APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday December 14, 2017 at 4:30 PM

Location
El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, California 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, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
None

Guests Present
Alan Darby, Daniel Chang, David Hussey, 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 Dec 14, 2017 at 4:38 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

There were no public comments.

E. Student Presentation

Heidi Yang, president of the Environmental Club, presented the Club's proposal to start a recycling program on campus. The Club seeks to have recycling bins placed around campus, they will collect and sort the recycling bins on a set schedule, and will remove any trash or unwanted items from the bins during sorting. They will take the recycling to a recycling center once a week, and the revenue will be used to continue the program as well as for other future projects. No staff involvement is requested, only that they communicate to the Club if there is any issue or if the bins need to be moved.

F. UTLA Update

There was no update.

G. Executive Director Update

Tentative dates for bargaining between UTLA and ECRA have been set, January 23rd and 28th.
Teachers voted on a Learning Management System (LMS) called Canvas to help communicate with parents and students on assignments. The cost is $5.25 per student per year.
Finals are underway. When we come back, a midterm assessment of academic progress will be taken. Also, SBAC testing will be discussed.

H. Committee Reports/Updates

The Technology Committee reported that we should shortly have numbers to present at the next meeting regarding 1 to 1 laptops. Any questions or concerns should be addressed to the Committee before the next meeting, as long as any discussions do not constitute a quorum.
The Travel Committee has no updates.
The Safety Committee will investigate having a traffic study conducted. Also, there was a conversation with AEGIS, and the one concern AEGIS raised was with late calls for safety officers.
The Shoup Property Committee reported that this Sunday would be the dedication for the new landscaping, 9 am to 12 pm. Tree People will be there.

II. Consent

A. Approve Minutes of November 16, 2017 Board Meeting

Steven Kofahl made a motion to approve minutes from the Board Meeting on 11-16-17 Board Meeting on 11-16-17.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. School Business

A. Evaluation of Executive Director, CBO and CCO

The evaluation has to be conducted by May, so that a new contract can be signed by June to take effect July 1st. A committee has to be formed. The only position for the Board to evaluate is for the Executive Director. The contracts of the CBO and CCO identify that the Executive Director evaluates these positions, and in the past the Executive Director conducted those reviews.
Ms. Kornack questions what the evaluation will be based on, and that it needs to be clear in the interest of transparency. The concern is how to identify the goals that the Executive Director should be striving for, and how to measure the performance. Ms. Kornack asked whether there was some type of audit agency or group that could conduct an objective audit of the Executive Director. Ms. Kornack also expressed that she would like to see whether measurable, identifiable goals could be identified against which performance could be measured.
Mr. Ryburn expressed concern about the Board on Track template, which he believed was very generic. Mr. Ryburn suggested that a consultant could be retained, to sit down with Mr. Hussey and with the Board, to delineate clear goals and objectives. But as an initial point, the Board should sit down with Mr. Hussey and talk about goals and objectives and start the evaluation process.
Mr. Takeguma noted that when an administrator is evaluated, it's normally through observation over a period of time, and observation in both a formal and an informal setting.
Ms. Ruley identified that a reasonable comparison would be how the Board of a school district conducts the evaluation of the superintendent. It is unknown whether a consultant is hired, but the Board members spend time behind closed doors with the superintendent in coming up with the evaluation. She does not know of any consultants for such a task.
Mr. Hussey stated that his goals are the goals of the school, as outlined and set forth in the most recent WASC report. He stated that he does not believe we need a consultant.

Roger Scott of Young, Minney & Corr identified that the goal should be to improve the school's performance. As such, he advocated creating a committee to meet with Mr. Hussey and talk about goals and objectives; the committee will then make a recommendation to the Board.
A committee was formed with Jonathan Wasser, Diane Wynne, Bruce Takeguma and Julie Kornack. The committee shall be an ad hoc committee, and shall make its presentation to the entire Board no later than the March 2018 Board meeting.

B. Update on Closing the Achievement Gap

Job postings were published for an intervention coordinator and outreach coordinator for the Latino population, applications have already been received. A 7th period support class for 9th and 10th graders failing English and math was done as a pilot program this past semester; next semester, this will be in AERIES as a 7th period. This will be two 9-week sessions, and will continue to focus on math and English. EL coach Kyna Collins has broken down the assessments needed for English Learners, to help the ELs in their testing. There are 112 EL students. Looking to establish a learning lab to help students who are failing their core classes. The goal is to increase the English proficiency of the ELs, to the extent they can be reclassified.

C. Discuss and Possible Action on Proposed New School Dress Code

Mr. Lerma has been the dean at ECR for about 10 years; during this time, many people have expressed to him that the school needs a more defined dress code. Prospective parents who tour the school are surprised at the lack of a dress code, as the current dress code is difficult to enforce. The proposed dress code is gender-neutral, and has more defined sections that can be used to identify a dress code violation. This semester, warnings will be given of a dress code violation that is on the same form as what will be used for actual enforcement starting in the Fall. This would involve all staff members, not just the deans and not just the teachers. Mr. Lerma noted that he talked with the dean at Granada Hills High, and it took Granada Hills about 3 years to roll out and fully implement their dress code. The main enforcement will be to have the student change their clothing, either with clothing they have, or by having a parent come with alternate clothing - this is the same enforcement that is in effect now. A survey was conducted of teachers, parents and students, 3 separate surveys. However, the Board was not provided with the results of these surveys.
The Board requested additional information, including the surveys, an explanation of the process, more information and detail as to why the current dress code is not appropriate, and how the new code would look in the Parent-Student Handbook. This matter is tabled until the next Board meeting.

D. Discuss and Approval of Yearbook Purchase

Correction for the agenda, staff is requesting approval of purchase of 950 yearbooks, as last year 800 were ordered and we ran out and had to special order another batch which cost more. The total purchase price will be $72,494.00.

Beatriz Chen made a motion to approve the purchase of 950 yearbooks at a cost of $72,494.00.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Financial

A. Review and Vote on 2016/17 Audit Report

Wade McMullen of Clifton Larson Allen presented the audit report. There were no issues or disagreements with management, no corrections or misrepresentations found, and supplemental information that was provided went through the same audit process.
The Statement of Financial Position includes a liability of $24M for the lifetime retirement benefits. In looking at the total current assets versus the total current liabilities, the school is financially sound. The Statement of Activities shows an increase of $3M in income. The Statement of Functional Expenses includes our campus lease payments under Professional/consulting services and operating expenditures. Note our lease amount is based on either 3% of LCFF or a pro-rata square footage, at LAUSD's discretion. The lease obligation is included as a liability in our Statement of Financial Position.
The audit is based on sampling, and also substantive testing where documentary backup is provided as to specified items. It's also based on a review of payroll expenses, W-2, and any expenditures which may be flagged.
The only change that may be required is potentially to the lease payments.
Diane Wynne made a motion to approve the 2016-17 Audit Report, with an understanding that there will be a reclassification of the rent expense.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

Steven Kofahl	Aye
Darin Ryburn	Aye
Lisa Crosthwait	Aye

B. Review and Vote on October 2017 Check Registers

Diane Wynne made a motion to approve the October 2017 check register.
Julie Kornack seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. October 2017 Financial Update

The ADA was adjusted downward by 35 students. For months 1 through 3, this is a net decrease in ADA of 43.5. This results in a net operating income of negative $717,442, which is a variance of negative $178,855 from the prior forecast.
Mr. Hussey noted that enrollment in general is down, including for Hale Jr. High, because the population around us is not sustaining continuing numbers. As a result, we will have to start the enrollment process earlier.
Shoup is progressing, and may be completed under the $1.2M budget.

D. Review and Vote on 2017-18 1st Interim Report

Darin Ryburn made a motion to approve the 2017-18 1st Interim Report.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

V. Closing Items

A. Adjourn Meeting

Julie Kornack made a motion to adjourn the meeting.
Beatriz Chen 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 7:22 PM.

Respectfully Submitted,
Daniel Chang