APPROVED

El Camino Real Charter High School

Minutes

Annual Meeting and Regular Board Meeting

Date and Time
Thursday August 22, 2019 at 4:30 PM

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

ANNUAL MEETING 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 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.

TELECONFERENCE LOCATIONS

Teleconferencing will be available at the following locations:

ECR College & Career Independent Study Program
7401 Shoup Avenue
West Hills, California 91307

REPS & Co.
4141 Jutland Drive #300
San Diego, California 92117

Members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

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, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent
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 Aug 22, 2019 at 4:38 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Letty Zane, Friends of ECR, spoke regarding the upcoming Parent Representative position on the Board, and spoke in favor of the bus pass program.
David Valenzuela, teacher and Latino Coordinator, spoke in favor of the bus pass program.
Kathy Her, teacher, spoke in favor of the bus pass program.
Jonathan Wasser, teacher, spoke in favor of the bus pass program, and in favor of the AP of Student Services being given authority to sign settlement agreements at due process mediations.

E. Executive Director Update

Mr. Hussey noted that the first two weeks of school started very positively.
Mr. Hussey recognized the Psychiatric Social Worker, who is on campus three days a week, though we may need to increase this to five days a week.
Ms. Hussey stated that he is working with the Friends of ECR and a private donor to try to get the bleachers replaced. He is also working with a private company about bringing in portable crates to serve as new modulars.

Regarding the Unique Selling Proposition, he proposed the following: The home of academic, artistic and athletic excellence, and a place where all can succeed (all to encompass students, staff, and the community).
At the last Board meeting, Mr. Ryburn asked about the video regarding social media. Mr. Hussey noted that, when a student gets a laptop, he/she has to watch videos regarding privacy, safety, and social media awareness. He is looking into whether this should be done on a yearly basis.
Last Thursday, the Friends of ECR had more than 40 parents attend their annual meeting. And Coffee with the Principal took place this past week. ECR will send an administrator to FoECR's monthly meetings, and Coffee with the Principal will take place every other month, so that concerns can be heard and addressed.
He and Mr. Darby will work with the Finance Committee regarding the marketing position, to possibly go beyond the budgeted amount for that position. This would allow for better communication and outreach.
Of the incoming 9th graders, 57% live outside the attendance boundary.
Mr. Silverstein spoke regarding reports on social media of two traffic accidents around the school; would suggest a committee to work on the issue of parking and an overall safety program.

F. Chief Business Officer Update

Mr. Darby stated that Paycom was implemented for the entire staff, and to date it seems to be going well.
Mr. Darby met with LAUSD Board member Mr. Schmerelson yesterday, and Mr. Schmerelson wanted to convey that he is very pleased with ECR's progress over the last year.

II. Governance

A. Elect 2019-2020 Board Chair

Mr. Silverstein nominated himself for Board Chair. There were no other nominations.
Mr. Ryburn moved to close nominations; Steven Kofahl seconded the motion.
Steven Kofahl made a motion to elect Scott Silverstein as Board Chair for 2019-2020.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

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

B.

Elect 2019-2020 Board Vice-Chair

Kenneth Lee nominated Darin Ryburn; Mr. Ryburn accepted the nomination. There were no other nominations.
Steven Kofahl made a motion to elect Darin Ryburn as Vice Chair for 2019-2020.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Appoint 2019-2020 President

Scott Silverstein moved to appoint David Hussey as President; Mr. Hussey accepted the appointment. There were no other nominations.
Steven Kofahl made a motion to appoint David Hussey as President of El Camino Real Alliance for 2019-2020.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Appoint 2019-2020 Chief Financial Officer

Scott Silverstein moved to appoint Alan Darby as Chief Financial Officer; Mr. Darby accepted the appointment. There were no other nominations.
Beatriz Chen made a motion to appoint Alan Darby as Chief Financial Officer of El Camino Real Alliance for 2019-20.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Gregory Basile	Absent
Scott Silverstein	Aye
Beatriz Chen	Aye
Kenneth Lee	Aye

Roll Call

Steven Kofahl	Aye
Brian Archibald	Aye
Darin Ryburn	Aye

E. Appoint 2019-2020 Secretary

Scott Silverstein moved to appoint Beatriz Chen as Secretary; Ms. Chen accepted the appointment. There were no other nominations.
Steven Kofahl made a motion to appoint Beatriz Chen as Secretary of El Camino Real Alliance for 2019-2020.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Creation of Committees

Travel Committee; Finance and Investment Committee; and Technology Committees were discussed.
The Travel Committee was formed as a standing committee, with Darin Ryburn as chair, Beatriz Chen and Kenneth Lee.
The Finance Committee was formed as a standing committee, with Brian Archibald as chair, Scott Silverstein and Gregory Basile.
The Technology Committee was formed as a standing committee, with Beatriz Chen as chair. Additional members of the Committee will be selected at a later date.
Mr. Ryburn requested that the Board consider forming an Instructional Committee to assist with raising test scores. Mr. Silverstein requested that Mr. Ryburn put something together identifying the goals and objectives.
Steven Kofahl made a motion to form the Travel Committee, Finance Committee, and Technology Committee.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Aye
Scott Silverstein	Aye
Kenneth Lee	Aye
Gregory Basile	Absent
Brian Archibald	Aye

Roll Call

Beatriz Chen	Aye
Steven Kofahl	Aye

G. Discuss Process for Filling Open Board Position

The open Parent Representative position will need to be filled, position is filled by election of parents. The seat was vacated, so the position would complete the current term which ends June 30, 2020. The Board discussed and agreed on the following timeline: post on newsletter and by email blast and social media, as well as announcing at the Back to School Night, applications open Friday, August 23; take applications through September 20; online voting Sunday, September 22 through Wednesday, September 25 - an email blast will be sent with a unique voting code for each household; the winning candidate will be announced at the September 26 Board Meeting.

III. Consent

A. Approve Minutes of July 24, 2019 Regular Board Meeting

Darin Ryburn made a motion to approve minutes from the Regular Board Meeting and Brown Act / Comprehensive Training on 07-24-19 Regular Board Meeting and Brown Act / Comprehensive Training on 07-24-19.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Financial

A. Review and Vote on June and July 2019 Check Registers

Beatriz Chen made a motion to approve the June 2019 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Gregory Basile	Absent
Beatriz Chen	Aye
Scott Silverstein	Aye
Steven Kofahl	Aye
Darin Ryburn	Aye

Roll Call

Kenneth Lee	Aye
Brian Archibald	Aye

Darin Ryburn made a motion to approve the July 2019 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. July 2019 Financial Update

The summary reflects a positive ending operating balance of $307,511. However, the financials had the laptop purchase included in the year end balance, but it was purchased in June for use in July, so it should be reflected in the 2019-20 financials.
The budget will be reviewed and revised in September. There were some expenditures in 2018-19 that were higher than budgeted, such as dues and legal fees.
The Fiscal Policies and Procedures will also be revised and submitted (with a redlined copy) for the Board's consideration at a future Board meeting.

C. Discuss and Vote on 2018-19 Year-End Unaudited Actual Financial Report

Darin Ryburn made a motion to approve the 2018-19 Year-End Unaudiated Actual Financial Report.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. School Business

A. Tech Update and IT Audit Update

Ms. Chen stated that she spoke with the audit company, and the audit company had promised the report by the third week of August, so she is hopeful that it will be received soon.
As to the 5G upgrade, that should be done by September. The Spectrum 1GB backup line is live.
The 50 Promethean Smart Panels were delivered, and there are additional teachers who have requested a panel.
Ms. Chen also noted that she would like to see greater involvement by parent groups, so they can understand the use of technology better.

B. Discuss and Possible Approval of Authorization for Student Services Mediation

Mr. Hussey stated that, when there are due process mediations, either he or Mr. Darby would have to go to the mediations to sign the settlement agreements. Mr. Hussey recommended that the AP of Student Services be given authority to sign settlement agreements, with the understanding that she will sit with Mr. Hussey and Mr. Darby before hand and have agreed upon parameters for such settlements.
Darin Ryburn made a motion to approve giving AP of Student Services Emilie Larew the authority to sign settlement agreements at due process mediations, with the prior input and authority from the Executive Director and Chief Business Officer before any such mediations take place.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Discuss and Possible Approval of Bus Passes

Mr. Archibald noted that, while he agrees that this is a good concept and supports providing the passes for the benefit of the students, the Board has a fiduciary responsibility to ensure that we are aware of the total financial impact, and that any such expenditures have to be budgeted.
As to the financial impact, Mr. Hussey noted that, if we have 1,200 Free or Reduced Price Meal (FRPM) students, and we pay $24 a month full price (FRPM students may be eligible for a reduced cost of $14 per month for the passes) for every FRPM student, the total cost would be $288,000 a year (at $14 a month, it would be $168,000 a year).
Mr. Darby stated that the cost is not included in the budget; he suggested that perhaps the program could be approved for four (4) months, and then it can be reassessed.

Mr. Kofahl asked if there was any data as to the possible return on this investment. Mr. Hussey stated that, for Spring 2019, FRPM students were absent 11 days a semester and tardy 5 1/2 days a semester. For tardy students, we do not gain on ADA; but we would gain if we have them at school on time without the stressors of trying to arrange for a ride. Mr. Hussey stated that punctuality would be improved because, as shared by the Intervention Coordinators previously, students would not have to scramble to try to arrange a ride or wait for a bus driver that will allow them to ride for free. The application for the bus pass has requirements for attendance and GPA, a tardy policy can also possibly be included.
Mr. Ryburn stated that he supports the bus pass program, and that he and the entire Board are very much invested in the students and their education.
It was also noted that the amount for the Reduced Price Meal students was based on the full $24 price; if it students would qualify for the $14 monthly pass, the total cost would be reduced appropriately.
Scott Silverstein made a motion to approve the purchase of bus passes for students up to $24 who qualify for Free or Reduced Price Meals, free for free meal students and $2.50 per month for reduced price meal students, for a period of four (4) months.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VII. Reconvene to Open Session

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

There were no actions taken during closed session.

B. Possible Board Approval of AFSCME Agreement

Darin Ryburn made a motion to ratify the AFSCME Collective Bargaining Agreement.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

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 6:50 PM.

Respectfully Submitted,
Daniel Chang