El Camino Real Charter High School

Special Board Meeting

10-22-2026 Special Board Meeting

Date and Time

Thursday October 22, 2026 at 5:15 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. 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.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:15 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	4 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 ***two (2) minutes*** and total time allotted to non-agenda items will not exceed four (4) 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.	**Governance**			**5:22 PM**
A.	Board Resolution Adopting In-Person Paper Ballot Framework Resolution No. 2026-10-22	Vote	Mariellen Webster	4 m

		Purpose	Presenter	Time
	Prior to the vote, Mariellen Webster, Interim Board Chair, will present to adopt the Board Resolution Adopting In-Person Paper Ballot Framework Resolution No. 2026-10-22 and answer any questions.			
B.	Discuss and Vote to Adopt the Whistleblower Policy	Vote	Mandy Rogers	4 m
	Prior to the vote, Board Member, Ms. Rogers, will present the Whistleblower Policy Portal and answer any questions.			

III. Closing Items — 5:30 PM

A.	Adjourn Meeting	Vote	Mariellen Webster	1 m

Coversheet

Board Resolution Adopting In-Person Paper Ballot Framework Resolution No. 2026-10-22

Section: II. Governance
Item: A. Board Resolution Adopting In-Person Paper Ballot Framework Resolution No. 2026-10-22
Purpose: Vote
Submitted by:
Related Material: Board_Resolution_2026-10-22.pdf

BOARD OF DIRECTORS OF THE EL CAMINO REAL ALLIANCE
BOARD RESOLUTION ADOPTING IN-PERSON PAPER BALLOT FRAMEWORK
RESOLUTION NO. 2026-10-22

WHEREAS, the El Camino Real Alliance ("ECRA") is dedicated to maintaining absolute transparency, institutional integrity, election accountability, and public trust in the selection and governance of its Board of Directors; and

WHEREAS, concerns were raised regarding the execution of the 2026-2027 parent representative election, necessitating a definitive, secure, and corrective administrative response to de-risk the voting infrastructure and reduce operational reliance on any single individual; and

WHEREAS, Article III, Section 3 of the corporate bylaws strictly prohibits proxy voting, and the Board intends to establish an exclusive framework mandating live, on-site physical voter presence to prevent structural election disputes and protect procedural integrity; and

WHEREAS, an In-Person Paper Ballot Framework & Voter Verification Protocol was formally developed and presented to the Board of Directors on October 21, 2026, establishing neutral administrative firewalls, segregated color-coded voting lines, and dual independent verification mechanisms;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the El Camino Real Alliance that the following comprehensive election protocols and operational frameworks are hereby officially adopted, enacted, and ordered into immediate implementation:

RESOLVED FURTHER (OPERATIONAL DIRECTIVES)

1. **Mandatory Physical Presence & Proxy Ban:** All voting for Board representation shall occur exclusively live and on-site at the designated venue. Pursuant to corporate bylaws, proxy voting, absentee sheets, and mail-in ballots are strictly prohibited.

2. **Establishment of Independent Administration Firewall:** The Board shall appoint a neutral, independent election administrator (such as an outside CPA or professional election firm) possessing zero actual or apparent conflicts of interest. Any individual identified in prior election complaints or allegations is strictly barred from administering, counting, or certifying ballots.

3. **Segregated Voter Verification Lines:** Check-in lanes shall be split to optimize security and throughput: Line A (Parents/Guardians) requires database verification, a valid photo ID, signature in the physical registry, and issues a White Paper Ballot. Line B (Teachers/Certificated Staff) requires HR payroll list verification, a valid school ID badge, signature in the employee registry, and issues a Blue Paper Ballot.

4. **Ballot Authenticity & Security Protocols:** Every physical ballot must be hand-stamped with a unique, live school security mark at the check-in lane. Unstamped ballots, blank ballots, or ballots with excessive selections are legally invalid and shall be excluded from the count.

5. **Live Custody & Open Tabulation:** Two neutral school monitors shall remain stationed at the locked ballot boxes at all times. Hand-counting of physical ballots shall commence immediately following the close of voting in an open, public area visible to observers. The final master sheet must be co-signed and certified by both monitors prior to submission to the Board.

6. Election Interference Complaint Process: Anyone who believes that a person has interfered with an election held by El Camino Real Charter High School may file a written complaint at the dedicated complaint inbox, boardelections@ecrchs.net. Interference includes any act that obstructs, intimidates, coerces, or improperly influences voters or candidates, or that compromises how votes are cast, collected, or counted. The Executive Director will promptly review each complaint and may refer it to the School's legal counsel for advice on how to investigate and resolve it. The Executive Director will inform the Board Chair that a complaint has been received, unless the complaint alleges that the Board Chair was involved. In that case, the Executive Director will tell the Board Vice Chair instead. If the complaint alleges that the Executive Director was involved, it will go directly to the Board Chair, who will refer it to legal counsel for processing. The School will not retaliate against anyone who files a complaint in good faith or takes part in its review.

CERTIFICATION OF ADOPTION

The undersigned officers hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the El Camino Real Alliance at a legally noticed public meeting held on October 22, 2026, by a vote of _____ Ayes, _____ Nays, and _____ Abstentions, a quorum being present.

By: _____
Board Chair / President
Date: _____

Attest: _____
Secretary / Designated Board Officer
Date: _____

Consult the ECRCHS Board Bylaws and/or Handbook for additional information supporting the school board elections process.

Coversheet

Discuss and Vote to Adopt the Whistleblower Policy

Section:	II. Governance
Item:	B. Discuss and Vote to Adopt the Whistleblower Policy
Purpose:	Vote
Submitted by:	
Related Material:	Admin Whistleblower Presentation1.pptx ECRCHS_Whistleblower_Policy_Handout_Final.pdf

ECRCHS Whistleblower Policy

Comprehensive Staff Training & Compliance Review (Section 4.5)

Ensuring Fiscal Accountability, Institutional Integrity & Employee Protections

Presented by: The ECR Administrative Team

10/21/2026

Core Purpose & Institutional Scope

- Highest Ethical Standards Required: All directors, officers, employees, and volunteers must maintain absolute professional honesty in all duties.
- Active Duty to Report: Section 4.5 creates an affirmative, ongoing structural obligation to report known or reasonably suspected violations immediately.
- Comprehensive Operational Scope: Covers financial improprieties, illegal acts, regulatory breaches (CA Education Code), and severe ethical non-compliance.
- Protection of Public Charter Assets: Focuses directly on preventing waste, embezzlement, unvetted conflicts of interest, or personal use of school labor.

Requirement to Act Politely and Ethically: All ECRCHS directors, officers, employees, and volunteers are explicitly mandated to observe the highest professional standards in executing school duties.

Comprehensive Coverage: Scope explicitly encompasses any known or suspected financial improprieties, illegal operations, credentialing violations, or deep policy breaches.

Protection of School Resources: Specifically addresses tracking and reporting misuse of public charter funds, physical assets, or specialized equipment.

Mandatory Reporting Clause: Not just an option—personnel have an affirmative duty to report known or suspected violations immediately upon discovery.

4.5 Whistleblower Policy

ECRCHS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes

disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigation, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

The Good Faith Guarantee & Anti-Retaliation



The 'Good Faith' Standard: Protections apply fully if a report is made with honest, reasonable belief, even if an investigation later finds no policy breach.



Absolute Retaliation Ban: Enforces a strict prohibition against discharge, demotion, negative scheduling, harassment, or subtle professional isolation.



Discretion & Confidentiality: Identities of reporters are guarded strictly by the compliance department.

01 | Immediate Supervisor: The standard primary channel for all day-to-day operational, resource, or localized concerns.

02 | HR /Administrator/ Compliance Officer: Used immediately if your supervisor is directly involved in the issue or remains unresponsive.

03 | Executive Director: The chief building administrator if the above directors are unable to address an issue/issues. Usually a last resort internally.

Standard Reporting Escalation Ladder

High-Level Misconduct (When Leaders Breach Trust)

Bypassing the Standard Chain: If a conflict involves a Board Member, HR Director, or top Administrator, do NOT use the standard internal ladder.

Pathway 1 | A Trusted Administrator: Securely report to an administrator who is completely independent of the conflict.

Pathway 2 | A Trusted Board Member: Reach out directly to a sitting member of the Board of Directors. If a member of the Board of Directors is the source of conflict, immediately proceed to the next step.

Pathway 3 | The Charter Authorizer: Report directly to the school's Charter Authorizer (LAUSD/CSD) to trigger independent public oversight.

Scenarios 1 & 2: Finance & Procurement

Scenario 1: Credit Card Misuse	- Situation: Staff notices high-end personal meals and luxury retail items repeatedly charged to a school credit card under 'outreach'.	- Action: Copy logs confidently. Do not confront individual. File a confidential report with HR.
Scenario 2: Procurement Vendor Conflict	- Situation: A major single-sourced software vendor contract is approved without competitive bidding with an executive's sibling.	- Action: Document transaction timeline and submit details to HR or the Board.

Scenarios 3 & 4: Operations & Data

Scenario 3: Falsified Records / ADA Logs	- Situation: Records show student attendance logs, test scores, (ADA) or staff credentials are systematically altered to boost funding.	- Action: Document alterations and securely escalate immediately to Executive Director or Compliance Officer.
Scenario 4: Athletic Cash Discrepancies	- Situation: Large cash intake from ticket gates or merchandise sales consistently goes missing.	- Action: Log dates and discrepancies. Report directly to CFO or Business Controller.

Scenarios 5 & 6: ASB Funds & Leadership Misconduct

Scenario 5: ASB Account Misdirection	- Situation: Associated Student Body (ASB) fundraising cash is used to buy high-end non-student gear.	- Action: Document missing receipts or unapproved purchases and submit to Activities Director or CFO.
Scenario 6: Director / Manager Exploitation	- Situation: A high-level Director forces subordinate hourly staff to work unlogged hours on personal tasks.	- Action: Bypass the Director entirely. Document evidence and submit to HR, a trusted board member, or LAUSD.

THANK YOU FOR YOUR ATTENTION TO THIS IMPORTANT POLICY!

ANY QUESTIONS?

ECR Administration

TRANSPARENCY

I. Charter Renewal

II. CSD NOAV

III. Election Process

ECRCHS Whistleblower Policy Handout

Comprehensive Staff Training & Compliance Review — Section 4.5

1. Core Purpose & Institutional Scope

All directors, officers, employees, and volunteers at El Camino Real Charter High School (ECRCHS) are explicitly mandated to maintain absolute professional honesty and observe the highest ethical standards in executing their school duties. Section 4.5 creates an affirmative, ongoing structural obligation to **immediately report** known or reasonably suspected violations. The comprehensive operational scope encompasses financial improprieties, illegal operations, credentialing violations, regulatory breaches (such as CA Education Code), and deep policy non-compliance to protect public charter resources against waste, embezzlement, unvetted conflicts of interest, or personal use of school labor.

Official Policy Text: Section 4.5 Whistleblower Policy

4.5 Whistleblower Policy
ECRCHS requires its directors, officers, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School, such individuals must practice honesty and integrity in fulfilling all responsibilities and must comply with all applicable laws and regulations. The purpose of this policy is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, officers, employees, and volunteers of the School to raise serious concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

All directors, officers, employees, and volunteers of the School have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted policy of the School, or local rule or regulation. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who in good faith reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or adverse employment action. Further, no one who in good faith discloses, who may disclose, or who the School believes disclosed or may disclose, information regarding alleged violations to a person with authority over the employee or another employee who had responsibility for investigation, discovering or correcting the purported violation shall suffer harassment, retaliation, or adverse employment action.

3. Standard Reporting Escalation Ladder

Step 1: Department Level	Report known or suspected issues directly to your **Immediate Supervisor** or **Department Director** immediately upon discovery.
Step 2: Executive & HR	Escalate to the **Executive Director** or **Director of Human Resources** if the matter remains unresolved or directly involves immediate management.
Step 3: Governing Board	File a formal grievance directly with the **ECRCHS Governing Board of Directors** (via the Board Chair) if executive leadership is implicated or non-responsive.
Step 4: External Authorizer	**CRITICAL SAFE-HARBOR MECHANISM:** If the Executive Director or Governing Board itself is in question, conflicted, or involved in the alleged misconduct, report directly to the external regulatory oversight agency: **LAUSD Charter Schools Division (CSD)**

4. The Good Faith Guarantee & Protections

• **No Proof Required:** Staff members are protected as long as they act in good faith with reasonable grounds; absolute proof is not mandatory to report.
• **Severe Disciplinary Sanctions:** Any report made maliciously or known to be entirely false constitutes a serious disciplinary offense.
• **Absolute Anti-Retaliation Immunity:** Under Section 4.5, any form of harassment, retaliation, or adverse employment action targeting an employee who reports or cooperates with investigations is strictly prohibited.

This is for informational purposes only. Please consult the ECRCHS Policy Handbook for additional information or speak to an administrator or HR staff member to answer your questions.