

APPROVED



# El Camino Real Charter High School

## Minutes

### Regular Board Meeting

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#### Date and Time

Thursday March 26, 2020 at 4:30 PM

#### Location

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

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#### 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.

## **PARTICIPATING TELEPHONICALLY**

To participate in the Board meeting telephonically, please call (872) 240-3212, access code 493-894-677. Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. If you would like to speak on a specific agenda item, please advise the Board during the public comments section. Note that 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](mailto:d.chang@ecrchs.net), or by calling (818) 595-7537.*

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## **Directors Present**

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Beatriz Chen (remote), Brian Archibald (remote), Darin Ryburn (remote), Gregory Basile (remote), Jeff Davis (remote), John Perez (remote), Kenneth Lee (remote), Scott Silverstein (remote), Steven Kofahl (remote)

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

Steven Kofahl

**Directors who left before the meeting adjourned**

Gregory Basile, Steven Kofahl

**Guests Present**

Daniel Chang, David Hussey

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**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 Mar 26, 2020 at 4:37 PM.

**B. Record Attendance and Guests**

**C. Pledge of Allegiance**

**D. Public Comments**

The meeting was suspended in order to conduct the Special Meeting.

John Perez was installed as a Board member.

The meeting was reconvened.

There were no public comments.

**E. Executive Director Update**

Mr. Hussey recognized Fernando Delgado and the Tech Team, all teachers and staff, and all stakeholders for the work during this pandemic and the school closure.

Regarding the Average Daily Attendance (ADA), LACOE advised that ADA will be based on attendance from July 1, 2019 through February 29, 2020.

In lieu of form J-13A, the CDE is working on a streamlined form to seek attendance credit during school closure.

Mr. Ryburn asked if the Resolution re Commitment to Enrolled Students was going forward; Mr. Hussey stated that nothing has been going on given the recent issues.

Mr. Silverstein shared a statement regarding the COVID-19 crisis and how the school has responded. He thanked Mr. Hussey, the administrators, the tech team, the teachers, and all the staff for the work they have put in to ensure ongoing learning has continued. Steven Kofahl arrived.

#### **F. Board Committee Updates**

Audit Committee met and will be recommending Christy White in San Diego as the new auditor.

Safety Committee did not meet.

Tech Committee did not meet.

Travel Committee did not meet, but there is a request to meet for upcoming events.

### **II. Consent**

#### **A. Approve Minutes of February 27, 2020 Regular Board Meeting**

Beatriz Chen made a motion to approve the minutes from Regular Board Meeting on 02-27-20.

Brian Archibald seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

Steven Kofahl Absent

### **III. Financial**

#### **A. Review and Vote on January 2020 and February 2020 Check Registers**

Brian Archibald made a motion to approve the January 2020 and February 2020 Check Registers.

Beatriz Chen seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

Scott Silverstein Aye

Beatriz Chen Aye

Kenneth Lee Aye

Brian Archibald Aye

Jeff Davis Aye

Steven Kofahl Aye

John Perez Aye

Darin Ryburn Aye

Gregory Basile Aye

#### **B. February 2020 Financial Update**

John Arndt of ICON School Management went over the Financial Presentation. The YTD Comparison shows the comparisons of revenue and expenses for February 2020 as compared to February 2019. This is done on an accrual basis. The cash flow projection is only cash on hand, it does not take into account the CD's. Mr. Ryburn asked why it states that health insurance was deferred from August through October and paid in November 2019. Asked that Mr. Hussey look into this. Mr. Silverstein asked how exchange students were being handled; Mr. Arndt advised that exchange students would go into deferred revenue account. At the end of the year, the administration will have to decide whether there will be refunds, and revenue will be adjusted accordingly. The total tuition received from international students is about \$820,000. Mr. Hussey noted that many of the international students want to continue through online learning in order to complete their semester of work; at this time, no refunds have been requested. Regarding the investment accounts, Mr. Hussey has not been able to get the login information, though he has asked several times. He will work on this.

### **C. Review and Approval of 2nd Interim Financial Report**

Steven Kofahl made a motion to approve the 2nd Interim Financial Report. Gregory Basile seconded the motion. The board **VOTED** to approve the motion.

#### **Roll Call**

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

## **IV. School Business**

### **A. Discuss and Possible Approval of Creating Building Reserve Fund**

Mr. Silverstein noted that we do not have a fund on hand to consider any building reserve, for items such as major repairs or building a pool, etc. He does not have a specific amount in mind, and we do not currently have a financial person to ask. Mr. Ryburn noted that the financial information could be obtained through the Executive Director if need be, but now does not seem to be the best time for this due to the current coronavirus issue. Dr. Davis stated that he believed this was a forward-thinking idea, but there seems to be more appropriate uses for our funds at this time, and that the timing now did not seem to be right.

Ms. Chen also believed this matter should be tabled for a future date.  
The matter was tabled.

## **B. Discuss and Vote to Extend School Closure**

During the Emergency Board Meeting, the school closure was approved for two weeks, with the Executive Director having authority to close for one additional week. Mr. Hussey noted that the school closure would need to be extended either through the governor lifting of the stay at home mandate AND the closure of LAUSD. The Board would give authority to close the school in alignment with LAUSD's school closure dates.

Darin Ryburn made a motion to authorize the Executive Director to extend the school closure dates to align with LAUSD's school closure dates.

Brian Archibald seconded the motion.

The board **VOTED** to approve the motion.

### **Roll Call**

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

## **V. Governance**

### **A. Discuss and Vote on Auditor for 2019-2020**

A Request for Proposal was sent out to six (6) different audit companies; three (3) proposals were received: Christy White, Inc.; Clifton Larson Allen; and Eide Bailly. Of the three (3) proposals, CLA was the lowest bid, with Christy White about \$550 higher. The Audit Committee met and reviewed unanimously agreed to recommend Christy White & Associates to serve as the auditor for the 2019-2020 school year, with ECR's option for an additional year.

Gregory Basile made a motion to approve Christy White, Inc. as the auditor for the audit for the school year ending June 30, 2020, with the school to hold the options for years 2 and 3.

Brian Archibald seconded the motion.

The board **VOTED** to approve the motion.

### **Roll Call**

Steven Kofahl	Aye
John Perez	Aye
Scott Silverstein	Aye
Brian Archibald	Aye

**Roll Call**

Kenneth Lee Aye  
Gregory Basile Aye  
Darin Ryburn Aye  
Jeff Davis Aye  
Beatriz Chen Aye

**B. Discussing Upcoming Board Elections**

**VI. Reconvene to Open Session**

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

There were no actions to report.  
Steven Kofahl left.  
Gregory Basile left.

**VII. Closing Items**

**A. Adjourn Meeting**

Brian Archibald 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 8:33 PM.

Respectfully Submitted,  
Daniel Chang