APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday December 13, 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, Scott Silverstein, Steven Kofahl

Directors Absent
Gregory Basile, Kenneth Lee, Lisa Crosthwait

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 Dec 13, 2018 at 4:35 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Letty Zane, parent and Friends of ECR, spoke regarding the upcoming 50th Anniversary Gala and concerns regarding eliminating the marketing director position.

E. Executive Director Update

Coffee with the Principal took place yesterday, was very interactive. Also, there was a meeting with Charter Schools Division yesterday; the Certificate of Occupancy for the North Campus has been approved, and the Material Revision has to be resubmitted and then CSD will review it. If there is a UTLA strike, it would have an affect, and may push the vote by LAUSD's Board. CSD hoped to have the matter to LAUSD's Board by February if not sooner, but the strike may delay it to March. ECR currently has 100 students in the Independent Study program, with 25 students on the waiting list, and there are often inquiries from parents about the program. We will maintain communications with the local community to ensure they are kept informed about the program.
Next semester, Dr. Howard, a professor from UCLA, will come and give a full day Professional Development to all staff on cultural proficiency, in January and in August.
On February 7, there will be an AP Expo Night. Middle school students will be invited.
The school play Almost Maine took place last week, was nearly sold out every night and was very well received.

F. Chief Business Officer Update

The Prop 39 project was completed and signed off on; we hope to receive approximately $250,000 in rebates in the next quarter.
Regarding building new bungalows at AltEd, we are starting to put together a scope of project in partnership with LAUSD.
Regarding the next meeting with CSD, Mr. Takeguma recommended that we invite the CSD members to come visit the North Campus and have the meeting there, instead of ECR going to Beaudry. Mr. Takeguma also asked that David Honda be recognized for his contribution.

G. Board Committee Reports

The Travel Committee met today, and Ms. Chen noted that three trips were approved: Boys Volleyball to Hawaii; Boys Volleyball to Las Vegas; and Girls Softball to Las Vegas. Mr. Ryburn stated that the school only reimburses expenses for the coaches who go with the team; the majority of the cost is covered by the teams through fundraising.

The Safety Committee, Mr. Ryburn spoke regarding ongoing concerns on active shooters. Mr. Ryburn noted that there is a company with innovative technology, which he will present at a future Board meeting.

H. Recognition of Outgoing Board Member

The Board recognized outgoing board member Bruce Takeguma. Mr. Silverstein noted that Mr. Takeguma was appointed by LAUSD to our Board approximately 18 months ago, and that ECR could not have asked for a better Board member. Mr. Ryburn also thanked Mr. Takeguma for his service.
Mr. Takeguma spoke and thanked everyone for the kind words. He also noted that he had learned a lot during his time on the Board, particularly regarding the details of operating an independent charter school. And he believes ECR is on the right track, and has high hopes for the future of ECR.

II. Consent

A. Approve Minutes of November 15, 2018 Board Meeting

Darin Ryburn made a motion to approve minutes from the Board Meeting on 11-15-18 Board Meeting on 11-15-18.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of November 15, 2018 Special Meeting

Darin Ryburn made a motion to approve minutes from the Special Meeting on 11-15-18 Special Meeting on 11-15-18.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Kenneth Lee	Absent
Brian Archibald	Abstain
Gregory Basile	Absent
Beatriz Chen	Aye
Steven Kofahl	Aye

Roll Call

Bruce Takeguma	Abstain
Scott Silverstein	Aye
Darin Ryburn	Aye
Lisa Crosthwait	Absent

III. Financial

A. Review and Vote on 2017-2018 Audit Report

Victoria Parker of Clifton Larson Allen spoke. She discussed the governance letter to the Board, and noted that there were no issues or discrepancies, and no issues or disagreements with management in the audit. Mr. Silverstein asked if the audit goes through every transaction, or through a sampling. Ms. Parker said the audit is conducted through a sampling and with the use of analytics. This is industry standard, and pursuant to generally accepted standards.

Ms. Parker then went over the audit report. Mr. Kofahl questioned on page 9 regarding the credit risk, and whether the FDIC insurance amount is sufficient. Ms. Parker said this is standard, and that ECR has additional insurance beyond what FDIC insures.

It was noted that this audit is as of June 30, 2018; it would not reflect any potential liability associated with CalSTRS. Overall, there were no deficiencies, findings, or exceptions found. This includes the audit of the federal expenditures in the special education program.

Brian Archibald made a motion to approve the 2017-2018 audit report.

Bruce Takeguma seconded the motion.

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

Roll Call

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

B. Review and Vote on 1st Interim Financials

The interim financials were submitted to LAUSD on November 26, 2018. These numbers were already presented at the November Board meeting. Mr. Ryburn asked if the projected percentages have been published by CalSTRS and CalPERS; the information will be sent to Mr. Ryburn.

Brian Archibald made a motion to approve the 1st interim financials.

Beatriz Chen seconded the motion.

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

IV. School Business

A. Discuss and Possible Approval of Paycom, a Third Party Human Capital and Payroll Processing Company

Mr. Darby discussed retaining Paycom as an online platform to integrate attendance, HR and payroll into one system. Jason Harris of Paycom spoke, noted that approximately 30% of Paycom's client base is charter schools and non-profit organizations. Mr. Harris spoke about a partnership relationship, where Paycom can grow with ECR. Currently, because ECR uses many different platforms, it makes it difficult for employees to access the information. Paycom integrates everything into one app that can be accessed through any smartphone or device. The implementation is targeted for July 2019.
Mr. Ryburn asked what the cost difference would be if we were to go with Paycom. Mr. Darby noted that the contract with Paycom will be approximately $70,000; we would have to negotiate with EdTec if we were to remove the payroll function as to how much of a reduction that would be, our current contract does not break out what EdTec is charging us for the payroll function. But without the savings in that piece, we would already almost break even with the savings from time and attendance.
It was also noted that Paycom integrates well with Netsuite. Also, EdTec will continue to have access to our Netsuite and payroll numbers.
Mr. Ryburn asked if there would be more staffing needed in order to work with Paycom; Mr. Darby said not necessarily, as the Business Office has increased staffing recently and should be able to work with Paycom efficiently.
Darin Ryburn made a motion to approve the use of Paycom for human capital management and payroll processing.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Tech Update and Status of IT Audit

Mr. Delgado stated that the North Campus was incorporated into the infrastructure over the weekend.
Also, there was a network connectivity issue on student devices due to a compatibility issue and a bug in the firmware update. ECR is looking into upgrading the internet

speed, from 1GB to 5GB; 50% of this cost will be funded by e-rate. We are taking bids from AT&T and Charter Spectrum. The Tech Center will be established in the Spring semester, and a tech assistant will be available to help in the classroom. Also, a student tech club will be started that will hopefully trickle down help troubleshoot some of the tech issues being experienced by the students and staff. Ms. Chen noted that there will be more professional development for the teachers; also, some of the repairs will be tasked to trained student employees. If a student has an issue with a laptop that will take more than 5 minutes, the student will leave the laptop with the tech center and a loaner will be provided.

Regarding whether teachers know how to fill out a tech ticket, this information was provided in a tech newsletter and was also covered during one of the professional development; and another newsletter is going out tomorrow. The Tech Dept. will provide information as to how many tech tickets are being submitted and how long the turnaround time is.

As to the IT Audit, Ms. Chen noted it was taking time for the tech company to get back to her, so we may be pursuing other tech companies to perform the audit.

C. Discuss and Possible Approval of Resolution re Administrative Panel

This matter was tabled.

D. Discuss and Possible Approval of Resolution Re Recognition of AFSCME

The Resolution to recognize AFSCME as the exclusive representative for all full-time and part-time classified employees of El Camino Real Charter High School as defined in California Education Code Section 45100 et. seq., except those specifically excluded by EERA Section 3543.4.

The motion was tabled until after the closed session.

After the closed session, the Board adopted the Resolution.

Darin Ryburn made a motion to approve the Resolution re recognition of AFSCME as the exclusive representative of all full-time and part-time classified employees.

Bruce Takeguma seconded the motion.

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

Roll Call

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

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 to report.

VII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Bruce Takeguma 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 7:49 PM.

Respectfully Submitted,
Daniel Chang