APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday November 16, 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, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Julie Kornack

Guests Present
Alan Darby, Daniel Chang, David Hussey

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 Nov 16, 2017 at 4:36 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Susan Niven, teacher, expressed her concern about the way some people, but one student in particular, is dressing at this school. Mr. Wasser questioned whether this could be something the staff could work on; Mr. Hussey reported that this has been something the staff has been working on, with stakeholder involvement.
Eric Jimenez is a concerned parent, spoke regarding drugs being distributed on campus. Interested in finding out how to mobilize a group to support students. He is willing to volunteer his time to mobilize and make this happen. Also wants to start a mentorship program. His contact information was provided.

E. UTLA Update

Ms. Endres spoke on behalf of UTLA. She and Mr. Monroy have been meeting with the departments for the last few weeks to see what the concerns were and what issues they wanted raised for the upcoming collective bargaining. The most important issues identified are reducing class sizes, student-ratios for out of classroom personnel, and opening the entire contract up for negotiation before the contract end date. Creating a mutually beneficial contract would allow both sides to not have to re-open for a couple years and promote peace on campus and allow the school to focus on meeting the needs of the students.

F. Committee Reports/Updates

Travel Committee met today for a request by NJROTC for a trip to Arizona. The trip was approved. Also, Jon Wasser was added to the Committee to make a 3 person committee. The Travel Committee is requesting 30 day notice before a request for approval, to provide sufficient time to review the request.
Tech Committee met earlier today to discuss with Mr. Delgado regarding the 1 to 1 tech needs. They are discussing the tech needs, and will later discuss the financial implications.
Shoup Property Committee advised that a large donation was made for plants and soil, so on December 17th there will be an unveiling of new landscaping at the Shoup property.

G. Executive Director Update

Mr. Hussey discussed the SBAC scores, provided summary data showing ECR's SBAC scores versus other schools, both conversion charters and LAUSD schools in the area. Noted that the school has not dedicated itself to common core standards until this year, which other schools may have. We will start working on it, but this will take time. Stated that the SBAC scores was a school-wide initiative, not just an issue with the English and Math departments.

Mr. Wasser requested that the Board be provided updates to know what steps are being taken to improve scores. We are also in the process of communicating with other conversion charter schools to determine what they are doing to improve their scores. Closing the Achievement Gap is geared towards certain student demographics.
Ms. Clark, AP, advised that there was a meeting today to discuss helping teachers focus on SBAC tests through a "lunch and learn" setting.
Mr. Takeguma noted that having staff involvement is beneficial.
Mr. Ryburn stated that he wanted to see administration and the teachers work together. A comprehensive discussion is needed.
Mr. Hussey also presented California Dashboard report. The California Dashboard provides reports showing state and local indicators for each local educational agency. The state indicators are: academic indicator; EL progress; chronic absenteeism; graduation rate; suspension rate; and college and career readiness. Three of these indicators (EL progress, graduation rate, and suspension rate) are up right now on the California Department of Education website. Local indicators are: basic services; implementation of state academic standards; parent engagement; and school climate.
For next year, Mr. Hussey wants to talk about changing graduation rates. Graduation rates are not set at A-G, but we are being judged based on A-G, so we will be looking to increase graduation requirements to meet A-G requirements, which will be introduced over time.
We hired a Director of Marketing, who will start on November 27th. She will work on the newsletter, fundraising, media, the website, and the school's 50th anniversary coming up in 2019 (school was dedicated in March 1969).

II. Consent

A. Approve Minutes of October 19, 2017 Board Meeting

Ms. Chen noted a change should be made to the minutes as to the Travel Committee.
Darin Ryburn made a motion to approve minutes from the Board Meeting on 10-19-17 Board Meeting on 10-19-17.
Jonathan Wasser seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Financial

A. Review and Vote on September 2017 Check Registers

Mr. Silverstein asked if the checks out of order issue has been resolved. Susan Kim, Accounting and Finance Manager, noted that this happens because checks get submitted later than others, or get deposited later than others, or there might have been an error in printing checks which result in gaps.
Mr. Takeguma had questions, which he will discuss with Mr. Darby.
Darin Ryburn made a motion to approve September 2017 check registers.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. September 2017 Financial Update

The exhibit showing a 92.9% attendance rate on page 2 of the exhibits is incorrect. This is due, at least in part, to the fact that exchange students are included in the total enrollment, but not in the ADA calculation.
The numbers reflect the total payments to be made to OpTerra, though the total has not been paid yet. The first reimbursements are expected in December.
Next month, the auditors are expected to present the 2016-17 audited financials.

IV. School Business

A. AEGIS Update

Jeff Zisner of AEGIS spoke regarding the transition. To his understanding, the transition has been completed. A time management system has been implemented to allow AEGIS staff to be monitored proactively. A patrol system has been implemented to ensure that proper patrolling is taking place. Uniforms have been ordered that look similar to school safety officers. Security-related training, as well as CPR and first aid training, is being created. Once the training has been finalized, it will be shared with all staff. A security vulnerability assessment will take place during the winter break.
Mr. Ryburn asked that AEGIS be provided with the documentation regarding our security protocols and drills.
Ms. Crosthwait asked that the Board be provided with summaries of significant safety issues, such as drug use.

B. Update on Closing the Achievement Gap

Mr. Hussey advised that a mandatory 7th period was started for those students who scored below skill levels in Math or English and who failed one of those classes.

C. Tech Update

The 1 to 1 initiative is being reviewed. Fifteen school districts have started this initiative, and we've communicated with them to determine how their processes went.
Questions / issues: 1) We need to have the infrastructure in place, one that could handle some 4,000 devices. Mr. Delgado stated that this is already in place; 2) whether the devices should be leased or purchased; 3) the timing of the roll-out, whether to do certain grades first, or do all grades at once; 4) insurance for the devices is a question, whether it should be self-insured, or a manufacturer's warranty should be purchased. Granada leases and self-insures; 5) branding and etching of the devices; 6) digital citizenship, teaching students how to handle themselves online; 7) e-rate funding; 8) professional development and in-house support to have teachers effectively use the technology in class.
Tech Committee is considering netbooks on a 3 year lease option, with a school-wide roll-out. The Tech Committee will come up with a recommendation with numbers as to what it will cost.

D. Discuss and Vote on Procurement and Purchasing Procedures

LAUSD requires this.
Diane Wynne made a motion to approve the Procurement and Purchasing Procedures.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Status Update on Shoup Property

Mr. Darby has been regularly visiting the property, and has been reviewing the financials to determine if we are staying on budget. Things are progressing nicely. Still on target

for a January target date for completion of construction. The project manager, David Honda, has done a wonderful job, and it appears we will be under budget.
Mr. Silverstein questioned where the break-even point was for the property. Mr. Darby stated he would look into this.
Mr. Ryburn asked about risks of keeping property, if LAUSD does not approve our use of it for the Independent Study program.

F. Update Regarding SBAC Preparation

This was discussed during the Executive Director Update.

G. Update on FCMAT

FCMAT advised today that they have to reschedule their field visit, which was to take place on November 30th, to sometime in December.

H. Discuss and Vote on New Accounting Software System

Several vendors were looked at, but it was determined that using NetSuite would be best for the school, since they have a good platform and EdTec uses NetSuite. NetSuite gave a 60% discount on their services. Use of NetSuite would satisfy some of the issues raised by FCMAT. The first year implementation cost is $65,000.00; subsequently, it would be $45,000 per year. Using NetSuite would also allow us to phase out some of the services that EdTec provides, which would result in an overall cost saving. We would transition everything over from ERP, the transition should take about 3 months or so.
Darin Ryburn made a motion to approve the use of NetSuite as the new accounting software system and Paapri management.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

I. Discuss and Vote on Modification to Parent-Student Handbook

This was raised by the Physical Education department, when a parent noted that the current version of the Parent-Student Handbook allowed a student to miss up to 10 weeks of class and still receive credit. The modification complies with the correct policy, which is 5 weeks to receive credit, and miss up to 3 days of PE with a parent's note as opposed to 5 days.

Darin Ryburn made a motion to approve the modification to the 2017-18 Parent-Student Handbook.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

J. UTLA Initial Proposal

The Board acknowledged receipt of UTLA's initial proposal for re-openers to ECRA.

K. ECRA Initial Proposal

The Board acknowledged that ECRA has sent its initial proposals for re-openers to UTLA.

V. Reconvene to Open Session

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

No action was taken in closed session.

B. Discuss and Possible Vote on ECRA Initial Proposal

Tabled until the next Board meeting, as additional information is needed.

C. Discuss and Possible Vote on Renewing BoardonTrack Contract

BoardonTrack is the online platform that creates our agenda and minutes for Board meetings, as well as our evaluation for executive directors. The contract is yearly, and expires on December 31, 2017. We have not yet received the invoice for 2018, but the cost in 2017 was approximately $9,995.00.
Beatriz Chen made a motion to renew BoardOnTrack contract, as long as the contract price does not increase more than 5% increase from the 2017 price.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Jonathan Wasser	Aye
Bruce Takeguma	Aye
Julie Kornack	Absent

Roll Call

Lisa Crosthwait	Aye
Diane Wynne	Aye
Steven Kofahl	Aye
Scott Silverstein	Aye
Darin Ryburn	Aye
Beatriz Chen	Aye

VI. Closing Items

A. Adjourn Meeting

Diane Wynne made a motion to adjourn the meeting.
Scott Silverstein 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 7:30 PM.

Respectfully Submitted,
Daniel Chang