APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday June 21, 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, Jonathan Wasser, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn

Guests Present
Alan Darby, Daniel Chang

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 Jun 21, 2018 at 4:34 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

There were no public comments.

E. Staff Update

The Oversight Report from LAUSD's Charter School Division was received. Last year we scored a 2 in Governance, a 3 in Student Achievement, a 1 in Organizational Management, and a 2 in Fiscal Operations. This year we scored a 3 in each of these categories, which was a welcome improvement.
Summer school started last Friday, we have approximately 1,000 students enrolled.
We currently have 3,643 enrolled for the next school year, with a wait list of about 75 students as well. This does not include the students we can house at Shoup.
We have 3 Assistant Principal positions listed on EdJoin; as of today, we have 8 applications for Counseling, 16 applications for Special Education, and 30 applications for Discipline, Curriculum and Technology.
We are also hosting a luncheon for staff on June 27, from 12:30 to 4 pm in the Penthouse, as a way to continue developing a positive school culture.
A DVD from the Dance show was shared.

F. UTLA Update

There was no UTLA update.

G. Committee Reports/Updates

There were no updates aside from agenda items.

II. Consent

A. Approve Minutes of May 17, 2018 Board Meeting

Scott Silverstein made a motion to approve minutes from the Board Meeting on 05-17-18 Board Meeting on 05-17-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of May 24, 2018 Special Meeting

Change attendance to reflect that Daniel Chang was not present.
Steven Kofahl made a motion to approve minutes from the Special Meeting on 05-24-18 Special Meeting on 05-24-18.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Approve Minutes of June 6, 2018 Special Board Meeting

Scott Silverstein made a motion to approve minutes from the Special Meeting on 06-06-18 Special Meeting on 06-06-18.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Discuss and Possible Approval of Modification to LCAP

An overview of the changes were shared at the prior Board meeting. This update is based on the actual and final data available. Some of the variances were significant as additional funding was used to improve student performance; for example, an additional $37,000 was spent on the Period 7 after-school tutoring. This additional funding resulted in an overall increase in C's or better in core classes. The term "Estimated Actual" reflects that the actual number would not be available until June 30th, but this is the estimate as to what the final number will be based on the data. One significant variance was in Action 6 of Goal 1, estimate was $4,095, actual was $140,000, because the actual was way more comprehensive as originally estimated. This is a process of trying to identify where the budget is actually spent. And the State wants to see that we are spending money to help the under-performing students, and would be more concerned if we spent less than budgeted.
Scott Silverstein made a motion to approve the modification to the LCAP.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Beatriz Chen	Aye
Darin Ryburn	Absent

Roll Call

Bruce Takeguma	Aye
Lisa Crosthwait	Aye
Scott Silverstein	Aye
Steven Kofahl	Aye
Jonathan Wasser	Aye

B. Review and Vote on April 2018 Check Registers

The listing for Engie Services is for the Prop 39 project. Missing checks have been reconciled; they are not showing up properly in our report because they did not transfer over to EdTec - this is a communication error between our system and EdTec's system. This will be corrected when we transfer over to NetSuite. And we have a list of vendors with contracted rates that the CBO can make available to the Board.
Steven Kofahl made a motion to approve the April 2018 check registers.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. April 2018 Financial Update

The Forecast shows a negative operating income of $209,158, which is an increase of $8,614 from the March forecast, primarily due to increases in local revenue and LCFF gap percentage.
The Shoup Expenses shows that we have used 60% of our budgeted amount, and we expect to come in under the budget.
The 2017-18 Cash Flow shows the ending cash balance; compared to the cash balance at the start of the year, we have decreased due to the significant one-time expenses such as Shoup, Prop 39, and the lifetime benefits. Mr. Darby noted that on balance we will show a negative $209K, but our cash balance will be an ending positive $1.676M.

D. Discuss and Vote on 2018-19 Budget

Ms. Frantz stated that the State budget will pass shortly so the numbers will change, but the numbers provided are based on best information currently available. We are at LCFF target funding, which means that moving forward we will only see COLA increases to LCFF. Biggest increase in last year's expenditures was due to the lifetime benefits. We are continuing to make contributions into the trust fund; this fund will not be touched until fully funded, which will allow it to grow due to contributions and interest income earned.
Steven Kofahl made a motion to approve the 2018-19 Budget.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Scott Silverstein	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye
Jonathan Wasser	Aye

Roll Call

Lisa Crosthwait	Aye
Bruce Takeguma	Aye
Darin Ryburn	Absent

E. Discuss and Possible Approval of Consolidated Application and Reporting System

Scott Silverstein made a motion to approve the Consolidated Application and Reporting System.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Discuss and Possible Approval of Revised Fiscal Policies and Procedures

Mr. Darby stated that the changes made were to clean up some of the language, to change outdated language due to the new accounting system coming in, and to add language that was missing such as regarding stale checks. Ms. Chen noted that language on page 11, "LET'S DISCUSS THIS" should be deleted. This matter will be tabled to the next Board meeting, to allow some revisions and clean-up to take place.

IV. School Business

A. Discuss Marketing Plan to Deal with Declining Enrollment, Fundraising and General School Promotions

Mr. Silverstein noted that, when he was at graduation, he was told by a number of students that they did not know what was going on with the school, that we should keep them informed and use them to better promote the school and its achievements. We do have a weekly newsletter that goes out to all students through their Aeries account, as well as parents/guardians. And PA announcements are made daily. Ms. Crosthwait was also told by students that they were not aware of what resources were available to them.
Mr. Archibald recommended that we reach out to students and school clubs to see what they feel would work in terms of marketing the school, fundraising, etc. He also spoke to possibly setting up a mentor-mentee program. Mr. Wasser commented that we should have more involvement, perhaps having student council come to Board meetings, and that we should make better use of social media. Ms. Rodriguez shared the draft plan for the upcoming 50th anniversary gala. Ms. Crosthwait requested that this be a monthly agenda item. Mr. Silverstein requested a matrix that shows quantitatively where the benefits are.

B. Tech Update

Web designers came and took footage of the campus using drones for our new website. A poster will be created identifying the 21st Century Classroom, providing an informational graphic on how technology will be integrated into the classroom. Weekly emails are being sent to staff and parents regarding the tech initiatives being implemented; they will also be provided to the Board.

For the 1 to 1 initiative, we are starting training modules to have teachers come in and learn what the 21st Century Classroom looks like and how the 1 to 1 laptops will be integrated into that.
For small panels, the plan is for a 3-year roll out of 50 panels a year. Mr. Darby and Ms. Chen stated that perhaps a smaller number should be rolled out. Mr. Wasser questioned how the panels would be integrated with the panels; Mr. Delgado responded that the panels would mirror what is on the teacher's laptop. The panels are interactive touch-screen, and teachers who had demo units were excited about the interactive capabilities. Ms. Crosthwait questioned whether tests were conducted for video latency; Mr. Delgado stated yes. Ryan Guinto advised that the panels selected were the most stable in terms of wireless connectivity. Mr. Darby advised that the budget already has factored in the purchase of 50 smart panels.

C. Discuss and Possible Vote on Tech Refresh for Teachers

The proposal is to update all of the office and classroom computers, which are still running Windows 7 are from 2012. Several proposals were received, all based on the same or similar schematics, and the lowest was from CDW. The proposal is for 150 desktops, monitors, and 5-year service contract, for a total cost of $143,578.90. Also, we would need white glove service at a cost of $3,250.00. So the total would be $146,828.90.
The Board would like to table this to the next Board meeting, in order to get more detailed information. Mr. Silverstein advised that he would vote no to this proposal, until we get stabilized with the 1 to 1 laptops and the network infrastructure. Mr. Delarme, teacher, stated that the majority of teachers use their laptops, and the desktops are mostly used by substitutes and by students with last-minute printing needs. He also expressed concern over Canvas, and the fact that one of the selling points for Canvas would be that it would integrate with Aeries, and now it seems it will not.
Matter is tabled to next Board meeting.

D. Discuss and Possible Approval of Purchase of Virus Protection Software

The virus protection is the Palo Alto firewall, which is at the device level. This is more than just an anti-virus program, it's behavioral in that it looks at the way a program or application is being used, what it accesses, how it affects the computer, etc. Tech department compared several products, and based on the number of devices and the quality of protection, Tech felt this was the best solution available. The cost of $75,012.00 is for 4 years, 3 years plus 1 year free. The total amount listed is for 4200 units, which includes 3800 students, 200 staff, and a buffer for devices that are out for repair, emergency use, etc. Also, we will be able to transfer the licenses should a machine die and, for the first 2 years, to transfer existing licenses from one class of laptops to the other.
Mr. Wasser requested that, in the future, proposals such as this be provided in advance and broken down fully.

Beatriz Chen made a motion to approve purchase of the Palo Alto virus protection software at the cost of $75,012.00 aggregate over 4 years of service.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Discuss and Possible Approval of Immigration Information Policy

This is in accordance with recent California law AB 699. The language in the Policy is taken directly from the California Attorney General's model policies. However, based on information received from LAUSD, the name of the policy should be changed to Immigration and Citizenship Status Policy. Ms. Chen asked that where it identifies that the Executive Director shall be notified or questioned, the words "or designee" should be added.
Lisa Crosthwait made a motion to approve the Immigration and Citizenship Status Policy.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Discuss and Possible Approval of Landscape Contract

We received three proposals, one from LAUSD's approved vendor, another from a vendor that walked the perimeter of the property, and a third was recently received that had not yet been vetted. We can enter into a year contract, or alternatively a 6 month maintenance contract; Mr. Darby would recommend a shorter term contract to see what our need is and how well the service works.
The Board asked that this matter be tabled, to allow for more information, including getting 6 month contract proposals that has the work in phases.

G. Discuss and Possible Approval of Contract for Substitute Teachers

We have been using Kelly Services for our substitute teachers. We have looked at other vendors, and got a quote from DirectEd. Kelly charges an hourly rate of $42.84 for standard substitutes; DirectEd charges $212 per day for up to 8 hours. Kelly pays their substitutes $28 an hour; DirectEd pays their substitutes about $20 an hour. The savings over the last year would have been about $112,000. The concern is that established substitutes whom we have been using will not want to move over to DirectEd, and some of our teachers would not be happy if they lost their established substitutes.
Beatriz Chen made a motion to approve renewing contract with Kelly Services for substitute teacher services.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. Discuss and Possible Approval of New Insurance Contract

We have used CharterSAFE for the past several years. The issue is that CharterSAFE is a pooled insurance system, which means that things that happen at other schools affect us, while our good standing benefits other schools. To seek out other options, we reached out to Bolton. Bolton is not a risk pool, and it appears they will be more proactive - for example, each quarter they will look at all outstanding matters and see if anything can be mitigated/adjusted.
Our cost with CharterSAFE will be $394K; Bolton will be about 3% more, a difference of approximately 12%.
Mr. Archibald would recommend Bolton, there are benefits going with them over CharterSAFE.
Steven Kofahl made a motion to approve the insurance contract proposal of Bolton.
Bruce Takeguma seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Governance

A. Discuss Committee's Recommendation for Community Representative

Mr. Silverstein thanked all those who expressed interest in the position. There were about 7 applications for the open Community Representative position. The Committee believed that the Board, in order to be well rounded and provide as much external knowledge and support as possible, needed someone with a strong financial background. As such, the Committee recommended Brian Archibald. The position is to replace Julie Kornack, and will be from June 21, 2018 through June 30, 2019.
Mr. Archibald spoke regarding his background, and was present as a non-voting member for the entirety of the Board meeting.

B. Vote to Install Community Representative

Steven Kofahl made a motion to install Brian Archibald as the Community Representative, term commencing June 21, 2018 and ending June 30, 2019.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

The calendar was approved by all, with the caveat that a meeting will have to be held on July 9th for additional agenda items, as well as for comprehensive training. Ms. Crosthwait had an issue with the meetings starting at 4 pm, asked that the start time remain at 4:30 p.m.
Steven Kofahl made a motion to approve the proposed 2018-19 Board Calendar, all meetings to start at 4:30 p.m.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Board Review of Comparable Compensation Data for Charter School CBOs

Palisades has a Director of Operations; Granada has a Chief Operating Officer.

VI. Closed Session

A. Public Employee Performance Evaluation

Closed session took place.

B. Public Employee Performance Evaluation

Closed session took place.

C. Public Employee Performance Evaluation

Closed session took place.

D.

Public Employment

Closed session took place.

E. Conference With Legal Counsel: Anticipated Litigation

Closed session took place.

VII. Reconvene to Open Session

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

During closed session, the Board accepted the Committee's evaluation of the Executive Director, and the Executive Director's evaluation of the CBO and the CCO.

B. Possible Board Approval of Resolution Regarding Executive Compensation for CBO

Tabled until the next Board meeting.

C. Possible Board Approval of Salary Increase for CBO

Tabled until the next Board meeting.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Lisa Crosthwait 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 10:17 PM.

Respectfully Submitted,
Daniel Chang