page 2:** Encourages students to be "upstanders" by:
    - Interrupting inappropriate behavior.
    - Explaining why hate speech is harmful.
    - Asking respectful questions.
    - Reporting concerns to trusted adults.
    - Promoting respect and inclusion beyond the school campus.
  - **Page 3:** Outlines the school's progressive discipline process for hate speech incidents.

Progressive Discipline Process

- **First Incident**
  - Faculty or staff addresses the behavior with the student or refers the student to the Dean.
  - Parents/guardians are notified.
  - School policy is reviewed with the student.
  - Notification is informational rather than punitive.
- **Second Incident**
  - Student signs a behavior contract.
  - Dean notifies parents/guardians.
  - Alternative-to-suspension interventions are implemented.
- **Third Incident – Restorative Practices**
  - Restorative justice conference determines appropriate consequences.
  - Possible restorative actions include:
    - Acknowledging harm caused.
    - Community service.
    - Educational visits (e.g., Museum of Tolerance or California African American Museum).
    - Educational activities, films, or research.

- Written reflection.
- Individual or group therapy sessions with the school PSW.

◦ The focus is education, accountability, and repairing harm.

- **Fourth Incident**
  - School suspension may be considered.
  - Parent conference with administration.
  - Student may be placed on a No-Go List restricting participation in certain school activities.
- **Fifth Incident**
  - Administrative review of the student's placement at El Camino.
  - Possible recommendation for expulsion.
- Egregious incidents may bypass the normal progression and be addressed immediately based on the severity of the offense.

Additional Discussion

- Mrs. Herrera emphasized that teachers are encouraged to address incidents directly and continue building positive relationships with students before referring matters to the Dean whenever appropriate.
- Staff training through the school's Positive Behavioral Interventions and Supports (PBIS) efforts will continue to help teachers feel comfortable having these conversations.
- Board members clarified that the policy will appear in the Parent-Student Handbook.
- A question was raised regarding potential museum visits as part of restorative practices. Mrs. Herrera explained that such activities would be determined on a case-by-case basis during the restorative process and could be covered by the school when appropriate, including utilizing free admission days if available.

Summary

- The proposed policy formalizes existing school practices, provides clear expectations for students and families, emphasizes education and restorative approaches before punitive measures, and establishes a consistent disciplinary framework for addressing hate speech at El Camino Real Charter High School.

Norris Gunby made a motion to Approve the inclusion of the Hate Speech Policy in the ECRCHS 2026-2027 Parent-Student Handbook.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Discuss and Vote updates to the 2026-2027 Parent & Student Handbook

Norris Gunby made a motion to Approve the 2026-2027 Parent & Student Handbook.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Graduation Requirements

- Math requirement increases from 20 credits to 30 credits beginning with the Class of 2029.
- Students must be enrolled in a math class during their junior (11th grade) year.
- Goal is to improve student math achievement and provide continuous math instruction.
- Change is based on school data showing math scores have not improved as much as desired.
- Helps discourage students from completing math requirements only through online or summer school without classroom instruction.
- Administration plans to bring a future proposal limiting the number of online courses students may take.

New State Graduation Requirements

- **Ethnic Studies (5 credits)**
  - Required beginning with the Class of 2030.
  - Meets both state and El Camino graduation requirements.
- **Personal Finance (5 credits)**
  - Required beginning with the Class of 2031.
- Elective credit requirements will gradually decrease to accommodate the new required courses:
  - Class of 2027–2028: 75 elective credits.
  - Class of 2029: 65 elective credits.
  - Class of 2030: 60 elective credits.
  - Class of 2031 and beyond: 55 elective credits.

Attendance Policy Updates

- New attendance policy emphasizes that regular attendance is essential for academic success.
- Designed to:
  - Reduce chronic absenteeism.
  - Support students and families.
  - Provide clear and consistent attendance expectations.
  - Meet California legal requirements.

Attendance Accountability Process

- Students receive increasing levels of support as absences accumulate:
  - 3 absences: Attendance office contacts family.
  - 6 absences: Teacher contacts student/family.
  - 9 absences: Student meets with the School Attendance Review Team (SART).
  - 12 absences: Dean intervention.

- 18 absences: Referral to the School Attendance Review Board (SARB) and possible withdrawal from the course.
- Families receive attendance/truancy notices throughout the process.

School Attendance Review Team (SART)

- Includes administrators, counselors, deans, teachers, and school therapists.
- Responsibilities include:
  - Monitoring attendance.
  - Identifying barriers to attendance.
  - Meeting with students and families.
  - Connecting families with school and community supports.
  - Tracking student progress after interventions.

Student Support Programs

- **Short-Term Independent Study**
  - Available for temporary absences (less than 15 days), such as illness or hospitalization.
  - Allows students to complete work without being counted absent for funding purposes.
- **Attendance Recovery (AR) Program**
  - Voluntary program allowing students to recover up to 10 excused full-day absences.
  - Every 4 hours of participation equals one day of attendance recovery.
  - Offered through tutoring and teacher-led instructional sessions.

18-Day Withdrawal / No Credit Rule

- Applies per class, regardless of whether absences are excused or unexcused.
- After 18 absences in one class:
  - Student is withdrawn from that course.
  - Receives No Credit (NC) instead of an F.
  - Cannot return to the class during that semester.
  - Must recover credit through summer school, adult school, or a future semester.
- Absences counted include:
  - Excused absences.
  - Unexcused absences.
  - Excessive tardies.
  - Early departures that result in missing significant class time.
- Students removed from a class may be placed into:
  - Study Skills.
  - ECR Flex Program.
  - Independent Study (when appropriate).

SARB Referral

- Reserved for students with habitual truancy after all school interventions have been exhausted.
- Referral requires documentation of:
    - Attendance history.
    - Truancy notices.
    - Parent contacts.
    - Intervention efforts.
    - SART meetings and attendance improvement plans.

Additional Discussion

- Board members asked about students absent for school-sponsored extracurricular activities.
- Administration clarified these absences should be cleared by teachers or coaches and should not count against attendance.
- Staff acknowledged the need to better train teachers and coaches to clear these absences promptly to avoid unnecessary parent notifications.

Summary

- Increase math instruction by requiring three years (30 credits) of math, including junior year enrollment.
- Add Ethnic Studies and Personal Finance graduation requirements to align with state mandates.
- Adopt a comprehensive attendance accountability system focused on early intervention, student support, and improved attendance, while maintaining a structured process for chronic absenteeism.

Went into closed session at 7:07 p.m.

VI. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

Reconvene to open session at 7:22 p.m.
Mr. Wright reported that there were no actions taken during the closed session and therefore nothing to report.

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

Brad Wright made a motion to Approve the Resolution Regarding Executive Compensation for Chief Business Officer.
Norris Gunby seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Joe Kolkowitz	Absent
Linda Ibach	Absent
Steven Kofahl	Abstain
Ronald Laws	Absent
Brad Wright	Aye
Norris Gunby	Aye
Alexandra Ramirez	Aye

Board reviewed a resolution regarding executive compensation for the Chief Business Officer
(CBO).
Compensation was compared with similar positions at:
• Granada Hills Charter
• Birmingham Community Charter High School
• Fenton Charter Public Schools
• Palisades Charter High School
• The comparison was used to ensure the proposed compensation is competitive and appropriate.
• The Board also reviewed the previously approved salary schedule for the CBO position.
• Based on the approved salary table, the CBO would be placed at Step 3.
Board Member made a motion to approve Resolution Regarding Executive Compensation for
Chief Business Officer

C. Possible Board Approval of Employment Agreement for Chief Business Officer

Board considered approval of the Employment Agreement for the Chief Business Officer (CBO).
Reviewed the CBO's salary, compensation, and fringe benefits package.
Compensation Summary:

• Annual Salary: $225,105.06
• Health Benefits: Same benefits provided to all ECR employees.
• Bonuses: Awarded at the discretion of the Board of Directors.
• Life Insurance: Provided under the standard employee benefits package.
• Stipends / Allowances:
• $50 monthly mobile phone reimbursement.
• Differentials:
• $5,000 per mastery (as applicable under the compensation agreement).

Brad Wright made a motion to Approve the Employment Agreement for Chief Business Officer.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,
Vania Rodriguez
Alexandra Ramirez made a motion to made a motion to adjourn the meeting.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

Coversheet

Approve Minutes of the July 6, 2026 Special Board Meeting

Section:	II. Consent
Item:	D. Approve Minutes of the July 6, 2026 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on July 6, 2026

El Camino Real Charter High School

Minutes

Special Board Meeting

Special Board Meeting 07-06-26

Date and Time
Monday July 6, 2026 at 5:30 PM

Location
North Campus - 7401 Shoup Ave. West Hills CA 91307

15892 Standish Lane, Huntington Beach, CA 92647

Meeting can also be seen and heard at:

El Camino Real Charter High School - Classroom A206

5440 Valley Circle Woodland Hills CA 91367

SPECIAL BOARD MEETING

For 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).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" REGULAR AND SPECIAL BOARD MEETINGS AND COMMITTEE MEETINGS.

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:

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 of the Special Baord Meeting.

“Public Comments” is set aside for members of the audience to raise issues that are 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 ***two (2) minutes*** and and total time allotted is only for the topics in the agenda items and will not exceed fifteen (15) 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, and the total allocated time shall be appropriately increased as well.

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. 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.

4. 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 in-person Board Meetings.

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 will be approved/enacted by the Board in one motion or more motions 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 vote(s) on the Consent Agenda item(s). 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, or by calling (818) 595-7500.

Directors Present
Alexandra Ramirez, Brad Wright, Joe Kolkowitz, Norris Gunby, Steven Kofahl

Directors Absent
Linda Ibach, Ronald Laws

Directors who left before the meeting adjourned
Joe Kolkowitz

Guests Present
David Hussey, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Monday Jul 6, 2026 at 5:30 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Wright led everyone in the Pledge of Allegiance

D. Public Comments

No public comments

II. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

Joe Kolkowitz left at 7:17 PM on July 7.
Nothing to report out from closed session.

III. Closing Items

A. Adjourn Meeting

Norris Gunby made a motion to Adjourn the meeting.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,
Vania Rodriguez

Coversheet

Approve Minutes of the July 9, 2026 Special Board Meeting

Section:	II. Consent
Item:	E. Approve Minutes of the July 9, 2026 Special Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on July 9, 2026

APPROVED

El Camino Real Charter High School

Minutes

Special Board Meeting

7-9-2026 Special Board Meeting

Date and Time
Thursday July 9, 2026 at 11:00 AM

Location
North Campus - 7401 Shoup Ave. West Hills CA 91307

Meeting can also be seen and heard at:

El Camino Real Charter High School - Class A206

5440 Valley Circle Woodland Hills CA 91367

SPECIAL BOARD MEETING

For 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).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" REGULAR AND SPECIAL BOARD MEETINGS AND COMMITTEE MEETINGS.

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:

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 of the Special Baord Meeting.

"Public Comments" is set aside for members of the audience to raise issues that are 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 ***two (2) minutes*** and and total time allotted is only for the topics in the agenda items and will not exceed fifteen (15) 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, and the total allocated time shall be appropriately increased as well.

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. 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.

4. 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 in-person Board Meetings.

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 will be approved/enacted by the Board in one motion or more motions 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 vote(s) on the Consent Agenda item(s). 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, or by calling (818) 595-7500.

Directors Present
Alexandra Ramirez, Brad Wright, Joe Kolkowitz, Linda Ibach, Norris Gunby, Steven Kofahl

Directors Absent
Ronald Laws

Guests Present
Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Jul 9, 2026 at 11:09 AM.

B. Record Attendance and Guests

C. Pledge of Allegiance to the United States of America (USA)

Mr. Wright led the Pledge of Allegiance to the United States of America (USA)

D. Public Comments

Norris Gunby made a motion to Extend the time allotted to public comments to allow all who submitted a form to speak.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. School Business

A. Revision to the Inspire Contract

Norris Gunby made a motion to Approve the revision to the Inspire Contract.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss and vote on the approval of contract with third party security company

Brad Wright made a motion to Approve the contract with the third party security contract with changes to page 10 section 6 and page 12 section 12.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
Entered closed session at 11:54 am

III. Reconvene to Open Session

A. Report on Actions Taken in Closed Session, If Any

Reconvened to open session at 1:06 pm
Board Chair Brad Wright reported that the Board unanimously approved the appointment of **Ms. Emilie Larew** as **Interim Executive Director**. The Chair announced that no other reportable action was taken in closed session.

IV. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to Adjourn meeting.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 PM.

Respectfully Submitted,
Vania Rodriguez

Coversheet

Discuss and Vote on Los Angeles County of Education (LACOE) Certificate of Signatures

Section: III. School Business
Item: A. Discuss and Vote on Los Angeles County of Education (LACOE) Certificate of Signatures
Purpose: Vote
Submitted by:
Related Material: 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	

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

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

Number of Signatures required:

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

FORM NO. 503-804 Rev. 10-10-2013

Coversheet

Discuss and Vote on US Bank Authorized Signers

Section: III. School Business
Item: C. Discuss and Vote on US Bank Authorized Signers
Purpose: Vote
Submitted by:
Related Material:
III.C Certificate of Authority_ El Camino Real Alliance Employee Retirement Healthcare Trust.pdf
III.C Authorized Signers_El Camino Real Alliance.pdf
III.C Authorized Signers_El Camino Real Alliance Employee Retirement Healthcare Trust.pdf

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

CERTIFICATE OF AUTHORITY

Organization: El Camino Real Alliance (full legal name)

The Certifier (as defined below) hereby certifies to U.S. Bank National Association ("USBNA") as follows:

1. The Certifier is a natural person; is responsible for maintaining the records and minutes of the Organization; has the power to identify individuals who are authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions; and, if the Organization is a corporation, is the Organization's duly elected, qualified, and acting corporate secretary.

2. The following individual is authorized, in the name of and on behalf of the Organization, to execute agreements and to give instructions with respect to all transactions:

Emilie Larew ____
(Printed name)

____
(Signature)

Interim Executive Director______________________________
(Title)

David Lee Hussey____
(Printed name)

____
(Signature)

Executive Director_______________________________________
(Title)

Such authority is in full force and effect as of the date hereof (and has been for the preceding 30 calendar days); has not been modified, amended, or revoked; and includes, but is not limited to, the authority to execute the Organization's agreements with USBNA, to give instructions under those agreements, and to authorize other individuals to give instructions under those agreements.

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

3. This Certificate complies with the Organization's formation documents, governing documents, policies, procedures, and applicable law. This Certificate has been notarized if notarization is required by applicable law. The statements in this Certificate are true and correct. Amendment or revocation of this Certificate (i) may only be made by a written instrument and (ii) is not effective as to USBNA until USBNA has received that written instrument.

The Certifier hereby executes this Certificate on this ________ day of ________________________, 20_____.

"Certifier": ____
(Printed name of the Certifier)

____
(Signature of the Certifier)

____
(Title of the Certifier)

FORM—AUTHORIZED SIGNERS (GENERIC)

This form applies to the U.S. Bank National Association ("USBNA") account identified below and any sub-accounts therein ("Account"), which USBNA maintains under a trust or custody agreement with El Camino Real Alliance ("Customer") ("Agreement").

Account Name:	El Camino Real Alliance
Account Number:	5000851-000

Customer hereby:

1. Identifies 2 or more employees of Customer (or, if Customer is a trust or a board of trustees, then two or more of its trustees) who are authorized to act on Customer's behalf under the Agreement:

Full legal name:	Emilie Larew
Title:	Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	310-871-3973
Email address:	E.Larew@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	David Lee Hussey
Title:	Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	818-517-9025
Email address:	D.Hussey@ecrchs.net
Authority:	Full authority
Signature:	

And authorizes (*Check A or B. If neither is checked or both are checked, then A and only A is deemed to be checked.*):

☒ A. Each individual identified above acting alone

☐ B. Any two (2) individuals identified above acting together

To exercise such authority.

2. Attaches a certificate of authority with respect to the person who signs this form's signature block-below.

3. Authorizes the firm identified below ("Third-Party Agent") to act on Customer's behalf under the Agreement (but not to execute the Agreement or any amendment thereto or to terminate the Agreement); authorizes USBNA to rely on Third-Party Agent to identify Third-Party Agent employees who are authorized to act on Third-Party Agent's behalf; authorizes each such employee to act alone on Third-Party Agent's behalf under the Agreement; and acknowledges that USBNA will not enforce any limit on any such employee's authority to act on Third-Party Agent's behalf even if notified of such a limit and directed to enforce it.

Firm's full legal name:	

4. Certifies that all information in this form is complete and correct; acknowledges that USBNA will rely on this form until USBNA receives notice to the contrary under the Agreement, that the authority granted in this form is subject to applicable USBNA procedures, that USBNA will not enforce any dollar limit on disbursement authority even if notified of a dollar limit and directed to enforce it (other than dollar limits that have been entered into USBNA's online portal), and that the authority granted in this form to Third-Party Agent is subject to USBNA's receipt of Third-Party Agent's authorized-signers form in which Third-Party Agent's name is identical to its name stated above; provides this form according to the terms of the Agreement and applicable law; and amends and restates any existing authorized-signers form provided by Customer.

An authorized officer of Customer (and not a third-party agent on behalf of Customer) hereby executes this form.

CUSTOMER (AS DEFINED IN THIS FORM)

By: ____
(Signature of Customer's authorized officer)

Emilie Larew ________________________________
(Printed name of Customer's authorized officer)

Its: Interim Executive Director ________________________
(Title of Customer's authorized officer)

Dated: ____

Page 2 of 2 02/2023

FORM—AUTHORIZED SIGNERS (PLAN)

This form applies to the U.S. Bank National Association ("USBNA") account identified below and any sub-accounts therein ("Account"), which USBNA maintains under a trust or custody agreement with El Camino Real Alliance ("Customer") ("Agreement").

Account Name:	El Camino Real Alliance Employee Retirement Healthcare Trust
Account Number:	5000852-000

Customer hereby:

1. Identifies 2 or more employees of Customer (or, if Customer is a board of trustees, then two or more of its trustees) who are authorized to act on Customer's behalf under the Agreement:

Full legal name:	Emilie Larew
Title:	Interim Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	310-871-3973
Email address:	E.Larew@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	David Lee Hussey
Title:	Executive Director
Street address (business):	5440 Valley Circle Blvd
City, state, and zip code:	Woodland Hills, CA 91367
Direct phone number:	818-595-7504
Direct alternate phone number:	818-517-9025
Email address:	D.Hussey@ecrchs.net
Authority:	Full authority
Signature:	

Full legal name:	
Title:	
Street address (business):	
City, state, and zip code:	
Direct phone number:	
Direct alternate phone number:	
Email address:	
Authority (*check only one)*:	☐ Full authority ☐ Benefit-distribution authority only ☐ Call-back authority only
Signature:	

And authorizes (*Check A or B. If neither is checked or both are checked, then A and only A is deemed to be checked.*):

☒ A. Each individual identified above acting alone

☐ B. Any two (2) individuals identified above acting together

To exercise such authority.

2. Attaches a certificate of authority with respect to the person who signs this form's signature block-below.

~~3. Authorizes the firm identified below ("Third-Party Agent") to act on Customer's behalf under the Agreement (but not to execute the Agreement or any amendment thereto or to terminate the Agreement); authorizes USBNA to rely on Third-Party Agent to identify Third-Party Agent employees who are authorized to act on Third-Party Agent's behalf; authorizes each such employee to act alone on Third-Party Agent's behalf under the Agreement; and acknowledges that USBNA will not enforce any limit on any such employee's authority to act on Third-Party Agent's behalf even if notified of such a limit and directed to enforce it.~~

~~Firm's full legal name:~~	

4. Represents and warrants that each individual or agent identified above has the same authority with respect to the Plan Administrator (as defined in the Agreement) as set forth above with respect to Customer.

5. Certifies that all information in this form is complete and correct; acknowledges that USBNA will rely on this form until USBNA receives notice to the contrary under the Agreement, that the authority granted in this form is subject to applicable USBNA procedures, that USBNA will not enforce any dollar limit on disbursement authority even if notified of a dollar limit and directed to enforce it (other than dollar limits that have been entered into USBNA's online portal), and that the authority granted in this form to Third-Party Agent is subject to USBNA's receipt of Third-Party Agent's authorized-signers form in which Third-Party Agent's name is identical to its name stated above; provides this form according to the terms of the Agreement and applicable law; and amends and restates any existing authorized-signers form provided by Customer.

An authorized officer of Customer (and not a third-party agent on behalf of Customer) hereby executes this form.

CUSTOMER (AS DEFINED IN THIS FORM)

By: ____
(Signature of Customer's authorized officer)

Emilie Larew ____________________________________
(Printed name of Customer's authorized officer)

Its: Interim Executive Director ______________________________
(Title of Customer's authorized officer)

Dated: ____

Page 2 of 2 02/2023

Coversheet

Discuss and Vote on the Possible Approval of Employment Agreements for Administrative Directors

Section: V. Reconvene to Open Session
Item: B. Discuss and Vote on the Possible Approval of Employment Agreements for Administrative Directors
Purpose: Vote
Submitted by:
Related Material: _Employment Agreement Vedros,Philippa - signed.pdf
Employment Agreement_E.Ortega.pdf

FIXED TERM EMPLOYMENT AGREEMENT
BETWEEN
EL CAMINO REAL ALLIANCE & PHILIPPA VEDROS

This Employment Agreement ("Agreement") is entered into by and between the above-named employee ("Employee") and the Governing Board ("Board") of El Camino Real Alliance ("ECRA"), a California public charter school approved by the Los Angeles Unified School District ("Authorizer") The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA's charter, and in implementing ECRA's policies and procedures. The parties recognized that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors. ECRA shall be deemed the exclusive public school employer of the employees of ECRA for purposes of Government Code section 3540.1.

WHEREAS, ECRA and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

AGREEMENT

1. **TERM AND WORK SCHEDULE.** Subject to Section 12, "Termination of Contract" herein, ECRA hereby employs the Employee to serve as an Administrative Director for a term of one (1) year commencing on a date to be determined by the Executive Director in consultation with the Employee (tentative start date in September 2026) and ending June 30, 2027.

   The Administrative Director position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 7:30 am to 4:00 pm. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the workday.

   The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA without approval from the Board in writing.

2. **COMPENSATION.** In accordance with the applicable salary schedule, attached hereto as **Attachment B**, the Administrative Director position has a gross annual base salary of **$159,144.00** exclusive of any applicable stipends or differentials, and subject to all required federal and state tax withholdings. Upon successful verification of official transcripts, the Employee will also receive the applicable annual educational differential in accordance with the salary schedule.

   Following each school year under this Agreement, the Administrative Director may receive the following incentive compensation to be paid no later than July 31:

   - **Board Award.** In its sole discretion, the Board may provide a one-time taxable payment of up to $5,000 in any given year for any major accomplishment that benefits ECRA.

   - **Schoolwide Bonus.** The Administrative Director is eligible to receive a portion of the annual school-wide bonus if such bonus is authorized by Board.

   The Administrative Director's compensation may be prorated depending on whether they remain employed, or in active work status, for all scheduled workdays of the position.

3. **BENEFITS.**

   a) **Health/Retirement Benefits.** At ECRA's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to ECRA's employees, including entitlement to participation in PERS or STRS, as applicable, subject to program and eligibility requirements.

b) **Vacation.** See **Attachment C**.

c) **Sick Leave.** See **Attachment C**.

d) **Paid Holidays.** See **Attachment C**.

e) **Technology.** The Employee shall be entitled to a monthly technology stipend of **$50.00**, which includes reimbursement for the use of the Employee's personal cell phone for business purposes.

4. DUTIES. The Employee shall perform the duties as outlined herein, directed by the Executive Director, Board, Board Policy or procedures, prescribed by the charters, and specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for the Employee may be altered from time to time by ECRA.

5. WORK YEAR. In accordance with the term of this Agreement, the Employee shall be required to work a minimum 235 days, which may include workdays taken as vacation days throughout each year but does not include fourteen (14) holidays.

6. EVALUATION. The Interim Executive Director/Executive Director shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Interim Executive Director/Executive Director deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee, and they shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Interim Executive Director/Executive Director shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair ECRA's right to terminate this Agreement pursuant to Section 12.

7. EXPENSE REIMBURSEMENT. ECRA shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable ECRA policy and authorization.

8. LIVE SCAN/TB CLEARANCE. The Employee must complete a criminal background check through the California Department of Justice Live Scan Process. The Employee will be required to assume the cost of all fees related to the Live Scan process and will also be required to submit evidence from a health care provider that he was found to be free from tuberculosis risk factors, or active tuberculosis if risk factors were identified. Both clearances must be in place prior to the first day of service.

9. CHILD ABUSE AND NEGLECT REPORTING. California Penal Code § 11166 requires any child care custodian who has knowledge of, or observes, a child in his professional capacity or within the scope of his employment whom he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he is a childcare custodian and is certifying that he has knowledge of California Penal Code § 11166 and will comply with its provisions.

10. CONFLICTS OF INTEREST. The Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his employment with ECRA.

11. **OUTSIDE PROFESSIONAL ACTIVITIES.** Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. ECRA shall in no way be responsible for any expense's attendant to the performance of such outside activities.

11. **CONFIDENTIALITY AND PRIVACY OF RECORDS**

The Employee acknowledges that during the course of employment, the Employee may have access to pupil and/or personnel records, which are confidential and protected under state and federal law, including but not limited to the Family Educational Rights and Privacy Act (FERPA) and the California Education Code. The Employee agrees to maintain the confidentiality of such records and to use them solely for the purpose of performing their obligations under this Agreement. The Employee shall implement appropriate administrative, physical, and technical safeguards to protect the privacy and security of pupil and/or personnel records and shall not disclose any such records to third parties without the prior written consent of ECRA, except as required by law. In the event of a breach of privacy or unauthorized disclosure of pupil and/or personnel records, the Employee shall promptly notify ECRA and shall cooperate with ECRA in any investigation or mitigation efforts. Upon termination of this Agreement, the Employee shall return or destroy all pupil and/or personnel records in the Employee's possession, in accordance with applicable law and ECRA policy.

12. **TERMINATION OF CONTRACT.** This Agreement may be terminated by any of the following:

a) **Termination For Cause**: The Employee may be terminated by the Board upon the recommendation of the Executive Director at any time for cause. In addition, the Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or physical harm to any person; any ground enumerated in the Employee Handbook; or the Employee's failure to satisfactorily perform his/her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.

ECRA shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon the Employee. The Employee shall have the right to a representative of his/her choice at a conference with the Board. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law.

b) **Early Termination Without Cause**: The Board, upon the recommendation of the Executive Director, may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the ECRA's right to terminate this Agreement without cause, ECRA shall pay to the Employee the remainder of his/her salary (based upon any remaining calendared workdays) for the term of this Agreement or for a period of one (1) month following the effective date of the termination, whichever is less.

c) **Death or Incapacitation of the Employee**: The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in the judgment of the Executive Director, the Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in job specifications, the Board upon recommendation of the Executive Director may terminate this Agreement.

d) **Revocation/Nonrenewal**: In the event that the ECRA charter is either revoked or non-renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section a or b above.

13. **NON-RENEWAL/EXPIRATION OF TERM.** The Board upon the recommendation of the Executive Director may elect not to offer future employment agreement to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own term.

14. **REQUIRED CONTRACT PROVISIONS**. The following provisions are required to be included in this Agreement by the California Government Code:

a) **Limitation on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the gross base monthly salary of the Administrative Director multiplied by twelve (12).

b) **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees they receive from ECRA in relation to Employee's placement on paid administrative leave pending criminal charges if the Employee is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement they received in relation to the Employee's termination if they are convicted of a crime involving the abuse of office/position.

15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

17. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.

18. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing ***and*** signed by the authorized representative of both of the parties hereto.

19. **INTERPRETATION AND OPPORTUNITY TO CONSULT COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

20. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

21. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

22. **SIGNATURES**. In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

THE GOVERNING BOARD OF AND ON BEHALF OF EL CAMINO REAL CHARTER HIGH SCHOOL

Dated: ____________________ By: ____

Emilie Larew, Interim Executive Director

Dated: 08/20/2026 Philippa Vedros

Philippa Vedros, Administrative Director

This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.

Approved Date: ____________________ By: ____

Signature of Board Chair or Secretary

_Employment Agreement Vedros,Philippa

Final Audit Report 2026-08-20

Created:	2026-08-20
By:	ECR Human Resources (HR@ECRCHS.NET)
Status:	Signed
Transaction ID:	CBJCHBCAABAASQn1X_JYKbbXV3tKdOjZSWBO1rDpZGuX

"_Employment Agreement Vedros,Philippa" History

Document created by ECR Human Resources (HR@ECRCHS.NET)

2026-08-20 - 5:19:57 PM GMT- IP address: 98.153.219.153

Document emailed to Philippa Vedros (philippavedros@gmail.com) for signature

2026-08-20 - 5:20:43 PM GMT

Email viewed by Philippa Vedros (philippavedros@gmail.com)

2026-08-20 - 5:20:49 PM GMT- IP address: 66.249.84.104

Document e-signed by Philippa Vedros (philippavedros@gmail.com)

Signature Date: 2026-08-20 - 5:34:19 PM GMT - Time Source: server- IP address: 137.164.120.82 - Signature Appearance Selected: IMAGE

Agreement completed.

2026-08-20 - 5:34:19 PM GMT

FIXED TERM EMPLOYMENT AGREEMENT
BETWEEN
EL CAMINO REAL ALLIANCE & EDGAR ORTEGA

This Employment Agreement ("Agreement") is entered into by and between the above-named employee ("Employee") and the Governing Board ("Board") of El Camino Real Alliance ("ECRA"), a California public charter school approved by the Los Angeles Unified School District ("Authorizer") The Board desires to hire employees who will assist the Board in achieving the goals and meeting the requirements of ECRA's charter, and in implementing ECRA's policies and procedures. The parties recognized that the provisions of the California Education Code do not govern ECRA, except as expressly set forth in the Charter Schools Act of 1992 and its successors. ECRA shall be deemed the exclusive public school employer of the employees of ECRA for purposes of Government Code section 3540.1.

WHEREAS, ECRA and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

AGREEMENT

1. **TERM AND WORK SCHEDULE.** Subject to Section 12, "Termination of Contract" herein, ECRA hereby employs the Employee to serve as an Administrative Director for a term of one (1) year commencing on a date to be determined by the Interim Executive Director in consultation with the Employee (tentative start date in August/September 2026) and ending June 30, 2027.

   The Administrative Director position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours at the School of 7:30 am to 4:00 pm. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the workday.

   The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with ECRA without approval from the Board in writing.

2. **COMPENSATION.** In accordance with the applicable salary schedule, attached hereto as **Attachment B**, the Administrative Director position has a gross annual base salary of **$168,104.00**, exclusive of any applicable stipends or differentials, and subject to all required federal and state tax withholdings. Upon successful verification of official transcripts, the Employee will also receive the applicable annual educational differential in accordance with the salary schedule.

   Following each school year under this Agreement, the Administrative Director may receive the following incentive compensation to be paid no later than July 31:

   - **Board Award.** In its sole discretion, the Board may provide a one-time taxable payment of up to $5,000 in any given year for any major accomplishment that benefits ECRA.

   - **Schoolwide Bonus.** The Administrative Director is eligible to receive a portion of the annual school-wide bonus if such bonus is authorized by Board.

   The Administrative Director's compensation may be prorated depending on whether they remain employed, or in active work status, for all scheduled workdays of the position.

3. **BENEFITS.**

   a) **Health/Retirement Benefits.** At ECRA's expense, the Employee shall be afforded such health and other benefits of employment as shall be granted to ECRA's employees, including entitlement to participation in PERS or STRS, as applicable, subject to program and eligibility requirements.

b) **Vacation**. See **Attachment C**.

c) **Sick Leave**. See **Attachment C**.

d) **Paid Holidays**. See **Attachment C**.

e) **Technology.** The Employee shall be entitled to a monthly technology stipend of **$50.00**, which includes reimbursement for the use of the Employee's personal cell phone for business purposes.

4. DUTIES. The Employee shall perform the duties as outlined herein, directed by the Executive Director, Board, Board Policy or procedures, prescribed by the charters, and specified in the attached job description which is incorporated by reference as **Attachment A** to this Agreement. This description and the job duties for the Employee may be altered from time to time by ECRA.

5. WORK YEAR. In accordance with the term of this Agreement, the Employee shall be required to work a minimum 235 days, which may include workdays taken as vacation days throughout each year but does not include fourteen (14) holidays.

6. EVALUATION. The Interim Executive Director/Executive Director shall evaluate the performance of the Employee at least once annually. This evaluation shall be based on the job description and performance objectives as defined in this Agreement. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Interim Executive Director/Executive Director deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee, and they shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Interim Executive Director/Executive Director shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair ECRA's right to terminate this Agreement pursuant to Section 12.

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12. **TERMINATION OF CONTRACT.** This Agreement may be terminated by any of the following:

a) **Termination For Cause**: The Employee may be terminated by the Board upon the recommendation of the Executive Director at any time for cause. In addition, the Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or physical harm to any person; any ground enumerated in the Employee Handbook; or the Employee's failure to satisfactorily perform his/her duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.

ECRA shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon the Employee. The Employee shall have the right to a representative of his/her choice at a conference with the Board. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law.

b) **Early Termination Without Cause**: The Board, upon the recommendation of the Executive Director, may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the ECRA's right to terminate this Agreement without cause, ECRA shall pay to the Employee the remainder of his/her salary (based upon any remaining calendared workdays) for the term of this Agreement or for a period of one (1) month following the effective date of the termination, whichever is less.

c) **Death or Incapacitation of the Employee**: The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in the judgment of the Executive Director, the Employee may no longer perform the essential functions of his/her job with or without reasonable accommodation, as set forth in job specifications, the Board upon recommendation of the Executive Director may terminate this Agreement.

d) **Revocation/Nonrenewal**: In the event that the ECRA charter is either revoked or non-renewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charter, and without the need for the process outlined in Section a or b above.

13. **NON-RENEWAL/EXPIRATION OF TERM.** The Board upon the recommendation of the Executive Director may elect not to offer future employment agreement to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own term.

14. **REQUIRED CONTRACT PROVISIONS**. The following provisions are required to be included in this Agreement by the California Government Code:

a) **Limitation on Cash Settlement.** In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the gross base monthly salary of the Administrative Director multiplied by twelve (12).

b) **Required Reimbursements.** The Employee shall be required to reimburse ECRA for any salary or fees they receive from ECRA in relation to Employee's placement on paid administrative leave pending criminal charges if the Employee is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse ECRA for any cash settlement they received in relation to the Employee's termination if they are convicted of a crime involving the abuse of office/position.

15. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

16. **WAIVER.** Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

17. **JURISDICTION.** The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.

18. **AMENDMENTS.** No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing ***and*** signed by the authorized representative of both of the parties hereto.

19. **INTERPRETATION AND OPPORTUNITY TO CONSULT COUNSEL.** The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

20. **SEVERABILITY.** If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

21. EXECUTION OF COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

22. SIGNATURES. In witness therein, we affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

THE GOVERNING BOARD OF AND ON BEHALF OF EL CAMINO REAL CHARTER HIGH SCHOOL

Dated: ______________________ By: ______________________________________
Emilie Larew, Interim Executive Director

Dated: 08/06/2026 By: Edgar A Ortega (Aug 6, 2026 19:31:16 PDT)
Edgar Ortega, Administrative Director

This Employment Agreement is subject to ratification and approval by the Governing Board of ECRA.

Approved Date: ____________________ By: ______________________________________
Signature of Board Chair or Secretary

ECR

5440 Valley Circle Blvd.
Woodland Hills CA 91367

Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

Job Title: Administrative Director
FLSA Status Exempt
Department: Administration
Reports To: Executive Director
Work Calendar: 249
Revised: 06.02.2026

Job Summary:

The Administrative Director supports the Executive Director in the implementation of the Charter School's educational vision and the overall administration of the school. This position provides leadership, oversight, support, and resources in assigned areas of responsibility to promote effective school operations and student success. Administrative Directors are responsible for overseeing designated departments and programs, which may include Curriculum & Instruction, Counseling, Athletics & Facilities, Special Education, and Student Discipline/Alternative Education/Independent Study.

Essential Duties and Responsibilities:

- Provide strategic leadership in the implementation, supervision, and continuous evaluation of core and supplemental instructional programs to promote student achievement, academic growth, and mastery of California Common Core State Standards (CCSS) and other state-adopted standards.
- Support school leadership teams in the development, implementation, and monitoring of short- and long-range plans focused on academic achievement, school improvement, and organizational effectiveness.
- Supervise, support, coach, and evaluate teachers, counselors, and other assigned personnel to ensure high-quality instructional practices and equitable outcomes for all student populations.
- Build the instructional capacity of staff through coaching, collaboration, and professional learning focused on effective strategies for supporting diverse student groups, including English Learners, foster youth, homeless youth, socioeconomically disadvantaged students, Standard English Learners, gifted and talented students, students performing below grade level, and students with disabilities.
- Serve as a resource and instructional leader for staff, students, and families by providing guidance, support, and assistance related to curriculum, instruction, intervention, and student achievement.
- Oversee the planning, coordination, and implementation of professional development programs aligned with CCSS, state standards, the Local Control and Accountability Plan (LCAP), the Single Plan for Student Achievement, and organizational priorities.
- Lead the development, monitoring, and annual update of the Charter School's Local Control and Accountability Plan (LCAP) and related accountability measures.

ECR

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Home of Academic, Athletic, & Artistic Excellence

Executive Director: David Hussey
Board President: Brad Wright

- Oversee and coordinate all school-wide testing programs, including state assessments, benchmark assessments, data analysis, reporting, and compliance requirements.
- Develop and manage the Charter School's master schedule, summer school schedule, and related programming to support instructional effectiveness and operational efficiency.
- Recommend and implement student interventions, behavioral support, and disciplinary actions in accordance with applicable laws, Education Code requirements, Board policies, and the Charter School's student conduct expectations.
- Assist the Executive Director in ensuring compliance with all applicable state and federal laws, mandates, reporting requirements, and instructional monitoring expectations.
- Oversee student support services, extracurricular programs, student activities, and athletic programs to promote student engagement, wellness, and school connectedness.
- Assist in the development, interpretation, implementation, and communication of administrative policies, procedures, and operational practices.
- Coordinate and support the implementation of the Charter School's comprehensive safety plan, emergency preparedness procedures, and mandated child abuse reporting requirements.
- Oversee and support systems designed to maintain high-quality instruction and continuity of learning during remote learning, emergency situations, public health crises, or other disruptions to in-person instruction.
- Foster a positive, inclusive, and collaborative school culture that supports student success, staff effectiveness, and strong relationships with families and the community.
- Perform other related duties and responsibilities as assigned to support the overall mission, vision, and operational needs of the Charter School.

Knowledge, Skills, and Abilities

- Demonstrates comprehensive knowledge of the principles, practices, current trends, research, and best practices in secondary education and charter school operations.
- Possesses strong knowledge of effective leadership, administrative, organizational, and operational management practices that support student achievement and organizational effectiveness.
- Knowledge of policies, procedures, organizational structure, educational goals, collective bargaining agreements, applicable laws, and the California Education Code.
- Knowledge of Multi-Tiered Systems of Support (MTSS), student intervention frameworks, restorative practices, positive behavior interventions, and student support strategies designed to promote student success and accountability.
- Experience supervising and evaluating certificated staff, including conducting conferences, performance evaluations, corrective action meetings, and disciplinary processes in accordance with applicable policies and collective bargaining agreements.
- Knowledge of Learning Management Systems (LMS) and educational technology platforms that support instruction, communication, and school operations.

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Executive Director: David Hussey
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- Demonstrated leadership skills in facilitating collaboration, building consensus, resolving conflict, and fostering positive working relationships among diverse stakeholders.
- Ability to effectively plan, organize, prioritize, and manage multiple projects, responsibilities, timelines, and operational demands in a fast-paced environment.
- Ability to work effectively and collaboratively with individuals from diverse racial, ethnic, linguistic, cultural, disability, and socioeconomic backgrounds.
- Strong verbal and written communication skills, including the ability to prepare presentations, training, reports, professional correspondence, and public communications for a variety of audiences.
- Ability to observe, monitor, and assess student and staff performance, behavior, and activities while exercising sound judgment, professionalism, discretion, and effective crisis management skills.
- Demonstrates professional judgment, strong interpersonal skills, and leadership practices that guide individuals and teams toward achieving organizational goals and successful outcomes.

Education and Experience:

- Master's degree or higher from an accredited college or university required.
- A valid Administrative Services Credential authorizing K-12 service
- A valid California K-12 Teaching Credential requiring a bachelor's degree and a program of professional preparation, including student teaching
- At least four semester units in multicultural education or equivalent study
- At least five years of successful full-time public school certificated service
- At least three years as a teacher in a K-12 public school program

Work Environment:

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

The Administrative Director works in a fast-paced, collaborative charter high school environment focused on student achievement, instructional excellence, equity, and continuous improvement. This position regularly interacts with administrators, teachers, students, families, community stakeholders, and external educational partners to support the school's academic vision and strategic goals.

The role is primarily performed in an office and school campus setting and requires frequent presence in classrooms, meetings, school events, and professional development activities. The Administrative Director must be able to manage multiple priorities, respond effectively to changing

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Executive Director: David Hussey
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needs, exercise sound judgment, and maintain professionalism in high-pressure or time-sensitive situations.

This position may require:

- Frequent communication and collaboration with staff, students, parents, and community stakeholders;
- Attendance at occasional evening or weekend meetings, events, and school functions;
- Travel between school sites and to conferences, training, and professional meetings, as needed;
- Ability to perform the essential functions of the position in a fast-paced school and office environment with frequent interruptions, competing demands, and changing priorities;
- The work environment may include exposure to typical school-related noise levels and situations requiring sound judgment, discretion, professionalism, and timely decision-making.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to:

- Sit, stand, walk, and move throughout the school campus for extended periods of time, including prolonged periods of sitting, standing, and walking campus grounds;
- Use hands and fingers to operate standard office equipment and technology, including computers, keyboards, telephones, and related devices;
- Communicate effectively in person, virtually, and by telephone;
- Read, analyze, and interpret written documents, reports, data, and electronic communications;
- Occasionally bend, stoop, reach, carry, push, or lift office materials or equipment weighing up to 15–25 pounds;
- Travel between offices, classrooms, meeting locations, school sites, and off-site events, as needed.

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.

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

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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 Administrative Directors Salary Table

2024-25

Table Increase 8% effective 7/01/24

	Steps				
	1	**2**	**3**	**4**	**5**
234-days basis	125,263	132,314	139,773	147,642	156,253
249-days basis	133,293	140,795	148,733	157,106	166,270

2024-25

Table Increase 7% effective 01/01/25

	Steps				
	1	**2**	**3**	**4**	**5**
234-days basis	134,032	141,576	149,557	157,977	167,191
249-days basis	142,623	150,651	159,144	168,104	177,909

Differentials

Bilingual	3,000
Master’s	5,000
MBA	8,000
Doctorate	10,000

Attachment C (Administrative Directors)
Vacation, Sick and Holidays

Vacation Days

Years of Service	Hours per Month	Hours per Year	Equivalent Days per Year
0 to 4 years	6.67	80.04	**10 days**
4 to 5 years	10.00	120.00	**15 days**
5 to 6 years	10.67	128.04	**16 days**
6 to 7 years	11.33	135.96	**17 days**
7 to 8 years	12.00	144.00	**18 days**
8 to 9 years	12.67	152.04	**19 days**
9+ years	13.33	159.96	**20 days**

Vacation days may be carried over up to one-and-a-half times the annual rate; when the maximum is reached, vacation days will no longer accrue until vacation time is used.

Sick Days

Full-time employees working twelve (12) months per year may accrue up to thirteen (13) sick days per year. Unused, accrued sick leave for these employees shall carry over from year-to-year.

Holidays

Full-time employees working 12 months per year enjoy the following 14 paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Farmworkers Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Day
- Two other holidays at the discretion of ECRA.

249 DAYS - ADMIN SCHEDULE

2026-2027 School Schedule

	M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F			M	T	W	Th	F	X	H	UA	Total Paid Days
JUL 26			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
			X	X	H			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	22	1	0	23
AUG 26	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X					21	0	0	21
SEP 26		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
		X	X	X	H			H	X	X	X	X			X	X	X	X	X			UA	X	X	X	X			X	X	X			19	2	1	21
OCT 26				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
				X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	22	0	0	22
NOV 26	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
	X	X	X	X	X			X	X	H	X	X			X	X	X	X	X			X	UA	UA	H	H			X					16	3	2	19
DEC 26		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
		X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	UA	UA	UA	H			UA	UA	UA	H		15	2	6	17
JAN 27					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29				
					H			X	X	X	X	X			X	X	X	X	X			H	X	X	X	X			X	X	X	X	X	19	2	0	21
FEB 27	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									
	X	X	X	X	X			X	X	X	X	X			H	X	X	X	X			X	X	X	X	X								19	1	0	20
MAR 27	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	UA	UA	UA			H	X	X			19	1	3	20
APR 27				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
				X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	22	0	0	22
MAY 27	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			H					20	1	0	21
JUN 27		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
		X	X	X	X			X	X	X	X	X			X	X	X	X	H			X	X	X	X	X			X	X	X			21	1	0	22
																																		235	14	12	249

X INSTRUCTIONAL DAYS / WORK DAYS

H HOLIDAYS

PUPIL FREE DAYS

X VACATION - If you have vacation time, it can be used upon pre-approval from the Executive Director

UA UNASSIGNED DAYS / OFF TRACK (SICK, PN, VAC cannot be used). If you are asked to work on these days, you will be paid extra beyond your salary.

7/3/2026	Independence Day Holiday
8/10/2026	First Day of Instruction
9/4/2026	Admissions Day
9/7/2026	Labor Day Holiday
9/21/2026	Floating Holiday (No School)
11/11/2026	Veterans' Day
11/23-11/27/26	Thanksgiving Break
11/26-11/27/26	Thanksgiving Holiday
12/21-01/08/27	Winter Break
12/25/2026	Christmas Day Holiday
12/31/2026	New Years Eve Holiday
1/1/2027	New Years Day Holiday
1/12/2027	Second Semester Begins
1/18/2027	Dr. Martin L. King Birthday Holiday
2/15/2027	Presidents' Day Holiday
3/22-3/26/27	Spring Break
3/29/2027	Farmworkers Day
5/31/2027	Memorial Day Holiday
6/3/2027	Last Day of Instruction/Graduation
6/18/2027	Juneteenth Holiday

Administrative Director
Athletic Director

Approved by Mr. Hussey 05/29/2026

Offer Letter and Employment Agreement (Edgar Ortega)

Final Audit Report 2026-08-07

Created:	2026-08-06
By:	ECR Human Resources (HR@ECRCHS.NET)
Status:	Signed
Transaction ID:	CBJCHBCAABAAq8mUpIfRDk_mYKFb4MRDkhme7hVMGtP5

"Offer Letter and Employment Agreement (Edgar Ortega)" History

Document created by ECR Human Resources (HR@ECRCHS.NET)

2026-08-06 - 11:55:00 PM GMT- IP address: 98.153.219.154

Document emailed to eo2671@gmail.com for signature

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2026-08-07 - 0:06:05 AM GMT- IP address: 66.249.84.107

Signer eo2671@gmail.com entered name at signing as Edgar A Ortega

2026-08-07 - 2:31:14 AM GMT- IP address: 172.58.208.91

Document e-signed by Edgar A Ortega (eo2671@gmail.com)

Signature Date: 2026-08-07 - 2:31:16 AM GMT - Time Source: server- IP address: 172.58.208.91 - Signature Appearance Selected: MOBILE_DRAW

Agreement completed.

2026-08-07 - 2:31:16 AM GMT