APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday May 28, 2020 at 4:30 PM

Location
Teleconference only - 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 **(646) 749-3112, access code 367-443-013**. 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), John Perez (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent
Jeff Davis, Kenneth Lee

Directors who arrived after the meeting opened
Brian Archibald

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

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 May 28, 2020 at 4:33 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Barrie Gold, teacher, spoke regarding her position as Special Education Coordinator.
Joy Feranta asked if the school closure would be discussed; she was advised that it would be discussed during the Executive Director report.
A statement from Glenn Short, teacher, was read in support of Barrie Gold as Special Education Coordinator.

E. Executive Director Update

Mr. Hussey thanked and recognized Mr. Alba and Mr. Delgado for setting up the textbook collection system. The classified staff, the Tech Office, the Business Office, the custodial staff and the administration all did a tremendous job. As of now, 82% of all students have turned in their textbooks; tomorrow we will start with the junior class.
On June 6th, the Senior Cabinet is putting together a Class of 2020 graduation parade, which will take place on the service road. Cap and gown distribution will take place June 10th and 11th.
The search for a new CBO is ongoing; interviews have taken place, and the selected candidate will be presented at the next Board meeting.
Three companies were interviewed for marketing.
Regarding the school closure, a committee will be created consisting of teachers, parents, and administrators to figure out the best way of opening up the school. Fall

semester is set to begin August 10th, and different models will be considered. This will begin after the current school year has closed. More information will be given out during Coffee with the Principal on Monday, June 1st.
Ms. Chen asked why the parade was scheduled before the cap and gowns were to be received. Mr. Hussey stated that the students wanted to have the parade before the usual graduation date; Mr. Hussey had offered to hold the parade after cap and gowns were distributed, but the students elected to have it on June 6th.
Mr. Silverstein asked how remote learning has been going. Mr. Hussey noted that we did it right in a lot of ways, including providing laptops to all students. We also have received internet hotspots which will be distributed to students who need one. Also, being a Microsoft showcase school and having access to Microsoft platforms have been helpful. One area of difficulty has been the asynchronous schedules, given that the distance learning had to take place suddenly due to the COVID-19 closure. We will look into a synchronous scheduling during the summer.

F. Board Committee Updates

Dr. Davis was unable to attend today's meeting so there is no update from the Executive Director Evaluation Committee.
No other committees met since the last monthly Board meeting.

II. Consent

A. Approve Minutes of April 9, 2020 Special Board Meeting

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-09-20.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of April 16, 2020 Regular Board Meeting

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-16-20.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes of April 23, 2020 Special Board Meeting

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 04-23-20.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes of April 23, 2020 Regular Board Meeting

Darin Ryburn made a motion to approve the minutes from Regular Board Meeting on 04-23-20.
Beatriz Chen seconded the motion.
The board **VOTED** unanimously to approve the motion.
Before going further, Mr. Silverstein noted that we wold be tabling items V.B, V.C, V.D, V.E, VI.B and VI.D, as the Executive Director Evaluation Committee chair is not present and the Board needs additional time to consider this matter.
Mr. Ryburn asked that item VI.C be kept on, as the Executive Director Evaluation Committee is not necessary to consider the Resolution re the Chief Compliance Officer. Ms. Chen suggested that the Board discuss whether to proceed with or table this Resolution during the closed session.

III. Financial

A. Review and Vote on April 2020 Check Registers

Brian Archibald arrived.
Darin Ryburn made a motion to approve the April 2020 Check Registers.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

B. April 2020 Financial Update

John Arndt of ICON School Management presented the financials for April 2020. The negative numbers are due to the economic crisis due to COVID-19. Federal funding will be based on ADA as of the end of February 2020. In the Balance Sheet, the biggest change is in the OPEB Liability, which is again due to the pandemic and its effect on the economy. Today, we were advised that the 4th quarter EPA funds (@ $1.6M) will not be paid out by the State but will instead be consolidated with LCFF monies and June payments will be deferred until July; these monies should be received approximately in the second week of August. There are more and more budget issues arising every day that will cause more difficulties and which makes it difficult to pin down the budget. More information is coming in daily.
Mr. Kofahl expressed concern that the school's account dropped as a result of the economic crisis, and wondered whether we need to be in a more conservative position

going forward. Mr. Arndt noted that the school has two different investment accounts: one on the asset side which is very conservative and dropped minimally; the other is the OPEB account, which is more geared towards long-term gain. Once some investments come to term, ICON has suggested that those monies not be reinvested but rather be put into the operating account for cash on hand.
Mr. Silverstein noted that we should have 90 days reserves, but as of right now we only have 72 days reserve. Mr. Arndt noted that we should have the 90 days reserves by next March; he further noted that ICON recommends that ideally ECR should have 4 months' cash on hand, because of the uncertainties with budgeting for next year. Mr. Silverstein asked why this was being recommended, as long as the funds were readily available.
Mr. Arndt noted that County Offices and districts are making this recommendation, but it is not a requirement.
Mr. Silverstein asked if these numbers were set, or if they would be changing. Mr. Arndt stated that there is nothing set, and things can change and seem to keep changing. When the Governor announces the budget on June 15th, these numbers may change further.
Mr. Silverstein asked Mr. Hussey if there were any other modifications or changes that needed to be made in light of these numbers; Mr. Hussey noted that the only change he sees at this time is investing in webcams. We have leased laptops for the incoming 9th graders. This is also the year we were to refresh technology for staff, which still needs to be done in order to make use of the technology; this will be submitted to the Board next month.
Ms. Chen asked if we would be incurring e-licensing fees. Mr. Hussey stated that the fee is minimal when we get both the e-book and the physical textbook. Also, there is only one department at this time that needs new textbooks. We will be spreading out other purchases over five (5) years.

IV. School Business

A. Discuss 2020-2021 Enrollment

We currently have 3,584 students enrolled for next year; last year we had 3,570 students. There are an additional 109 students who have started the enrollment process but have yet to bring in all the necessary paperwork. We have approximately 165 students in the Independent Study program for next year; we could enroll more students depending on where the students will be going. Our maximum enrollment is 3,800 students, including Independent Study.

B. Discuss Status of the North Campus

Mr. Silverstein stated that Lisa Ring has notified ECR that she will be retiring at the end of this school year. Mr. Silverstein recognized her for all her work for the Alternative Education and Independent Study programs and wished her the best of luck in her retirement. Mr. Ryburn also expressed his appreciation for Ms. Ring and her work, particularly for at-risk youth.

Mr. Hussey stated that we have had 195 students pass through the Independent Study program this year. We have 165 students ready to start the Fall semester at the North Campus, and we are well prepared for that.
The Independent Study program is being promoted primarily by word of mouth; the three marketing firms that Mr. Hussey spoke with said that word of mouth is the best way to promote such a program. However, ECR is looking into additional ways to market the program. Mr. Ryburn asked to consider sending out a targeted brochure to the zip codes around the North Campus.

C. Discuss Collective LAUSD SELPA Notification Letter

Mr. Hussey stated that we have no plans to leave the LAUSD SELPA, but that we send this letter every year in order to reserve our rights to do so if needed.

D. LCAP 2019-2020 Analysis

Ms. Ring discussed the LCAP to date, and noted that it is primarily to meet the needs of EL, foster youth, and FRPM students. Since these populations are small at ECR, we can use a whole-school strategy to help these sub-groups. Mr. Camp will be taking over the LCAP going forward.

E. Review and Possible Approval of Revision to Fiscal Policies and Procedures

It was noted that the only change to the Fiscal Policies and Procedures (FPP) was to include the mention of the Investment Policy Statements for the retirement healthcare benefits trust and the general account. There were no other changes to the FPP.
Darin Ryburn made a motion to approve the revised Fiscal Policies and Procedures.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F. Board Review of Comparable Compensation Data for Charter School Executives

The Board is tabling the Executive Director Contract renewal, the comparable compensation data for the Executive Director is tabled.
However, the Chief Compliance Officer Reasonable Compensation Comparability Data was reviewed. Mr. Silverstein questioned whether the data should be compared based on Human Resources or General Counsel. Mr. Hussey stated that initially the CCO did

more HR work, but that he would transition more to General Counsel work. The job description attached to the employment agreement was reviewed; Mr. Chang stated that he believed he had done both General Counsel and HR work since the start, but that now that there was a staffed and capable HR department, the focus would be more on General Counsel work.

V. Closed Session

A. Conference with Legal Counsel: Pending Litigation

Closed session took place.

B. Public Employee Performance Evaluation

This item was tabled.

C. Public Employee Performance Evaluation

This item was tabled.

D. Public Employment

This item was tabled.

E. Public Employment

This item was tabled.

VI. Reconvene to Open Session

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

There were no actions to report.

B. Possible Board Approval of Resolution Regarding Executive Compensation for Executive Director

This item was tabled.

C. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Compliance Officer

This item was tabled.

D. Possible Board Approval of Employment Agreement for Executive Director

This item was tabled.

E. Possible Board Approval of Employment Agreement for Chief Compliance Officer

This item was tabled.

VII. Closing Items

A. Adjourn Meeting

Darin Ryburn made a motion to adjourn the meeting.
Steven Kofahl 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 7:14 PM.

Respectfully Submitted,
Daniel Chang