APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday June 27, 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
Beatriz Chen, 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 Jun 27, 2019 at 4:35 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Dr. Joyce Watts spoke regarding the Alliance Advocating for African American Students (Alliance).
Marlene Rowlett, corporate secretary for Alliance, spoke regarding closing the achievement gap for African American students.
Gwen Gatson-Long spoke regarding the Alliance.
Andrew Thomas, parent and representative from Ambassadors Leadership Academy, spoke regarding the role of young African American men and their challenges in school.
Steve Roe, classified employee and member of the AFSCME bargaining team, spoke regarding the status of negotiations.
Cory Cordova, union negotiator for AFSCME, spoke regarding the status of negotiations.

E. Executive Director Update

Received the Charter Schools Division report, and we received a score of 3 in all categories, which would indicate that we are doing what we should be doing. The report will be shared in greater detail during the August meeting.
Today at 9:45 a.m. our internet went down, and AT&T responded at 3:37 pm that it was a cable failure on the outside, and they are looking to repair it.
Regarding block scheduling, the administrative team spoke with different schools, conducted research, attended a block scheduling seminar, and spoke to staff informally.
Mr. Hussey shared a presentation on block scheduling, including the pros and cons, and different types of block schedules.

F. Chief Business Officer Update

There was a meet and greet at the North Campus on June 9th with Councilmember Jesse Gabriel.
The modification on the CUP for the North Campus will be submitted in the next few weeks; if approved, it will allow more students and more hours.
The Breakfast Grant Award was given to ECR, which allows for additional options for food service through the use of food carts.

For the CSD Annual Oversight Review, the financial portion noted that there were no corrective actions needed.
Mr. Darby noted that Susan Kim will be leaving ECR in the next few weeks.

G. Board Committee Reports

Safety Committee is tabling their update on the CCTV system.
Tech Committee will discuss their items during the agenda.
Finance Committee met this week and: recommended approval of the May 2019 check registers and the updated Admin Basis and Classified Management Salary Table; discussed the AMEX bill, noting that a random sampling of backup documentation will be done; and spoke with Royal Alliance, ECR's investment portfolio manager, spoke regarding the fund recommendation changes.

II. Consent

A. Approve Minutes of June 5, 2019 Regular Board Meeting

Beatriz Chen made a motion to approve minutes from the Regular Board Meeting on 06-05-19 Regular Board Meeting on 06-05-19.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of June 6, 2019 Regular Board Meeting

Mr. Ryburn stated that the Minutes reflected he was present, when in fact he was not. The Minutes will be modified accordingly.
Brian Archibald made a motion to approve minutes from the Regular Board Meeting on 06-06-19 Regular Board Meeting on 06-06-19.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Steven Kofahl	Aye
Brian Archibald	Aye
Kenneth Lee	Absent
Gregory Basile	Aye
Lisa Crosthwait	Aye

Roll Call	
Scott Silverstein	Aye
Darin Ryburn	Abstain
Beatriz Chen	Aye

III. Financial

A. Review and Vote on May 2019 Check Registers

Darin Ryburn made a motion to approve the May 2019 check registers.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. May 2019 Financial Update

Compared to last month, operating income is projected to be lower by $76,812. However, this includes $123K in uncategorized revenue; once fully reconciled; $98K has since been reconciled, and the remaining $25K will be reconciled soon. As a result, the ending income level should be $193,685. Mr. Archibald noted that there were some expenses and revenue that were not yet reconciled which should show up at year end after being reconciled, particularly textbooks and .
Mr. Ryburn questioned the large accrued LAUSD invoices still on balance sheet from 2017-18; Mr. Darby noted that this was invoicing for operations and maintenance which has yet to be paid but has been budgeted. But we are seeking further information on the invoicing, as it does not have sufficient detail.
Mr. Ryburn also asked if we will be asking AT&T to compensate us for the loss of use of the internet due to their error; Mr. Darby stated that he will ask about this.

C. Discuss and Possible Approval of Consolidated Application and Reporting System

Beatriz Chen made a motion to approve the Consolidated Application.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss and Possible Approval of Education Protection Account

Brian Archibald made a motion to approve the Education Protection Account.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Business

A. Tech Update and IT Audit Update

Tech audit was completed as far as the on-site review; the report should be received by mid July. The Tech Committee will meet beforehand and review the report and discuss any issues.

Smart Panels have arrived.
Tech seminars / informational classes will be available to the teachers for the new ticket system and phone system, as well as on Paycom.
The rollout on the new laptops for incoming class was moved back a week due to delays in inventory, but we should have about 10 days to get everything ready before the rollout occurs on July 15th.
Mr. Silverstein asked what ECR has done to inform parents about the rollout; Ms. Chen noted that information was sent out on social media (Instagram and Facebook) and by email.
Enrollment packets are available online; all enrolling students must provide an email address. If a parent/guardian indicates that they do not have email, a hard copy packet will be provided.
Ms. Chen asked if a Spanish-language version of the enrollment packet is available; not at this time. Mr. Hussey stated he would look into getting this done.

B. Discuss and Possible Vote on Admin Basis Schedule and Classified Management Salary Table

Mr. Darby noted that the top chart on the Classified Management Salary Table is the one that was approved by the Board in January of 2019. The revised Table is based on a yearly increase that includes a flat 1.5% increase, plus whatever the UTLA increase is for that year. The 1.5% increase is based on the actual amount of salary from scales that they have historically received outside of whatever the UTLA increase has been. We have historically budgeted for about a 2% increase, this year it was a little less. UTLA's increase is based on a moveup in a step, plus the contracted increase.
Mr. Archibald noted that those who are currently on the approved table will stay on the table, including the starting salary for the Director, Student & Teacher Technology (those who applied based on the previously approved table and who are in the applicant pool); those who are new to the positions will be on the updated table.
Brian Archibald made a motion to approve the Admin Basis Schedule and revised Classified Management Salary Table.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Governance

A. Discuss and Vote on Board Meeting Calendar for 2019-2020

The dates suggested are similar to the Board meeting calendar for the prior year, which is the 4th Thursday of each month except for November and December due to holidays. It was agreed that the time would remain at 4:30 p.m.
Darin Ryburn made a motion to approve the Board meeting calendar for 2019-20 as specified.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

VI. Closed Session

A. Conference with Labor Negotiators

Closed session took place.

B. Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

C. Public Employee Performance Evaluation

Closed session took place.

D. Public Employee Performance Evaluation

Closed session took place.

E. Public Employee Performance Evaluation

Closed session took place.
Gregory Basile left.
Beatriz Chen left.

VII. Reconvene to Open Session

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

The Board accepted the evaluations discussed during closed session.
There were no other actions to report.

VIII. Closing Items

A. Adjourn Meeting

Brian Archibald 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 7:59 PM.

Respectfully Submitted,
Daniel Chang