APPROVED

# El Camino Real Charter High School

# Minutes

## Board Meeting

**Date and Time**
Thursday March 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.*

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**Directors Present**
Beatriz Chen, Bruce Takeguma, Darin Ryburn, Diane Wynne, Jonathan Wasser, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

**Directors Absent**
Julie Kornack

**Directors who arrived after the meeting opened**
Bruce Takeguma

**Directors who left before the meeting adjourned**
Scott Silverstein

**Guests Present**
Alan Darby, Daniel Chang, David Hussey

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**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 Mar 15, 2018 at 4:38 PM.

## B. Record Attendance and Guests

## C. Pledge of Allegiance

## D. Public Comments

There were no public comments.

## E. Executive Director Update

Matriculation pattern - ECR did not know how middle school students were matriculating to high schools. Other high schools have advised that they would get a rough estimate of the students who should go to their high school based on the area. As such, ECR does not have the data of how many middle school students will be coming. Mr. Hussey met with the principal of Hale Middle School; the relationship is good, and they will promote ECR, but they will not go out of their way to promote ECR. Hale's principal advised that we are welcome to send staff and students to Hale to do more recruitment.
The walk-out occurred on March 14, 2018. There was one group that planned to walk out during nutrition. There was a second group that we tried to encourage to go to the athletic field, but they went to the front of the school instead, approximately 200 students total participated.
Next week, there will be a lock out. And after Spring Break, we will attempt a lockout during nutrition time, to see how students react when they are not in the classroom.
Charter School Division (CSD) oversight visit will be on April 11-12.
Next year, we would like to change the lottery dates to reflect what Granada Hills and Birmingham does. This year, we had over 800 applications, took in 350 students, so we have a waiting list for next year. This current year, we did not have a waiting list.
Boys and girls soccer won the City Championship.
SBAC test dates are April 9 and 10. Mr. Hussey will visit classrooms next week to explain what SBAC is and to encourage students to participate.
Drama is performing the musical Bloody Bloody Andrew Jackson. Opened last night, goes on through 3/17.
Academic Decathlon will be travelling to Sacrament for the State championships, and we will know on March 25th whether we will be going to the National Finals.
Las Virgenes and Agoura are losing teachers due to declining enrollment, we need to be aware of the importance of recruiting.
CalSTRS is here conducting an audit for the 2015-2016 and 2016-2017 school years, to ensure that we are properly classifying service time. Our report should be received before the end of the year.
LA School Police came out and did a presentation on lockdown procedures.

Mr. Silverstein questioned whether we could act as a sub-contractor for LAUSD for the local schools that they elected not to develop. Staff to sit down and determine if this is feasible, and if so a conversation with LAUSD can be started.

### F. UTLA Update

Mr. Monroy advised that bargaining has yielded a couple of tentative agreements, and we are perhaps just a few words on agreeing on the whole thing. UTLA is also working on selecting candidates for department chairs. UTLA joins the majority of educational organizations in opposing Trump's proposal of arming teachers. Yesterday was Orange Wednesday, where individuals wore orange to remember the victims of the Highland Park shooting. Governor Brown in his State of the State address proposed an increase in per-student funding. To promote this, UTLA proposes that our Board visit classrooms during the week of February 2019.

### G. Committee Reports/Updates

The Travel Committee met today and approved trips for the Softball Team and the Boys' Volleyball Team.

## II. Consent

### A. Approve Minutes of February 15, 2018 Board Meeting

Scott Silverstein made a motion to approve minutes from the Board Meeting on 02-15-18 Board Meeting on 02-15-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

### B. Approve Minutes of February 27, 2018 Special Meeting

Darin Ryburn made a motion to approve minutes from the Special Meeting on 02-27-18 Special Meeting on 02-27-18.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

## III. Financial

### A. Review and Vote on January 2018 Check Registers

Greater detail was asked for in the check register. Because this is a check register as opposed to a general ledger, the check register cannot have much more information.
Bruce Takeguma arrived.
Steven Kofahl made a motion to approve the January 2018 check register.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. January 2018 Financial Update

The 2018-19 State Budget showed a strong benefit, full funding for LCFF, two years ahead of schedule.
Enrollment projections do not change after January as students may be sick or slow in coming back to school, will adjust later in the school year.
The Forecast shows a change, the bulk of which is due to Shoup projected to opening next year, and the revenue from the Option 3 Special Education revenue.
The Shoup forecast was modified to reflect that Shoup would not be opening this year.

## IV. School Business

### A. Update on Closing the Achievement Gap

The Intervention team has been working tirelessly to ensure that students' needs are met in order for them to succeed. Could not do reverse minimum day due to minimum instructional minutes requirements. Parents are encouraged to check in on AERIES regularly.

### B. Review and Vote on Auditor for 2017-2018 Audit Report

The Audit Committee met today and discussed using the same auditor from last year, Clifton Larson Allen, and discussed whether a 1 year or 2 year contract should be entered into. The 2 year contract provides for a slight increase in the fee from year 1 to year 2. The Committee recommended using Clifton Larson Allen on a 2 year contract.

Darin Ryburn made a motion to approve the use of Clifton Larson Allen for a 2 year contract.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

## C. Discuss SafeSchools Plan and Other Safety Programs

Each teacher has an E-packet in their classrooms. Maps were updated to provide a more hotel-style plan that shows a main escape route and a secondary escape route. A cheat sheet was handed out to show what to do for each of the 4 major disasters. Mr. Bennett and Mr. Dhillon are going to each classroom to ensure each class has an emergency packet. And each class will have a picture roster of the students, so that if a substitute is there he/she will know who the students are in the class. When substitutes come in, the folder contains information on the emergency procedures, staff should ensure that all substitutes are aware of these procedures. Students should be aware as well.
Mr. Ryburn stated that we will be working with the security company to improve the safety plan, a plan that is specific to our school.

## D. Discuss and Vote on Canvas Contract

Mr. Wilson spoke on Canvas, a Learning Management System. Canvas is an integrated learning system that allows students to see and complete their assignments online, take online quizzes, interface with their teacher, have chatrooms to discuss assignments with other students, etc. We were able to get a competitive pricing. We had a pilot program that lasted 3 months; there has been a series of training for the staff as well.
Ms. Wynne asked what the difference is with Aeries - Aeries is more to contain student information and enter grades; there is some overlap for now in terms of checking grades.
Mr. Ryburn asked if the teachers are buying into the use of Canvas. The teachers voted and selected Canvas from various options.
Mr. Silverstein asked why we are entering into a 3 year contract if there is overlap with Aeries. Mr. Hussey noted that Aeries is needed for State reporting, while Canvas is more instruction oriented.
Beatriz Chen made a motion to approve the Canvas 3-year contract, at a total cost $63,236.25.

Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

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

## E. Discuss and Vote on TurnItIn

TurnItIn is an online platform that we've been using since 2013. It started as a plagiarism check, but has evolved to a more robust application that assists with writing. It is a writing tool that uses artificial intelligence to help with student writing.
Samantha Spencer, teacher, spoke regarding the use of TurnItIn, which she described as an irreplaceable tool for the English department; it is available for all departments, but mostly used in the English department, and we hope to see greater use in all departments in the coming years.
We were able to obtain a 3 year contract with a locked in price for the same price as we received this year. It would integrate with Canvas as well.
This goes to improving the scores in the SBAC language arts; all of the rubrics in TurnItIn coincides with the SBAC rubrics.
Beatriz Chen made a motion to approve entering into a 3-year contract for $116,837.00.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

## F. Tech Update

Ryan Guinto, Systems Analyst, and Jacob Yoo, Network Analyst, spoke. Microsoft licensing is coming up, staff has secured significant discounts on Microsoft products such as MS Office, at a cost of $12K per year, plus the backup battery/UPS for $5,000. The

web content filter will cost approximately $60,000, which will be financed; the firewall will cost approximately $52,000.00; and there will be miscellaneous items of an additional $10,000. E-rate program allows us to get 50% rebates on technology. We are working with a consultant to maximize the rebates. However, the web content filter does not qualify for the rebate, nor will wireless infrastructure or the Microsoft licensing.
The proposed purchases shared at the last Board meeting did not include Shoup. As some of the purchases at Shoup would be e-rate eligible, we are working with our consultant to determine which are and are not e-rate eligible. This includes a quote on the cable pull, which has to be updated as there is a question whether waiting a week will result in a significantly lower price. Staff will talk with the project manager about this.
Scott Silverstein left.

### G. Discuss and Approve 2018-19 School Calendar

ERC's calendar committee, which is made up of administrators and teachers, proposes the school calendar for the 2018-19 school year. It mirrors LAUSD's calendar, with the exception that August 8th is a professional development day, and we are starting on August 13th (LAUSD starts August 14th); graduation will be on June 7th.
Board requested that the Rosh Hashanah and Yom Kippur holidays be labeled as Unassigned.
Darin Ryburn made a motion to approve the 2018-19 School Calendar.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

## V. Governance

### A. Discussion Regarding Upcoming Board Openings

A committee must be created for the Community Representative position which will open on July 1, 2018. Ms. Chen indicated that she would be applying for the position again. Mr. Ryburn, Ms. Kornack, and Ms. Crosthwait agreed to serve on the committee. It will be an ad hoc committee, it will end at the time the committee makes its recommendation to the Board, which can take place at the May Board meeting.
Mr. Wasser also noted that the Classified Representative position, currently held by Diane Wynne, will have to be advertised and an election will take place. Ms. Wynne stated that she would not be running for another term.

### B. Discuss and Approve Certification of Board Compliance Review

Each category of the Compliance Review was discussed, and affirmed that the School was in compliance.
Darin Ryburn made a motion to approve the Certification of Board Compliance Review.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VI. Closed Session

### A. Conference with Labor Negotiators

Closed session took place.

### B. Public Employee Performance Evaluation

Closed session took place.

## VII. Reconvene to Open Session

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

There were no actions to report.

## VIII. Closing Items

### A. Adjourn Meeting

Diane Wynne made a motion to adjourn the meeting.
Darin Ryburn 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 7:18 PM.

Respectfully Submitted,
Daniel Chang