APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday October 19, 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
Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Julie Kornack, Scott Silverstein, Steven Kofahl

Directors Absent
Lisa Crosthwait

Guests Present
Alan Darby, Daniel Chang, Janelle Ruley

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 Oct 19, 2017 at 4:39 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Helen Fouras, co-president of Friends of ECR/PTO. Questioned when we will have 1 to 1 computers at the school. Was asked to write the administrators about this, and then it could be added on as a discussion item at a later Board meeting.

E. Staff Update

SBAC scores received, will be discussed by Lisa Ring during her update on Closing the Achievement Gap.
Director of Marketing position has been advertised, at least 40+ applications were received and vetted. Interviews have begun. Hope to have someone in place towards the early part of November.

F. UTLA Update

Zasha Endres spoke on behalf of UTLA. The staff was surveyed regarding what needs to address during bargaining, as well as their views on Common Planning Days - 93 responses received so far (@ 62% of the staff). Once a larger majority of the teachers respond, they will share the data with administration.
UTLA participated in actions to show support for their UTLA colleagues at LAUSD, including a before-school demonstration on October 11th. However, to avoid any misunderstandings as to the nature of their demonstration, Ms. Endres and Mr. Monroy reached out to the local community and Friends of ECR. Moreover, the school sent out a phone blast to the parents of students to inform them what was happening. It is the official position of ECR UTLA to stand in support of their colleagues at LAUSD as they negotiate for better working conditions.
Finally, UTLA has officially sunshined their proposals for the next round of negotiations. A copy of the sunshine letter requesting opening of collective bargaining was provided.

G. Committee Reports/Updates

Shoup Property Committee - the Committee met with the Project Manager, the project is moving ahead.
Technology Committee - the last remaining iPads are available to the Board, and a shared Dropbox folder will be made available with all Board materials for each Board meeting. Also, the Committee is asked to meet with Fernando Delgado to discuss the logistics, and this will be discussed at a future Board meeting.
Safety Committee - nothing to report at this time.
Travel Committee - met today and approved the Marching Band trip to Hawaii in early December, and the Academic Decathlon trip to Arizona in early December. For the Marching Band, ECR has committed to paying approximately $33,500 from the instrumental music department trust. Mr. Wasser advised that the trip itself had been approved back in May 2017, but it was only approved for a $5,000 at the time -

administration approves the trip, the Board is to only review that the trip complies with the requirements of the Fiscal Policies and Procedures.

II. Consent

A. Approve Minutes of September 14, 2017 Annual and Regular Board Meeting

Mr. Ryburn noted some corrections to be made to the Minutes: page 3, UTLA Update, regarding officials not being allowed to come onto campus without a warrant, law enforcement can, in fact, come onto the campus without a warrant, as long as they follow certain procedures and fill out a form; and for School Business, item IV.A, the motion did carry. These changes were made to the Minutes.
Darin Ryburn made a motion to approve minutes from the Board Meeting on 09-14-17 Board Meeting on 09-14-17.
Julie Kornack seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Financial

A. Review and Vote on August 2017 Check Registers

Beatriz Chen made a motion to approve the August 2017 check register.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. August 2017 Financial Update

The 2016-17 Unaudited Actuals - this was reviewed back in August 2017, but was not voted on at the time.
The audit is ongoing, and the Actuals are subject to changes. But a retroactive vote is needed at this time as it was already submitted to LAUSD.
We ended the year with more than projected, because of unanticipated savings, largely in books and supplies. However, because of the increase in contributions to lifetime benefits, the overall result was a negative net position.
Regarding enrollment, the forecast is based on 3,417 ADA, even though Month 1's attendance came in at an ADA of 3,440. The forecast will remain at 3,417, since attendance traditionally drops towards the end of the year. This will be monitored on an ongoing basis to determine if the forecast number needs to be modified. The budget is based on ADA, not enrollment. And note it was based on an expectation back in May and June, but had to be adjusted due to what has actually transpired.
As to the Budget Summary, there was a net decrease of approximately $28,000 in operating income. There was an increase in Title I and II funding, but there was also an increase in comp and benefits, because it was thought that there would be no more payments to the former CBO, but there was. Based on this, the updated forecast projects that we end the year with negative $596,000.00.

C. Discuss and Vote on 2016-17 Unaudited Actuals

Darin Ryburn made a motion to approve the 2016-17 Unaudited Actuals.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Discuss and Vote on Modified 2017-18 Budget

The modified budget is based on the modifications to the enrollment/ADA, and to the increase in benefits.
Darin Ryburn made a motion to approve the modified 2017-18 Budget.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. School Business

A. Update on Closing the Achievement Gap

An analysis on the SBAC scores was provided to the Board, with actions to be taken.
The scores were a bit of a surprise, but the math score was a pleasant surprise.
Compared to schools with comparable demographics in EL and FRPM, our scores are at or near the bottom.
Support classes have started for Math and English courses.

B. AEGIS Update

Suki Dhillon, safety coordinator, spoke regarding the transition. Notes that AEGIS is doing a better than what we had before, they are at least providing enough personnel. We are working on getting them their new uniforms that match with what our campus safety officers wear. There have been no significant safety issues so far. We have 16 total safety officers, though with schedules and breaks, not all would be on duty at the same time.
We had 2 drills recently: a voluntary lock-down drill; and an earthquake drill that took place today. In the earthquake drill, the entire campus was evacuated in 10 minutes. After each drill, a review is sent to the entire staff of the good and bad parts of the drill.
Will Villanueva, Vice President of AEGIS, spoke. They retained 6 of the former NAEROK officers; they have brought in about 4 new ones. Also, they are creating modules to train specifically for our school needs.

C. Presentation on California Dashboard Local Priorities

California Dashboard is a new website that shows how schools are performing on certain indicators that are part of the new California Accountability System. Created to give students a better understanding of what's happening in the schools.

D. Tech Update

We are taking over financial responsibility for our telephone system. We have obtained quotes, we are waiting for one more. We are working with Vector on our network.

The question of 1-to-1 computers for students has been discussed with the Tech Committee, a presentation will be set up to further discuss this in the near future.
The school purchased Promethean Active Panels for teachers to pilot, we have 2 teachers who are testing them. We have also integrated the single sign-on for students, so now students have just one sign-on.
Integrated single sign-on for students started, using one set of credentials for students to access email, Aeries, WiFi, etc.
Learning Management System (LMS) is rolling out in 3 phases, looking at Classroom, Canvas and Schoology. At the end of the semester, faculty will vote which LMS to adopt.
Ms. Chen asked about the tech status for the Shoup Property. Project Manager has been in communication with Tech Department about their tech needs.
Mr. Silverstein asked the teachers in the audience if the network was running well; the teachers said that it was better, but still inconsistent.

E. Update on Student Support Services

Ms. Tunson is the new Assistant Principal in charge of Student Support Services. They focus on mental health, student education, and students with 504s and IEPs. Mental health, 2 full time psychologists, they average about 120 student visits per month. They also service individual and group counseling, as well as the assessments that have to be done for IEPs. There have been 12 to 15 cases this school year to date of suicidal ideation, with 3 actual attempts. And according to statistics, about 20% of the student population will have thoughts of or some connection to suicide. They are introducing the Positive Parenting Program, providing workshops and training to parents on how to look for signs of suicidal ideation. There is also a student-led group for mental health awareness, as well as a parent group. About 328 students have an active IEP, and about 200 of them are in the resource program, which means they are generally mainstreamed with the assistance of a resource teacher. They also have a special day schedule where one teacher will teach 2 core subjects, another will teach 2 core subjects, and then electives will be taught by a different teacher each. They are also working on an alternative curriculum program. Hale has 6 to 8 students in their alternative curriculum program, so we can accommodate them when they are promoted, rather than losing them to another school.
Regarding student discipline, today there were 231 students who were tardy. Three tardies will result in a lunchtime detention. The school is looking into additional measures to try to curb tardies. Another challenge is with vaping, challenges with keeping up with new methods of vaping that are small and easily concealable, or look like eyeliners or other normal items.
Mr. Ryburn asked whether there was enough staffing for students who need to see a counselor. A parent in the audience stated that more staffing was needed.
Ms. Kornack asked whether the school had a transition plan for students with special needs to transition after high school. We have a transition coordinator, Sharon Lenderman, to assist in this.

F.

Discuss and Vote on Modifying Fiscal Policies and Procedures

Staff recommended approving the modification to the Fiscal Policies and Procedures (FPP), which is only being changed in 2 ways: 1) to increase Smart & Final credit card limit to $1,000.00, up from its current limit of $500.00 - this is necessary as the vocational sciences teacher teaches one more class than before, and food prices have gone up; and 2) to change number of Board members serving on the Travel Committee to up to 3. We contacted CSD and they advised that this change to the FPP could be made by the Board, without going through LAUSD.
Darin Ryburn made a motion to modify the Fiscal Policies and Procedures, to increase monthly spending limit on Smart & Final credit card to $1,000, and to provide for up to three Board members to serve on the Travel Committee.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Implement FCMAT Recommendations Regarding Charitable Funds Management (Possible Vote)

This agenda item was combined with item H below.
No changes are being implemented at this time regarding charitable funds management, so there is no vote needed on this.
Fiscal Crisis & Management Assistance Team (FCMAT) issued a letter that recommended certain changes, including: staff cross-training; staff professional development; streamline the purchasing process; segregation of duties, including having two people count cash; and a new accounting system.
Mr. Ryburn requested a summary of which items we are going to be implementing in the FCMAT report; Mr. Darby advised he would provide that to the Board.

H. Discuss FCMAT Letter

Combined with item G above.

I. Update on Accounting for Team and Club accounts

An individual is needed to be the point person for all team and club accounts. The Chief Business Officer has agreed to oversee this.

J.

Designate a staff Member to Oversee Team and Club Account Management

Chief Business Officer has agreed to oversee this. No vote required.

K. Approve Certification of Signatures

The Certification of Signatures is required by LA County of Education. It identifies who is allowed to sign contracts and draw on the school's bank accounts.
Julie Kornack made a motion to approve the Certification of Signatures.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. UTLA Initial Proposal

UTLA has sunshined its initial proposal for their re-openers and to start negotiations on the new contract.

V. Governance

A. Discuss and Possible Vote on Amendment to By-Laws

The language in the By-Laws was minimally modified to identify that retired teachers who receive lifetime healthcare benefits, would not be disqualified from serving on the Board. The next step, if approved, would be to submit to LAUSD as a material revision. However, staff will check with CSD to determine if a material revision is needed, or if the change can be made internally.
Diane Wynne made a motion to approve the Amendment to the By-Laws, Article VII, Section 4, to identify that the definition of interested person reads as follows: excluding any reasonable compensation paid to a director as director and excluding compensation to a retired employee in the form of retiree benefits (including, but not limited to, lifetime healthcare benefits) paid for the person’s benefit by the Corporation.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VI. Closing Items

A.

Adjourn Meeting

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
Diane Wynne made a motion to adjourn the meeting.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.