APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday February 27, 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, Brian Archibald, Darin Ryburn, Gregory Basile, Jeff Davis, Scott Silverstein, Steven Kofahl

Directors Absent
Kenneth Lee

Directors who left before the meeting adjourned
Darin Ryburn

Guests Present
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 Feb 27, 2020 at 4:35 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Guadalupe Paez, classified employee, spoke in support of Alan Darby.
Irene Paez, classified employee, spoke in support of Alan Darby.
Flor Zuniga, classified employee, spoke in support of Alan Darby.
Judith Ponce, classified employee, spoke in support of Alan Darby.
Lisa de Rubertis, teacher, spoke regarding an incident that occurred during last month's Board meeting.
Cameron Maury, teacher, spoke regarding an agenda item at last month's Board meeting, and regarding next year's bargaining.
Stacey Meltzer, teacher, spoke in support of Alan Darby, and in support of the classified staff, Steve Roe in particular.
Ana de los Santos, classified employee, spoke in support of Alan Darby.
Kyle Lee, classified employee, spoke in support of Alan Darby.
Christine Deutsch, teacher, spoke regarding greater fiscal responsibility.
David Dablo, student, spoke regarding the student walkout yesterday.
Letty Zane, parent and Friends of ECR, introduced members of student council and spoke regarding the accounting of ASB funds.
Students Miles Dugan, Tabi Paterno, and Drew Cobin, spoke regarding the use of ASB Funds and fundraising. Daniel Lee of ICON spoke in response regarding ASB accounting.

E. Executive Director Update

WASC, the accrediting organization for schools, visited this past Sunday, Monday and Tuesday. Two of the four WASC members were here 3 years ago, and overall they were impressed by the progress made since the last visit. Mr. Hussey thanked Mrs. Ring and the members of the WASC team.
WASC identified 6 areas of strength and 2 areas of critical follow-up (curriculum maps, and common formative assessments). WASC identified math, science, and world languages as particularly strong departments.
Mr. Hussey also recognized the school safety committee and Mr. Bennett for their work on the Comprehensive School Safety Plan.
A new internship program is being discussed with New Filmmakers L.A.
Mr. Hussey had applied for the 2020 COPS Office School Violence Prevention Program grant, but was told we did not qualify because we are a charter school.
An email will be sent this coming Monday to create an LCAP committee.
We will be establishing a charter renewal committee, and will be meeting with outside counsel to go over the new legal requirements for AB1505. Our goal is to submit the charter renewal by July or August due to the new extended timelines.
Assembly member Jesse Gabriel hosted a Cash for College FAFSA night here on February 18th.
There was an AP Expo night, with over 300 students and parents come out to get information on AP classes. Thanks to the college office and teachers who participated.
There will be a Career Expo day on March 18th, coordinated by Mr. Graham.
There will be an African American Fashion Show on March 7th from 5 pm to 8 pm.
ECR will host the 2020 Annual Talent Hunt sponsored by Omicron Mu on March 8th at 3 p.m.
Regarding the CCTV system, we are still trying to work this out with LAUSD for clearance. Mr. Hussey spoke with Mr. Schmerelson's office today and was told that they would contact LAUSD's M&O department to try to get this processed.
Our temporary heating system has been completed, so heat and air are both working right now.
Winter sports are ending. Boys Soccer is in the Division I final tomorrow. Spring sports are starting.
The Spring musical, Little Shop of Horrors, will be from March 11 through 14.
El Camino Clean Up Day took place, and some have expressed interest in holding this once a month.
Mr. Ryburn asked if there was a follow up on the Resolution re Commitment to Enrolled Students; Mr. Hussey advised that we are in the process of setting up a meeting with LAUSD to discuss our mutual needs.
Mr. Hussey also thanked Dr. Davis for coming to school today and visiting classrooms.
Dr. Davis spoke of his visit and applauded the active learning going on in the classrooms.
Dr. Davis gave kudos to the teachers and classified staff for their work.

F.

Board Committee Updates

Travel Committee did not meet.
Tech Committee met earlier today, and will make a recommendation today regarding the 1 to 1 laptops. The next rollout of Promethean smart panels was discussed, and a laptop refresh for teachers was discussed.
Safety Committee did not meet. Mr. Ryburn thanked Mr. Dhillon and Mr. Bennett and the members of the school safety committee for their work on the Comprehensive School Safety Plan.
Finance Committee did not meet.

II. Consent

A. Approve Minutes of January 23, 2020 Regular Board Meeting

Mr. Ryburn noted that in the Executive Director section, it appears that there were two versions of the update included; the minutes were corrected accordingly.
Brian Archibald made a motion to approve the minutes from Regular Board Meeting on 01-23-20.
Gregory Basile seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of February 10, 2020 Regular Board Meeting

Beatriz Chen made a motion to approve the minutes from Regular Board Meeting on 02-10-20.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on January 2020 Check Registers

This matter has been tabled until the next Board meeting.

B. January 2020 Financial Update

Daniel Lee of ICON gave the financial presentation for January 2020. The books have been closed, and next month the 2nd Interim Report will be reviewed.
The YTD Comparison, increase in revenue is due to the month in which revenue was reported. The depreciation amount has not yet been determined, but ICON does not believe it will vary much from last year's @ $150K.
The Current Forecast, revenue is higher in the start of the year because we receive funds starting July, and ADA is higher in the first months.
Revenue and Expenses appear to be on schedule. Note that books are purchased at the beginning of the year so that percentage used will be on the higher side.
Adopted budget v. Current Forecast, there is not much change.

ECR ending cash balance is projected at $6.1M at the end of the year.
Mr. Lee noted that we must select an auditor and report the selected auditor to LACOE by April 1st.
Darin Ryburn left.

IV. School Business

A. Discuss and Vote on Safe School Plan

Mr. Dhillon, Safety Coordinator, spoke regarding the Comprehensive School Safety Plan. Mr. Dhillon noted there are two parts to the plan: the Comprehensive portion, which is the larger document and is much more detailed with instructions for emergencies; and the Safe School Plan, which identifies goals that the school will work on for the school year. For the current Safe School Plan, ECR has started activities in order to accomplish these goals, including: putting up posters with positive messages; giving rewards for student integrity and good acts through ECR's Best; and a new program called Drop in Your Bucket. We are also working the design for a mural to welcome visitors. We are also working using color-coordinated vests for admin, health office, etc., to make it easier to recognize different groups during emergencies.
Steven Kofahl made a motion to approve the Comprehensive School Safety Plan.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discuss and Vote on Lease of 1:1 Laptops for Incoming Freshmen

Ms. Chen stated that the Tech Committee had met and considered the proposals. The Tech Committee recommends going with the same vendor as previously, STS Education. The total cost will be up to $489,485 for 1,000 laptops; the amount financed will be $451,000 for a 4 year lease as the e-waste and the taxes will be paid up front. Ms. Chen noted this amount is about the same as for last year's lease, but last year the lease was for 900 units.
Mr. Silverstein asked why we could not give the laptops being returned by this year's seniors, which are just 2 years old, to the incoming freshmen. Ryan Guinto noted that the lease for this year's seniors was only for 2 years, as incoming freshmen would need their devices for 4 years and we do not want to have to do a mid-cycle refresh.

The Board decided that the lease for the laptops should be brought to the Board each year for review and approval.
Beatriz Chen made a motion to approve a 4-year lease through STS Education for up to the total sum of $489,485 for up to 1,000 units.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

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

V. Governance

A. Discuss and Vote on Creation of Audit Committee

The *ad hoc* committee will engage with the auditor candidates and make a recommendation to the Board at the March 26th Board Meeting.
Mr. Archibald, Mr. Kofahl and Ms. Chen agreed to serve on the Audit Committee.
Brian Archibald made a motion to create the ad hoc Audit Committee with members Mr. Archibald, Mr. Kofahl and Ms. Chen, term ending March 26, 2020.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

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

B. Discuss and Vote on Restaffing of Finance Committee

The Finance Committee has had difficulty meeting because of a lack of quorum that is able to be present at the location.
Mr. Archibald agrees to continue on the Committee and will be chair, Mr Silverstein agrees to continue on the Committee, and Mr. Kofahl will serve on the Committee. This is a standing committee.

Brian Archibald made a motion to restaff the Finance Committee as a standing committee with Mr. Archibald, Mr. Silverstein, and Mr. Kofahl as members of the committee.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

VI. Closed Session

A. Conference with Legal Counsel: Pending Litigation

B. Conference with Legal Counsel: Anticipated Litigation

C. Conference with Labor Negotiators

D. Conference with Labor Negotiators

E. Public Employee Performance Evaluation

F. Public Employee Performance Evaluation

G. Public Employee Discipline / Dismissal / Release

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

Brian Archibald 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 8:26 PM.

Respectfully Submitted,
Daniel Chang