APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Wednesday June 28, 2017 at 5:00 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 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, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn

Directors who arrived after the meeting opened
Steven Kofahl

Guests Present
Daniel Chang

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 Jun 28, 2017 at 5:04 PM.

C. A Moment of Silence

Mr. Kingery spoke about former student Brett Schmitt, who passed away recently. A scholarship fund has been set up by the Friends of ECR, particularly geared towards those students who may be suffering from depression. Mr. Kingery spoke about having the school be aware that students suffer from such issues, and asked that the Board consider programs to assist such students. Also, asked that the Board put the word out that the school has programs to assist such students. A moment of silence was observed.

D. Pledge of Allegiance

E. Public Comments

There were no non-agenda public comments.

F. Staff Update

Summer school is in session.
Staff is working on policies and procedures, including the Parent-Student Handbook.

G. UTLA Update

Mr. Kinsella advised that UTLA has recommended a yes vote on the UTLA agreement, 129 teachers voted and more than 98% (127) voted to ratify.
One point he wanted to clarify was that in ECRA's position on the package proposal, there is a section that talks about a 17% pay raise for teachers over the last 2 years, noted that this number is not accurate because some of the teachers were paid on a lower pay scale and the pay raise brought those teachers up to standard, stated the majority of teachers received a 10% pay raise.
Regarding the schedule change to allow more time to collaborate, noted that UTLA worked with administration on the change. Teachers voted on the schedule change; of the 113 teachers who voted, 86% voted in favor of the change.
Ms. Wynne questioned whether ECRA pays its teachers more than LAUSD; yes, ECRA pays about 7% more than LAUSD pays its teachers.

II. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS

Steven Kofahl arrived.

B.

CONFERENCE WITH LABOR NEGOTIATORS

III. Reconvene to Open Session

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

No actions were taken during closed session.

B. Possible Board Approval of UTLA Agreement

Daniel Chang went over the tentative agreements reached, which included: stipends and differentials; grievance procedure; hours, duties and work year; compensation; and department chair job descriptions.
Steven Kofahl made a motion to approve the UTLA agreement.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

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

C. Possible Board Approval of Classified Staff Compensation

Traditionally, El Camino has provided a commensurate increase to classified staff whenever the certificated staff received a salary increase. This motion requests that the same 3% salary increase be given to all classified staff, 2% paid retroactively as of the start of the 2016-17 school year and 1% on-schedule and on-going. This pay increase would be given to: administrators (except for Executive Director, Chief Business Officer, and Chief Compliance Officer); clerical staff; buildings and grounds staff; campus aides; and special education assistants.
Steven Kofahl made a motion to approve the same salary benefit to classified staff, namely: administrators (except for Executive Director, Chief Business Officer, and Chief Compliance Officer); clerical staff; buildings and grounds staff; campus aides; and special education assistants.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Darin Ryburn	Absent
Jonathan Wasser	Aye
Julie Kornack	Aye
Diane Wynne	Aye

Roll Call

Bruce Takeguma	Aye
Scott Silverstein	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye

IV. Board Procedure

A. Vote to Install New Parent Representative

Julie Kornack made a motion to install Lisa Crosthwait as the new Parent Representative.
Diane Wynne seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Vote to Install New Teacher Representative

Diane Wynne made a motion to install Jonathan Wasser as Teacher Representative.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Steven Kofahl	Aye
Scott Silverstein	Aye
Julie Kornack	Aye
Diane Wynne	Aye
Darin Ryburn	Absent
Beatriz Chen	Aye
Bruce Takeguma	Aye

C. Vote to Install New Teacher Representative

Jonathan Wasser made a motion to install Steven Kofahl as the Teacher Representative.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Absent
Steven Kofahl	Abstain
Jonathan Wasser	Aye

Roll Call	
Julie Kornack	Aye
Beatriz Chen	Aye
Bruce Takeguma	Aye
Diane Wynne	Aye
Scott Silverstein	Aye

D. Discuss and Vote on Board Meeting Calendar for 2017-2018

Public comment: Beth Corbett spoke on the start time of the Board meetings. Noted that Board meetings historically started at 4 pm, but last year it was changed to 5 pm due to the unavailability of one of the Board members. Stated that changing the time back to 4 pm would allow for greater teacher involvement.
The Board discussed moving the Board meetings to Tuesdays, as there are far fewer after-school events and athletic events on Tuesdays. Mr. Silverstein and Mr. Takeguma both favored having Board meetings on Tuesdays, and Mr. Takeguma also favored changing the Board time to 4 pm to allow teachers to participate. Ms. Kornack questioned whether changing the time to 4 pm would limit the participation of parents. Asked if the Board can come to a compromise at 4:30 p.m. Mr. Kofahl stated that he could not attend Tuesday meetings at all. A discussion was held whether Thursdays would work. The Board also discussed whether a July meeting to conduct Brown Act training and for any pressing business was needed, but it was decided a July meeting was not necessary.
Steven Kofahl made a motion to approve the calendar for Board meetings to take place on the third Thursday of each month starting at 4:30 p.m. beginning in August 2017, with modifications as needed.
Julie Kornack seconded the motion.
The board **VOTED** to approve the motion.

V. Consent

A. Approve Minutes of May 17, 2017 Regular Board Meeting Minutes

Steven Kofahl made a motion to approve minutes from the Board Meeting on 05-17-17 Board Meeting on 05-17-17.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes of May 24, 2017 Special Meeting

Steven Kofahl made a motion to approve minutes from the Special Board Meeting on 05-24-17 Special Board Meeting on 05-24-17.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Minutes of June 20, 2017 Special Meeting

Steven Kofahl made a motion to approve minutes from the Special Meeting on 06-20-17 Special Meeting on 06-20-17.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

VI. Financial

A. Review and Vote on April 2017 and May 2017 Check Registers

Diane Wynne made a motion to approve the April 2017 and May 2017 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

B. Discuss April 2017 and May 2017 Financial Update and Vote on 2017-2018 Budget

Net change between forecasted revenue and forecasted expenses is nominal, less than $35K. Net income will be @ $1.15M.
Mr. Takeguma asked why 57% of the forecasted expenses for books & supplies has yet to be spent. It's possible that there are some big expenditures expected in June and there's pre-spending for the next school year. Mr. Darby noted that it is his responsibility to evaluate the budget and determine if there was any unspent monies in the budget, and if so why.
Mr. Darby will find out about the reimbursement for the property tax paid.
Revenues coming in faster than forecasted and expenses being spent slower than expected, due primarily to timing.
Mr. Silverstein asked for a comparison of actuals year-end, which Mr. Darby agreed to provide at the next Board meeting.

For the 2017-18 budget, the biggest issue was where we would be in the Local Control Funding Formula, which ended up being 43%, with an increased cost of living adjustment of 1.56%.
This year we are ending with a net revenue of $1.148M. Next year, we expect to end the year with a net revenue of $727K.
The enrollment for next year is projected at 3,755, including the 100 international students who do not qualify for ADA.
Revenue sources, there will be an increase in revenue of $879K.
The salary expenses includes the 3% salary increase which was approved. The increase in classified salaries of $681K is due to more personnel for technology and the business office.
The Shoup budget is based on Shoup being operational by January of 2018. Some of the capital outlay will be spent regardless whether the facility is opened or not, but some of the expenses will only be spent if the facility does open (such as a receptionist).
The Board would like monthly updates on the Shoup project.
Beatriz Chen made a motion to approve the 2017-2018 budget.
Julie Kornack seconded the motion.

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

Roll Call

Bruce Takeguma	Aye
Julie Kornack	Aye
Jonathan Wasser	Aye
Diane Wynne	Aye
Darin Ryburn	Absent
Scott Silverstein	Aye
Beatriz Chen	Aye

C. Discuss and Vote on Consolidated Application and Reporting System

This is an annual approval for the school's title funding, federal supplemental funds for high needs students (Title I) and for teacher development (Title II).
Diane Wynne made a motion to approve the Application and Reporting System.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

D. Discuss and Vote on Resolution Re 2017-2018 Education Protection Account

The Education Protection Account is part of the LCFF, and the monies have to be spent on salaries. 2:00
Steven Kofahl made a motion to approve the Resolution for the 2017-2018 Education Protection Account.
Julie Kornack seconded the motion.
The board **VOTED** to approve the motion.

E. Discuss and Vote on Authorizing CBO As Signatory on All Checking Accounts

Julie Kornack made a motion to authorize Chief Business Officer Alan Darby as a signatory on all checking accounts, including, but not limited to, the Hanmi Bank and Pacific Western Bank accounts.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VII. School Business

A.

Update on Closing the Achievement Gap

Two parents, Ken and Sakenna Walker, spoke regarding their organization RISE: For Black Student Success, which has been working with the Village Nation for approximately 2 years to accelerate African-American student achievement in order to close the achievement gap. They invited all the Board members to the Black Family Summer Fair for Student Success, taking place at Anderson Hall on July 8, 2017.

B. Technology Update and Possible Vote on Budget to Upgrade Phone System

On the update, the internet vendor was changed. All hardware will be moved starting July 10th.
LAUSD notified the school on June 22nd that the school would have to take over the phone system as of June 30th. The school will have to bring the phone system in-house. The $250K includes enough cushion to determine what is needed, since we were just advised of this very recently. Mr. Delgado will get multiple quotes and find different options before making a commitment. A question arose as to what the school was paying LAUSD for the phone system; staff is unsure as there was a lump sum paid for Utilities. The vote will be tabled until further investigation can occur. Ms. Chen will assist in this.
Julie Kornack made a motion to table this item until the next Board meeting.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

C. Discuss and Vote on Staff Contracts

Steven Kofahl made a motion to approve all staff contracts that have been offered.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Discuss and Vote on 2017-2018 School Calendar

Beatriz Chen made a motion to approve the 2017-2018 school calendar, with the revision of replacing the Rosh Hoshana designation with the term "Floating Holiday.".
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

E.

Discuss and Vote On Youth Suicide Prevention Policy

Steven Kofahl made a motion to adopt the Youth Suicide Prevention Policy, with revisions to be made to customize it for the school by the Chief Compliance Officer with outside counsel's assistance.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

F. Discuss Common Planning Days Schedule

Ms. Clark presented the Common Planning Days plan, which be used in lieu of Professional Development Days. Every Wednesday, teachers would meet from 8 am to 9 am; the school day would start at approximately 9:07 am, but would end at the same time at 3:14 pm. Each class would be reduced by about 10 minutes. Zero period would still start at 7 am. Parents who have children at different schools would not necessarily be impacted as students can still be dropped off before 8 am, there will be supervision available. Also, this will not affect the instructional time. Parent stakeholders will be notified after the Board meeting of the change in schedule.

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

The Board requested that NAEROK come to the August Board meeting to talk about status, including the feasibility of having the campus opened by January 2018.
On page 4 of the attachment to the Resolution, the section on 2016-2017 enrollment at Shoup Property should be deleted, and the 2017-2018 enrollment should be determined projected. Janelle Ruley asked that she be allowed to review the Material Revision itself before it is sent to LAUSD.
Diane Wynne made a motion to approve the Resolution re Material Revision for the Shoup Property, with the Material Revision itself to be revised with outside counsel's assistance.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

H. Discuss and Vote on Resolution Re Department of Rehabilitation Agreement

Julie Kornack made a motion to approve the Resolution to authorize the Chief Business Officer to execute the Department of Rehabilitation Agreement.

Diane Wynne seconded the motion.
The board **VOTED** to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

Diane Wynne made a motion to adjourn the meeting.
Julie Kornack seconded the motion.
The board **VOTED** 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 9:06 PM.

Respectfully Submitted,
Daniel Chang