APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday April 23, 2020 at 4:30 PM

Location
Teleconference Only - please see below.

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 (669) 224-3412, access code 854-298-605. 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.

If you have any questions or issues, please contact Daniel Chang by email at d.chang@ecrchs.net.

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 (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
John Perez, Kenneth Lee, Scott Silverstein

Guests Present
Daniel Chang (remote), David Hussey (remote)

I. Opening Items

A. Call the Meeting to Order

Darin Ryburn called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Apr 23, 2020 at 4:45 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Carlos Monroy, teacher, spoke and acknowledged the Board for its communication and transparency during this time.
Scott Silverstein arrived.

E. Executive Director Update

Mr. Hussey recognized Friends of ECR for purchasing and distributing yard signs to celebrate the Class of 2020.
Weekly schedules were adjusted this week to support students, parents/guardians and staff. Monday, Tuesday, Thursday and Friday are regular days; Wednesday will be used for professional development and for students to catch up on their assignments and for teachers to conference with students who may be struggling. This was done as many students were reporting being overwhelmed with the distance learning, so the new schedule was created to try to alleviate this concern. Wednesdays will also be used to assist students who may be struggling, and for conferences as well as professional development.
LAUSD is finishing up on the heating project, but LAUSD is suspending other projects except for emergencies due to the school closures. We have also purchased disinfectant

fogging machines to help clean the classrooms. And we are looking to purchase hand sanitizing stations to put throughout the school.
On the LCAP, the California Department of Education announced a likely postponement on the deadline to file the new LCAP, from July 1st to sometime towards the end of the year. A team of 20 members, including administrators, teachers, and parents, have begun working on the LCAP.
This Wednesday, Mr. Hussey will be starting Coffee with the Principal again online. Topics will include distance learning, 2020 senior events, summer school, and the 2020-2021 school year.
We have a 90+% daily login rate and a 96% weekly login rate for students. For those not logging in, our administrators and counselors are reaching out to students and parents/guardians to assist them.
Mr. Ryburn asked what marketing is being done to ensure we have full attendance for next year. Mr. Hussey noted that, as of March 5th, our enrollment was 3,558. We will begin calling to make sure that everyone who is to return will be returning. We are also looking into opening up more spots for the Independent Study program.
Mr. Ryburn also asked as to the charter renewal, and whether LAUSD was deferring any mandated timelines. Mr. Hussey replied that, as of yet, we are not aware of any deferments on the timeline. We will likely have our first virtual meeting with Young, Minney & Corr to ensure we will be submitting our charter renewal petition in a timely manner, by July or August.
Mr. Silverstein asked if there is enough time to work on the marketing and outreach for the Independent Study program before the end of the school year. Mr. Hussey noted that he will ask Lisa Ring to help with the outreach.

F. Board Committee Updates

Finance Committee met on Thursday, April 16th. The Committee reviewed the check registers; there were some questions, but pending responses to those questions, the Committee voted to recommend approval of the check registers to the Board. A financial update was also reviewed with ICON School Management. And a draft Investment Policy Statements was also reviewed which will be discussed during the Special Board Meeting.
No other committees met.
Kenneth Lee arrived.

II. Consent

A. Approve Minutes of March 13, 2020 Emergency Board Meeting

Darin Ryburn made a motion to approve the minutes from Emergency Board Meeting on 03-13-20.
Brian Archibald seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of March 26, 2020 Regular Board Meeting

Beatriz Chen made a motion to approve the minutes from Regular Board Meeting on 03-26-20.
Darin Ryburn seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes of March 26, 2020 Special Board Meeting

Brian Archibald made a motion to approve the minutes from Special Board Meeting on 03-26-20.
Jeff Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on March 2020 Check Registers

John Perez arrived.
Darin Ryburn made a motion to approve the March 2020 check registers.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

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

B. March 2020 Financial Update

John Arndt of ICON presented the Financials for March 2020. On the YTD Comparison, the total expenses are skewed because of the lifetime benefits (OPEB) investments in the stock market and the market downfall due to the COVID-19 pandemic. In January the account was worth about $14M; right now it is just under $12M.
On the YTD to Current Forecast, the downturn in local revenues have caused things to be skewed a bit.
On the YTD Revenue, there was a loss of $1.6M in March and about $900K in April.
Mr. Ryburn asked on the YTD Expenses, why food expenses were deferred and are now being paid regularly. Mr. Arndt responded that perhaps deferred is not the right word, that a correct statement was that payments were paid late. He stated that he is also not aware of any late fees that were assessed as a result. Mr. Ryburn stated that he would ask the Business Office regarding this issue specifically.

Dr. Davis noted that, during the prior recession in 2008, the State reduced the amount of ADA substantially; what is the possible impact due to the current pandemic? Mr. Arndt stated that cost of living adjustment next year may be 0%, and that there may be as much as a 20% reduction in revenue. ECR has enough in reserves to maintain for a while, but there is definitely some concern because of the impact on the economy.
Mr. Silverstein asked whether the Finance Committee should work with ICON on developing the budget with a possible 20% reduction in mind; Mr. Hussey noted that he has already begun working with ICON to present different scenarios for the budget to the Board.
The meeting was suspended at 5:28 pm to conduct the Special Board Meeting.
The meeting was reconvened at 5:55 p.m.

IV. Governance

A. Discuss and Vote on Creating Executive Director Evaluation Committee

Mr. Silverstein noted that he had received some metrics to include in the Committee. Dr. Davis, Mr. Lee and Ms. Chen volunteered to serve on the Committee.
Darin Ryburn made a motion to create an Executive Director Evaluation Committee, with Dr. Davis (chair), Mr. Lee and Ms. Chen as members. The Committee will report out the recommendation at the May Board meeting.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

B. Discuss Upcoming Board Elections

With the pandemic and the school closures, Mr. Chang recommended a continuance of the deadlines by a month, which would still give time to seat the new Board members before the new term starts July 1st. The Board agreed.

V. Closed Session

A. Conference with Legal Counsel: Pending Litigation

Closed session took place.

B.

Conference with Legal Counsel: Anticipated Litigation

Closed session took place.

C. Public Employee Discipline / Dismissal / Release

Closed session took place.

VI. Reconvene to Open Session

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

The following was reported: the Board, by unanimous vote, approved a Settlement Agreement with the Chief Business Officer which provides him with a severance pursuant to the terms of the Settlement Agreement.

VII. 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 6:27 PM.

Respectfully Submitted,
Daniel Chang