APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday January 23, 2020 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.

TELECONFERENCE LOCATIONS

Teleconferencing will be available at the following locations:

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

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, Darin Ryburn, Jeff Davis, Kenneth Lee, Scott Silverstein, Steven Kofahl

Directors Absent
Brian Archibald, 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 Jan 23, 2020 at 4:41 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Before public comments commenced, Mr. Hussey asked the Board to table item IV.C. Resolution Re Commitment to Enrolled Students, as ECR is trying to resolve the matter with LAUSD.
Also before public comments commenced, Mr. Silverstein moved the Motion for Reconsideration Item V.A. forward.
Letty Zane, parent and Friends of ECR, spoke regarding Item V.A. and asked that the Board add a parent representative to fill the seat left vacant by LAUSD. She also spoke regarding the closed session item VI.D.
Kyna Collins, teacher, spoke regarding Black History Month and the Black Lives Matter National Week of Action.
Richard Russell, special education assistant and AFSCME representative, spoke regarding item V.A. and asked that the Board add a Classified Representative.

E. Executive Director Update

There was a house fire nearby earlier today, and several staff members (Mr. Dhillon, Mr. Lerma and Officer Miranda) acted quickly to see what was happening and helped save lives.
WASC will be here beginning Sunday, February 23 through February 25, 2020.
ECR Clean-Up Day is February 15 from 8 am to 12 pm. The program is being coordinate by Mr. Lerma.

Our lottery was held today. We had approximately 800 applicants. We drew 400 9th graders and approximately 200 10th, 11th and 12th graders. We currently have a wait list of about 200 students and the list is growing.
LAUSD looked at the special education materials on our website and stated that COP will use it as a template to show other schools what information should be available.
CSD is working on providing us with a name "soon" for the LAUSD seat on our board.
LAUSD has indicated that there would be a temporary fix for the heating by Monday. The long-term fix will take approximately a year to a year and a half, and will be paid for by LAUSD. We are still waiting for word as to whether the alternative education rooms may be used.
Mr. Ryburn asked regarding the CCTV program; Mr. Hussey stated that we are still waiting for LAUSD to give us a quote for their portion. Mr. Ryburn also asked if we are seeking rent reimbursement regarding the condemned AltEd rooms; Mr. Darby advised that we have not paid rent for those rooms since they were condemned.

F. Chief Business Officer Update

The North Campus property tax exemption will be hand-filed by February 15th. We are seeking exemption for this year, as well as possibly for last year.
Mr. Darby expects he will have a draft of the updated actuarial report for the Other Post-Employment Benefits (OPEB) trust by early to mid February, and will have it for review and possible vote at the next Board meeting. The OPEB trust, as of December 31, 2019, had @$13M; as of this past week, it was up to @$14M. Our CD account balance is currently @$7.38M

G. Board Committee Updates

Tech Committee did not meet, but they will plan a meeting shortly.
Travel Committee met and approved three requests: Baseball Coach's clinic; Robotics Club trip; and the Vocal Choir trip to perform at Carnegie Hall.
Safety Committee did not meet.
Finance Committee did not meet.

II. Consent

A. Approve Minutes of December 17, 2019 Regular Board Meeting

Darin Ryburn made a motion to approve the minutes from Regular Board Meeting on 12-17-19.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on December Check Registers

Beatriz Chen made a motion to approve the December 2019 Check Registers.

Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. December 2019 Financial Update

Mr. Darby reviewed the financial update as of December 2019.
Mr. Silverstein asked to why expenses showed a variance of $301,717 on salaries and benefits; Mr. Darby stated he would look into this.
Mr. Darby stated that he would provide accounts payables aging which shows 30/60/90 days due.
Mr. Silverstein asked if there was a written protocol regarding how invoices are handled; Mr. Darby indicated that there is a written policy that he could provide to the Board.
Dr. Davis noted that transparency was crucial, and that the more transparency we can show the better.
John Arndt of ICON Management noted that the YTD Comparison might show large variances as compared to 2018-2019, but this is because last year our back office provider used cash basis and now we are on an accrual basis.
As to the projected budget, Mr. Ryburn asked why we are using an estimate of 93% attendance rate, when our actual attendance rate last year was closer to 95%; Mr. Darby noted that our historical rate has been closer to 93% than 95%, and also we will take a conservative route in our forecasts.
Mr. Silverstein noted that the fundraising projection in the current forecast shows $900K when we are currently at just under $300K, and asked whether that is a reasonable forecast. Mr. Arndt noted that the $900,000 forecast would include ASB student fundraising, which typically comes in more in the Spring.

IV. School Business

A. Discuss and Vote on 2018-2019 School Accountability Report Card

Mr. Hussey stated that the School Accountability Report Card (SARC) provides data as requested by the CDE, in a specific format and with specific information sought.
Mr. Ryburn why there was a drop in the number of teachers with full credentials; Mr. Hussey noted he would have to look into this but he believes the number for 2019-20 does not look correct to him. If that is incorrect, it will be corrected. Upon review, Mr. Hussey reported that the number for this year was correct as it only included teachers, it did not include those with credentials who were not classroom teachers.
Mr. Silverstein asked how the facilities are rated. Mr. Hussey noted that LAUSD sends out people to survey the equipment and facilities, and we also have our staff review the facilities as well. Mr. Silverstein also asked if the facility had been inspected by an ADA compliance expert; Mr. Hussey believed an inspection had taken place when the path of travel study was done. As to who has to bring any non-compliant issues into compliance, it would depend on the nature of the issue.
Darin Ryburn made a motion to approve the 2018-2019 School Accountability Report Card.

Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss and Vote on Revised 2019-2020 Parent-Student Handbook

Education Code requires that a School Safety Plan include . Our School Safety Plan also ...
Mr. Ryburn asked if notice would be sent to parents/guardians; ECR will send notice by email to all parents of the revised Parent-Student Handbook, linking both the English and Spanish language versions.
Darin Ryburn made a motion to approve the revisions to the 2019-2020 Parent-Student Handbook.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Discuss and Vote on Resolution on Commitment to Enrolled Students

This matter was tabled.

V. Governance

A. Discuss and Vote on Motion for Reconsideration of Prior Resolution re Board Vacancy

Mr. Silverstein asked for a reconsideration of the prior vote regarding the Board vacancy, as the Agenda identified that the position sought would be for a Classified Representative. As our Bylaws only allows for one Classified Representative, the prior motion was defective. The Motion is to reconsider Item V.A. from the December 17, 2019 Board Meeting.
The Motion was seconded by Steven Kofahl.

Scott Silverstein made a motion to reconsider the prior Motion for Resolution re Board Vacancy.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Brian Archibald	Absent
Darin Ryburn	No
Jeff Davis	Aye
Kenneth Lee	Aye
Scott Silverstein	Aye
Beatriz Chen	Aye
Gregory Basile	Absent
Steven Kofahl	Aye

VI. Closed Session

A. Conference with Legal Counsel: Pending Litigation

Closed session took place.

B. Conference with Labor Negotiators

Closed session took place.

C. Conference with Labor Negotiators

Closed session took place.

D. Public Employee Performance Evaluation

Closed session took place.

E. 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.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Darin Ryburn 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 7:20 PM.

Respectfully Submitted,
Daniel Chang