APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday July 9, 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 **(646) 749-3122, access code 327-828-269**. 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, or if you would like to make a public comment on an agenda or non-agenda item, 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), Jeff Davis (remote), John Perez (remote), Linda Ibach (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent
Kenneth Lee

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 Jul 9, 2020 at 4:35 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

D. Public Comments

There were no public comments.
Mr. Ryburn clarified that the increases in salary for the executives are not "raises" but are rather step increases on the salary table.

II. School Business

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

Mr. Archibald asked if there was any other data, other than salary ranges. It was noted that the charts all had Enrollment numbers, which would provide an idea as to the revenues based on ADA.
Regarding the Chief Business Officer (CBO) comparables, Dr. Davis noted that Birmingham's enrollment is about 500 students less, but their CBO is at a higher salary than our previous highest rate (based on step 3) and with a much wider range.
Regarding the Executive Director comparables, Dr. Davis stated that Granada Hills' salary (even pro-rated to account for their higher enrollment numbers) is much higher than that for ECR.
Mr. Silverstein asked who brought this information together; Mr. Hussey stated that it was Mr. Chang who reached out to the other conversion charter schools to gather the information.
Regarding the Chief Compliance Officer (CCO) comparables, Dr. Davis said that it appeared the salary being considered was reasonable as compared to the other conversion charter schools. Mr. Ryburn asked if the differential for a JD was comparable

to what certificated staff would receive for a master's or doctorate; it was noted that the certificated salary table lists a differential of $1,500 for a master's, and $3,000 for a doctorate. Mr. Archibald asked if the Chief Compliance Officers at other schools did not have a JD or get a JD differential; it was noted that other schools do not have a compliance officer. Mr. Ryburn asked who the CCO supervises; the CCO directly supervises the HR Manager and the HR Specialist, though as an executive all employees (except the Executive Director and CBO) are under his purview.

The Board suspended the meeting to conduct the Special Board Meeting at 5:12 p.m.
The Board reconvened the Regular Board meeting at 5:34 p.m.

III. Closed Session

A. Public Employee Performance Evaluation

Closed session took place.

B. Public Employee Performance Evaluation

Closed session took place.

C. Public Employment

Closed session took place.

D. Public Employment

Closed session took place.

E. Public Employment

Closed session took place.

IV. 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

Darin Ryburn made a motion to approve the Resolution re Executive Compensation for Executive Director.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

Brian Archibald made a motion to approve Resolution re Executive Compensation for Chief Compliance Officer.
Darin Ryburn seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Beatriz Chen	Aye
Jeff Davis	Aye
Scott Silverstein	Aye
Kenneth Lee	Absent
Darin Ryburn	Aye
Steven Kofahl	Aye
Brian Archibald	No
John Perez	Aye
Linda Ibach	Aye

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

Beatriz Chen made a motion to approve Resolution re Executive Compensation for Chief Business Officer.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Linda Ibach	Aye
John Perez	Aye
Jeff Davis	Aye
Kenneth Lee	Absent
Brian Archibald	Aye
Darin Ryburn	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye

Roll Call

Scott Silverstein Aye

E. Possible Board Approval of Employment Agreement for Executive Director

Mr. Silverstein noted that this was a vote to approve an Employment Agreement for 2020-2021 for Executive Director David Hussey. Prior to any vote on the employment contract, it is to be disclosed that the contract provides for a step in column and a base salary of $215,000.00, as well as a cell phone stipend of $50.00 per month. The contract also provides for the same benefits and retirement as afforded to other certificated employees. The contract also provides for 24 days paid vacation and 13 days sick leave. The contract is wholly in keeping with the compensation comparability study the Board has received. It was noted that this was not a pay raise but rather an advancement in the salary schedule.

Darin Ryburn made a motion to approve the Employment Agreement for Executive Director David Hussey for 2020-2021.

Linda Ibach seconded the motion.

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

Roll Call

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

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

Mr. Silverstein noted that this was a vote to approve an Employment Agreement for 2020-2021 for Chief Compliance Officer Daniel Chang. Prior to any vote on the employment contract, it is to be disclosed that the contract provides for a step in column and a base salary of $128,331.00 and an advanced degree differential of $10,000.00, as well as a cell phone stipend of $50.00 per month. The contract also provides for the same benefits and retirement as afforded to other classified employees. The contract also provides for 24 days paid vacation and 13 days sick leave. The contract is wholly in keeping with the compensation comparability study the Board has received. It was noted that this was not a pay raise but rather an advancement in the salary schedule.

Beatriz Chen made a motion to approve the Employment Agreement for Chief Compliance Officer Daniel Chang.

Jeff Davis seconded the motion.

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

Roll Call

Linda Ibach	Aye
Beatriz Chen	Aye
Brian Archibald	No
John Perez	Aye
Kenneth Lee	Absent
Steven Kofahl	Aye
Darin Ryburn	Aye
Scott Silverstein	Aye
Jeff Davis	Aye

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

Mr. Silverstein noted that this was a vote to approve an Employment Agreement for 2020-2023 for Chief Business Officer Gregory Wood. Prior to any vote on the employment contract, it is to be disclosed that the contract provides for a step in column and a base salary of $178,282.94, and a cell phone stipend of $50.00 per month. The contract also provides for the same benefits and retirement as afforded to other classified employees. The contract also provides for 24 days paid vacation and 13 days sick leave. The contract is wholly in keeping with the compensation comparability study the Board has received. It was noted that this was not a pay raise but rather an advancement in the salary schedule.
Linda Ibach made a motion to approve the Employment Agreement for Chief Business Officer Gregory Wood for 2020-2023.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Financial

A. Discuss and Possible Approval of Revised Executive Salary Table

This matter was moved up to Section II.A., immediately following discussion and vote on Section V.C. below.
Mr. Archibald asked why the CBO table needed a step 4 and 5. Mr. Hussey noted that the current table does not have a step 4 or 5 for the CBO, and that this would make it

consistent with the other executive salaries on the table. Also, it is part of the negotiation with the candidate for the CBO position. Dr. Davis also noted that it would be consistent with the executive comparables.
Mr. Perez asked if there is no step 4 or 5 right now, wouldn't someone getting that be getting a pay raise? Dr. Davis noted that there was no one in the position right now so it would not be a pay raise. Mr. Perez stated that he would oppose this, as he had not heard of this before and believes it to be gamesmanship.
Dr. Davis noted that the rate was competitive in the market, and that he believes adding the two steps was a reasonable thing to do in order to find a qualified candidate.
Mr. Silverstein noted that the increases in steps 4 and 5 is at 2%, which is in keeping with the increases for steps 1 through 3.

Darin Ryburn made a motion to approve the revised Executive Salary Table.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Beatriz Chen	Aye
Kenneth Lee	Absent
Brian Archibald	No
Scott Silverstein	Aye
Darin Ryburn	Aye
Linda Ibach	Aye
Steven Kofahl	Aye
John Perez	No
Jeff Davis	Aye

B. Discuss and Vote on Adding Check Signers

With the retirement of Mrs. Ring, we only have 2 check signers. In addition to the CBO, we should also have one additional Assistant Principal to sign checks; all checks of $10,000 or more requires two signatures. Mr. Hussey recommended Assistant Principal Juan Alba.
Beatriz Chen made a motion to add the new CBO Gregory Wood and Assistant Principal Juan Alba as check signers.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

John Perez	Aye
Brian Archibald	Aye
Jeff Davis	Aye
Steven Kofahl	Aye
Kenneth Lee	Absent
Linda Ibach	Aye
Scott Silverstein	Aye
Beatriz Chen	Aye

Roll Call

Darin Ryburn	Aye

C. Discuss and Vote on Application for SBA Paycheck Protection Program Loan

Mr. Silverstein moved this item up to before II.A. Mr. Silverstein noted that this had been discussed and rejected previously, but new information has been received and so there would be a reconsideration of the Board's prior vote. Mr. Perez noted that, since it was not previously moved and seconded, there was no vote and so it would not be a reconsideration but a new motion.
Mr. Archibald noted that with the change in circumstances, he is on board with proceeding with this.
Mr. Silverstein stated that this issue was being raised again because of the deferrals in revenue that ECR will be facing, currently 4 months worth of deferrals.
Dr. Davis agreed that this should be considered, because of the deferrals and the possibility that the deferrals may go on for the next year or two.
Mr. Perez said that he would be in opposition to this motion. Since these funds are not available to LAUSD schools, he stated that he believes it would be wrong for ECR to have access to funds that schools in the LAUSD would not have. However, Mr. Hussey stated that, while what Mr. Perez said is correct, charter schools do not have access to monies that districts would have, such as bond money.
Mr. Silverstein read the Resolution into the record. Mr. Archibald noted that the Resolution as currently drafted listed that employees be kept on payroll for eight (8) weeks - that is now twelve (12) weeks so the Resolution should be corrected before it is signed.
Darin Ryburn made a motion to accept the Resolution re Small Business Administration Paycheck Protection Program Loan.
Brian Archibald seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein	Aye
Beatriz Chen	Aye
Linda Ibach	Aye
Steven Kofahl	Aye
Brian Archibald	Aye
Darin Ryburn	Aye
Kenneth Lee	Absent
John Perez	No
Jeff Davis	Aye

VI. Closing Items

A. Adjourn Meeting

Brian Archibald made a motion to adjourn the meeting.

Linda Ibach 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 7:05 PM.

Respectfully Submitted,
Daniel Chang