



El Camino Real Charter High School

Special Board Meeting

10-20-2026 Special Board Meeting

Date and Time

Tuesday October 20, 2026 at 6:30 PM PDT

Location

El Camino Real Charter High School - Media Center

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

ANNUAL MEETING AND REGULAR BOARD MEETING

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

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING

ATTENDEES: El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

PUBLIC COMMENTS

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, Due to public meeting laws, the Board can only listen to your issue, not respond or take action during the Public Comments periods. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.
5. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

IMPORTANT NOTE REGARDING PUBLIC COMMENTS: Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person. There is no obligation on the part of the school to have a school official read public comments during in person Board Meetings. Powered by BoardOnTrack 2 of 4 A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and may be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by

a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Emilie Larew, in person, by email at comment@ecrchs.net, or by calling [\(818\) 595-7500](tel:8185957500).

Agenda

	Purpose	Presenter	Time
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I. Opening Items 6:30 PM

Opening Items

A.	Call the Meeting to Order	Mariellen Webster	1 m
B.	Record Attendance and Guests	Ryan Guinto	1 m
C.	Pledge of Allegiance to the United States of America (USA)	Ryan Guinto	1 m
D.	Public Comments	Public	24 m

NOTE: "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda.

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

These presentations are limited to **three (3) minutes** and total time allotted to non-agenda items will not exceed twenty four (24) 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

II. Operations 6:57 PM

A.	If Requested By Employee, Board Reading of Statement of Charges	Discuss	Mariellen Webster	15 m
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	Purpose	Presenter	Time
III. Governance			7:12 PM
A. Discuss and Vote to Adopt Paper Ballots to Secure Election Process	Vote	Mariellen Webster	15 m
Prior to the vote, Mariellen Webster, Interim Board Chair, will present to adopt paper ballots to secure election process and answer any questions.			
IV. Closed Session			7:27 PM
A. Conference with Legal Counsel - Anticipated Litigation	Discuss	Legal Counsel	30 m
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1) One Case			
B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE	Discuss	Legal Counsel	60 m
V. Reconvene to Open Session			8:57 PM
A. Report on Actions Taken in Closed Session, If Any	Discuss	Mariellen Webster	1 m
VI. Closing Items			8:58 PM
A. Adjourn Meeting	Vote	Mariellen Webster	1 m

Coversheet

Discuss and Vote to Adopt Paper Ballots to Secure Election Process

Section:	III. Governance
Item:	A. Discuss and Vote to Adopt Paper Ballots to Secure Election Process
Purpose:	Vote
Submitted by:	
Related Material:	ECRCHS_Board_Election_Procedures_Presentation.pptx ECRCHS_Board_Election_Standard_Forms.pdf

ECRCHS BOARD ELECTION PROCEDURES

[Corrective Action Plan \(CAP\) Submission to Charter Schools Division \(CSD\)](#)

El Camino Real Charter High School | October 2026 Board Review

Purpose & Core Objectives

Context for Action: Developed as a direct corrective response to concerns raised regarding the 2026-2027 parent representative election.

Core Institutional Mandate: To promote absolute transparency, accountability, election integrity, and public confidence in the selection of Board members.

Systemic De-risking: Explicitly engineered to reduce operational reliance on any single individual across the entire election infrastructure.

Data-Driven Validation: Ensures all final election outcomes are fully supported by verifiable independent confirmation and permanent physical records.

Independent Election Administration Firewall

Neutral Administrator Mandate: The Board must designate a neutral election administrator (outside CPA, professional election services firm, or impartial administrator) with zero actual or apparent conflict of interest.

Strict Operational Disqualification: Individuals identified in allegations or complaints concerning the prior election are strictly barred from independently administering, counting, or certifying ballots.

10 Core Administrative Duties: Responsible for coordinating schedules, managing candidate statements, confirming voter rosters, preparing/distributing paper ballots, securing locked ballot boxes, and conducting hand counts.

No Self-Certification: The administrator cannot certify their own work. A separate designated independent verifier must oversee the count and co-sign the final election certification.

Elected Board Positions: Seven-Day Timeline

Days 1-5 | Nomination & Statement Window: The nomination window remains open for 5 calendar days. Nominations and mandatory candidate background statements must be submitted via a designated school email address.

Day 6 | Qualification & Ballot Prep: The neutral election administrator verifies candidate eligibility metrics, finalizes the official ballot sheet layout, and distributes formal instructions to the voter pool.

Day 7 | Presentation Event & Live Voting: Candidates receive equal, timed presentation blocks to read statements before voting lines close. Eligible voters cast physical paper ballots on this single designated day.

Post-Day 7 | Counting & Discrepancies: The administrator and independent verifier hand-count ballots. If any material discrepancy is uncovered, the election certification is instantly paused and documented for CSD review.

Appointed Board Positions Track

Committee Oversight: Managed via a completely separate process from paper elections, overseen by the Board's designated ad hoc committee.

The 7-Step Appointment Pipeline:

1. Publicly announce the vacant appointed position, benchmarks, and deadlines.
2. Formally log all incoming candidate applications and letters of intent.
3. Ad hoc committee conducts objective reviews against fixed qualification criteria.
4. Committee votes to develop explicit, written candidate recommendations.
5. Present recommendations to the full Board at a single designated meeting.
6. Full Board conducts an official vote in accordance with ECRCHS bylaws.
7. Formally document and retain application files and minutes in the secure archive.

Strict Boundary: The ad hoc committee only possesses the authority to recommend candidates; it cannot independently appoint a member unless expressly authorized by governing documents.

Rigid Ballot Chain of Custody & Security

Voter Roster Isolation: Voter eligibility lists must be locked down prior to election day. Roster verification records are kept completely isolated from completed ballots to preserve absolute secrecy.

Physical Paper Ballots Only: All covered elections will strictly utilize physical paper ballots. Digital or online alternatives are restricted to prevent technical vulnerabilities.

Locked Ballot Box Security: Ballots must be marked privately and deposited into a physical, locked ballot box at an announced, controlled location. The administrator must confirm the box is empty before lines open and retains sole custody of keys.

Automatic Breach Freeze: If a box is moved unexpectedly, a security seal is compromised, or an unlogged opening occurs, the entire count and certification are frozen instantly. It triggers a mandatory administrative review and CSD notification.

Tally, Verification & Conflict Escalation Matrix

Dual Hand-Count Tally: The administrator opens the box and hand-counts sheets in the physical presence of the independent verifier (outside CPA/professional). Both must reconcile ballots distributed, received, valid, and blank.

Section 6.3 Complaint Routing Firewalls (boardelections@ecrchs.net):

- **Involving a School Administrator/Director:** Routed directly to the Executive Director and Board Chair.
- **Involving a Board Member:** Routed directly to the Executive Director and the CSD.
- **Critical High-Level Escalation (Involving the Board & Executive Director):** Bypasses all internal staff channels entirely. Submitted directly to the Charter Authorizer (LAUSD) for public oversight and referred to a qualified independent third-party agency for formal external investigation.

EL CAMINO REAL CHARTER HIGH SCHOOL

Corrective Action Plan: Standardized Board Election & Appointment Forms

Instructions: These templates must be filled out, audited, and archived for each election cycle or appointment track in accordance with Section 7 of the Board-approved Corrective Action Plan. Maintain all completed physical files under dual custody within secure locked storage archives.

FORM 01: ELECTION SETUP RECORD

1. Election and Board seat:	
2. Election date and voting deadline:	
3. Voter eligibility requirements:	
4. Location or method for returning ballots:	
5. Election administrator and selection date:	
6. Independent verifier and selection date:	
7. Conflict-of-interest review completed by:	
8. Approved procedures and approval date:	

FORM 02: BALLOT DISTRIBUTION LOG

1. Election and Board seat:	
2. Date of distribution:	
3. Method of distribution:	
4. Number of eligible voters:	
5. Number of ballots issued:	
6. Person distributing ballots:	
7. Notes or discrepancies:	

FORM 03: BALLOT SECURITY LOG

1. Election and Board seat:	
2. Date and time ballots were secured:	
3. Number of ballots received, if known:	
4. Storage location:	
5. Container locked or sealed:	
6. Person securing ballots:	
7. Authorized access/transfers (Date/Time/Name):	
8. Security incident or unusual circumstance:	
9. Action taken and signatures:	

FORM 04: TALLY AND CERTIFICATION FORM

1. Election and Board seat:	
2. Date, time, and location of count:	
3. Administrator Name:	
4. Independent Verifier Name:	
5. Total ballots issued:	
6. Total ballots received:	
7. Total ballots counted:	
8. Blank, invalid, or disputed ballots:	
9. Candidate or choice totals:	
10. Reconciliation completed? (Yes/No):	
11. Discrepancies and resolution:	
12. Administrator signature and date:	
13. Verifier signature and date:	
14. Certification of final results:	

FORM 05: ELECTION COMPLAINT LOG

1. Complaint reference number:	
2. Date received:	
3. Method received (Email/Written):	
4. Nature of concern:	
5. Person/office responsible for review:	
6. Conflict-of-interest check completed:	
7. Independent referral required? (Where/When):	
8. Actions taken and dates:	
9. Outcome or current status:	
10. Date closed, if applicable:	
11. Location of supporting records:	