

APPROVED



## El Camino Real Charter High School

### Minutes

#### Regular Board Meeting and Brown Act / Comprehensive Training

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**Date and Time**

Wednesday July 24, 2019 at 4:00 PM

**Location**

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

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#### REGULAR BOARD MEETING AND BROWN ACT / COMPREHENSIVE TRAINING

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](mailto:d.chang@ecrchs.net), or by calling (818) 595-7537.*

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**Directors Present**

Beatriz Chen, Brian Archibald, Darin Ryburn, Kenneth Lee, Lisa Crosthwait, Scott Silverstein

**Directors Absent**

Gregory Basile, Steven Kofahl

**Directors who arrived after the meeting opened**

Scott Silverstein

**Guests Present**

Alan Darby, David Hussey

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## **I. Opening Items**

### **A. Call the Meeting to Order**

Darin Ryburn called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday Jul 24, 2019 at 4:10 PM.

### **B. Record Attendance and Guests**

### **C. Pledge of Allegiance**

### **D. Public Comments**

Jennifer King spoke regarding "Speak Up Parents," an organization that helps parents have a voice in education.

Scott Silverstein arrived.

## **II. Training**

### **A. Fiscal Control Policies and Best Practices for Public Charter Schools**

Walter Wallace gave a presentation on Fiscal Control Policies and Best Practices for Public Charter Schools.

### **B. Brown Act Training**

Lisa Corr provided training on the Brown Act.

### **C. Conflict of Interest Laws**

Lisa Corr provided training on Conflict of Interest Laws.

### **D. Public Records Act**

Lisa Corr provided training on the Public Records Act.

### **E. Best Governance Practices**

Lisa Corr provided training on Best Governance Practices.

Mr. Silverstein asked if the Board had the right to view an employee's personnel file. Ms. Corr stated that she would look into this and advise the Board.

## **III. Consent**

### **A. Approve Minutes of June 27, 2019 Regular Board Meeting**

Mr. Ryburn asked if the Spanish-language version of the enrollment packet was being done. Mr. Hussey indicated that staff is working on this.

Darin Ryburn made a motion to approve minutes from the Regular Board Meeting on 06-27-19 Regular Board Meeting on 06-27-19.

Lisa Crosthwait seconded the motion.

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

#### **IV. Financial**

##### **A. Review and Vote on June 2019 Check Registers**

This matter was tabled.

#### **V. School Business**

##### **A. Discuss and Possible Approval of 2019-20 Parent-Student Handbook**

The Parent-Student Handbook has been revised to include additional necessary language, as well as to improve flow.

Ms. Crosthwait asked if language could be added regarding the one to one laptops, as well as the insurance for the laptop. Mr. Hussey indicated that the language would be added.

Ms. Crosthwait also asked that the language "considering" a Front-of-the-Line lunch passes be deleted, and identify that the passes are being implemented.

Mr. Ryburn asked about the lockdown drills being in the Spring, Mr. Hussey noted that we have lockdown drills both semesters, but the Handbook reflects the minimum.

Mr. Ryburn also asked about the social media behavior video and whether that can be incorporated back into the Handbook. Mr. Hussey advised that he would look into this.

Mr. Archibald stated that all communications created by ECR should have the school's unique selling proposition. It would not be a policy or a lot of verbage. It could be added as an addendum to the Parent-Student Handbook, and then parents would be notified of the update to the Handbook. Mr. Hussey indicated he would work on it and present it by next month.

Ms. Chen noted that STEAM was not included in the list of programs offered; Mr. Hussey stated that it would be added.

Darin Ryburn made a motion to approve the 2019-2020 Parent-Student Handbook with the revisions as noted.

Beatriz Chen seconded the motion.

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

#### **VI. Closing Items**

##### **A. Adjourn Meeting**

Darin Ryburn 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 6:40 PM.

Respectfully Submitted,  
Daniel Chang