APPROVED

El Camino Real Charter High School

Minutes

Board Meeeting

Date and Time
Thursday October 25, 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, Gregory Basile, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn, Kenneth Lee

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 Oct 25, 2018 at 4:37 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Zasha Endres, teacher, provided a UTLA update. A survey was sent to teachers regarding block scheduling, with two questions: whether block scheduling would be beneficial to their department, and if so why; and whether the teacher personally was interested in block scheduling. A total of 98 responses were received (67% of membership), and approximately 58% indicated that block scheduling would not be beneficial to the department, and 57% indicated that they were not interested in block scheduling.
Veronica Alcarez, parent and co-president of FOECR, made an announcement regarding the 50th Anniversary Gala. The date has been changed to February 9th.
Jade Shoemaker, parent, handed an email to the Board Chair, and spoke regarding a concern about dance guard.

E. Executive Director Update

Mr. Hussey shared that the Multi-Cultural Festival is taking place this Sunday in Anderson Hall. Also, ECR is hosting a Promethean Summit, with 70 educators from around the Valley scheduled to attend. Spring programming started, complete for 12th graders, currently working on the 11th graders. Mr. Hussey also noted that AP Juan Alba has visited 8 junior high schools for recruitment, with multiple staff members going along to the bigger schools. The open enrollment lottery starts November 1st and goes through January 11th.
Mr. Hussey also shared 2018 SBAC scores, noted that our scores for English stayed the same, and Math went down, but we were significantly higher than LAUSD. This year's SBAC was apparently more difficult than last year's, many schools had their scores drop. To improve, we want to look at data-driven instruction, incorporate common core and new generation science instruction, cultural proficiency, integration of technology, college and career readiness, and special education co-teaching. We also have focused on professional development and changed the instructional cabinet. We have also reached out to Birmingham and will talk with Palisades as well to find out what they are doing to improve scores. We will also work with teachers to not just teach to content, but to also teach skills, as SBAC is a skills-based test.
Mr. Kofahl asked if all students were included in the same grouping, Mr. Hussey responded that they are. Birmingham has shown us that by looking at 8th grade scores, we can pinpoint and work on the intervention necessary for the students.

Ms. Chen asked who would do the professional development to teach skills; Mr. Hussey responded that it is being done within the departments and we've had outside people come on campus. Teachers have not yet seen their results, as they were just loaded into Aeries.
Mr. Silverstein asked if we did MAP testing last year. Mr. Hussey indicated we did, but results were not good because not all the students had computers and testing was conducted over several weeks. This year should be better because everyone has the laptops. The first MAP test was in August, the next will be in January and a final one in May.

F. Chief Business Officer Update

We have had issues with the refrigerators in the cafeteria; Mr. Darby noted that new refrigerators were purchased.
Mr. Darby and Eric Wilson have met with the San Fernando Valley Economic Alliance (SFVEA), and SFVEA has asked to create a business internship program, which will launch in the Spring. More information will be given at the next Board meeting.
A new PR rep was retained to assist with marketing. The rep has significant experience working in the education spectrum, and is well connected in the community.
FCMAT was asked to come back in November or December, to look at our Netsuite, inventory control, etc. FCMAT to confirm the date.
Trees N Things has a little more landscaping/tree removal to finish, as it rained on the day they were supposed to finish.
We had talked about bringing payroll in-house; at the next Board meeting, a more specific plan will be presented. It will be done in phases.
We are working with CSD on our request for Material Revision for the North Campus (Shoup) Property. The Certificate of Occupancy was re-submitted today. CSD will have a meeting tomorrow regarding our request for Material Revision.

II. Consent

A. Approve Minutes of September 27, 2018 Board Meeting

Brian Archibald made a motion to approve minutes from the Board Meeting on 09-27-18 Board Meeting on 09-27-18.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of October 11, 2018 Special Meeting

Ms. Chen notes that one change should be made to the minutes, to reflect that the meeting was in the Conference Room, not the Library.
Beatriz Chen made a motion to approve minutes from the Special Meeting on 10-11-18, with the change as identified. Special Meeting on 10-11-18.
Bruce Takeguma seconded the motion.

The board **VOTED** to approve the motion.

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

III. Financial

A. Review and Vote on July 2018, August 2018 and September 2018 Check Registers

Mr. Kofahl questioned AMEX charges, asked if the charges are accounted for specifically. Was advised that all charges are accounted for on a separate register. Mr. Silverstein asked that the line items be included.
Mr. Kofahl also questioned the amount spent on legal services spent on Young, Minney & Corr. Mr. Archibald questioned whether outside counsel was necessary during closed sessions. Was advised that the services are necessary, particularly as it included bargaining and student service / due process matters.
Mr. Silverstein requested that the Board be provided an update on any potential litigation, which would take place in closed session.
Brian Archibald made a motion to approve the July 2018 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
Brian Archibald made a motion to approve the August 2018 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
Brian Archibald made a motion to approve the September 2018 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. September 2018 Financial Update

Projected operating income increased by $668,121, primarily due to a change in the actuarial report in the way liability was calculated, which resulted in a positive adjustment of approximately $1,000,000. There was also an increase in LCFF, and a decrease in the one time funds and some Shoup expenses.
Mr. Archibald asked if a year to date actual versus budget could be provided. Ms. Franz advised that this could be provided, but it's dependent on the timing of state revenue. Also, the year to date basis is included in the financial exhibits.

Mr. Silverstein asked whether the forecast included projected income from Shoup. Mr. Darby noted that ADA would be the same, since we are not increasing total enrollment right away. Also, there are no additional expenses anticipated for Shoup, aside from day to day expenses.

C. Discuss and Possible Approval of Opening Payroll Bank Account

A rep from City National Bank spoke regarding a zero balance payroll account, a separate account with a zero balance capability that would be tied into the general account. With a zero balance account, no one has to move money from one account to another to ensure that payroll is covered, the bank will initiate that on our behalf to make sure payroll is covered. Another benefit is that if someone were to discover our payroll account information, they could not affect our general account. There would be a cost of approximately $200 in interest charges.
Gregory Basile made a motion to approve opening a zero balance payroll account with fraud protection services.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Bruce Takeguma	Aye
Beatriz Chen	Aye
Scott Silverstein	Aye
Darin Ryburn	Absent
Kenneth Lee	Absent
Brian Archibald	No
Lisa Crosthwait	Aye
Gregory Basile	Aye
Steven Kofahl	Abstain

IV. School Business

A. Discuss and Possible Approval of 2019-2020 and 2020-2021 School Calendars

We are presenting the calendars now so that teachers and parents can plan ahead. The important note is that, right now, out of the 180 instructional days, we are at 100 days in the Fall semester and 80 days in the Spring semester. The new calendars divide the days more evenly between the semesters. Mr. Takeguma noted that he compared this calendar with LAUSD's calendar, and he believed this to be a better balance than LAUSD's calendar. The calendars have already been discussed with UTLA.
Beatriz Chen made a motion to approve the 2019-2020 and 2020-2021 school calendars.
Bruce Takeguma seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Tech Update and Status of IT Audit

Teachers are helping to model and train other teachers on the use of the technology. This is occurring during Common Planning Days and on select Saturdays.
On Saturday, November 3rd, we will be having a Promethean summit, about 15 schools will be coming to see how we use the Promethean boards. About 15 ECR teachers have also said they will come. The benefit we get for hosting this is that we get the Promethean rep to provide ongoing training and assistance at no cost.
We finished the final certifications to become a certified Lenovo repair shop. This gives us discounted rates on all the equipment. We are planning to create a student-led club to learn how to repair the laptops.
Mr. Silverstein asked what the break/loss ratio has been; Mr. Delgado responded that we have only had 1% break/loss so far.
Ms. Chen asked that the documents that are signed by the students when they receive a laptop be provided at the next Board meeting.
Ms. Chen reported that she has contacted a representative from NIC Partners, and that NIC is sending engineers out to discuss the scope of the proposal.

C. Discuss Block Scheduling

Ms. Crosthwait requests that a committee be created to look into block scheduling, with a wide variety of participation from parents and students. She expressed concern regarding UTLA's survey, as it appears premature to vote on block scheduling before a form of block scheduling is discussed. Ms. Crosthwait noted that she has had several parents speak to her regarding block scheduling, saying that students were less stressed with block scheduling. Also, she noted that Birmingham's high SBAC scores were discussed, and Birmingham is on block scheduling.
Mr. Silverstein noted that the committee should be robust, and include not only Board members, but also UTLA, the athletic department, students, and parents. This would be a standing committee that has to comply with the Brown Act.
Public comments were made.
Letty Zane, parent, spoke against block scheduling. Asked that the Board proceed with extreme caution in making any changes.
Helen Fouras, parent, spoke regarding block scheduling, asked to be part of the committee.
Lisa de Rubertis, teacher, spoke in favor of block scheduling. She stated that block scheduling would provide more time, more energy, and would benefit students.
The following Board members were assigned to the committee: Lisa Crosthwait (chair); Brian Archibald; and Steven Kofahl. The committee should also have reps from UTLA, parents, students, and administrators.

V. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Gregory Basile 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