APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Thursday January 24, 2019 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 (https://ecrchs.net - click the ECR Board tab).

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, Gregory Basile, Kenneth Lee, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Darin Ryburn

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 Jan 24, 2019 at 4:35 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Letty Zane spoke in favor of the Classified Management Salary Table, particularly as to Plant Managers Dupree Fuller and Ulises Duarte.

E. Friends of ECR

Helen Fouras spoke regarding the 50th Anniversary Gala. Ticket sales are going well, still have to sell about 50 more tickets. There will be a few speeches, a slide show, some musical performances, student performances, a silent auction, a raffle, table prizes, and more. The principals from the local schools are being invited. Asked for help in contacting alumni groups.
Letty Zane spoke regarding having more opportunity for school-wide events. Fundraising and lack of guidance and budget for these events have been challenging. Would like more guidance on how the ASB budget could be used, suggested having a meeting with the Student Council advisor and the Business Office. Mr. Darby advised that he will work on creating a policy/guide as to how the ASB account is to be funded and budgeted.

F. Executive Director Update

Mr. Hussey thanked the Friends of ECR and the Latino Parent Group, who came out today to welcome the parents/guardians who came out for the lottery. Out of 750 applications, 450 students were selected from the lottery today.
The purchase of a texting app was approved, to send text messages out to stakeholders in order to improve communication to the parents, particularly in times of emergencies. Regarding the threat on January 18th, messages were sent to parents/guardians and staff, need to develop a method to get the message to students as well.
On January 7th, there was a school-wide cultural proficiency training, with presenters from The Howard Group. They will be back in August to present additional training.
There is an AP Expo Night on February 7th.

G. Chief Business Officer Update

Mr. Darby advised that the Material Revision for the North Campus will be presented to LAUSD's Board on March 5th. We provided Charter Schools Division with the letter and

budget and other information as requested. A Conditional Use Permit modification will also be submitted to allow for greater occupancy.
We are working with The Valley Economic Alliance on an internship program; there was a meeting with students to provide information, another meeting is scheduled for February 6th with students and parents.
We are also working with the intervention team on the importance of looking at data with students and teachers to better identify needs.
At the next Board meeting, all expenses for the North Campus will be presented.
The North Campus is ready for use (not by students until LAUSD approves the Material Revision). Mr. Silverstein stated that the March Board meeting will take place at the North Campus property.
Information regarding the North Campus will be marketed, including to the community and other continuation schools.
Ms. Crosthwait asked as to the overall plan for the use of the North Campus, including the criteria for students to be accepted into the Independent Study program. Specifically, as to when the school will not accept a student in the Independent Study program, though the parents and the students want it.

H. Board Committee Reports

A presentation on school safety will be presented at a later date.
No Travel Committee update.
No Tech Committee update, though there will be discussion during the agenda item.

II. Consent

A. Approve Minutes of December 13, 2018 Board Meeting

Brian Archibald made a motion to approve minutes from the Board Meeting on 12-13-18 Board Meeting on 12-13-18.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

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

III. Financial

A. Review and Vote on November 2018 and December 2018 Check Registers

Ms. Crosthwait questioned the substitutes from Kelly Services for tech support. Mr. Delgado advised that this was for augmented staff associated with the 1:1 rollout. There were 2 individuals; one is still working with us and we are considering bringing that individual in-house.
Ms. Crosthwait also questioned if we pay for travel time for Kelly substitutes; Mr. Darby advised he would look into this.
Ms. Crosthwait also questioned multiple checks being written to the same individual over a short period of time, concern that these may be duplicate checks. Mr. Darby advised that he would look into this as well.
Mr. Archibald asked to be provided a replacement cost analysis for the tech staff members who left vs. the temps.
Mr. Silverstein questioned a $5,200 charge for replacement laptops. This was for 15 laptops to have on hand to use for parts when a part breaks, to allow the tech department to replace a broken part and then send the broken part to be replaced under warranty.
Mr. Silverstein asked for a breakdown of the balances into the various athletic ASB trust funds.
Brian Archibald made a motion to approve the November 2018 and December 2018 check registers, with the provision that they may be raised again based on the answers to be provided by Mr. Darby regarding Kelly service and the tech department.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. December 2018 Financial Update

The Governor's proposed budget had no significant surprises, and was good news for public education. EdTec will continue to monitor this, as the Governor's revised budget is due in May.
Regarding attendance, period 1 versus period 2 comparison for the last 4 years has been reasonably consistent. This variance is fairly consistent throughout the charter schools that EdTec work with; some schools have a much greater variance. Mr. Hussey noted that this year we accepted students mid-semester.
The current forecasted ADA of 3,300 for P2 is conservative as the budget is based on this projected P2 ADA; however, Mr. Hussey advised that we expect to be above the forecasted ADA.
ADA funding is based on the cumulative average ADA from the first day of school through April. The final ADA used for last year was 3,316. Mr. Darby stated that 72.43% of our expenses are salaries and benefits.

IV. School Business

A. Discuss and Possible Approval of Safe School Plan

Mr. Dhillon presented the Comprehensive Safe School Plan. Two major components that the school is looking at: first is lowering the tardy rates by improving the tardy reporting

system; the second is to improve awareness of the dangers of vaping. Also, the lockdown kits are being updated.
Ms. Chen asked about implementing a better security camera system; administration is looking into this and should be getting bids in March.
Steven Kofahl made a motion to approve the Safe School Plan.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss Dual Enrollment AB288 CCAP Partnership Agreement

The program would allow ECR to offer Pierce courses on its campus to our ECR students. The classes would take place after lunch, and would not affect ADA. The dual enrollment would allow the student to get both high school (if needed) and college credits. This also would not affect spacing, since there are a number of teachers who teach 0 through 4th period, and their classrooms would be available.

C. Review and Possible Approval of 2017-2018 School Accountability Report Card

Mr. Hussey discussed the School Accountability Report Card. It is a compilation of data from various sources.
Steven Kofahl made a motion to approve the 2017-2018 School Accountability Report Card.
Gregory Basile seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss and Possible Approval of Fee for Service Contract for Psychiatric Social Workers

Ms. Larew stated that we are looking at providing additional mental health services to our students. The funds to pay for the Psychiatric Social Workers (PSW) will not come from our general fund, but will be taken from the LEA billing. The funds must be used to supplement, not supplant, services currently offered. We have had 16 students hospitalized for suicidal ideation so far this school year. PSW's can provide counseling (individual and group), training for teachers on suicidal threat assessments, and providing a broad array of services for students and staff. Ms. Larew noted that she worked with PSW's in her prior school and they made a significant positive impact. Mr. Archibald asked if having a PSW provide counseling would expose the school to liability; staff will look into this.
Brian Archibald made a motion to approve the Fee for Service Contract for Psychiatric Social Workers with LAUSD.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Tech Update and Possible Approval of Expansion of IT Audit to Include Inventory

Ms. Chen stated that the outside audit company has agreed to the changes ECR proposed; however, if we are expanding the audit to include an inventory of all equipment, then it would require a new scope of work and new invoice. The scope of the inventory audit should include hardware (including servers), software, and contracts. Ms. Chen is to contact the audit company to see if they will perform the inventory and audit for the same price previously approved.
Ms. Chen also proposed having a more specific line item tech budget that would identify tech expenses from this point forward. She will provide a template/sample that can possibly be used.
Mr. Delgado stated that he has been looking into providing free wifi hotspots for socioeconomically disadvantaged students who have need for reliable internet service. This would be in partnership with programs that provide such hotspots for free. The program would cover up to 800 students.
The report of tech tickets for Fall 2018 was provided, Doug Taylor is the first line who gets the tickets and works on or assigns as appropriate. Mr. Delgado was asked to provide a breakdown of time to respond to tickets and genius bar breakdowns.
Mr. Silverstein asked for an organizational chart for the tech department. Mr. Camp stated that this would be provided.
Mr. Silverstein asked to see a usage (end cut) report directly from AT&T. Mr. Delgado will request this from AT&T.

F. Discuss and Possible Approval of Classified Management Salary Table

Beatriz Chen made a motion to approve the Classified Management Salary Table.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Discuss and Possible Approval of Request for Allowance of Attendance

The Request for Allowance of Attendance will seek credit for the material decrease in enrollment due to the threat of a school shooting.
Lisa Crosthwait made a motion to approve the Request for Allowance of Attendance.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closed Session

A. Conference with Labor Negotiators

Closed session took place.

B. Public Employee Discipline / Dismissal / Release

Closed session took place.

VI. Reconvene to Open Session

A.

Report on Actions Taken in Closed Session, If Any

There were no actions taken.

VII. Governance

A. Discuss and Possible Approval of Board Member Roles and Responsibilities

The Board Member Roles and Responsibilities was presented. The Board also discussed a Board retreat possibly on a Saturday in late February or early March.
Brian Archibald made a motion to approve the Board Member Roles and Responsibilities document.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. 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 8:52 PM.

Respectfully Submitted,
Daniel Chang