APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Tuesday November 19, 2019 at 5:00 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.

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 (remote), Darin Ryburn, Jeff Davis, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent
Gregory Basile

Directors who left before the meeting adjourned
Steven Kofahl

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 Tuesday Nov 19, 2019 at 5:06 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Letty Zane spoke in favor of the revised Classified Management Salary Table. She also expressed her appreciation to administration for all the security provided at this last Saturday's Homecoming Dance, to make it a safe and fun event. She also spoke in favor of the Resolution re Safe Firearm Storage.
Helen Fouras spoke in favor of the revised Classified Management Salary Table.

E. Executive Director Update

Mr. Hussey spoke regarding the school's safety preparedness procedures, including the upcoming active shooter drill during nutrition. We are also considering purchasing medical trauma kits; the cost would be $15,000 to purchase a kit for each classroom. The other option is to purchase enough kits to place them strategically instead of in each classroom. The decision will be made and the kits ordered right after the Thanksgiving break.

We are still dealing with the broken heating pipe. LAUSD is fixing it, but we will have to pay for the repairs unless it is found to be a recurring issue.
Mr. Hussey spoke with LAUSD yesterday, they are getting us an estimate on the drilling needed for the CCTV cameras. We currently have 40 cameras; the new system would have 80 cameras and would allow us to be more proactive towards keeping our campus safe.
For WASC we are working on the four goals; goal 3 will be discussed tomorrow. The WASC visit is scheduled for February.
Student Council and all the volunteers did a fantastic job at the Homecoming Dance.
Last spring, 89% of the students made it to first period on time; this past month, 94% of the students with a TAP card made it to first period on time.
Girls' Tennis won the Division I championship, coached by Lori Chandler.
Band placed 7th in the Southern California School Band and Orchestra Marching Band Championship, earning their highest marks of the year.
Girls' Volleyball lost in the regional semifinals this past Saturday.
The football team will be playing the Division I semifinal game at Eagle Rock High School.
Through the collaborative efforts of the student support services office, the counselors, the deans, the psychiatric social worker, the Student Services office, the intervention coordinators, and our new LA school police officer, we have reduced the number of suspensions, which will be reflected on the California dashboard for next year.
Mr. Silverstein requested that staff look into spending up to $100,000 of our budget into safety measures and presenting that to the Board for review. This will reduce the need for staff to come to the Board each time monies need to be spent for campus security.
Mr. Archibald questioned whether this might create issues as to what constitutes a security item. Otherwise, the Executive Director can come to the Board if there is an immediate need.
Mr. Ryburn asked about having more notice before the school's Safety Committee meets so that he can make plans to attend.
Dr. Davis commended Mr. Hussey for the efforts made for safety preparedness. Dr. Davis also stated that the Safe School Plan be reviewed annually. It was noted that LAUSD will not provide us a digital version of the Safe School Plan. Perhaps the option would be to ask another school district for theirs and tailor it to conform to our needs.

F. Chief Business Officer Update

A revised Conditional Use Permit for the North Campus was submitted; the City responded this past week and asked for some more additional information, which will be provided.

G. Board Committee Updates

The Tech Committee met on November 1st; the Committee discussed incorporating technology in instruction and possible professional development days where training on technology could be provided.

The Travel Committee did not meet.
The Safety Committee did not meet.

II. Consent

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

Brian Archibald made a motion to approve minutes from the Regular Board Meeting on 10-24-19 Regular Board Meeting on 10-24-19.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of October 7, 2019 Special Board Meeting

Brian Archibald made a motion to approve minutes from the Special Board Meeting on 10-07-19 Special Board Meeting on 10-07-19.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

III. Financial

A. Review and Vote on October Check Registers

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

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

B.

October 2019 American Express Review

There were no questions or issues on the American Express register.

C. Discuss and Possible Approval of Revised Fiscal Policies and Procedures

The revisions were to clean up and update some of the language. There were no substantive changes to amounts or authority, etc.
Darin Ryburn made a motion to approve the revised Fiscal Policies and Procedures.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

Mr. Hussey stated that the Plant Managers are doing a lot more work for the North Campus that was not envisioned. This includes responding to alarm calls and phone calls and text messages; they are also having to come in earlier and work longer hours in order to fulfill all the work duties.
Mr. Ryburn noted that 6 of the positions on the Table are not filled at this time, and expressed concern that the school not be too top-heavy. At this time, the empty positions are not included on the budget, but would be as they are filled.
Mr. Archibald expressed concern that we continue to budget and plan and
Darin Ryburn made a motion to approve the revised Classified Management Salary Table, retroactive to July 1, 2019.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Discuss and Possible Approval of City National Bank Line of Credit

Mr. Darby stated that the Line of Credit (LOC) may be prudent to have for unforeseen large expenditures that may come up. Originally, City National Bank asked for fees of $8,500, but it was negotiated down to $2,500. Mr. Hussey noted that we had an LOC with Hanmi Bank but never used it after the first year or so. Mr. Archibald stated that he believed it prudent to have the LOC, as it was a low-cost insurance policy for any potential fluctuations.
Mr. Silverstein questioned the performance covenant requirement of a minimum liquidity of $5,000,000. Mr. Darby noted that our CD account, including the lifetime benefit funds, would meet this requirement; he stated that he has this in writing.
Steven Kofahl made a motion to approve obtaining a line of credit with City National Bank.
Kenneth Lee seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. School Business

A. Discuss and Approve Request for Allowance of Attendance

The Tick Fire and other fires in the area caused poor air quality in the area, as well as causing traffic concerns due to road closures. As a result, ECR is requesting daily attendance credit for the day the school was closed on October 25, 2019.
Jeff Davis made a motion to approve the Request for Allowance of Attendance for the October 25, 2019 school closure.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B.

Discuss and Possible Vote on Board Resolution on Gun Violence and Safe Firearm Storage

Mehrunisa Irfani, student and representative of Students Demand Action and SAVE Promise, spoke in favor of the Resolution and thanked the Board for its consideration.
Darin Ryburn made a motion to approve the Resolution on Responsible Firearms Storage.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

Steven Kofahl left.
Closed session took place.

B. Conference with Labor Negotiators

Closed session took place.

VI. Reconvene to Open Session

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

There were no actions to report.

VII. Closing Items

A. Adjourn Meeting

Brian Archibald made a motion to adjourn the meeting.
Beatriz Chen 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 6:43 PM.

Respectfully Submitted,

Daniel Chang