APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday September 24, 2020 at 4:30 PM

Location
Online 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 on the school's website (https://ecrchs.net - click the ECR Board tab).

VIRTUAL BOARD MEETING

In accordance with Governor Newsom's Executive Order N-29-20, the meeting of the Board of Directors will take place via a virtual/teleconferencing environment.

To join the virtual Board meeting, please register through GoToWebinar at https://attendee.gotowebinar.com/register/6494088817739692560, webinar ID 175-710-011. You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

PUBLIC COMMENTS

If you would like to make a comment during the Public Comment section or during an agenda item, you may do so in two ways: (1) click the "Raise Hand" icon on the control panel; or (2) email your comment to comment@ecrchs.net and it will be read on the record. **Please note**: your name will be read on the record along with your comment; if you do not wish to have your name read, please indicate on your email.

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. Note that for those who elect to participate through the call-in number, you will not have the option of being unmuted during the meeting.

The Public Comments agenda item 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. 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. 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. 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.

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.

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), Jeff Davis (remote), John Perez (remote), Kenneth Lee (remote), Linda Ibach (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent
Brian Archibald

Directors who left before the meeting adjourned
Scott Silverstein

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

I. Opening Items

A. Call the Meeting to Order

Beatriz Chen called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Sep 24, 2020 at 4:31 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Dr. Davis led the Pledge of Allegiance.

D. Public Comments

There were no public comments.

E. UTLA Update

Heather Knight gave the UTLA update. Ms. Knight thanked the certificated representatives for coming to the last UTLA meeting, and welcomed the Board members to the next UTLA meeting on October 7th. Ms. Knight thanked the Board for the Resolution at last month's Board meeting recognizing Black Lives Matter and a diverse and critical curriculum. Ms. Knight also advised that UTLA had provided the sunshine proposal, and that they would be negotiating all aspects of the collective bargaining agreement. And she reminded ECR that UTLA had submitted a proposal for child care costs for the teachers, and was waiting for ECR's response.

F. Executive Director Update

Mr. Hussey stated that the tech department would be available on Saturdays starting this Saturday from 8 am to 12 pm, to allow students and parents who cannot come on weekdays to come by and get tech help.
He is starting Chat with the Executive Director on the first Thursday of the month from 9 am to 10 am, and on the following Tuesday from 6 to 7 pm.
Back to School Night took place virtually; there were over 700 participants during his presentation.
ECR was voted the Reader's Choice Best Charter School of 2020 by the Daily News; this has been posted on the website and on social media.

The survey for the new mascot will be sent out tomorrow to students, teachers, and parents, and will be posted on the website and other websites to get community involvement as well.
We are in the process of filing for the TK-12 education in-person support and services notification form. This will allow us to provide support for services to small cohorts of students who have IEPs or are English learners; this will also needs to be negotiated with UTLA.
Our cafeteria is now serving in the morning on Tuesdays as well as in the afternoon. This has increased the number of meals served; this past Tuesday we served approximately 200 meals.
Ms. Chen noted that there was no mention of the Daily News Reader's Choice award being mentioned on our social media, or on community group sites. Mr. Hussey stated that he would look into this. Also, Mr. Alba will be visiting junior high schools in the area, and he will have this information as well. Mr. Silverstein noted that the marketing company we retained should be doing more. Ms. Chen asked that next month's Executive Director Update include a guideline as to what the marketing plan will be for this school year.
Dr. Davis stated that he appreciated the Saturday tech hours, and how helpful this will be for parents and students who could not make it to school during the weekday.
Ms. Chen also was appreciative of the change in the food pick-up time. Mr. Hussey stated that we now have two separate pick-up times, one in the morning and one in the afternoon. This is done one day a week on Tuesdays, and meals can be picked up for the entire week. Recently, we had 200 people come through.

G. Chief Business Officer Update

Mr. Wood spoke on the increase in the number of meals served, and noted that we can get assistance from Birmingham if needed.
Mr. Wood noted that the Finance Committee met last week, and he thought it was a good way of getting through the fiscal information in order to present the information to the full Board.
We have started the Request for Proposal process for our health insurance needs, and should be getting responses back from five providers.
The budget items in the Learning Continuity and Attendance Plan have been included and updated.

II. Consent

A. Approve Minutes of August 13, 2020 Special Board Meeting

John Perez made a motion to approve the minutes from Special Board Meeting on 08-13-20.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes of August 27, 2020 Annual Meeting and Regular Board Meeting

John Perez made a motion to approve the minutes from Annual Meeting and Regular Board Meeting on 08-27-20.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Review and Vote on August 2020 Check Registers

John Perez made a motion to approve the August 2020 Check Registers.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Review and Vote on August 2020 American Express Charges

John Perez made a motion to approve the August 2020 American Express charges.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Financial

A. August 2020 Financial Update

Mr. Wood went over the August 2020 Financial Update. The reclassification of accounts, particularly the OPEB account, led to an increase in both assets and liabilities.
The Profit & Loss summary shows the working budget; since the budget was initially opted in June, a number of significant events have necessitated changes to the budget, which the Board will be voting on later in the agenda.
The Budget Update shows the updated budget using the most recent LCFF Calculator, and reflects increases in expenditures for salaries, technology, PPE equipment, learning loss funding, etc. The working budget is constantly being updated to reflect changes in the financials, particularly as the State Budget continues to fluctuate.
Mr. Silverstein asked where the PPP loan is reflected in the report; Mr. Wood stated that the PPP loan was reflected in the Long-Term Debt number on the Balance Sheet.
Ms. Chen noted that this had been reviewed by the Finance Committee at its meeting last week.

B. Discuss and Vote on 3 Year Updated Budget and Cash Flow

Mr. Wood noted that the budget being presented was part of our charter renewal petition, which required the submission of a 3 year budget. The budget identifies the updated budget for 2020-21, and what we project the budget to be for the next two years.
The reduction in total revenues for 2021-22 compared to 2020-21 is due to some one-time funding received in the current year.
The Expenditures reflects the increase in our PERS and STRS contributions which will be required, an increase of approximately $300,000 for STRS and $181,000 for PERS by 2022-2023. These increases will have to be managed
The Excess of revenues over expenditures in 2021-22 will be positive $700K, but in 2022-23 it will reduce to just under $7,000.
Our Cash Flow report shows a reduction in our cash, from $7.2M starting this past July to $3.3M in June. And if not for the PPP loan, the $1.68M starting balance in August of 2021 would have been a negative balance.
Ms. Chen stated that the Finance Committee had reviewed this during the Committee Meeting, and voted to recommend approval.

Dr. Davis commented that, because of cash flow issues due to the deferrals, the majority of the school districts in the state have had to take loans.
Linda Ibach made a motion to approve the 3 year updated budget.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. School Business

A. Discuss and Vote on Learning Continuity and Attendance Plan

AP Minita Clark went over the Learning Continuity and Attendance Plan (LCP). Changes to the LCP made subsequent to the last Board meeting where the LCP was introduced were discussed, These included updated financial numbers. This also includes the fact that meals are now served only on Tuesdays, to make it easier on parents who only have to come to school one day a week to get a week's worth of meals. It was noted that this past Tuesday was the most successful meal service, over 200 families were served.
Susan Pereira of Chartwells stated that the CDE switched their policy, allowing us to serve meals to all children under the age of 18, not just for ECR students.
The final revision was to include information regarding the increased or improved services offered to our foster youth, English learners, and low-income students.
Scott Silverstein left.
Steven Kofahl made a motion to approve the Learning Continuity and Attendance Plan.
Jeff Davis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discuss and Vote on Revised Fiscal Policies and Procedures

Mr. Wood noted that the changes to the Fiscal Policies and Procedures (FPP) were based on comments and suggestions from LAUSD's Charter School Division (CSD), as well as revisions he felt were needed and necessary, particularly having the CBO position being more hands-on with fiscal matters rather than largely relying on the back-office provider. Mr. Chang went over the specific revisions made to the FPP.
Steven Kofahl made a motion to approve the revised Fiscal Policies and Procedures.
Kenneth Lee seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Discuss 2019-2020 Charter School Oversight Report

Mr. Hussey went over the Charter School Oversight Report; we received 3's on all of our ratings, which is the same as the prior year. The only area where improvement was noted was in the fiscal area. Each suggestion was discussed and it was noted that corrections have been made or are being worked on for the different areas.

D. Discuss and Vote on Approval of Escrow Account with LAUSD

Mr. Wood noted that there is a dispute as to the maintenance and operations charges for prior years, from 2014 through 2017. We had agreed to put the disputed funds in a segregated bank account to be released when the dispute was resolved; however, LAUSD advised that a segregated bank account controlled by ECR was insufficient, and that an escrow account would have to be established with an escrow company. An escrow company was found to set up this account, and we are having a meeting next Friday to go over the disputed amount as well as the setting up of the escrow account. Once the escrow account is approved, we will transfer the funds from the segregated bank account we set up with City National Bank, and will close that account with CNB.
Steven Kofahl made a motion to approve the escrow account with LAUSD into which the disputed amount of $548,910.95, after which the separate account with City National Bank will be closed.
Linda Ibach seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Kenneth Lee	Aye
John Perez	Aye
Steven Kofahl	Aye

Roll Call	
Jeff Davis	Aye
Scott Silverstein	Absent
Beatriz Chen	Aye
Brian Archibald	Absent
Linda Ibach	Aye

E. UTLA Initial Proposal

Heather Knight presented the sunshine letter, identifying that we are beginning negotiations on all articles for a successor contract for 2021-2024.

V. Governance

A. Discuss Board Vacancy

Ms. Chen thanked Darin Ryburn for his commitment to the school and service on the Board; he was helpful in helping ECR get to where it is now.
Mr. Chang noted that we can open up the position to start accepting applications tomorrow, September 25, 2020. Applications will be open through October 23, 2020. An ad hoc nominating committee will need to be created to review the applications and make a recommendation to the Board; the Board would then vote on the candidates at the November 19, 2020 Board meeting. Dr. Davis, Ms. Ibach (chair), and Mr. Lee volunteered to serve on the committee.

B. Create Equity Advisory Committee

Ms. Chen noted that the Resolution Recognizing Black Lives Matter at ECR included a provision that an Equity Advisory Committee be created. Mr. Hussey was tasked with setting up this Committee, which will be composed of representatives from all stakeholder groups. Once created, the Committee would report to the Board. Mr. Hussey stated that information on the Committee could be sent out this coming weekend, and it would take him a week or so to gather interested parties and select the members of the Committee. He believes that a Committee comprised of 2 to 3 individuals from each stakeholder group should be appropriate.

VI. Closing Items

A. Adjourn Meeting

Steven Kofahl 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 6:22 PM.

Respectfully Submitted,

Daniel Chang