APPROVED

El Camino Real Charter High School

Minutes

Board Meeting and Brown Act / Comprehensive Training

Date and Time
Monday July 9, 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, Brian Archibald, Bruce Takeguma, Darin Ryburn, Jonathan Wasser, Kenneth Lee, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
None

Guests Present
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 Monday Jul 9, 2018 at 4:39 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

There were no public comments.

E. Executive Director Update

Welcome Week will take place July 30th through August 3rd. We are implementing the 1 to 1 initiative, students will be able to sign up for a class on how to use the laptop.
We currently have 3,640 students in the computer; of this number, we may lose 40-50 students by the start of school. We have a wait list of about 50 students.
It is recommended that we move on the tree trimming, as the trees have not been trimmed in decades and even today some branches fell. We should go through the district as they have been fully vetted and they know what they are doing.

F. UTLA Update

There was no UTLA update.

II. Consent

A. Approve Minutes of June 21, 2018 Board Meeting

Steven Kofahl made a motion to approve minutes from the Board Meeting on 06-21-18 Board Meeting on 06-21-18.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Lisa Crosthwait	Aye
Jonathan Wasser	Aye
Bruce Takeguma	Aye
Scott Silverstein	Aye
Brian Archibald	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye
Kenneth Lee	Aye
Darin Ryburn	Abstain

III. Financial

A. Review and Vote on May 2018 Check Registers

Beatriz Chen made a motion to approve May 2018 check registers.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss and Possible Approval of Resolution Re 2018-2019 Education Protection Account

The EPA is part of the LCFF.
Darin Ryburn made a motion to 2018-19 Education Protection Account.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

The Board reviewed a redlined version of the Fiscal Policies and Procedures (FPP), showing the difference between it and the prior version. The draft FPP was sent to CSD. The revisions were based on FCMAT recommendations, as well as concerns and questions of the Board. Ms. Crosthwait asked if there was ever a hard copy of a purchase request created? Yes, a paper Expense Request Form is filled out by the staff; this paper form is also processed and is kept as a paper backup for purposes of an audit. The request and approval process is automated through Netsuite, the form is one additional requirement.
Darin Ryburn made a motion to approved the revised Fiscal Policies and Procedures.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Bruce Takeguma	Aye
Kenneth Lee	Aye
Darin Ryburn	Aye
Steven Kofahl	Aye
Brian Archibald	Aye
Beatriz Chen	Aye
Jonathan Wasser	Aye
Scott Silverstein	Aye
Lisa Crosthwait	Aye

IV. School Business

A. Discuss and Possible Approval of Landscape Contract

The request for a 6 month contract was requested from LAUSD but has not yet been received. The Executive Director requested that we move on this for safety reasons, and that we use LAUSD's approved vendor. Mr. Silverstein asks if we could start with a contract that would allow for an immediate start for those trees that constitute the biggest safety concerns. Mr. Kofahl asks why we could not go with the lesser priced vendor, even if they are not LAUSD vetted.
The motion is tabled for the larger contract, but the staff should be allowed to take care of the more immediate safety concerns now.

Brian Archibald made a motion to have the CBO enter into a contract for up to $10,000 to take care of immediate concerns.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Lisa Crosthwait	Aye
Bruce Takeguma	Aye
Kenneth Lee	Aye
Brian Archibald	Aye
Beatriz Chen	Aye
Darin Ryburn	Aye
Scott Silverstein	Aye
Steven Kofahl	Aye
Jonathan Wasser	Aye

B. Discuss and Possible Approval of 2018-19 Parent-Student Handbook

The changes to the Parent-Student Handbook were minor, primarily to change the calendar, and to include the Immigration and Citizenship Status Policy. Mr. Hussey also noted that the "double-fail" option (which allowed a student who was cheating to be given a zero for the project as well as removing additional points) was removed. Mr. Silverstein asks if there is something that could be included for parents and students who drive recklessly or park improperly. This could be added later as a further amendment to the Handbook.
Darin Ryburn made a motion to approve the 2018-19 Parent-Student Handbook.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Tech Update

Messages were sent out to parents, students and staff regarding the 1 to 1 rollout. Each grade level will have their own days to come and get their device. Parents with students in different grades cannot register both students at the same time, because of the staggered receipt of the devices. There will be 2 make-up dates where students can pick up a device if they weren't able to do so on their schedule days. At this time, the sign up is not automated, as automating the forms has to be developed with the assistance of an outside vendor, Biztech.
Regarding Canvas integration, the vendors did promise us that Canvas would integrate with Aeries, but now the vendor has indicated this will not be possible at this time. As a result, we will not be able to roll out this functionality in the Fall. Mr. Delgado is asked to look into getting a refund or discount as a result. Mr. Ryburn stated that there should be open communication, and that teachers should be apprised that this is a vendor issue.
Ms. Clark stated that Canvas may have oversold their capability, as Canvas advised that the Aeries integration was in the Beta phase but that they were certain that the integration

would be done. Ms. Clark is asked to look into what the cancellation provision is in the contract, given that they cannot deliver on their integration assurance.

D. Discuss and Possible Vote on Tech Refresh for Teachers

Three quotes were obtained; the best quote was from CDW for $144,778.50 and services from STS for $3,250.00. The Board expressed concern about spending this amount, when all staff should have laptops. Mr. Delgado notes that 40% of teachers use laptops and 60% of teachers still use desktops. However, we do have extra laptops here that are being unused. And some clerical staff will need upgrades on desktops since they do not have laptops. Also, we will need docking stations, about 150 of them at a cost of $60,000.
Matter is tabled until the next meeting. Mr. Delgado is asked to look into more specific information as to the true cost of the docking stations, and the number of extra laptops we have.

E. Discuss Requirement of Board Approval for Future In-House Development

This was discussed during the Tech Update.

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

This was discussed during the last Board meeting, and comparables were provided.

V. Closed Session

A. Public Employment

B. Conference with Legal Counsel Anticipated Litigation

Closed session take place.

VI. Reconvene to Open Session

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

There were no actions taken to report.

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

The Board considered the comparables, both the one provided by the CCO and the one provided by the CBO. Mr. Hussey identified the request of the CBO for a salary increase of $188,000 base, plus all differentials.
Brian Archibald made a motion to approve the Resolution for Executive Compensation for CBO.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Scott Silverstein	Aye
Brian Archibald	Aye
Jonathan Wasser	Aye
Darin Ryburn	Aye
Bruce Takeguma	Aye
Kenneth Lee	Aye
Beatriz Chen	Aye
Lisa Crosthwait	Aye
Steven Kofahl	Aye

C. Possible Board Approval of Salary Increase for CBO

Darin Ryburn made a motion to approve a three-year contract for the CBO, from July 1, 2018 through June 30, 2021, with a base annual salary of $168,000, with 2% increases per year through 6/30/2021; health benefits as allowed to all staff; bonuses at the sole discretion of the Board; life insurance of $50,000 as allowed to all staff; differentials for MBA and JD in the total amount of $18,000.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Aye
Beatriz Chen	Aye
Jonathan Wasser	Aye
Lisa Crosthwait	Aye
Darin Ryburn	Aye
Brian Archibald	Aye
Bruce Takeguma	Aye
Kenneth Lee	Aye
Scott Silverstein	Aye

VII. Training

A. Fiscal Control Policies and Best Practices for Public Charter Schools

Training on Fiscal Control Policies and Best Practices for Public Charter Schools took place.

B. Brown Act Training

Brown Act Training took place.

C. Conflicts of Interest Laws

Conflicts of Interest Laws training took place.

D.

Best Governance Practices

Best Governance Practices took place.

E. Public Records Act

Public Records Act training took place.

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 9:30 PM.

Respectfully Submitted,
Daniel Chang