APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday September 26, 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 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, Darin Ryburn, Gregory Basile, Jeff Davis, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent
Brian Archibald

Directors who arrived after the meeting opened
Jeff Davis

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 Sep 26, 2019 at 4:39 PM.

B. Record Attendance and Guests

C. A Moment of Silence

A moment of silence was observed for former ECR staff member and Board member Diane Wynne.

D. Pledge of Allegiance

E. Public Comments

Gary Asarch, teacher, spoke regarding the Personal Necessity leave policy at the school. Mr. Asarch also spoke regarding teacher equity and docking pay.

F. Executive Director Update

For the bus pass program, 175 students have signed up to date. Staff will provide information on attendance at the next Board meeting. Students were very appreciative in getting the bus passes. A report will be made at the next Board meeting as to whether or not the students' attendance has improved.

Regarding the CCTV system, Mr. Hussey reached out to LAUSD for a quote. Our internal quote had been for approximately $125,000; LAUSD provided a quote at $500,000. LAUSD requires a Facilities and Environmental Technical Unit (FETU). A possible resolution may be to have LAUSD only do the FETU work, and to also have them do an inspection after our own vendor installs the system, to ensure that the system meets their standards. Once the project is complete, we will have close to 80 cameras on campus.

Mr. Hussey has looked into quotes for refurbishing the stadium; two estimates have been received for aluminum seating, one for $275,000 and the other for $500,000. LAUSD will be giving us a third estimate.

Mr. Hussey reached out to other charter schools regarding getting bonds for construction. Mr. Hussey was advised that we would need an underwriter, a bond counsel, an underwriter's counsel, and a trustee fiscal agent. Mr. Silverstein asked that staff provide a wish list of building upgrades/improvements sought.

PSAT is coming up, we will be testing all 9th, 10th and 11th grade students.

Jeff Davis arrived.

G.

Chief Business Officer Update

There were no updates.

II. Governance

A. Vote to Install Parent Representative Election

An election took place for the new Parent Representative for the Board. Darin Ryburn introduced the elected Parent Representative, Dr. Jeff Davis.
Scott Silverstein made a motion to install Dr. Jeff Davis as the Parent Representative, term to expire on 6/30/2020.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Committee Updates

Gregory Basile and Kenneth Lee were appointed to the Tech Committee.
Mr. Ryburn reported that the Travel Committee met and approved two trips and denied one trip.
Darin Ryburn, Steven Kofahl and Scott Silverstein were appointed to the Safety Committee, as a standing committee; Mr. Ryburn will chair this Committee.
Mr. Silverstein reported that the Finance Committee met earlier this past week. The new back office provider attended the meeting.

III. Consent

A. Approve Minutes of August 22, 2019 Regular Board Meeting

Darin Ryburn made a motion to approve minutes from the Annual Meeting and Regular Board Meeting on 08-22-19 Annual Meeting and Regular Board Meeting on 08-22-19.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of August 22, 2019 Special Meeting

Darin Ryburn made a motion to approve minutes from the Special Board Meeting on 08-22-19 Special Board Meeting on 08-22-19.

Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

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

IV. Financial

A. Review and Vote on August 2019 Check Registers

The item regarding the payment of UTLA dues will be clarified by Mr. Darby and UTLA, which will be discussed at the next meeting.
Beatriz Chen made a motion to approve the August 2019 check registers, with the exception of the one item re UTLA dues payment which will be carried over to the next meeting.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

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

B. August 2019 Financial Update

Letty Zane, speaking on behalf of the Board of Friends of ECR, spoke regarding the financials, in particular the $237,807 in liabilities due to others, and the use of ASB funds.
Mr. Silverstein noted that there were deficiencies in the process in the handling of cash collected at school events.
The Fiscal Policies and Procedures are being edited, it will be sent to the Board for review and will be on the agenda for the October Board meeting.
Mr. Darby noted that there was one revision to the Unaudited Actuals Report (UAR); due to a reclassification of the cost of laptops, the revised UAR will show a net income of $942,437. This does not reflect the outstanding liability to LAUSD.

Our budget is being revised, due to the governor's May revision to the State budget, and updated enrollment and the number of international students. The CalSTRS contribution rate also increased (though the CalPERS contribution rate decreased).

V. School Business

A. Tech Update and IT Audit Update

Ms. Chen provided a summary of the IT infrastructure audit, which described the overall network as being very good. The audit also recommended some refreshing of equipment, updates on backups and redundancy, and software updates. The tech team had already started working on some of these items. However, some of the upgrades suggested are cost-prohibitive, and may be more than ECR needs; the tech team is looking into some of the upgrades suggested to determine feasibility.
Mr. Ryburn asked that the tech team look to replacing or upgrading switches and routers in order to avoid any breakdown in functionality.

B. Discuss and Possible Approval of Payment of $250,000 to LAUSD

Mr. Hussey stated that ECR contracts with LAUSD's Maintenance & Operations (M&O) branch to conduct needed work on campus; since the campus is owned by LAUSD, a lot of the work needed to be done by M&O. M&O would provide services such as plumbing, electrical, re-keying doors, etc.
Previously, ECR would put money into a fund, and LAUSD would take money out of the fund, but LAUSD would not provide an accounting for the money being taken out. As a result, it was agreed that ECR and LAUSD would enter into a different arrangement.
Approximately two years ago, M&O provided an invoice for four years' worth of services rendered. However, because the invoice did not itemize the work that was done or provide sufficient detail, there was no way to reconcile whether the work was done or not and how much was being charged for specific projects. The Business Office could not reconcile the amounts so the invoice was not paid.
This past summer, Mr. Hussey was advised that M&O was cutting off all services because of a lack of payment. Mr. Hussey contacted them and worked out a deal that we would pay for services going forward on a quarterly basis, and we would make a payment of $250,000 to pay off some of the past due balance.
Mr. Hussey noted that at yesterday's LAUSD Board meeting, LAUSD's Board threatened to not renew some charters if the charters did not pay their outstanding bills.
Mr. Darby noted he and ICON reviewed the invoice and there were issues; for example, a single work order was referenced 158 times.
Mr. Silverstein stated that ECR should start the vetting process to start having our own list of vendors that we can use, instead of having to rely on LAUSD. Mr. Hussey advised that this is being looked into, but it will be a process since any work done on campus has to conform to LAUSD's specific standards, and we will have to have several vendors to do all the various types of work needed.

Mr. Ryburn asked whether we have any documentation when LAUSD comes that they did the work they say they did; Mr. Hussey stated that our buildings and grounds personnel keeps a log of what was done and confirms that the work was done.
Darin Ryburn made a motion to approve a payment of $250,000 to LAUSD for a partial payment.
Gregory Basile seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call
Brian Archibald Absent

VI. Closed Session

A. 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 to report.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl 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 6:30 PM.

Respectfully Submitted,
Daniel Chang