APPROVED

El Camino Real Charter High School

Minutes

Annual Meeting and Regular Board Meeting

Date and Time
Thursday August 24, 2017 at 4:30 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, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
None

Directors who left before the meeting adjourned
Darin Ryburn

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 Thursday Aug 24, 2017 at 4:38 PM.

C. Pledge of Allegiance

D. Public Comments

Donna Bennett is a classified employee at ECRA. Thanked the Board for approving the retroactive pay raise for all classified.

E. Executive Director Update

New Student Night took place but did not go well as there were many more people than expected (@ 3,000). Next year it will be done over 3 nights, separated alphabetically by student last name. The first day of school went well, all students were enrolled by 10 a.m.
Sheryl Simmons and her husband donated 4,000 pairs of eclipse glasses, so the entire school was able to enjoy the eclipse and the school was able to use it as a learning experience.
Some challenging compliance issues has been having teachers clock out, asking for lessons plans, and having hourly employees clock in and out for lunch.
Regarding mandatory training videos for all staff, 81% of all staff have completed the Mandated Reporter: Child Abuse training within the first 2 weeks, and 70% have completed all 3 training videos.
Staff is promoting common core planning.
FCMAT (the last part of the MOU) came by in August and issued a preliminary report with 3 things we need to improve: 1) lack of procedures manual for the Business Office staff; 2) Business Office staff needed more professional development outside of ECRA; 3) lack of an integrated system, rather than having multiple systems that could cause errors in moving data from one system to the other. FCMAT will be making quarterly visits this year.
Mr. Hussey is trying to send out as much communication as possible so Board and stakeholders are informed as to what is happening.
Finally, Mr. Hussey wanted to advise that he does host international students.

F. UTLA Update

Carlos Monroy, UTLA Chapter Chair, noted that he and co-chair Zasha Endres has been communicating with admin and been collaboratively working on issues such as the Employee Handbook, clocking in and out, etc. Also, they are putting together a bargaining team to start negotiations again. Once the team is selected, they will let admin know. Expressed appreciation for all the Board members, including the teacher representatives Scott Silverstein, Steven Kofahl and Jonathan Wasser.

II. Board Procedure

A. Elect 2017-2018 Board Chair

Scott Silverstein nominated Jonathan Wasser, who accepted the nomination.
Diane Wynne made a motion to elect Jonathan Wasser as Board Chair for the 2017-18 School Year.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Elect 2017-2018 Board Vice-Chair

Julie Kornack nominated Darin Ryburn, Mr. Ryburn accepted the nomination.
Jonathan Wasser nominated Scott Silverstein, Mr. Silverstein accepted the nomination.
Beatriz Chen voted for Mr. Silverstein.
Julie Kornack voted for Mr. Ryburn.
Lisa Crosthwait voted for Mr. Ryburn.
Jon Wasser voted for Mr. Siverstein.
Steven Kofahl for Mr. Silverstein.
Diane Wynne voted for Mr. Silverstein.
Bruce Takeguma voted for Mr. Ryburn.
Mr. Silverstein won the election by a vote of 4-3.
Diane Wynne made a motion to elect Scott Silverstein as Vice-Chair for 2017-18 School Year.
Jonathan Wasser seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Abstain
Beatriz Chen	Aye
Scott Silverstein	Abstain
Diane Wynne	Aye
Steven Kofahl	Aye
Julie Kornack	No
Bruce Takeguma	No
Lisa Crosthwait	No

Roll Call

Jonathan Wasser	Aye

C. Appoint 2017-2018 President

Darin Ryburn made a motion to appoint David Hussey as President.
Jonathan Wasser seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Appoint 2017-2018 Chief Financial Officer

Darin Ryburn made a motion to appoint Alan Darby as Chief Financial Officer.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Appoint 2017-2018 Secretary

Jonathan Wasser nominated Diane Wynne for Secretary.
Steven Kofahl made a motion to appoint Diane Wynne as Secretary for 2017-18 School Year.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jonathan Wasser	Aye
Bruce Takeguma	Aye
Steven Kofahl	Aye

Roll Call	
Darin Ryburn	No
Lisa Crosthwait	Aye
Beatriz Chen	No
Scott Silverstein	Aye
Julie Kornack	No

F. Adopt Resolution Re Authority to Sign Contracts

The Board requested clarification as to which signer would be able to authorize different types of transactions; for example, the Executive Director and CBO would be able to authorize all contracts; AP Dean Bennett would be able to authorize facilities and athletics; and AP Lisa Ring would be able to authorize Alternative Education and Special Education Services contracts.
As for employment contracts, the Executive Director would be able to execute all contracts except for his own, the CBO's and the CCO's.
The Motion was tabled until the next Board meeting so a clearer Resolution could be drafted.

G. Approve 2017-18 Board Calendar

Darin Ryburn made a motion to approve the 2017-18 Board calendar.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

H. Discuss Creation of Committees

Tabled until next Board meeting.

III. Consent

A. Approve Minutes of June 28, 2017 Regular Board Meeting

Darin Ryburn made a motion to approve minutes from the Board Meeting on 06-28-17 Board Meeting on 06-28-17.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

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

IV. Financial

A. Review and Vote on June 2017 Check Registers

Darin Ryburn made a motion to approve the June 2017 Check Register.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. June 2017 Financial Update

The FY16-17 Year-End Net Income shows the difference between the previous forecast and the actual financials to date. The financials show a Fund Balance Restatement of negative $24,112,988, due to the difference in the prior actuary report and the current actuary report as to the cost of lifetime benefits. The largest increase in expenses was a positive one due to the amount allocated to textbooks, which was not spent last year, but was spent this school year.
EdTec recommends re-approving the budget in the Fall, because there were some significant changes from the projected numbers. For example, there is a difference in enrollment based on what they projected and what it looks like it will actually be.
For the Shoup property, there has been a capital outlay to date of $208,198 and total expenses paid of $320,390, and a proposed 2017-18 budget of $2,375,500.

C. Discussion Regarding Increasing Contribution to Lifetime Benefits Trust

Based on the new actuarial study, the amount needed to fully fund the lifetime benefit is $360,000.00 per month or $4,320,000.00 per year for a period of 14 years. This would start next year, as the actuary study has the school contributing $1,200,000.00 this year. This information was received at the end of last week, so a full presentation will be presented at the next Board meeting and the matter will be put to a vote.

V. School Business

A.

Update on Closing the Achievement Gap

The sub-groups that the school is watching are 9th graders, African-Americans, Hispanics, ELs and Free and Reduced Priced Meal students. This will be done by monitoring A-G, SBAC, attendance, GPA, and graduation rates. Skills will be assessed through MAP Testing three times a year. In a College & Career Readiness (CC&R) class last year, about 25% of students who had once a week tutors increased their English or Math grades. Therefore, all CC&R classes for incoming 9th graders will receive AVID tutoring once a week. Last year, almost 10% of 9th graders failed 2 classes or more, and about 5% of 9th graders failed 4 classes or more.
The Board asked to see if more detail could be obtained, such as percentage scores as opposed to just the grade. This could possibly be obtained by taking snapshots of the gradebooks at weeks 5 and 20, to see if progress has been made.
The school currently has 30 ESL students and 87 EL students (2.5% of population, which is typical). School is in process of hiring 2 tutors for the ESL students, and another teacher for the EL students. And over 60 parents showed up for the English Learners Advisory Committee meeting.

B. Discuss and Vote on Work Education Experience Application

Work Education Experience program allows students (juniors and seniors) to earn 10 elective credits per semester when they get jobs. The students will get to leave campus early. Mr. Dhillon meets with the students once a week and gives them a lesson plan to look over topics such as sexual harassment or how to read a paystub. Mr. Dhillon also visits each job site.
Darin Ryburn made a motion to approve the Work Education Experience application.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Introduction of Charter Advisory Committee

Stakeholders were sent an email last year asking for interest in participating in the Charter Advisory Committee. Three parents and one teacher responded. The Committee is to serve as the liaison between stakeholders and the Board, and to review

the Board's compliance with the Charter. The Committee will meet and advise the Executive Director as to their findings.
Mr. Hussey noted that he would prefer stakeholders be involved in more productive tasks such as being part of a parent committee or school committee to assist in matters such as instruction or curriculum, as opposed to investing time in determining if the Board is complying with the Charter.
Ms. Kornack stated that she would prefer the demographics of the Committee to better represent the school.

D. Discuss and Vote on Naviance Contract

Naviance is a comprehensive college and career readiness program. It allows students to better prepare and plan for their future goals. Naviance helps students with college preparation, career exploration, and academic planning. And it helps the school by providing all the necessary information in one place. This meets the requirements of LCAP Goal 2.
Requested contract is $28,942.15 for the first year, which will include 32 consulting hours for the college counselors to get training; then $21,142.15 per year for years 2 and 3.
Darin Ryburn made a motion to approve the Naviance contract, at $28,942.15 for the first year, and $21,142.15 for years 2 and 3, with the contract to be signed by the Executive Director.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Aye
Lisa Crosthwait	No
Bruce Takeguma	Aye
Jonathan Wasser	Aye
Diane Wynne	Aye
Beatriz Chen	Aye
Scott Silverstein	Aye
Julie Kornack	Aye
Steven Kofahl	Aye

E. Discuss and Vote on Change to College Readiness Block Grant

The Board approved the College Readiness Block Grant in January, which included a budget of $1,800 from food and posters. There was also a reallocation to properly identify that a portion of the summer school counseling hours fell in 2016-17 and a portion fell in 2017-18. Staff now seeks to use $1,800 to provide partial scholarships for more teacher time for AP students to take college preparatory classes.
Motion tabled until next Board meeting.

F. Discuss and Possible Vote on Lifetime Benefits for Certain Employees

Three employees have been with ECR for some time; but they were paid by El Camino directly instead of LAUSD because LAUSD only allowed one employee to work as the business manager in the student store, and wouldn't pay for anyone more, and it was impossible for one employee to do all the work required. As a result, it was decided that ECR would hire these employees itself. When the school went charter, these employees became employees of ECR like the rest of staff.
The Board asked what the cost would be to provide these 3 employees with lifetime benefits. Alan Darby will provide this information at the next Board meeting.
The Motion is tabled until the next Board meeting.

G. Discuss LAUSD's Annual Performance-Based Oversight Visit Report for 2016-2017 School Year

LAUSD's Annual Performance-Based Oversight Visit Report for 2016-17 was reviewed. The Summary of Ratings was reviewed, including those that were needed as developing or unsatisfactory. LAUSD is now judging us against other comparable charter schools, instead of against LAUSD schools. We received a 1 in Organizational Management, Programs and Operations, because of the failure of having all employees receive Mandated Reporter training within the statutory timeframe; and a 2 in Fiscal Operations because it was found that the school did not follow its board-approved fiscal policies and procedures, particularly with two credit card transactions.

H. Discuss and Vote On Clarifying Language Allowing Retired Employees to Serve on Board

The Bylaws as currently worded would potentially disqualify any retired former employee from serving on the Board, given that these retired individuals still receive a form of compensation from ECR. To do this, we would need amend the Bylaws to allow retired staff to serve; amending the Bylaws would require that we prepare and submit a material revision.
However, the concern is that a Board member who is receiving lifetime benefits may have to discuss and vote on whether to continue lifetime benefits.
Motion tabled to next meeting.

I. Technology Update

Ordered 800 student laptops w/ the ECR logo etched on, 20 carts with 40 laptops each. New teacher laptops ordered as well. Eight new iPads for the Board will be distributed over the course of time.
All network functions have been transferred over from LAUSD and is now in-house, including WiFi and internet services. We have to make sure all network functions are compatible and fully functional before going to the new phone system, considering VOIP.

J. Discuss and Vote on Ratifying 2017-18 Parent-Student Handbook

Darin Ryburn made a motion to approve the 2017-18 Parent-Student Handbook.

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

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

K. Discuss and Vote on Ratifying 2017-18 Employee Handbook

Beatriz Chen made a motion to approve the 2017-18 Employee Handbook.
Julie Kornack seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

VI. Closed Session

A. Conference With Legal Counsel: Anticipated Litigation

Darin Ryburn left.

VII. Reconvene to Open Session

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

No action was taken.

VIII. Closing Items

A. Adjourn Meeting

Diane Wynne made a motion to adjourn the meeting.
Steven Kofahl 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 9:05 PM.

Respectfully Submitted,
Daniel Chang