APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday September 14, 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 go to the school's main office, or call (818) 595-7500. 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
Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Lisa Crosthwait, Steven Kofahl

Directors Absent
Beatriz Chen, Scott Silverstein

Guests Present
Daniel Chang

I. Opening Items

A. 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 Sep 14, 2017 at 4:37 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Diane Wynne led the Pledge of Allegiance.

D. Public Comments

There were no public comments.

E. Executive Director Update

Several emails and requests were received from Board members asking the Executive Director to talk about attendance. We currently have 3,575 students, which is similar to the what we had last year. We did not hire any new staff, so the budget can handle this though we will not have the same reserves as we had previously. But if the enrollment drops any further, we will have to look to see if any cuts are necessary.
To get close to the 3,800 student limit, we are going to have a booth at the Encino Chamber of Commerce Fair. We will also go to the local middle schools. At the Fair and at the middle schools, we will have pamphlets for the different programs the school offers. We are also going to post the job opening for Marketing Director and post it on EdJoin and Indeed.
The 2016-2017 yearbook was inducted into the Gallery of Excellence for the Walsworth Corporation.
Regarding overall class size data: Computers 30:1; English 31:1; English Electives 22:1; Art 32:1; Music 26:1; Drama 40:1; Math 37:1; World Languages 35:1; Science 37:1; Health Careers and College Readiness 38:1; Career Technology 26:1; Social Studies 38:1; P.E. 38:1; and Student Services 13:1. Those are good numbers, but more buildings would be necessary to improve those numbers. The previous Board discussed putting in two-story classrooms where the T buildings are.
Mr. Fluker and Ms. Freitag set up an assembly to remember 9/11. Two NYPD first responders were invited, which was very memorable for the students.

F. UTLA Update

UTLA's bargaining team has been selected, and the certificated staff is being surveyed to prioritize the needs and the issues that they want addressed at the next bargaining. They plan to attend the next Board meeting to sunshine their items.
Pleased to report continuing positive collaboration with the administration.
UTLA condemns the Trump administration's decision to end DACA. UTLA will join the rest of the union organizers to show their protest. We do not ask the student's immigration status, as a matter of policy. We are a sanctuary school. Mr. Monroy stated that officials cannot come onto school absent a warrant. (Mr. Ryburn later noted that this was incorrect; that law enforcement officials can come onto campus, provided they fill out the proper form and follow procedures.)

II. Consent

A. Approve Minutes of August 23, 2017 Brown Act And Comprehensive Training Meeting

Darin Ryburn made a motion to approve minutes from the Brown Act and Comprehensive Training on 08-23-17 Brown Act and Comprehensive Training on 08-23-17.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

B. Approve Minutes of August 24, 2017 Annual and Regular Board Meeting

Darin Ryburn made a motion to approve minutes from the Annual Meeting and Regular Board Meeting on 08-24-17 Annual Meeting and Regular Board Meeting on 08-24-17.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

III. Financial

A. Review and Vote on July 2017 Check Registers

Darin Ryburn made a motion to approve the July 2017 Check Registers.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

B. July 2017 Financial Update

The forecast in the EdTec presentation had to be revised due to the Lifetime Benefits. The increase is covered by decreasing some expenses and using the actual expenditures rather than the budgeted amounts. The current budget shows a more realistic view of our expenses.
There is also a cash reserve that is not being used, of about $12M. Using the reserves and good financial management, we can fully fund the Lifetime Benefits.

C. Discuss and Vote on Increasing Contribution to Lifetime Benefits Trust

The actuary calculated the amount needed to fully fund Lifetime Benefits. The forecast is projected out over 15 years. Assuming we keep it at $1.2M this year, we would have to contribute $360,000.00 per month ($4.32M per year) for the next 14 years. The revised financials discussed in III.B. identifies that we have the cash flow and the reserves, and the CBO believes we can do this.
The Board requested that the monthly financial updates includes a separate page identifying the amount contributed.
Darin Ryburn made a motion to increase contributions to the Lifetime Benefits Trust up to a maximum of $4,325,000 per fiscal year, with the monthly amount to be flexible.
Julie Kornack seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. School Business

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

Mr. Hussey expressed that he can not begin to describe how much the 3 employees have contributed to the school, so he would advocate voting for this. Mr. Darby advised that the cost of the contributions to these 3 employees have been calculated. The most it would cost to pay their premiums for lifetime benefits would be a combined total of $11,297 per year (with one year alone it would be about $13,000 total).
Darin Ryburn made a motion to provide Lifetime Benefits for the three employees.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Update on Closing the Achievement Gap

To provide math support and reading support classes, the school is looking to develop either a period 7 or Saturday school with stakeholder input to create the best program that will ensure the most attendance. To identify those who need this support, MAP testing scores and grades will be reviewed. For those who need transportation, monthly bus passes will be provided.

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

The original budget did not properly separate summer school time. The biggest change to the proposed budget is with out-of-class AP prep class; teachers who wish to conduct an AP test prep class must present a proposal to the administration identifying how his/her class will meet the needs of the Free and Reduced Price Meal students to receive a portion of this budget. The revised budget also deletes food ($10,000) and A-G posters ($1,800). As a result, the difference between the prior budget and the proposed budget is just $175.00.
Steven Kofahl made a motion to approve the revised College Readiness Block Grant Budget.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

The By-Laws could be interpreted as precluding anyone who is receiving lifetime benefits from serving on the Board, as that person could potentially be considered as having a financial interest in the school.
Mr. Ryburn stated that he did not see the need to modify the By-Laws, that all other conversion charters in the area had the same language in their By-Laws and there did not seem to be an issue.
Ms. Wynne stated that she was working at El Camino when the school went charter, and it was expressed that all employees could potentially serve on the Board after they had retired, and she hoped the By-Laws would reflect that.
The Board requested that the language be drafted to clarify this for consideration by the Board. The motion was tabled.

E. Discuss and Vote on Terminating Relationship With NAEROK

NAEROK has undergone significant changes since they were first approved for construction management and safety officer services. This includes turnover in project managers and key staff. With the retention of a new project manager to oversee the Shoup property, and because of NAEROK's inability to provide full staffing for our safety officer needs, staff believes it would be prudent to sever ties at this time.

Darin Ryburn made a motion to terminate the relationship with NAEROK for both construction management and safety services, immediately if possible with the staff's discretion.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Discuss and Vote On Retaining AEGIS Security Services

Staff recommended retaining AEGIS Security Services. They provide overnight security services for Granada Hills High School, and were recommended by the facilities director there. The cost would be slightly higher compared to NAEROK, but not significantly so.
Darin Ryburn made a motion to retain AEGIS Security Services as our campus safety officer provider.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Discuss Board Participation at Upcoming Charter Conferences

CCSA's annual conference is in March 2018 in San Diego. There is also a national conference that typically occurs in June.
Board members who are interested in attending should contact CCO Daniel Chang to discuss attendance; staff to review FPP and other relevant material to determine policies for paying for the fees for registration, hotel, etc., for Board members.

V. Governance

A. Adopt Resolution Re Authority to Sign Contracts

Bruce Takeguma made a motion to approve the Resolution Re Authority to Sign Contracts.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discuss Creation of Committees

Ms. Crosthwait requested the creation of a committee to oversee the Shoup property. Ms. Crosthwait agreed to lead the Shoup Property Committee, with Mr. Takeguma and Mr. Silverstein as members. The Committee shall be *ad hoc*, and shall only last until 30 days after Shoup opens or until June 30, 2018, whichever occurs first.
Mr. Ryburn, on behalf of Ms. Chen who is absent, requested the creation of a Technology Committee. Ms. Chen shall lead the Committee, with Ms. Crosthwait and Ms. Wynne as members. The Technology Committee shall be *ad hoc*, and shall last until June 30, 2018.
Mr. Wasser requested the creation of a Safety Committee, to oversee the quality of the Campus Safety Officers, as well as the campus property emergency preparedness. Mr. Ryburn will lead the Safety Committee, which shall be *ad hoc* and last until June 30, 2018.
Mr. Wasser requested the creation of a Travel Committee, which complies with the terms of the FPP. Ms. Chen will lead the Travel Committee along with Mr. Silverstein. This shall be a standing committee that conforms to the Brown Act.

C. Discuss and Possible Action on Having a Board Treasurer

The Board discussed the merits of having a Board member also serve as Treasurer, apart from the Chief Business Officer/Chief Financial Officer. Mr. Ryburn stated that he was fine serving the role of a Treasurer but on an informal basis, without having to be given a title.

VI. Closing Items

A. Adjourn Meeting

Diane Wynne made a motion to adjourn the meeting.
Darin Ryburn 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 7:30 PM.

Respectfully Submitted,
Daniel Chang