APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday November 15, 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, Darin Ryburn, Kenneth Lee, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Brian Archibald, Bruce Takeguma, Gregory Basile

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 Nov 15, 2018 at 4:34 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Letty Zane spoke regarding the block scheduling committee, she is in favor of disbanding the committee.
Kathy Her, teacher and Intervention Coordinator, spoke regarding concerns on having the Board evaluating education-related matters.

E. Executive Director Update

Mr. Hussey noted that this last week was a very difficult one for the community and for the school and its students and staff. Gave special recognition and thanks to: first responders; LAUSD for coming to change our air filters; Friends of ECR for helping to get the word out to the community; Mr. Silverstein and Mr. Ryburn for discussing issues with him; parents and students for their understanding; and the administration for providing input and support in making the decision to close the school. Mr. Hussey noted that the school is in the process of finding out if any students or staff were impacted by the fires and if so will offer assistance as needed.
Mr. Hussey addressed the concerns of Ms. Shoemaker raised at the last Board meeting.
Mr. Hussey advised that ECR will be applying for the waiver to get ADA attendance credit for the days the school had to close.
Mr. Hussey passed out the Executive Director Report. He noted that, after 3 weeks, we currently have 415 applications for the lottery. We are also working with Pierce College for dual enrollment classes on our campus. Also, we will be receiving $134,541 for Special Education through a STEPS Grant. Also, Mr. Thurow and the Marching Band qualified for the Southern California Band & Orchestra Association Field Championship, which has not happened for some time. Finally, the Girls' Volleyball team made it to the State Finals.
Mr. Silverstein thanked the lacrosse team for going out with one of the neighborhood councils and cleaning the community, would like this type of information included in our newsletters.

F. Chief Business Officer Update

Mr. Darby noted that every 6 months, we meet with LAUSD's Charter Schools Division to check in with them, which has helped to build a positive relationship. The next meeting is scheduled for December 4th.

At the last Board meeting, there was a mention of going to a different vendor for our payroll processing. We currently use multiple systems for payroll, time and attendance, would like to integrate these into one function. Paycom will be given opportunity to present at the next Board meeting. It should save costs; for example, Stratustime alone is $24,000 - Paycom for all integrated services would be about $70,000.
Trees N Things will be here this Saturday.

G. Board Committee Reports

Tech Committee will report during the agenda.
Safety Committee, Mr. Ryburn will introduce a vendor who has created a system that will identify the location of a shooter and the type of weapon being used, for the Board's consideration.

II. Consent

A. Approve Minutes of October 25, 2018 Board Meeting

Beatriz Chen made a motion to approve minutes from the Board Meeeting on 10-25-18 with one correction to Section I.F. Board Meeeting on 10-25-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

III. Financial

A. Review and Vote on October 2018 Check Register

Lisa Crosthwait made a motion to approve the October 2018 check registers.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. October 2018 Financial Update

Ms. Frantz noted that not a lot of detail was provided as to which students would qualify or what the rates will be for the low-performing student block grant, but it appears that it will be about $1,976 per eligible student, and El Camino has 142 eligible students, which

will equal a total of $281,000 received from this grant. This has yet to be accounted for in the budget. There will be a plan that will have to be approved on by the Board by March 1, 2019. The school has to spend the money within 3 years on matters such as professional development and related services for student performance.
Mr. Silverstein asked where we were last year in terms of cash flow; Ms. Frantz stated that she did not recall exactly, but noted that there were a lot of one-time expenses last year. Mr. Silverstein asked that the next financial update include year to date cash flow comparisons with the last 3 years.

IV. School Business

A. Discuss Local Indicators for California School Dashboard

Mr. Hussey discussed the California Department of Education's California Dashboard Local Indicators. The scores reflect an implementation of academic standards, on a scale of 1 to 5. The scores have been consistent compared to last year. We just started the common planning days last year; this year, there is a lot of buy-in from the teachers.
Mr. Kofahl asked if the scores were self-reported; Mr. Hussey responded that they were, and possibly we have graded harder than we needed. Mr. Kofahl asked if we could possibly have one of the other conversion schools grade us; AP Minita Clark noted that the grades were based on programs that we have implemented individually. Sustainability is the ultimate goal.

B. Tech Update and Status of IT Audit

Ms. Chen noted that the proposal was received back from the tech audit company, NIC Partners. The plan is to ask the vendor to lower the bid, and if so they can get started soon.
Ms. Chen also noted that, if the Board meeting is being streamed, we should notify the public where they can go to have access to the live feed.

C. Discuss and Approve Certification of Board Compliance Review

The Board reviewed the Certification of Board Compliance Review, with the caveat that the boxes will be checked as appropriate on the right hand column.
Steven Kofahl made a motion to approve the Board Compliance Review.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss and Approve Request for Allowance of Attendance

It was noted that the Request has to go through LAUSD, LACOE, and then on to California Department of Education, which results in some delay in having the Request approved. Mr. Lee asked whether there was anything being planned to have additional instructional time built-in in the event such emergencies happen in the future. Mr. Hussey noted that we have discussed this with UTLA, and one option is to start at 8 am and ending at 3:15, which would provide 12 additional hours of instructional time. If there is

no need to use the extra instructional time, we can use the minutes to end early for events such as back to school night.
Darin Ryburn made a motion to approve the Attendance Allowance.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

B. Conference with Labor Negotiators

Closed session took place.

VI. Reconvene to Open Session

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

There were no actions taken during closed session.

VII. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Steven Kofahl 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 6:30 PM.

Respectfully Submitted,
Daniel Chang