APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday June 25, 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 **(312) 757-3121, access code 806-080-277**. 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), Darin Ryburn (remote), Gregory Basile (remote), Jeff Davis (remote), John Perez (remote), Kenneth Lee (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent
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 Jun 25, 2020 at 4:34 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

Carlos Monroy, teacher, spoke regarding the history of Christopher Columbus, who was a Conquistadore.
Darin Ryburn thanked Jeff Falgien, former Board member and coach of the football team, for his service to the school.
Jeff Davis spoke in support of former ECR employee Rick Hayashida, who has had health issues.

E. Executive Director Update

Mr. Hussey thanked all the teachers, staff and Board members for making this school year a good year despite its uniqueness.
Mr. Hussey spoke regarding cultural proficiency, and is proposing a new school mascot in place of Conquistadores. He will begin getting input from parents, students, teachers and staff. He also would like to involve the students in developing a logo. But because students do not come back to school until August, the process may take several months.
The textbook collection program was successful, collecting over 8,000 textbooks which equals approximately $1.2M worth of textbooks. ECR also collected over 800 laptops during this time.
A total of 720 diplomas were distributed in 5 1/2 hours over 2 days, a rate equal to one diploma every 27.5 seconds. Mr. Hussey thanked all the staff who assisted in the process.
We are working on a textbook distribution system, given that we may have to continue to look at alternatives for the start of the school year. We are also looking into virtual

webinars for students and parents, in order to continue learning more about the distance learning program.
Mr. Hussey has had parent meetings, and is looking to have more meetings with the individual groups, including the Latino Padres group and the RISE parent group. Coffee with the Principal will also be scheduled.
For the start of the school year, we are looking at various options. There is a virtual parent meeting on July 1st at 6 pm to discuss potential schedules for the upcoming school year. New guidelines issued by the State requires that, for distance learning, we have to have a minimum of four hours of instruction per day.
The online graduation for the class of 2020 will take place on July 3rd at 6 p.m.
We have received close to $170,000 in special education grants this year.
We had 850 students sign up for summer school, which will require about 28 teachers.
We are using a synchronous schedule, and will use what we learn from this schedule for the upcoming school year.
We met with the CSD oversight committee for a debrief on their oversight visit. For governance, there were no issues found. For student achievement, the majority of subgroups improved on the SBAC, but for those that did not we will focus on support in the upcoming school year. One area that is not being scored this year is Special Education, because of the school closures. In the fiscal area, there were areas of improvement noted which must be addressed within 90 days of receipt of the official oversight report, which has yet to be received. The report will be shared upon receipt.
The charter renewal process has started, and we are hoping to submit the charter renewal petition to LAUSD within the next few months.
Mr. Silverstein thanked the teachers, staff and administration for their work during this unprecedented school year.

F. Board Committee Updates

The Finance Committee did not meet since the last Board meeting, but expects to have something put together for the next meeting.
The Travel Committee did not meet, nor did the Safety Committee.
The Technology Committee met, and will discuss during the agenda item.

II. Consent

A. Approve Minutes of May 5, 2020 Special Board Meeting

Darin Ryburn made a motion to approve the minutes from Special Board Meeting on 05-05-20.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of May 28, 2020 Regular Board Meeting

Darin Ryburn made a motion to approve the minutes from Regular Board Meeting on 05-28-20.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on May 2020 Check Registers

Steven Kofahl made a motion to approve the May 2020 check registers.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

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

B. May 2020 Financial Update

John Arndt of ICON presented the May 2020 financial report.
The YTD Revenues reflects the volatility of the market due to the current economic crisis. The YTD Expenses are more stable as the expenses are static/consistent.
On the updated projected budget, the current forecast is for an increase in LCFF entitlement due to a higher ADA for P2. Dr. Davis noted that our ADA will remain the same for next year, based on the Governor's budget / AB 77. Mr. Hussey stated that there is concern that, if we increase our enrollment, AB 77 would penalize us by keeping our ADA static. This will be discussed during the discussion on the budget.
Regarding the cash flow projection, once our investments mature, we will have 4 to 5 months of cash on hand.

C. Review and Vote on 2020-2021 Preliminary Budget

John Arndt of ICON went over the preliminary budget for 2020-2021.
A trailer bill was added to AB 77 which locked in ADA as of Feb. 1, 2020 for the 2020-2021 school year, which is a disadvantage for growing schools. Dr. Davis noted that there is a lot of push to change this, and people are encouraged to reach out to their legislators to oppose this cap.
The current preliminary budget estimated a 10% drop in LCFF funding; based on the Governor's revision which came down earlier this week, there will be no drop in funding. However, our cash flow will drop due to 4 months (not 3 months) of deferrals, which

means that about 30% of our revenue will not be received until the 2021-2022 school year.
Dr. Davis asked how much CARES Act money is coming to ECR; Mr. Arndt stated that ECR would be receiving approximately $350K, which has already been included in the budget.
Mr. Hussey asked why Health and Welfare Benefits (codes 3401-3402) was decreasing - Mr. Arndt stated that this is due to losing some staff who were receiving benefits and we are not currently hiring for those positions.
Mr. Silverstein asked why Unemployment Insurance (codes 3501-3502) is decreasing when unemployment insurance in general is increasing. Mr. Arndt noted we are not part of the Unemployment Insurance Fund, but are rather part of the School Employer's Fund. Because our gross wages is going down, the rate has reduced.
Darin Ryburn made a motion to approve the 2020-2021 Preliminary Budget.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Discuss and Possible Approval of Education Protection Account

John Arndt discussed the Education Protection Account. Under Proposition 30, which was passed in November 2012, we receive funding that can be used on anything except admin salaries and capital outlays (building and construction). This year, we will be receiving $4,800,030 in EPA funding, which will be used for teacher wages.
Beatriz Chen made a motion to approve the Education Protection Account.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Governance

A. Vote to Install Certificated Representative

Darin Ryburn made a motion to install Steven Kofahl as the Certificated Representative, term starting July 1, 2020 and ending June 30, 2023.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Vote to Install Certificated Representative

Jeff Davis made a motion to install Linda Ibach as the Certificated Representative, term starting July 1, 2020 and ending June 30, 2023.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Vote to Install Parent Representative

Darin Ryburn made a motion to install Jeff David as the Parent Representative, term starting July 1, 2020 and ending June 30, 2023.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Darin Ryburn	Aye
Jeff Davis	Abstain

Roll Call

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

The Board thanked outgoing Board member Gregory Basile for his service to the Board and to the school.

D. Discuss and Vote on Board Meeting Calendar for 2020-2021

The proposed dates are August 27, 2020; September 24, 2020; October 22, 2020; November 19, 2020; December 17, 2020; January 28, 2021; February 25, 2021; March 25, 2021; April 22, 2021; May 27, 2021; and June 24, 2021, all meetings to take place at 4:30 p.m.
Steven Kofahl made a motion to approve the 2020-2021 calendar as presented.
Beatriz Chen seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

The Board also discussed scheduling the Annual Training meeting for Board members, which will take place on Thursday, July 23rd at 4:30 p.m.

V. School Business

A. Discuss and Possible Approval of COVID-19 Operations Written Report

The COVID-19 Operations Written Report was reviewed and discussed. Mr. Hussey noted that we will also have the Learning Continuity and Attendance Plan. Also, though the LCAP is not required this year, we intend to still have an LCAP in order to address the needs of our at-risk students.
Mr. Ryburn asked about the section regarding providing school meals, whether ECR contributed to the cost involved. Mr. Hussey noted that the meals were provided by LAUSD and the Red Cross, so we did not incur any cost. Mr. Ryburn acknowledged LAUSD and the Red Cross for the tremendous work in providing the meals.
Darin Ryburn made a motion to approve the COVID-19 Operations Written Report.

Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discuss Health and Safety Protocols for 2020-2021 School Year

Mr. Hussey noted that this was a significant effort, and thanked School Nurse Peggy Valentine for her work in coming up with the proposed protocols. Nurse Valentine went through the guidelines and recommendations from the CDE, CDC, OSHA, UTLA, Department of Labor, and healthcare agencies to create a protocol for the reopening of the new school year, whether it be in person or a hybrid model.
The school conducted a thorough cleaning, and also conducted daily cleaning. We have ordered hand sanitizers, masks, shields, and thermometers. We are also looking into installing plexiglass shields in the offices, and purchasing hand washing machines for the outer areas.
Mr. Hussey stated that the biggest issue is the social distancing, if we were to have students again enter campus. We are looking at different scheduling options that will not only work with distance learning, but also with the hybrid model. Another issue is the protocol for contact tracing; we are waiting for direction from the CDC and/or the State. A scheduling meeting is scheduled for next Wednesday to discuss the scheduling options. For distance learning, we are looking to use a synchronous (live) model.
Ms. Chen stated that these matters should be put into writing, that parents would appreciate having a detailed explanation in writing about the sanitation and cleaning protocols, etc. She also noted that the scheduling options should be put in writing for parents to have. Mr. Hussey agreed to put this together and will send out to all Board members immediately, and it would also be shared at the meeting on Wednesday. This information will also eventually be posted on our website.
Mr. Silverstein asked if the cost for all these items had been budgeted; Mr. Hussey advised that most of these items have already been ordered and would be included in this year's budget. He stated that he would also look into whether any additional expenses have been reflected in next year's budget. Dr. Davis stated that there are different streams of CARES Act monies coming to schools, including for purchase of PPE items. Also, the State has ordered a number of items that will be made available to all schools, including hand sanitizers and masks.
Mr. Ryburn asked if we will have to increase staff, particularly safety staff, to properly ensure compliance with safety protocols, and whether we are accounting for that. Mr.

Hussey stated that he would look into this, but if there are going to be less students on campus under a hybrid model, we would not necessarily need to increase staff.
Mr. Hussey also noted that we are monitoring LAUSD closely, to ensure that we closely (though not exactly) align with LAUSD's decisions.

C. Discuss and Possible Approval of Teacher Laptop Refresh

Ms. Chen stated that the Technology Committee had met and looked at the laptop refresh issue. There has not been a refresh for the teachers in 3 years, and we are looking at buying a robust laptop that will last longer. The quote for the selected laptop includes a 4 year warranty. The Technology Committee is recommending the purchase of the most expensive option, in order to ensure a longer life cycle and a fast enough processor to handle all the applications. It was also affirmed that the upgraded laptops will be compatible with other peripherals needed for distance learning.
Mr. Hussey also noted that our tech staff is Lenovo-certified to make repairs, so we would be able to save money and delays in having to do repairs. Also, the current laptops teachers have will stay in the classroom and will be used as a stationary classroom computer.
Mr. Ryburn asked if this was included in the budget; Mr. Hussey stated that he believed it was included, but he will follow up. If it is not included in the budget, we will find room as this is a necessity for the teachers.
Beatriz Chen made a motion to approve the teacher laptop refresh through SHI for a total not to exceed $245,720.74.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

The Comparable compensation data for charter school executives (Executive Director/Chief Business Officer/Chief Compliance Officer) was reviewed.

VI. Closed Session

A. Conference with Legal Counsel: Pending Litigation

Closed session took place.

B. Public Employee Performance Evaluation

Closed session took place.

C. Public Employee Performance Evaluation

Closed session took place.

D. Public Employment

Closed session took place.

E. Public Employment

Closed session took place.

F. Public Employment

Closed session took place.

VII. Reconvene to Open Session

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

There were no actions to report. However, at the next Board meeting, the Board will be reviewing and discussing the employment agreements of the Executive Director, the Chief Business Officer and the Chief Compliance Officer. As such, agenda items VII. B, C, D, E, F and G have been tabled.

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

This matter has been tabled.

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

This matter has been tabled.

D. Possible Board Approval of Resolution Regarding Executive Compensation for Chief Business Officer

This matter has been tabled.

E. Possible Board Approval of Employment Agreement for Executive Director

This matter has been tabled.

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

This matter has been tabled.

G. Possible Board Approval of Employment Agreement for Chief Business Officer

This matter has been tabled.

VIII. Closing Items

A. Adjourn Meeting

Darin Ryburn made a motion to adjourn the meeting.
Jeff Davis 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 8:43 PM.

Respectfully Submitted,
Daniel Chang