APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday May 23, 2019 at 4:30 PM

Location
El Camino Real Charter High School, Library, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

REGULAR 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 "Public Comments." "Public Comments" 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, Darin Ryburn, Gregory Basile, Lisa Crosthwait, Scott Silverstein, Steven Kofahl

Directors Absent
Kenneth Lee

Directors who left before the meeting adjourned
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 May 23, 2019 at 4:40 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

David Valenzuela, teacher and Latino Coordinator, spoke regarding providing a free Metro TAP card to our Free and Reduced Program Meal eligible students. This would alleviate financial hardship for students who cannot afford bus fare to school.
Kathy Her, teacher and Intervention Coordinator, spoke regarding the benefits of providing a free Metro TAP card to our FRPM eligible students.
Zasha Endres, teacher and Intervention Coordinator, spoke regarding the benefits of providing a free Metro TAP card to our FRPM eligible students. Ms. Endres read statements written by two students in support.
Letty Zane, parent and Friends of ECR Board Member, spoke in favor of the closed circuit TV system.

E. Executive Director Update

The Academic Decathlon team won the Online National Championship.
Girls' Softball won their 16th LA City CIF Championship.
Boys' Baseball is playing in the LA City CIF semi-finals; if they win, they will play in the finals at Dodger Stadium this Saturday.
Tomorrow, six students are participating in the State CIF track and field finals.
Drama is putting on the 25th Annual Putnam Spelling Bee musical. Matinees are May 29, 31 and June 1; evening performances are on May 29, 31, and June 1.
Other events: CEA showcase (today); Dance Show (May 24), and Spring Music Concert (May 31).
Prom is this Saturday at the Skirball Cultural Center.
Graduation is Friday, June 7th at 5 p.m.
Charter School Division was concerned about the English Language Reclassification rate; this year, 44 students (approximately 40+%) was reclassified into English proficient. It was noted that LAUSD's reclassification rate was approximately 12%.
Students and teachers came to Mr. Hussey to look into the Sandy Hook Promise program, which allows students to report issues through an anonymous app. ECR will look into possibly implementing this program starting the Fall semester.

Ms. Crosthwait asked if the issue of the Mountain Bike Club getting PE credit was addressed; Mr. Hussey advised that he had reached out to one of the parents and he is working on getting everything together and will get back to the parent before the next Board meeting.

F. Chief Business Officer Update

Mr. Darby noted the Finance Committee had their second meeting this past Monday, thanked them for the time.
Fernando Awards will give a $1,000 scholarship to two (2) ECR students. This will be presented at the Senior Awards.
Mr. Darby spoke with the West Hills Neighborhood Council, want their endorsement for a modification to the Conditional Use Permit to increase the number of students that will be allowed on-site the North Campus.
California Assembly member Jesse Gabriel will be on campus for a meet and greet on Sunday, June 9th.
FCMAT came by, and noted the modifications that are being made to the financial and HR systems.
Mr. Basile commented regarding the passive tone of the FCMAT letter, and the lack of recommendations in it. LAUSD is not requiring us to have FCMAT come in, it is something ECR is voluntarily doing.
Mr. Ryburn asked if we were required to do this every year; no, we only did this for the time being
CSD came on May 3rd for the second day of their oversight visit. There were no fatal flaws found at the time. There are a number of follow-up questions that will be answered and submitted.

G. Board Committee Reports

The Travel Committee met today. A trip to the National Speech & Debate Tournament to Dallas, Texas, was approved. A request for a trip to the National Charter Schools Conference to Las Vegas was made; no motion was made so the request was not approved. It was noted that staff had gone to the California Charter Schools Conference in Sacramento this year.

The Finance Committee met on Monday, May 20th. The April 2019 check registers were reviewed and recommended for approval. The April 2019 Financial Update was disappointing, but they voted to recommend for approval. The American Express bill was reviewed, and the backup information was recently provided. The status of the budget was discussed, with some critical elements being ADA, labor costs, the Marketing Director position, and the technology budget, including detailed itemization in the technology budget. The investments were reviewed, and Royal Alliance, the investment managers, appeared by telephone. The classified management salary table was discussed, with changes being made to reflect that new hires would receive incremental

raises commensurate with what the certificated staff was receiving. And the back office provider was discussed, with the understanding that it did not need to be voted on by the Board. And there was a discussion regarding the executive team working more effectively together to help the school move forward.

The Executive Director Evaluation Committee met with Mr. Hussey, and they have another meeting scheduled in the next week or two, and will report back to the Board at the next Board meeting.

The Safety Committee is working with Fernando Delgado on the closed circuit TV system, including integrating the gunshot detection system. Mr. Silverstein asked that the Safety Committee also look into the traffic study for review.

II. Consent

A. Approve Minutes of April 25, 2019 Board Meeting

Lisa Crosthwait made a motion to approve minutes from the Board Meeting on 04-25-19 Board Meeting on 04-25-19.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on April 2019 Check Registers

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

B. April 2019 Financial Update

Compared to last month, the overall net income amount has increased. One area of decrease was due to the reforecast for special education costs; specifically, the cost of one of the vendors was higher than anticipated, but new rates have been negotiated for next year at a significant reduction. We are still on target to have a positive operating income as of the end of the year.
Mr. Ryburn asked if the textbook costs should have gone down, since we went to the 1:1 laptops. Mr. Hussey noted that buying electronic textbooks is still required, and the difference in price is only a few dollars less for the electronic version.
Ms. Crosthwait asked on the ADA, and how this month's ADA compared to the forecast. Mr. Darby indicated that he would have to provide this information, but because P2 funding is done, the number will stay the same for ADA purposes.

IV. School Business

A.

Tech Update and IT Audit Update

The kick-off meeting for the audit took place, and they were provided with all the information requested. The auditor will be here on Tuesday, and the audit should be completed by June 24.
A discussion was held regarding the budget. There is a tentative budget that needs to be worked on, but it is very detailed.
Ms. Crosthwait asked about the ticket system, and condensing the tracking to one system.
The two proposals, for the VoIP phone system and the closed circuit TV system was also discussed.
Mr. Basile commented on the tech budget, and believes that a rationale should be provided for each item requested. Ms. Chen noted that this was discussed, and a template was provided to the tech department to provide information on the items. But the tech budget is significant and hard to allocate; for example, Turnitin is $122,000, but it is used by various departments so should it be a tech item or should it be distributed among the departments. Mr. Darby noted that some departments are easier than others, and they are trying to get as much detail and information as possible.

B. Discuss and Possible Approval of Closed Circuit TV System

This matter was tabled.

C. Discuss and Possible Approval of Voice Over IP Phone System

We are still using LAUSD's phone system. We cannot add lines because LAUSD will no longer support the system. The contract with Jive would be a 5 year contract, with the provision stating that the contract can be terminated due to non-renewal of the system. The cost would be $31,903.91 up front, and a monthly fee of $2,385.84, which may be reduced by the California Teleconnect Fund. Also, having an updated phone system would allow us to track phone calls made to parents/guardians. The cost for our current phone system through AT&T was $9,000 to $10,000 a month. The quote includes GoToMeeting; we currently use WebEx, which we could cancel. Mr. Archibald asks for a clearer summary for future proposals. We would also have a redundant landline through AT&T that would not be through LAUSD. The phone system will be on the 1GB network coming in. With the cloud based solution, there is built-in redundancy that minimizes any risk of the system being down for any length of time. There will be training for staff on the phone system and the Student Resource Management system that can be used to integrate having notices go out to parents and staff when a student is having difficulty in class.
Darin Ryburn made a motion to approve the purchase of the Voice Over IP Phone System, at a total cost of $31,903.91 up front, and a monthly fee of up to $2,385.84.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D.

Discuss PIR Improvement Plan

The California Department of Education does periodic monitoring of school systems including charters. Each school identified in the Performance Indicator Review (PIR) program must analyze its current practices and create a PIR Improvement Plan. ECR had 3 unmet indicators: achievement in English Language Arts; achievement in Math; and the dropout rate. We must draft the Plan and submit to CDE and our Special Education Local Plan Area, to be implemented in the 2019-20 school year. Last year, 86 students took the CAASPP test. The results were provided, including a comparison versus statewide, LAUSD, and other conversion charters. Possible root causes were discussed, and potential strategies to improve performance on the test was reviewed. ECR's PIR Improvement Plan is still being worked on, but it will be finalized and submitted to CDE.

E. Discuss and Possible Approval of Healthcare Contract

The recommendation is to stay with CharterLIFE, a health and wellness trust which we have been with since going charter. The renewal is for 18 months, with the right to opt out at 12 months. The additional cost would be $56,838, which is reasonable all things considered. Other health plans were evaluated, this matter was discussed with UTLA, and a survey of options was provided to staff.
Darin Ryburn made a motion to approve the CharterLIFE proposal.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Local Control Accountability Plan: Presentation and Discussion

This matter was tabled.

G. CBO Remuneration

This matter was tabled.

H. Discuss and Possible Approval of Revised Classified Management Salary Table

As discussed by Mr. Archibald, the Classified Management Salary Table will be amended to be more in line with the certificated table. This will be finalized in the next few days, and distributed in advance of the next Board meeting.

V. Governance

A. Vote to Install New Certificated Representative

The election took place on May 16th and 17th. A total of 119 teachers voted; Scott Silverstein won the election for the Certificated Representative position with a total of 73 votes equal to 61%.
Beatriz Chen made a motion to install Scott Silverstein as the Certificated Representative, term starting July 1, 2019 and ending June 30, 2022.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

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

B. Discuss Nominating Committee's Recommendations for the Community Representative Positions

The Nominating Committee recommended that Brian Archibald and Darin Ryburn be elected as the Community Representatives.

C. Vote to Install Community Representative Positions

Brian Archibald made a motion to install Darin Ryburn as Community Representative, term starting July 1, 2019 and ending June 30, 2022.
Lisa Crosthwait seconded the motion.
The board **VOTED** to approve the motion.

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

Darin Ryburn made a motion to install Brian Archibald as the Community Representative, term starting July 1, 2019 and ending June 30, 2022.
Beatriz Chen seconded the motion.

The motion did not carry.

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

VI. Closed Session

A. Conference with Labor Negotiators

Closed session took place.
Gregory Basile left.

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

On item VI.B, the Board gave direction to legal counsel. No other actions were taken.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Lisa Crosthwait 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 7:16 PM.

Respectfully Submitted,
Daniel Chang