APPROVED

# El Camino Real Charter High School

# Minutes

## Board Meeting

**Date and Time**
Thursday March 28, 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.*

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**Directors Present**
Beatriz Chen, Brian Archibald, Darin Ryburn, Gregory Basile, Kenneth Lee, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

**Directors Absent**
*None*

**Guests Present**
Alan Darby, Daniel Chang, David Hussey

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**I. Opening Items**

## A. Call the Meeting to Order

Daniel Chang called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Mar 28, 2019 at 4:39 PM.

## B. Record Attendance and Guests

## C. Pledge of Allegiance

## D. Public Comments

Letty Zane, parent, spoke regarding the School Side Council. SSC has monthly meetings. One challenge they wanted to discuss is regarding improving communication to and from all stakeholders, and suggested that this could be met by hiring a new Marketing Director.
Nicole Kerrigan, former student, spoke regarding the El Camino Real Mountain Bike Team, they would like to add it as a sport for PE credit.
Kirk Durham, parent, spoke in favor of adding the Mountain Bike Team as a sport for PE credit.
Jill Connely, parent, spoke in favor of adding the Mountain Bike Team as a sport for PE credit.
Christy Durham, parent, spoke in favor of adding the Mountain Bike Team as a sport for PE credit.

## E. Executive Director Update

Mr. Hussey thanked Friends of ECR for putting on the 50th Anniversary Gala, and for getting stakeholders involved with the Carnival. Stated that the Carnival was well received, and may become an annual event. Also mentioned the Rededication Ceremony which was organized by Steven Bash, Student Body President.
Academic Decathlon won first place in the Super Quiz, and came in 2nd place in California. The team earned 34 individual medals and 18 team medals, and will be participating in the online national competition.
Schoolwide testing begins next week, 9th through 12th grades. 9th and 10th will be taking MAP; 11th will be taking SBAC, the English and Math portions; and 12th will be taking CASS and MAP testing.
Charter School Division will be coming for their annual visit in two weeks.
Mr. Silverstein also spoke and said that the Board is standing behind and in support of the administration here, particularly the Executive Director. Mr. Silverstein wanted it clear that Mr. Hussey is in charge of the entire school, and that he is doing a great job.

## F. Chief Business Officer Update

CSD will be here on April 10th and 11th, and we will be reporting to the Board after the visit has concluded.

Starting next month, we will be presenting additional items as we begin conversations with different vendors for the upcoming year.

### G. Board Committee Reports

The Travel Committee will be meeting tomorrow.
The Safety Committee spoke regarding the March 6th presentation by Eagle Corporation regarding their shot detection program.

## II. Consent

### A. Approve Minutes of February 28, 2019 Board Meeting

Steven Kofahl made a motion to approve minutes from the Board Meeting on 02-28-19 Board Meeting on 02-28-19.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

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

### B. Approve Minutes of March 2, 2019 Board Retreat

Darin Ryburn made a motion to approve minutes from the Board Retreat on 03-02-19 Board Retreat on 03-02-19.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

## III. Financial

### A. Review and Vote on February 2019 Check Registers

Brian Archibald made a motion to approve the February 2019 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. February 2019 Financial Update

Ms. Frantz spoke regarding the monthly ADA trend and the forecasted ADA. Mr. Archibald questioned the ADA and whether the ADA will be updated based on the actual

ADA versus the forecasted ADA, given that the slides show a downward trend; Mr. Hussey indicated that attendance should flatten out for the last couple months. Ms. Frantz indicated that the ADA is cumulative, so any change for the last 2 months should have little impact on the overall numbers. Mr. Silverstein asked whether the students who leave the school do a type of exit interview; Ms. Frantz indicated that the number is not based on students leaving, but on attendance alone. Mr. Hussey indicated that we are developing an exit interview policy. Mr. Archibald asked if there were plans in place to improve attendance, as ADA is crucial and should be kept an eye on going forward. Mr. Hussey noted that attendance is tied to prom and other events, and the school is working on improving attendance overall.
The financial forecast remains unchanged. Cash flow is projected to end at $5.9M.

## IV. School Business

### A. Tech Update and IT Audit Update

Ms. Chen noted that the IT Audit proposal was revised, reviewed and signed off on and sent to NIC Partners. The proposal was for $24,740. The ultimate outcome of the audit is to confirm the inventory and to ensure that we have the technology and infrastructure in place to sustain the tech programs that we have and the type of technology the teachers are using.
Mr. Hussey stated that Birmingham's tech department came to visit us as they wanted to review the 1:1 technology that we have. Also, Microsoft called and interviewed him regarding the 1:1 implementation and Microsoft may be highlighting ECR.

### B. Discuss and Possible Approval of Internet Upgrade

Mr. Hussey noted that we currently have a 1GB line. We would like to add a 5GB line as our main line, with a 1GB line as a backup. These would be on ECR currently pays @ $3,421 for the 1GB line. Last week, we locked in the E-rate, which will give us a 50% rebate on the 5GB line for a reduced monthly cost of $1,937.98 with no non-reoccurring costs; the 1GB line through Spectrum would cost $1,185.00, with a one-time non-reoccurring charge of $250. This would equal a total cost of $3,122.98 per month. The increased bandwidth would help all student and teacher technology; and the 1GB backup line will be used when we get our own phone system.
Darin Ryburn made a motion to approve the internet upgrade to 5GB through AT&T and 1GB backup through Spectrum.
Gregory Basile seconded the motion.
The board **VOTED** unanimously to approve the motion.

### C. Discuss and Possible Approval of Purchase of Palo Alto Firewall

Last year in March, the Board approved a one year contract for the Palo Alto Firewall. Our one year license is set to expire, so we are looking to lock in a 3 year license. A new one year license will cost us $35,554.94; a three year license will cost $71,512.69, which

will essentially be getting us 3 years for the price of 2. If our firewall system goes down, it would cause the network to go down, which would affect instruction and learning. The redundancy of two active systems is necessary - if one system went down the other would kick in seamlessly. The firewall is the content filter, it filters out inappropriate sites, protects from hackers getting into our system, and protects all the confidential information on our network.
Mr. Silverstein asked about what would happen if the charter was not renewed before the 3 year term is up; staff will reach out to the vendor to find out about this.
Beatriz Chen made a motion to approve the purchase of the Palo Alto Firewall license for 3 years at a total cost up to $71,512.69, with the condition that the CCO is to look into putting in a provision regarding what happens if the charter petition is not renewed.
Gregory Basile seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Brian Archibald | Abstain |
| Scott Silverstein | Aye |
| Beatriz Chen | Aye |
| Kenneth Lee | Aye |
| Steven Kofahl | Aye |
| Lisa Crosthwait | Aye |
| Darin Ryburn | Aye |
| Gregory Basile | Aye |

### D. Discuss and Possible Approval of Resolution Re Department of Rehabilitation Agreement

This is a renewal of our partnership with the Department of Rehabilitation. Our special needs students are offered a paid position by an outside company, the job has to be approved by the Department of Rehab. The Department of Rehab pays 20% of our coordinator's salary, and they pay the wages earned by the students.
Darin Ryburn made a motion to approve the Board Resolution re Department of Rehabilitation Agreement.
Lisa Crosthwait seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. Review and Possible Approval of Revised Classified Management Salary Table

The Director, Technology will move from the certificated administrative position to classified, and the title will be Director of Student and Teacher Technology.
Mr. Archibald noted that he was still not comfortable with the increases to the Payroll Manager and Director, Accounting & Finance positions. Mr. Darby stated that he had reviewed comparables from other schools and what other similarly-titled positions are paid within the school, and the department can absorb the salaries of the positions comfortably.

Mr. Silverstein asked which positions are currently in the Business Office; Mr. Darby noted that there is a Payroll Specialist and Manager, Accounting & Finance, but they will be moving up to Payroll Manager and Director, Accounting & Finance positions.
Mr. Silverstein asked to why the table has set increases at 5%. Staff noted that these amounts are taken from the administrative salary table, which is from LAUSD.
Mr. Basile moved to vote the question; the Board did not approve the motion.
Mr. Basile moved to approve the revised Classified Management Salary Table; there was no second so the motion did not proceed.

### F. AFSCME Initial Proposal

Aaron Pearl from the American Federation of State, County and Municipal Employees introduced himself, presented AFSCME's sunshine proposal. The first bargaining session is set for April 8, 2019.

### G. ECR Initial Proposal

ECR's sunshine proposal was presented.

## V. Governance

### A. Discuss Upcoming Board Openings

Mr. Chang spoke regarding the timeline for conducting the nomination and election process. There are three positions coming up for renewal: two Community Representative seats (currently held by Mr. Ryburn and Mr. Archibald); and one Certificated Representative seat (currently held by Mr. Silverstein). The terms for these positions all end on June 30, 2019.

The Community Representative seats are reviewed by a Nominating Committee, which then makes its recommendation to the Board. The Board then votes and elects the Representatives. The Certificated Representative position is voted on by ECR's Certificated staff.

The recommendation is to start advertising the open positions tomorrow (Friday, March 29th), through ECR's newsletter, an email blast, on the school's webpage; the Board may also consider sending out a mailer or other advertisements. The deadline to apply will be Friday, April 19th. Candidates will be welcome to come speak at the Board meeting on April 25th. A time will also be set for the certificated staff to meet their candidates. The election for the Certificated Representative will take place over two days, May 16th and 17th. Also, May 16th will be the deadline for the Nominating Committee to make their recommendations to the Board, and the Board will vote on the Community Representatives at the May 23rd Board meeting. These timelines are in keeping with prior elections.

Lisa Crosthwait, Gregory Basile and Steven Kofahl volunteered to serve on the Nominating Committee for the Community Representative positions.

**B. Discuss Board Size and Possible Vote on Adding Board Member**

Mr. Silverstein noted that the LAUSD appointed position to the Board has not been filled despite the many months it has been since the position was vacated.
Mr. Hussey noted that he has reached out to Jose Cole-Gutierrez, and there is nothing definitive that has been given as to whether LAUSD will be sending another representative or not filling the position.
Mr. Silverstein expressed concern that we need to start the discussion as to what type of position it will be, whether another teacher representative, community representative, etc. And if we wait indefinitely, we may go into the summer without knowing how to fill the position.
Mr. Silverstein noted that he will table this, pending further response from LAUSD.

**C. Discuss the Mission and Vision of the School**

Mr. Silverstein stated that he would like the Board to discuss establishing missions and goals for the school.
Mr. Lee noted that the Executive Director should set the goals and objectives of the school, and the Board should support the Executive Director in meeting those goals and objectives.
Mr. Silverstein stated that he would like to have the Board make a list of goals and objectives that could be presented to the Executive Director; Mr. Lee stated that this should be presented to the Executive Director Evaluation Committee, who will review and present them to the Executive Director.

**D. Discuss and Possible Approval of Policy on Board Attendance**

Mr. Silverstein noted that we do not have a set policy on how many absences are acceptable, given that we only have 11 scheduled regular Board meetings. Mr. Silverstein would like to propose that if a Board member misses 3 or more regular Board meetings, the member may be removed from serving as a Board member.
Mr. Ryburn stated that he is opposed to this, noting that he works with the administrators at other times, and at times he cannot make meetings but he is still actively engaged in working with the school.
Ms. Crosthwait also expressed concern about a written policy. While she has not missed but 2 meetings during her 2 years on the Board, at times an issue may come up in her work that may require her to miss a meeting. Ms. Crosthwait also noted that the Bylaws already have a provision that allows the Board to remove a Board member.
Mr. Basile asked if making this type of policy would require a change in the Bylaws or a material revision. Mr. Chang stated that since the Bylaws already allow for the Board to remove a Board member by a majority vote of the Board, creating a separate written policy should not require a material revision or a revision of the Bylaws.

The motion would be that, if a member misses three (3) or more regular Board meetings, that would cause a motion for removal of the member by the Board, which the Board would vote on at a regular or special Board meeting. This shall take into effect next school year.
Brian Archibald made a motion to approve a Board policy that states that missing three (3) or more regular Board meetings during a school year shall cause a vote for removal of the member by the Board, the policy to go into effect starting the next school year.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| Brian Archibald | Aye |
| Kenneth Lee | Abstain |
| Lisa Crosthwait | Abstain |
| Beatriz Chen | Aye |
| Gregory Basile | Aye |
| Scott Silverstein | Aye |
| Darin Ryburn | No |
| Steven Kofahl | Aye |

### E. Discuss Creation of a Finance Committee

The proposed Finance Committee would work with the Chief Business Officer in reviewing the finances and investments of the school and to assist with the budget.
Mr. Archibald, Mr. Basile and Mr. Silverstein volunteered to serve on the Committee, with Mr. Archibald to chair. This Committee shall start immediately. Mr. Archibald will reach out for an outside advisor as well. This will be a standing committee.

## VI. Closed Session

### A. Conference with Labor Negotiators

Closed session took place.

### B. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

## VII. Reconvene to Open Session

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

There were no actions taken in closed session.

## VIII. Closing Items

### A. Adjourn Meeting

Brian Archibald 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 7:39 PM.

Respectfully Submitted,
Daniel Chang