APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday February 15, 2018 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, Diane Wynne, Jonathan Wasser, Julie Kornack, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn

Directors who left before the meeting adjourned
Beatriz Chen

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 Feb 15, 2018 at 4:38 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Stacey Meltzer, El Camino English teacher, said that she represents the teachers, the staff, the tech department, and the students; stated that the school's technology was in a state of crisis.

E. Student/Staff Presentation

Fluke Fluker presented regarding The Village Nation (TVN). Several field trips were taken, including to UC Santa Barbara to interact with the BSU there, and the Black College Expo at the Convention Center - both field trips were taken on Saturday to avoid disrupting class time. Also showed a video by ECR student Tyjai Fulford, who spoke regarding the Black College Expo and his college acceptances. The students of BSU put up a Black Excellence display in the hallway. An assembly is coming up to challenge students to push themselves in SBAC testing. And they are planning to take a group of teachers to an institute to talk about best practices to help African-American students at ECR to reach their full potential. RISE, the African-American parent group, had a parent summit, planning other events. Dr. Joyce Watts also spoke regarding the Save the Date event on February 24th. All information on events can be found on the website thevillagenation.com.

F. Executive Director Update

Safety on campus - we have been working with Charter Schools Division and Board members to try to get our SafeSchools plan in digital format, we finally received a pdf version of it. We will have to convert it to Word format to have it updated. Once done, we will notify parents that it has been updated. Mr. Hussey attended an active shooter presentation at West Hills Christian Church, conducted by LAPD; we will try to have a training for teachers and an assembly for students on active shooter preparation. We have one lockdown drill per semester; parents and students are informed beforehand; notice should also be provided through the newsletter. Mr. Wasser questions what could be done to make drills more effective. Also, need to have updated contact information for all parents/guardians, to be able to provide information in the event of a crisis. Ms. Crosthwait noted the last time a real lockdown occurred, the release of students was handled poorly; Ms. Kornack stated that this may have been more of an issue with LAPD than with the school. Ms. Chen questioned whether students are instructed what to do when a lockdown occurs; a student advised that they are instructed to get under their desks and not open the door for anyone. Mr. Silverstein would like to have an active

shooter program conducted at the school and invite stakeholders to come and participate.
We are trying to get information on the matriculating pattern from middle schools in the area, but previously we were being told that they could not release that information until May. This would create issues in terms of preparing the master schedule and knowing how many slots we need to keep open in our lottery. Recently, the middle schools have advised that they will release the information in early April, but this will still create issues of programming. We will be reaching out to non-charter LAUSD schools in the area to see if they get this information earlier.
Academic Decathlon came in first place in LA City competition. The state competition is in March, and only the first place team from the state goes to national finals.

G. UTLA Update

UTLA has been actively promoting a Martin Luther King Jr. Memorial Scholarship, trying to get students to sign up. Students can go to tinyurl.com/MLKUTLA.
Promoting a Black Lives Matters in Schools event on Saturday, February 24th.
Third session of negotiations took place today, we are making headway.

H. Committee Reports/Updates

An Audit Committee has to be created, which will present to the Board its recommendation for the independent auditor to use. Mr. Kofahl and Ms. Chen agree to serve on the Committee. This will be an ad hoc committee, to end at the next Board meeting when the Committee makes its recommendation.
Shoup Committee - Mr. Darby gave an update on Shoup. The administration made the decision not to do a soft opening this school year. Construction is progressing along. The project manager, David Honda, would like to present an update to the Board. As of February 13th, $501,000 has been spent on construction, which includes all the reframing, electrical, plumbing, roof, interior, and landscaping. This is well in keeping with the budget of $1.2M, and it is likely the project will come under this budget.
The Tech Committee will defer until the Tech Update.

II. Reconvene to Open Session

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

No actions to report.

III. Consent

A. Approve Minutes of January 18, 2018 Board Meeting

Steven Kofahl made a motion to approve minutes from the Board Meeting on 01-18-18 Board Meeting on 01-18-18.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Financial

A. Review and Vote on December 2017 Check Registers

Mr. Silverstein questioned the amount being spent on security services, requested a better breakdown. Mr. Darby provided information on the number of safety officers utilized. Mr. Silverstein also questioned the amount being spent on substitute teachers and on bus transportation costs. We are looking into these costs, will seek more competitive pricing.
Mr. Kofahl asked about whether Board on Track is necessary. He also asked that more description be provided, such as the quantity of items being purchased. And he asked for more information as to the missing checks.
Ms. Crosthwait asked who approves rental cars; Mr. Hussey responded by saying it depends on the nature of the activity involved, but would typically be Mr. Hussey or Mr. Bennett.
Steven Kofahl made a motion to approve the December 2017 Check Registers.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. December 2017 Financial Update

Forecast shows a reduction in the net income of $22,000 compared to the previous forecast.
Budget v. Actuals, some of the State revenue came quicker than expected. The rebates from Prop 39 was slower than expected because LADWP would not sign off on the work because it said El Camino Real, and the school is owned by LAUSD. This still has yet to be resolved, but the school and OpTerra are working on this.
Cash Flow comparison, 2017-18 forecast is much lower than other years due to lifetime benefits and Shoup expenses. These are all issues that make the difference for this year's cash flow v. prior years' cash flows. Cannot predict future cash flow, but the majority of the cash flow issues are one-time issues (tech refresh, Shoup and Prop 39 projects).

We also finally received LAUSD rent invoices, no penalties or interest was charged. Total amount was $331,936.80 for the main campus, which we budgeted for; and $72,000 for the Leonis campus, which is the historical amount.
Salaries & Benefits, as compared to percentage of revenue, the percentage has increased largely due to benefits.

V. School Business

A. Update on Closing the Achievement Gap

Mr. Hussey shared the update for February on Closing the Achievement Gap, based on 4 goals.
Goal 1 (ensure implementation of academic content standards) - implemented through Common Planning Wednesdays, teachers use this time to analyze data and adjust student learning, and teachers have been given Winter test scores to compare the data with .
Goal 2 (expand student access to AP classes) - February 1st we had an AP Expo night with optional parent workshops. Also will have a Career Expo night. Continuing partnership with Pierce College with concurrent enrollment classes on our campus.
Goal 3 (expand intervention services during after-school hours for students requiring additional support) - we currently have 3 Geometry and 1 Algebra 1 classes are offered after school, 1 English class for English Learners (ELs), online classes for all subjects except science, math tutoring at all levels, and 1 study skills class. These classes are mandatory 7th period classes.
Goal 4 (present one school-wide events that provide workshops in a variety of topics tied to student achievement) - AP Expo on February 1st; on February 17th there will be a FAFSA workshop in Spanish for ELs and their parents; on February 14th, RISE (for African-American parents) will have a parent summit which will emphasize A-G classes and the support the school is offering.

B. Tech Update

Ms. Chen reported regarding the ongoing study on 1 to 1 laptops and tech needs for Shoup once it opens. Also, e-rate funding opened up, which would help with internet infrastructure, need to determine what we will be applying for to get the funding.
Mr. Delgado spoke and shared that new staff had been hired. Microsoft came in Tuesday and will be sharing a lot of resources. Phase 1 of the network upgrade was done last spring. Phase 2 will take about $200K to complete the network refresh. Applying for e-rates, which will pay for about 50% of these network costs (e-rate covers infrastructure, does not cover hardware). Phone system and network refresh should be done by the end of Spring or early Summer. Mr. Delgado also presented a proposal for the 1 to 1 laptops from STS Education, utilizing Device as a Service (DAS), based on a full-blown 3,800 units, at a cost of $333,000 for the entire year.

C. Update on Marketing Plan

Ms. Rodriguez shared her marketing plan, which is focused on branding, recruitment, and retention.
The Board would like periodic updates, perhaps every other meeting.

VI. Governance

A. Discussion Regarding Upcoming Board Openings

Beatriz Chen left.
Two positions coming up: Community representative; and Classified representative.
A committee will have to be formed to nominate the Classified representative, which will then be voted on by the Board.
This is tabled until the next meeting, when all Board members are present.

VII. Closing Items

A. Adjourn Meeting

Julie Kornack 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 8:56 PM.

Respectfully Submitted,
Daniel Chang