APPROVED

El Camino Real Charter High School

Minutes

Special Board Meeting

Date and Time
Tuesday March 28, 2017 at 4:00 PM

Location
El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Donna Bennett in the school's main office, or contact her at (818) 595-7500 or do.bennett@ecrchs.net. Some board meeting materials are also posted in the school's website (http://ecrchs.net/ecr-board/).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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 or under the general category of "Oral Communications." "Oral Communications" 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-five (25) minutes. 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 that agenda item on your “Request to Speak” form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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.

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 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 Donna Bennett, office assistant, in person or by calling (818) 595-7500.

Directors Present
Beatriz Chen, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn, Steve Cohen

Directors who arrived after the meeting opened
Beatriz Chen

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Tuesday Mar 28, 2017 at 4:03 PM.

C. Pledge of Allegiance

D. Public Comments

Cameron Maury, English teacher and debate coach, spoke on management and the school climate.

E. Board Procedure

Recordings can be hard to follow when there is a larger meeting with many public speakers. It has been asked if we can consider having a brief synopsis of what was said, to put the speaker's name down on the minutes, the time, and the agenda item. Doesn't believe it violates the Brown Act to ask that, though it is not a requirement that guest speakers identify themselves if they do not wish to, nor to fill out a speaker card.
Mr. Silverstein commented that, if a person volunteers their name, it goes on the public record. Also commented that a person should be asked their name, particularly if they are a vendor. But providing a summary of what was said may be an issue as to whether or not the summary correctly reflects what was said.
Board recordings have been posted on the website, except for the recordings of a few meetings where the equipment did not work correctly.

F. Executive Director Update

The lifetime benefits trust account has been getting $200,000.00 a month, $100,000 from Hanmi and $100,000 from Pacific Western Bank. To date this school year, we have invested $1.7M instead of the $1.2M that was set. At the next Board meeting, the Board may want to consider stopping the payments or revising the amount that is being deposited. Walter Wallace and EdTec will be consulted regarding the financial implications.

II. School Business

A. Discuss Extending Time for New Board Member Applications

The current deadline is March 31st, but we have advertised more than ever before. To date, three applications have been received. The goal is to have candidates speak at the Board meeting of April 19th. Candidates should also speak to the teachers during Professional Development, and at a community event on April 18th. The proposal is to extend the date to either Friday, April 14th, or Monday, April 17th.

B. Vote on Extending Time for New Board Member Applications

Steven Kofahl made a motion to extend time for new Board member applications to April 14, 2017.
Diane Wynne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein	Aye
Diane Wynne	Aye
Jonathan Wasser	Aye
Julie Kornack	Aye
Steven Kofahl	Aye

C. Discuss Technology Plan and Budgeting

Mr. Delgado discussed refresh rate for technology, and staffing needs for the new technology needs, commented that they have been understaffed for some time. Technical schematics should be provided for review by the Board. Also need to know about the legacy costs for new personnel as well as job descriptions for the new personnel needed. There is a technology budget that encompasses equipment, but it does not encompass new personnel. Also exploring sub-contracting out some of the technology work. Discuss and vote on at next meeting.

III. Financial

A. Discuss Audit Committee's Recommendation for Auditor

Audit Committee received 3 written proposals from 3 well-established companies: Vicenti, Lloyd & Stutzman; Wilkinson, Hadley, King & Co., and Vavrinek, Trine, Day & Co. The price and convenience of the companies in terms of communication was considered. The recommendation of the Audit Committee is to retain Vicenti, Lloyd & Stutzman. The fact that they are close in proximity, and they did the audit for Palisades Charter School, were factors in their favor, as well as the responsiveness of the partner there.
Beatriz Chen arrived.

B. Vote on Selection of Auditor

Beatriz Chen made a motion to approve Vicenti, Lloyd & Stutzman as the auditor and tax preparer and authorize the Executive Director to enter into a contract with them.
Diane Wynne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jonathan Wasser	Abstain
Diane Wynne	Aye
Steven Kofahl	Aye
Scott Silverstein	Aye
Beatriz Chen	Aye
Julie Kornack	Aye

IV. Closing Items

A.

Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Diane Wynne 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 4:49 PM.

Respectfully Submitted,
Daniel Chang