APPROVED

El Camino Real Charter High School

Minutes

Annual Meeting and Board Meeting

Date and Time
Thursday August 23, 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 thirty (30) minutes. A member of the public who requires the use of

a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak. 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. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.
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, Kenneth Lee, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
None

Directors who left before the meeting adjourned
Scott Silverstein

Guests Present
Alan Darby, Daniel Chang, David Hussey

I. Opening Items

A. Call the Meeting to Order

Scott Silverstein called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Aug 23, 2018 at 4:32 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

There were no public comments regarding non-Agenda items.

E. Executive Director Update

We started the year with an enrollment of about 3,700; we had about 75 no-shows, we are attempting to locate the no-shows, so currently we are at approximately 3,620 students. We also have a wait list so we are in good shape enrollment-wise. This week we had to open up a new Algebra class, and double roster another class - these were the only adjustments made to the master schedule. One period of teachers is travelling right now; we will have to hire at least one more teacher in each department. And if we stay at 3,600, we will have to have 5 to 6 travelling teachers next year.
Current 9th grade class is 51% residential, 49% permit. Overall, we are 55% residential, 45% permit. This means we cannot support the school just with residential capacity. Mr. Hussey had a meeting with the principal of Hale Charter, they will work with us to try to get us more accurate numbers; last year we did not get those numbers until May. We also talk with Lawrence and Noble, and we will reach out to Columbus and perhaps Portola. We hired a new Assistant Principal, Juan Alba, who will be going out to the schools to recruit starting October. Also, new Assistant Principal for Student Services Emilie Larew, and Assistant Principal for Discipline and Technology Jason Camp, were introduced.
By the end of the first week, 95% of the students had a laptop; working on getting laptops to the rest of the students. We also had to order additional laptops, we will distribute loaners until the additional laptops are obtained.
Last year we tested 1,705 students in reading MAP testing; this year, we tested over 3,100 students. On the two days of testing, we are at 94% and 93% attendance.
All teachers are on staff, with the drama teacher being the last one. We are working on starting a VAPA program.
ID pictures were taken today, there will be a makeup on September 11th. We will also be looking to have staff wear ID badges at all times for safety purposes.
We will start the enrollment and lottery process in November, so that by January we will know better how many students will be in school.

F.

UTLA Update

Mr. Monroy thanked the Board for the support the educators received over the last few years. And he thanked the Board for the ratification of the new agreement, gives the certificated staff peace of mind.
Thanked the Executive Director, the Chief Compliance Officer, and the Chief Business Officer for working collaboratively to resolve any issues that have come up.
Regarding the status of the LAUSD UTLA, Mr. Monroy noted that ECR's UTLA members will not go on strike, but they may show their support for their LAUSD peers by potentially conducting before-school demonstrations, wanted it clear that this would not be a protest against the school.
Mr. Monroy thanked Jonathan Wasser, who guided the school during an extremely challenging period of time. And he welcomed the new Board members, and looked forward to working with them.
Concerns over the rising cost of health care will be discussed with ECR in the next few months.
Recognized the recipients of the 2018 UTLA Unsung Hero award, Jason Kinsella and Carlos Monroy.
Mr. Silverstein thanked Mr. Monroy for working to build a time of calm.

G. Recognition of Outgoing Board Member

Mr. Wasser was recognized for his contributions to the Board and ECRA during his time on the Board and as chair. Mr. Silverstein recognized the work done by Mr. Wasser in rebuilding the Board and the executive staff, in order to get to the good position we are in now. Mr. Hussey stated that Mr. Wasser was a great help during his time as chair, guiding the school through a very difficult time. Mr. Wasser expressed his appreciation for the time he spent on the Board and for all the Board members.

II. Board Procedure

A. Elect 2018-2019 Board Chair

Mr. Archibald nominated Mr. Silvestein. Mr. Silverstein accepted the nomination.
Ms. Crosthwait nominated Mr. Ryburn. Mr. Ryburn accepted the nomination.
Mr. Silverstein and Mr. Ryburn were both afforded time to speak on their candidacy and their vision for the school.
The Board members were polled for their vote:
Mr. Lee - Mr. Silverstein
Mr. Takeguma - Mr. Silverstein
Ms. Crosthwait - Mr. Ryburn
Ms. Chen - Mr. Ryburn
Mr. Archibald - Mr. Silverstein
Mr. Kofahl - Mr. Silverstein
Mr. Silverstein won by a vote of 4-2.

Steven Kofahl made a motion to elect Scott Silverstein as Board Chair for the 2018-19 year.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Elect 2018-2019 Board Vice-Chair

Ms. Chen nominated Mr. Ryburn, Mr. Ryburn accepted the nomination.

Steven Kofahl made a motion to elect Darin Ryburn as Vice-Chair.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Appoint 2018-2019 President

Mr. Ryburn nominated David Hussey.
Darin Ryburn made a motion to David President 2018-.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Lisa Crosthwait	No
Steven Kofahl	Aye
Darin Ryburn	Aye
Bruce Takeguma	Aye
Scott Silverstein	Aye
Brian Archibald	Aye
Kenneth Lee	Aye

Roll Call

Beatriz Chen	Aye

D. Appoint 2018-2019 Chief Financial Officer

Mr. Ryburn nominated Alan Darby.
Darin Ryburn made a motion to elect Alan Darby.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Appoint 2018-2019 Secretary

Mr. Ryburn nominated Ms. Chen. Ms. Chen accepted.
Darin Ryburn made a motion to elect Beatriz Chen as Secretary.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Discuss Creation of Committees

The Board formed the Travel Committee, a standing committee. Beatriz Chen (chair), Darin Ryburn, and Brian Archibald will serve on the committee.
The Board formed the Evaluation Committee, an ad hoc committee. This committee evaluates the Executive Director. Kenneth Lee (chair), Brian Archibald, and Lisa Crosthwait will serve on the committee. The committee will end as of the Board meeting in May, 2019.
The Board formed the Tech Committee, an ad hoc committee. Beatriz Chen (chair), Lisa Crosthwait and Kenneth Lee will serve on the committee. The committee will end as of the Board meeting in June, 2019.

G. Discuss Election for Vacant Board Position

An election is recommended to fill the vacant Board chair created by Mr. Wasser's resignation. The term would end June 30, 2020. Mr. Ryburn stated that the Board should open applications for 10 instructional days. Applications through September 11, 5 p.m. Certificated staff will vote at 6:00 a.m. on September 20 and close at 6:00 p.m. on September 21, and the new Board Member will be seated at the next Board meeting on September 27th.

III. Consent

A. Approve Minutes of July 9, 2018 Board Meeting and Comprehensive Training

Darin Ryburn made a motion to approve minutes from the Board Meeting and Brown Act / Comprehensive Training on 07-09-18 Board Meeting and Brown Act / Comprehensive Training on 07-09-18.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Business

A. Tech Update and Possible Approval of Desktop Issue

Public comments on this agenda item:
Helen Fournas, president of FOECR, spoke regarding the tech rollout. Recognized that there were glitches in the rollout, but that is to be expected two weeks into the program. Asked that there be a Q&A somewhere on the website.
Cameron Maury, teacher, spoke regarding the removal of desktop computers. Expressed concern that each classroom would only get one laptop, spoke of the necessity of having 2 computers in a classroom.
Heidi Maury, teacher, spoke regarding the removal of desktop computers. Wanted clarification regarding the removal of the desktops. Also expressed concern that the staff was not advised regarding the rollout of One Note.
Meredith Miller, teacher, spoke regarding the removal of desktop computers. Stated she learned that desktop computers would be removed on August 10, during the Executive Director's statement at the staff meeting. Stated that two computers are necessary for her to be able to teach her class effectively. Asked that new desktops be provided.
Michael Consoletti, teacher, spoke regarding the tech rollout. Stated that the rollout went very well, all things considered, and that his classroom environment is excellent with the assistance of the new technology.

Mr. Delgado spoke regarding the issue of the desktops in classrooms, that he had advised staff during the staff meeting before the start of school that the desktops would be removed as they could not support the new technology being used and were obsolete.

Mr. Delgado also noted that he had started telling staff in May that they needed to backup their information as they would be going to a new system.
Ms. Crosthwait noted that the Board did not authorize the removal of desktops, but rather that the desktop refresh would be reassessed. Also noted that the teachers wanted a second functioning device, and that the current desktops should not have been removed without giving teachers the information.
Ms. Chen noted that the issue of compatibility should have been part of the reassessment and the options presented to the Board, rather than the unilateral decision to remove the desktops.
Mr. Archibald questioned what the staff was told about the removal of desktops, and that there should have been an assessment before the start of summer break regarding the removal of desktops.
Mr. Lee asked whether the Tech Dept. has a feasible solution to present to the Board.
Mr. Delgado noted that there was a split among the teachers regarding the need for desktops, and that perhaps a solution would be to have those teachers submit a request for a desktop with a proposition as to how they may utilize it, and if approved it can be purchased.
Mr. Ryburn noted that the lack of communication between the Tech Dept. and the Board and the staff was a failure, and that better communication is needed.
Ms. Crosthwait questioned whether the Tech Dept. was properly servicing the staff who needed their computers fixed, and the service agreements in place.
Mr. Hussey stated that he himself did not receive a single email expressing concerns about desktops, and asked that emails sent to the Board be forwarded to him in order to facilitate communication and allow him to solve the operational problems.
The Board asked that the information behind the survey presented to the certificated staff be provided.
Mr. Ryburn noted that the Tech Dept.'s staffing issues needed to be addressed promptly.
Mr. Delgado also stated that the only internet connectivity issue was recently due to a power outage, but it was promptly resolved. We have been trying to work with LAUSD to get battery backups, but we have been getting delays.
Ms. Chen asked whether the Tech Dept. has a ticket system to deal with outstanding tech requests; there is a ticket system, they receive approximately 6 requests per day.
Mr. Lee asked what the solution is for the concerns raised by teachers; Mr. Delgado stated that we can either do the desktop refreshers, or the docking stations.

The Board requested that the staff consider conducting an IT audit using an outside vendor, and to discuss it at the next Board meeting.
Scott Silverstein left.

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

Public comment: Letty Zane, parent and VP of fundraising for FOECR, spoke regarding the marketing plan for fundraising. Stated that FOECR is committed to working with the marketing director on fundraising plans. Requested assistance of Board to sell tickets to the 50th Anniversary Gala.
Ms. Rodriguez provided her marketing plan updates. We are going to a new website platform. ECR is also looking to promote spirit-building activities such as ECR spirit wear days. We also organized our first Cinco de Mayo event, and planning for a multi-cultural parent event. Also planning community events where different administrators and guest speakers will present on different topics that are relevant to the school community. Fundraising goals include applying for grants in collaboration with the Business Department and FOECR. The goal is to raise $50,000.
50th Anniversary Gala is planned for Saturday, February 16 at the Warner Center Marriott, tickets will be $150.00 per person. Ticket sales are being coordinated by FOECR. There will be silent auctions and a raffle. The Board asked whether the fact that this is during President's Day weekend is a concern. However, this weekend was specifically chosen because it was President's Day weekend, to allow alumni who are out of the area would be able to come in for the event.
A line item marketing budget has been drafted and will be worked on with Mr. Darby.
Ms. Chen requested whether a donate button could be put on the mobile website; Ms. Rodriguez noted that the new website will hopefully have this feature.
For the 50th Gala, an invite has been sent out to various stakeholders, including some Board members, to be part of the planning committee.

C. Discuss Status of Shoup Campus

Mr. Darby shared an update on the Shoup property. Construction is complete. All inspections have been passed except for electrical and HVAC, and those are just minor items still remaining. Once the inspections take place, the Fire Marshall will come and give the final inspection so that we can get the certificate of occupancy. We cannot have students there until LAUSD approves the material revision. A reconciliation of the budget will be presented at the next Board meeting.
LAUSD Superintendent Austin Beutner will visit Shoup on Wednesday, September 26th, 7:30 a.m. - 9 a.m., an invitation-only event.

D. Discuss Policy on Independent Study

Ms. Ring discussed how the Shoup campus will be used for the Independent Study program. Mr. Ryburn asked that staff look into any safety officer staffing needs that may arise once campus is open; we most likely will, this will be discussed. Ms. Ring anticipates having 90-100 students. The policy and administrative requirements for the Independent Study program is per Ed Code and was written with the assistance of outside counsel and an auditor. Ms. Crosthwait asked what the Shoup campus would be able to offer that is different from other programs such as OFL. Ms. Ring stated that the Independent Study program would continue to promote a college-bound curriculum and program, in a much more personalized setting. Also, Ms. Ring advised that she has

never turned down a student for the Independent Study program, but has discouraged students if they are more than a year behind as from her experience such students would fade out and not be able to graduate. The hiring process for staff will be the same as that used for the main campus.

E. Discuss and Possible Approval of Landscape Contract

Mr. Ryburn noted that at the last Board meeting the Board had authorized an emergency contract for $10,000. Mr. Darby found another certified arborist and walked around the campus with them; this contractor, Trees 'N Things, provided a quote where they would get the most dangerous trees out over 2 Saturdays. Mr. Hussey asked whether the contractor needed to be vetted by LAUSD; Mr. Darby stated that he believed we could use a contractor even if not vetted by LAUSD, but he would ask LAUSD. The contract has yellow highlighting identifying the priority trees. The total contract is $20,700.00; just to cover the priority is about $11,900. The Board would approve the contract, with the understanding that a new proposal be obtained for the remainder of the landscaping needs.
Brian Archibald made a motion to approve the Trees 'N Things proposal for $20,700.00.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Financial

A. Review and Vote on May 2018 and June 2018 Check Registers

Regarding having a more comprehensive check register, Mr. Darby stated that he would work with EdTec to provide more information as requested. Mr. Archibald stated that he believed the check registers as presented were incomplete because of the gaps, and that as a result he could not approve the check registers.
The Board tabled this matter until the next Board meeting.

B. May 2018 and June 2018 Financial Update

The Board was presented the unaudited actuals for the year ending 2017-18. The report was due on Monday, so the report was sent out to LAUSD. The net income decreased by $111K compared to the previous forecast. Mr. Ryburn asked why there is a discrepancy in the Prepaids and Other Assets amount written for 6/30/2017 in the current report, as compared to the report from last year. Ms. Frantz stated she would look into this. The decrease in cash flow, from $11M as of end of 2016-17 to $8M as of end of 2017-18, is due to one-time expenditures such as Shoup, the tech refresh, and Prop 39 energy expenses.

C. Discuss and Possible Approval of Bank Switch

Mr. Darby noted that our experience with Hanmi Bank has been frustrating. We would be better served with a more sophisticated team, and so City National Bank was invited to

come and speak. City National Bank's representatives spoke regarding their resources, experience, team, and availability.
The transition could be made right away, but the Board requested an update at an upcoming Board meeting.
Beatriz Chen made a motion to move our accounts from Hanmi Bank to City National Bank.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closed Session

A. 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

There were no actions to report.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Brian Archibald 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 8:20 PM.

Respectfully Submitted,
Daniel Chang