APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday May 17, 2018 at 4:30 PM

Location
El Camino Real Charter High School, Library, 5440 Valley Circle Blvd., 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, Jonathan Wasser, Scott Silverstein, Steven Kofahl

Directors Absent
Lisa Crosthwait

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 May 17, 2018 at 4:37 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Scott Silverstein spoke regarding the Board's responsibility to back the administration to improve the quality of the school's teaching staff.

E. Executive Director Update

AP testing has gone on the last 2 weeks. Counselors Bereny and Yerevenian have overseen the testing. This year 970 students will take a total of 1,964 AP exams; this is up from 872 students taking 1,751 AP exams last year. This is a testament to ECR students and teachers.
This Saturday is Break the Silence, the Brett Schmitt Memorial Run. The race starts at 8 a.m. The Schmitt family is raising money to allow ECR to have a program that allows students with mental illness to receive counseling. We will work with Phillips Academy to provide counselors.
Prom is May 26th, at the Santa Anita Racetrack.
On May 25th, the L.A. City Council will recognize our Academic Decathlon, Boys and Girls Soccer, Boys Cross-Country, and Boys Tennis teams.
Mr. Hussey attended the Valley Economic Alliance gathering last night; AcaDeca was recognized with the Steve Allen Excellence in Education award. ECR and the Valley Economic Alliance will discuss a school-to-career pathway program.
Power to the Artist is today at the Greek Theatre.
Senior Awards Night is on May 31st.
Graduation is on Friday, June 8th.
Discussions have been ongoing regarding implementing the 1-to-1 program. Microsoft wants ECR to be a showcase school. ECR's Professional Development Committee will meet on Monday to go over the goals for next year and come up with a plan for the implementation of the 1-to-1 program.
The Latino parents had an event on May 5th, it was very well attended and the feedback was very positive.
After-school tutoring will continue, and ECR is looking to add supplemental math courses during the day as well.
The next UTLA bargaining meeting is this Monday, May 21st.

F. UTLA Update

There was no UTLA update.

G. Committee Reports/Updates

The Executive Director Evaluation Committee met today.
The Tech Committee will speak during the Tech Update.

The Safety Committee advised that the FBI issued a flyer on active shooter training, it will be distributed to the rest of the Board and Mr. Ryburn will work with ECR to get information out to stakeholders.
The Shoup Committee noted that progress on the construction was slowed by the inspectors from the City of Los Angeles. Progress continues.

II. Consent

A. Approve Minutes of April 19, 2018 Board Meeting

Darin Ryburn made a motion to approve minutes from the Board Meeting on 04-19-18 Board Meeting on 04-19-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of April 26, 2018 Special Meeting

Scott Silverstein made a motion to approve minutes from the Special Meeting on 04-26-18 Special Meeting on 04-26-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Financial

A. Review and Vote on March 2018 Check Registers

Steven Kofahl made a motion to approve the March 2018 check registers.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

March 2018 Financial Update

Forecast Update - ADA was lower than projected, so ADA-dependent revenue was reduced by $556K. This was offset somewhat by reconciling stipends and depreciation, and revising budget on Shoup. Current LCFF rate is $9,600 per student; next year LCFF will be fully funded but this year is still a transition year. ADA as of P2 was 3,316, a reduction of 54. This attrition is about the same, but it feels like it is more because we had less students this year to start with.
Mr. Ryburn is requesting a presentation next month from marketing regarding what steps are being taken to prevent this loss in ADA from continuing. Mr. Takeguma also wanted a discussion regarding the occupancy of Shoup. Mr. Silverstein asked if we could start marketing for an increased independent study now and house them on the main campus, until Shoup is ready for occupancy - Ms. Ring noted that our current main campus is filled to capacity, and we could not bring in more students here. Opening the Shoup campus would be a great benefit to the program.
Mr. Kofahl asked what happens if we end the year with a negative forecast number - Ms. Frantz stated that this would come out of our fund balance, but that it doesn't reflect a cash balance.

C. Discuss Proposed Changes to Fiscal Policies and Procedures

The Fiscal Policies and Procedures document is being updated, to reflect recommendations from FCMAT as well as changes in systems and procedures. For example, check signers have been revised, reimbursement policy has been updated, work flow and hiring practices are being revised. We will send the revised FPP to LAUSD first for review, and then it will be presented to the Board for voting.

IV. School Business

A. Update on Closing the Achievement Gap

This is combined with item IV.B.

B. Discuss LCAP Yearly Update and Adjustments

The intervention team will develop a plan to create a School Attendance Review Team (SART) and School Attendance Review Board (SARB), which will focus on students with continued chronic absences.
The Latino Parent Summit took place this last month, which was extremely well received.
LCAP focuses on academic support for certain populations for college and career goals. This is a 3 year plan. The proposed changes reflected are not major changes, but reflect modifications to reflect the data.

C. Tech Update

The information regarding the tech upgrades is on the intranet, accessible through the school website.
The 1-to-1 program approved by the Board included a $25 per student cost for insurance; for FRPM students, Friends of ECR is looking into paying this cost or using the funds for the Special Day Program. The first year cost will be $465K; the second will be $595K; then it will normalize out at about $520K a year recurring cost.
Smartboards are being considered, and is in pilot now in several classrooms. This would be rolled out over time, about 2 years.
Mr. Ryburn asked how long professional development will be; it will be an ongoing thing as technology changes and more tech is adopted. Teacher Jason Kinsella was asked if the teachers had been advised regarding the 1-to-1 program; Mr. Kinsella stated that most teachers had heard very little about the 1-to-1, and that he himself had heard about it only this past week.
Mr. Ryburn asked if there were additional costs that have not yet been budgeted; Mr. Delgado stated that some additional software may be needed, and there will be the cost of e-books, though that may be offset by a reduction in hard cover textbooks.
Mr. Silverstein asked how long the Canvas rollout will be; Mr. Hussey stated that we are planning a 3 year rollout, in order to provide teachers enough time to get integrated into the program.

D. Discuss and Possible Vote on Proposal for Clean Up

Mr. Silverstein requested that the Board form a committee to come up with a letter to send to the Department of Toxic Substance Control (DTSC), a State organization that is in charge of the cleanup of the Santa Susana Field Lab on top of hills in Simi Valley. There has been a plan under review for the last decade on how to clean it. One potential way is to dig up the approximately 2.2 million cubic yards of toxic materials and ship it out; there are 10 potential shipping routes in the plan, one of which would include driving the toxic materials down Valley Circle Boulevard. Mr. Silverstein requested a letter to DTSC, asking them not to select the option of shipping it down Valley Circle Boulevard. Mr. Silverstein is willing to draft the letter and then present it to the Board for approval and to be signed by those Board members who support the letter.

E. Discuss and Possible Approval of CharterLIFE Renewal for Health Care Benefits

The benefits renewal package will be at an increase of 2.08% as compared to 2017-18. There are some changes to some of the plans that will result in changes in out of pocket expenses, but the overall change is reasonable. ECR is looking into different scenarios regarding different plans to be provided.
Darin Ryburn made a motion to approve the CharterLIFE Benefits Renewal.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jonathan Wasser	Aye
Steven Kofahl	Aye

Roll Call	
Bruce Takeguma	Aye
Beatriz Chen	Aye
Scott Silverstein	Abstain
Lisa Crosthwait	Absent
Darin Ryburn	Aye

V. Governance

A. Report on Results of Classified Representative Election

B. Vote to Install Classified Representative

Steven Kofahl made a motion to install Kenneth Lee as the Classified Representative, term commencing July 1, 2018.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Beatriz Chen	Aye
Lisa Crosthwait	Absent
Scott Silverstein	Aye
Darin Ryburn	No
Steven Kofahl	Aye
Jonathan Wasser	Aye
Bruce Takeguma	Aye

C. Discuss Committee's Recommendation for Community Representative

The three applicants were reviewed, each was a very qualified applicant. The Committee met and discussed all three candidates, and based on the needs of the Board, the Committee recommends that Beatriz Chen be appointed as the Community Representative.

D. Vote To Install Community Representative

Darin Ryburn made a motion to install Beatriz Chen as the Community Representative, term starting July 1, 2018.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Darin Ryburn	Aye
Jonathan Wasser	Aye
Bruce Takeguma	Aye
Lisa Crosthwait	Absent
Scott Silverstein	Aye
Steven Kofahl	Aye

Roll Call

Beatriz Chen Abstain

E. Discuss Vacant Community Representative Position

The vacant position is to fill the term of Julie Kornack, Community Representative. An email will be sent out tomorrow to all candidates who applied for one of the two vacant positions, as well as to all individuals who had applied in the last year for one of the Board vacancies. For those who applied for one of the two recent positions, they will be added to the pool of candidates unless they indicate otherwise. Everyone else will have to apply. The vacancy will be advertised through the upcoming newsletter as well as an email blast.

The position will be advertised starting tomorrow, May 18th, and applications will be accepted through June 1st.

A new Committee was appointed of Darin Ryburn, Beatriz Chen, and Scott Silverstein.

F. Discuss and Vote on Board Meeting Calendar for 2018-19

A framework should be agreed to (day of the week and week of the month, as well as time). Mr. Silverstein requested that the meetings be moved to the fourth Thursday of the month, as it would allow us to get more up-to-date financial records. And the time will be moved up to 4 p.m. There will be no meeting in July. The November meeting will be held on November 15th, and the December meeting will be held either on the 6th or the 13th.

VI. Closed Session

A. Conference With Legal Counsel: Anticipated Litigation

Closed session took place.

B. Public Employee Discipline/Dismissal/Release

Closed session took place.

C. Conference with Labor Negotiators

Closed session took place.

D. Public Employee Performance Evaluation

Closed session took place.

VII. Reconvene to Open Session

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

The Board had one action to report: the Board has agreed to retain the services of Oracle Investigations in order to investigate a personnel matter.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl 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 7:49 PM.

Respectfully Submitted,
Daniel Chang