APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Wednesday May 17, 2017 at 5:00 PM

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

BOARD MEETING

For board meeting materials, please see Danielle Perry in the school's main office, or contact her at (818) 595-7500 or d.perry@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 Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Directors Present
Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent
None

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 Wednesday May 17, 2017 at 5:05 PM.

C. Pledge of Allegiance

D. EL Camino Reality Student Presentation

Students involved in the El Camino Reality program spoke about their experiences and their future plans. A sample of El Camino Reality was shown. Mr. Silverstein comments that there should be some type of social media outlet created for these videos to be shown to the full community. Possibly form a committee at the next Board meeting.

E. Public Comments

Jessica Friedman and Vanessa Cordero, school psychologists, spoke about school psychology services offered, and their work hours.
Zasha Endres, teacher and incoming UTLA co-chair, spoke about a survey conducted regarding the school climate and the relationship between UTLA and administration.

F. Executive Director Update

SBAC testing started today. Will continue tomorrow and next Tuesday and Wednesday. Hoping for at least 95% participation to comply with State requirements.
Shoup property was vandalized. We have insurance on the property, and an insurance claim will be made.
Monday, May 22nd is Senior awards night; June 9th is graduation.

G. UTLA Update

We are in bargaining, have had productive discussions and come to a verbal agreement on a few matters. UTLA expresses its support for the school psychologists. UTLA has proposed a 2.5% salary increase for this year.

H. Introduction of New Board Member Bruce Takeguma

Mr. Takeguma is our representative from LAUSD. Mr. Takeguma's background is with elementary schools; he also worked at LAUSD's Board of Education. Recently retired from LAUSD after 38 years, but returned to work on some special projects for the District.

I. Introduction of New Chief Business Officer Alan Darby

J. Board Election Update and Procedural Discussion

Public speakers on this agenda item:
Brian Finley, parent, spoke against the Board election process.
Shelly Marshall, teacher, spoke against the Board election process.

Julie Kornack, Beatriz Chen and Darin Ryburn spoke against the election process used and against releasing the results of the election. Requested that a new election take place.

Diane Wynne and Scott Silverstein spoke in support of the election process used, asserted that it was done openly and that a new election was not warranted when policy and procedure was followed.
Fernando Delgado distributed what the candidates saw and what the ballots looked like. Noted that there was no default that put the candidates into one position or the other.

The Board, by majority, agreed to table this matter to a special meeting to be held at the end of this week or early next week.

II. Board Procedure

A. Discussion and Possible Vote on Board Communication Policy

The policy deals with communication to outside counsel. Policy is as follows:
1. Whenever practical and possible, ECRA staff should be the primary contact with outside counsel for legal matters;
2. All Board communications to outside counsel should be made through the Board Chair, absent exigent circumstances which would warrant direct communication to outside counsel, or when the Board Chair is unavailable or non-communicative for any reason;
3. Should exigent circumstances exist or the Board Chair is unavailable or non-communicative, Board communications to outside counsel should be made through the Vice-Chair of the Board (if any), or the Secretary of the Board, whenever possible and practical;
4. In the event a question comes from a Board member to staff and the question is referred to outside counsel, the response from outside counsel shall be provided to the questioning Board member unless doing so would violate the Brown Act.
Scott Silverstein made a motion to adopt the new Board community policy.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Steven Kofahl	Aye
Scott Silverstein	Aye
Julie Kornack	Abstain
Darin Ryburn	Aye
Diane Wynne	Aye
Bruce Takeguma	Aye
Beatriz Chen	Aye
Jonathan Wasser	Aye

III. Consent

A. Review and Vote on April 19, 2017 Regular Board Meeting Minutes

Scott Silverstein made a motion to approve minutes from the Board Meeting on 04-19-17 Board Meeting on 04-19-17.

Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Abstain
Diane Wynne	Aye
Jonathan Wasser	Aye
Beatriz Chen	Aye
Bruce Takeguma	Abstain
Scott Silverstein	Aye
Julie Kornack	Abstain
Steven Kofahl	Aye

IV. Financial

A. Review and Vote on March 2017 Check Registers

Susan Kim, school Accountant, went over questions regarding the check register, which related to substitute teachers, NAEROK security, and a hotel charge for visiting WASC Committee members.
Beatriz Chen made a motion to approve the March 2017 check register.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Julie Kornack	Aye
Steven Kofahl	Aye
Scott Silverstein	Aye
Beatriz Chen	Aye
Bruce Takeguma	Abstain
Jonathan Wasser	Aye
Darin Ryburn	Aye
Diane Wynne	Aye

B. March 2017 Financial Update

Overall revenue went down by $334,000. Expenditures increased by $1.45M due to increased lifetime retiree benefits contributions, tech budget, and instructional consultants.
Mr. Silverstein asked that, for Cash Projections, the Board be provided 3 years' data to be able to make a comparison. Also 3 years' worth of expenses as well.
2017-18 preliminary budget had to be submitted to LAUSD by the beginning of May, so this is very preliminary; a final budget will be presented to the Board in June.
LCFF next month will change slightly due to recent State budget changes. The LCFF Target (as set by the State) is $10,142/ADA (hope to reach this by 2021).

C.

Discuss and Vote on Giving Chief Business Officer Online Administrator Authority for Bank Accounts

Diane Wynne made a motion to add Alan Darby CBO as online administrator on all bank accounts.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Julie Kornack	Aye
Beatriz Chen	Aye
Diane Wynne	Aye
Jonathan Wasser	Aye
Steven Kofahl	Aye
Bruce Takeguma	Abstain
Darin Ryburn	Aye
Scott Silverstein	Aye

D. Discuss and Vote on Assigning Permission to Validate Checks in ERP System to CBO

Diane Wynne made a motion to give Alan Darby permission to validate checks in ERP system.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Discuss and Vote on Contributions to Lifetime Benefits Trust

Teachers were concerned that the lifetime benefit account was not being funded sufficiently. Mr. Hussey recommended that we continue with the $200,000 per month for the rest for this school year (ending in June). An actuarial analysis should be conducted to determine if the amount of the contributions will be enough.
Darin Ryburn made a motion to continue contributing $200,000.00 per month to the lifetime retirement fund through the end of the school year (May and June 2017).
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. School Business

A. Discuss Status of Energy Services Contract with OpTerra and Possible Vote on Financing

Mr. Silverstein questioned why the $63,800 cost was not included in the IRR. Mr. Lumino responded that this amount was previously approved and budgeted, and so was not included in the future projected IRR. However, OpTerra can include the $63,800 in the IRR if desired. OpTerra does not believe there are any other costs that have not been disclosed. There are no minimums on the change orders. Also, LAUSD is approving the project, and if there are any changes that LAUSD requires, that will be discussed.

The question of financing is whether to pay the out-of-pocket costs out of current available funds, or to finance it, possibly through the Hanmi Bank line of credit.
The Board agrees to earmark / set aside the cost of the OpTerra contract, with progress payments to be made pursuant to a payment schedule. If cash flow becomes an issue, the Board will revisit the issue of financing.

Darin Ryburn made a motion to set aside the entire cost of the OpTerra project from available funds, with payments to be made pursuant to the payment schedule.
Julie Kornack seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Beatriz Chen	Aye
Julie Kornack	Aye
Bruce Takeguma	Abstain
Steven Kofahl	Aye
Jonathan Wasser	Aye
Darin Ryburn	Aye
Scott Silverstein	Aye
Diane Wynne	Aye

B. Technology Update

The recent technology update of laptops was used for SBAC testing, and the new WiFi system worked well. However, there is not sufficient personnel to handle these updates. Create an ad hoc committee to come up with budgeting numbers to determine the need for additional personnel. Beatriz Chen and Diane Wynne will be on that committee.

C. Update and Possible Vote on NWEA MAP Program

The MAP Program was presented last month. The Program is great for students with disabilities. CSD is requiring that schools have an assessment and ways to measure growth. We have a quote for a lower price that expires on June 30, 2017. The total expected cost is $53,800, but also may want additional training so the request is for a total of $60,000 for the Program.
Beatriz Chen made a motion to approve the purchase of the MAP Program for a one year term, up to a total cost of $60,000.00.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Local Control Accountability Plan - Presentation and Discussion

Lisa Ring presented an initial draft of the LCAP. However, it is not finished yet in terms of budgeting, still need to input numbers. Once the numbers are inputted, it should go to staff to determine what the steps are and what is necessary to accomplish those steps. Staff needs additional time to finalize the LCAP, to input numbers and steps.

The Board will schedule a special meeting to discuss and approve, once the finalized draft of the LCAP is done.

E. Discussion on Plans to Close the Achievement Gap

This matter will also be discussed at a special meeting, once the LCAP and budget is finalized.

F. Closing the achievement gap initial budget planning

This matter will also be discussed at a special meeting, once the LCAP and budget is finalized.

G. Discuss and Vote on Adoption of Education for Homeless Children and Youth Policy

The revised Policy complies with recent changes in California law. However, does it sufficiently meet the needs of those for whom English is not their preferred language.
Darin Ryburn made a motion to approve the Education for Homeless Children and Youth Policy.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Discuss and Vote on Adoption of Education for Foster Youth Policy

Steven Kofahl made a motion to approve the Education for Foster Youth Policy.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Discuss and Vote on Resolution Re Material Revision for Shoup Property

As the budget is not ready, the motion is tabled.

J. Board Review of Comparable Compensation Data for Charter School Executive Directors

VI. Closed Session

A. Conference with Labor Negotiators

There were no actions to report.

B. Closed Session: Public Employment

VII. Reconvene to Open Session

A. Report of Action Taken in Closed Session, If Any

There were no actions taken in closed session.

B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director

Diane Wynne made a motion to approve the Resolution Re: Executive Director.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Julie Kornack	Aye
Diane Wynne	Aye
Darin Ryburn	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye
Jonathan Wasser	Aye
Bruce Takeguma	Aye
Scott Silverstein	Aye

C. Possible Board Approval of Employment Agreement for Executive Director

Diane Wynne made a motion to approve the Employment Agreement for the Executive Director.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Darin Ryburn	Aye
Beatriz Chen	Aye
Diane Wynne	Aye
Steven Kofahl	Aye
Scott Silverstein	Aye
Jonathan Wasser	Aye
Julie Kornack	Aye
Bruce Takeguma	Aye

VIII. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Darin Ryburn 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 10:56 PM.

Respectfully Submitted,
Daniel Chang