APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday June 24, 2021 at 4:30 PM

Location
VIRTUAL BOARD MEETING - 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/8710245768890150927, webinar ID 549-507-291. 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 David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Directors Present
Beatriz Chen (remote), Brad Wright (remote), John Perez (remote), Linda Ibach (remote), Scott Silverstein (remote), Steven Kofahl (remote)

Directors Absent
Brian Archibald, Jeff Davis, Kenneth Lee

Guests Present

Daniel Chang, David Hussey (remote), Emilie Larew (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 Jun 24, 2021 at 4:37 PM.

B. Record Attendance and Guests

C. Pledge of Allegiance

Mr. Wright led the Board in the Pledge of Allegiance.

D. Public Comments

Meredith Adams, teacher, spoke regarding concerns regarding new teachers being hired.

E. UTLA Update

Ms. Kyna Collins shared the UTLA update. She shared information on the bargaining process and general topics; Ms. Collins also discussed articles that have been tentatively agreed to and those that are still being negotiated. No additional sessions are scheduled before the contract expires on June 30th and negotiations will likely need to include retroactive pay. Ms. Collins also stated that UTLA supports renewal of the Canvas LMS contract. She also expressed concerns that literacy coaches, which is mentioned in the LAUSD Oversight report, are not being planned for the upcoming school year. Also, Ms. Collins stated that the proposed budget provides for an inadequate certificated salary increase. As to the capital projects committee, she expressed hope that such a committee would consider educator and staff feedback. She also requested that Teacher Representatives attend the monthly UTLA meetings. Finally, ECRA UTLA thanked outgoing Board members Kenneth Lee and Dr. Jeff Davis for their time and service.

F. Executive Director Update

Mr. Hussey thanked Mr. Bennett and Mr. Alba for their work in making graduation happen, as well as all the support staff that spent hours working on getting the facilities ready, as well as the counselors, administration, and of course the senior Class of 2020. Mr. Hussey also noted that there are 30 teachers teaching summer school, which started June 11th using simultaneous model. We will be transitioning on July 1st to a full in-person summer school. Mr. Hussey went over the student-to-teacher class size ratios for

the summer school classes by category (math, English, science, etc.). We also had three sections of extended school year for students with special needs.
ECRA partnered with the Southern California Medical Center to offer COVID vaccinations on campus for a one-day event. They will be returning in about a week and a half to give the second dose.
There will be two Welcome Weeks this year, for 10th graders who did not have a Welcome Week last year, as well as for incoming 9th graders.
Mr. Hussey noted that the PSW saw 182 individual students, visited 40 classrooms which encompassed 1,541 students. He stated that he is thankful that we will be adding a second PSW joining us this next school year so that more students, family members, and staff members can get the help they need.
ECR was voted the Daily News favorite charter school and favorite public high school.
Finally, Mr. Hussey thanked outgoing Board members Kenneth Lee and Dr. Jeff Davis for all their work on behalf of the school.
Mr. Silverstein and Ms. Chen also expressed their thanks for Mr. Lee and Dr. Davis.

G. Chief Business Officer Update

Mr. Wood reviewed the enrollment and ADA reports and noted that our numbers have been strong throughout the year. He also shared the update on the OPEB and General investment accounts. Mr. Wood is working on getting the Trustees for the OPEB account changed, outside legal assistance is helping on updating the trust documents as needed. Once the changes have been made, US Bank and Beacon Pointe are fully ready to receive the funds and to start investing them in accordance with the Investment Policy Statements.

H. Committee Updates

For the Executive Director Evaluation Committee, Ms. Chen noted that the committee chair was not previously reported. However, Mr. Wright stated that he volunteered to chair the committee.
The Finance Committee met last week and reviewed all the items and recommended approval of the check registers and the credit card charges. They also reviewed the investment report, and the financial update and all items in Section III.

II. Consent

A. Approve Minutes of May 27, 2021 Regular Board Meeting

Brad Wright made a motion to approve the minutes from Regular Board Meeting on 05-27-21.
Steven Kofahl seconded the motion.
All Board members present voted in favor of approving the consent agenda.
The board **VOTED** unanimously to approve the motion.

B. Review and Vote on May 2021 Check Registers

Brad Wright made a motion to approve the May 2021 check registers.
Steven Kofahl seconded the motion.
...
The board **VOTED** unanimously to approve the motion.

C. Review and Vote on May 2021 Credit Card Charges

Brad Wright made a motion to approve the May 2021 credit card charges.
Steven Kofahl seconded the motion.
...
The board **VOTED** unanimously to approve the motion.

III. Financial

A. May 2021 Financial Update

Mr. Wood went over the May 2021 financial report. He noted that ECR has a very healthy balance sheet, up almost $15 million compared to last year. The Balance Sheet continues to track the state deferrals, which will peak at the end of this month resulting in a receivable of $4.4 million.
Mr. Wood noted that the unaudited actuals report must be completed by September 15th and submitted LAUSD and CDE, and will include the actuarial report. The unaudited actuals report and the actuarial report will be presented to the Board.
Mr. Silverstein stated that the Finance Committee discussed the possibility of creating a designated reserve fund for deferred maintenance needs including current and future capital improvement projects.

B. Review and Vote on Resolution Re: Education Protection Account

Mr. Wood advised that the Resolution was included in the Board packet. There is a chart included that shows how the Proposition 30 funds will be allocated and used.
Mr. Wood noted that the Resolution includes Dr. Davis as secretary, so that should be amended to include the interim Secretary once that position is filled.
John Perez made a motion to table the item until after the agenda item to appoint an interim secretary.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Scott Silverstein	Aye
Brian Archibald	Absent
Jeff Davis	Absent
Brad Wright	Aye
Steven Kofahl	Aye
Beatriz Chen	Aye
Kenneth Lee	Absent

Roll Call

John Perez	Aye
Linda Ibach	Aye

Scott Silverstein made a motion to approve the resolution as amended to include the name of the interim secretary.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Review and Vote on Chartwells Food Service Contract

Mr. Wood explained that, if not for the pandemic, we would have had to go through the bidding process and enter a new multiple-year contract, whether with Chartwells again or with another vendor. However, because of the pandemic, CDE offered a waiver to allow an extension of one year of an existing contract. This contract is the one year extension. The contract has been factored into the proposed budget to be presented. The contract includes a schedule of pricing per diem, as well as staffing schedule which can be adjusted based on student participation.
Mr. Wood recommended approval of this one-year contract.

Scott Silverstein made a motion to approve the one-year extension of the Chartwells Food Service contract.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D.

Review and Vote on ICON School Management Contract

Mr. Wood stated that ICON has been providing back-office services for the past 2 years. They will be doing less as Mr. Wood has taken on some of what they were previously doing, resulting in a reduced rate for the year of $96,000. This is compared to the current cost of $132,000. Mr. Wood recommended approval of the ICON contract.
Mr. Silverstein noted that some 400 pages of documents were provided in this Board packet, and that he was unable to go through all the pages. Mr. Wright agreed.
John Perez made a motion to postpone the vote on this contract until the next Regular Board Meeting.
Scott Silverstein seconded the motion.
Mr. Perez asked Mr. Wood if there would be a financial impact if this item was postponed. Mr. Wood said yes from the standpoint as this is an annual contract that is to start July 1st and they are expected to provide financial services starting July 1st.
Mr. Wright suggested having a special meeting in a few days to discuss this contract.
Ms. Chen agreed with this suggestion. Mr. Hussey stated that this particular contract was not that many pages, and perhaps the Board could go over the contract now. Mr. Silverstein asked for a redline comparing this version with the prior year's contract.
The motion did not carry.

Roll Call

John Perez	No
Beatriz Chen	No
Steven Kofahl	No
Linda Ibach	No
Kenneth Lee	Absent
Brad Wright	No
Scott Silverstein	No
Brian Archibald	Absent
Jeff Davis	Absent

Brad Wright made a motion to table the vote on this motion until after the closed session.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
This matter was opened again for discussion after Closed Session took place. Mr. Wood went over the factors that went into the reduction in price for this year's proposed contract with ICON. Ms. Chen asked if last year's contract included grant writing; Mr. Wood replied it was more federal grant funding, not seeking private or institutional grants.
Scott Silverstein made a motion to approve the ICON Contract for 2021-2022.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Linda Ibach	Aye
Scott Silverstein	Aye
John Perez	Aye
Brad Wright	Aye

Roll Call	
Beatriz Chen	Aye
Brian Archibald	Absent
Jeff Davis	Absent
Steven Kofahl	Aye
Kenneth Lee	Absent

IV. School Business

A. Discuss and Vote on Instructure (Canvas) Learning Management System

Mr. Hussey stated that our current three-year contract with Instructure expires on June 30th. He noted that Canvas is our Learning Management System (LMS) and has been greatly helpful particularly during distance learning. The new contract would be for three more years; Mr. Hussey stated that Canvas is vital, both during the pandemic and as we come out of the pandemic.
Scott Silverstein made a motion to approve the three-year contract for the Instructure (Canvas) Learning Management System.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

B. Review of Charter Schools Division Oversight Report

Mr. Hussey reviewed the LAUSD Charter School Division (CSD) oversight report The ratings were 3's in governance, organization, and operations, and a 2 in student achievement. It was noted that we went from a 3 to a 2 in student achievement, but the data used was that from 2018-19, since there were no state tests taken; however, the criteria was changed while the data did not. It was noted that the fiscal operations were in good condition. And it was noted that there are areas of growth that ECRA will continue to work on.
Mr. Kofahl asked about the suspension rate; Mr. Hussey noted that, again, this is based on data from 2018-19, but since then our suspension rates have decreased significantly.
On the sub-group for math, Mr. Hussey noted that we have not tested in 2 years, so we do not have any new test scores to use.

C.

Discuss and Vote on Local Control Accountability Plan

The Board reviewed the revised Local Control and Accountability Plan, which was updated to reflect questions and comments from the Board at the last meeting. In particular, Ms. Clark went over the changes made to Goal 2 Action 9 and Goal 5 Action 2.
Mr. Silverstein noted that the version provided to the Board did not reflect some of the redlined changes; Ms. Clark replied that some of the changes were made very recently after further review and the changes were only to the numbers for the two Action items.
Ms. Chen requested that if there are changes made to anything in the packet, they be sent to the Board before the start of the meeting.
Scott Silverstein made a motion to approve the Local Control and Accountability Plan.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Review and Vote on 2021-2022 Budget

Ms. Chen noted that the budget was reviewed at the Finance Committee meeting, and the Finance Committee is recommending approval of the budget.
Mr. Wood went over the budget. The budget calls for a $2.3 million surplus for the year. The budget does not incorporate any salary increases other than the normal step increases; any salary increases to be negotiated in bargaining will result in an adjustment to the budget. The budget is broken down by departments for the first time, based on information and input from admin and teachers. Mr. Wood explained that the increase in administrative salaries went up is due to filling an open position that wasn't filled this last year.
Mr. Silverstein asked if the unemployment insurance is a state mandated rate increase; Mr. Wood replied yes, and it will be in effect for 2021-2022.
Brad Wright made a motion to approve the 2021-2022 budget.
Scott Silverstein seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Linda Ibach	Aye
Brad Wright	Aye
Jeff Davis	Absent
Brian Archibald	Absent

Roll Call	
Steven Kofahl	Aye
Beatriz Chen	Aye
Scott Silverstein	Aye
John Perez	Absent
Kenneth Lee	Absent

E. Discuss and Vote on Insurance Contract

Mr. Wood went over the insurance proposals received from Bolton and CharterSAFE; the quote from CharterSAFE was received just last night. It was noted that insurance rates had gone up in general, and for educational institutions in particular; as a result, many insurers have pulled out of the market. And there were also other factors that led to an increase in the proposal from Bolton. However, Mr. Wood noted that, though Bolton's proposal was a 37% increase compared to last year, the quote was less than from CharterSAFE.

Mr. Silverstein noted that he did not have an opportunity to review the proposals due to the number of documents involved. And while it is good to have another bid from the insurance company, it has not been provided to the Board in advance for review. He asked to see more of a competitive analysis or bids, and stated that perhaps it may be necessary to have a consultant review the process. He asked for more time to review the proposals.

Ms. Chen expressed similar concerns to Mr. Silverstein.

Mr. Wright asked when this needs to be approved. Mr. Wood stated it needs to be approved by June 30th when the current policy expires. Mr. Wright suggested that this be continued to a Special Board Meeting. Mr. Silverstein expressed concern about not getting Bolton's quote until just 6 days before it was set to expire. Mr. Wood also noted that, in talking to other conversion charter schools, they have also been experiencing increases in their insurance rates. Mr. Wright asked if it would be possible to see some comparisons; Mr. Wood stated he would ask if he could get this information from the other conversion charter schools and he will make a comparison chart, though there are specific factors that may affect each school's rates differently.

It was agreed to continue this matter to a Special Board Meeting, and to have both brokers available to present at the Meeting.

V. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

The Board went into Closed Session at 6:43pm.

B. Public Employee Discipline / Dismissal / Release

The Board met in Closed Session.

C.

Conference with Labor Negotiators

The Board met in Closed Session.

VI. Reconvene to Open Session

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

The Board reconvened to open session at 8:23 p.m.
Ms. Chen announced that the Board took action on two items.
First, the Board approved a settlement agreement with a teacher, ID number 2020-2021-1, for a general release of all claims for $20,000, plus reimbursement of expenses up to $2,993.37.
Second, the Board unanimously approved that ECRA take part in the class action litigation against JUUL, the vaping company. Mr. Perez explained the reasoning behind this decision, stating that it is a serious health problem and that the Board has to take a stand against the actions being undertaken by JUUL, for the sake of the students and the community in general.

VII. Governance

A. Discuss and Vote on Board Meeting Calendar for 2021-2022

The Board went over the proposed Board meeting calendar for the 2021-2022 as listed on the agenda. Ms. Chen noted that the Board will begin meeting in-person again in August, as allowed. Mr. Wright asked whether there can be adequate security present during in-person Board meetings. The Board also talked about scheduling the Brown Act and Governance Best Practices training, which will take place after the August meeting so that all Board members are seated.
Brad Wright made a motion to approve the proposed Board Calendar for 2021-2022.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

B. Create Capital Projects Committee

Ms. Chen stated that the Board wanted to create an *ad hoc* Capital Projects Committee, which will assist the staff in attaining its goals for capital improvement projects. The Committee will end within the school year or on the date the capital improvement projects are completed, whichever is sooner.
Brad Wright made a motion to create the ad hoc Capital Projects Committee with Mr. Wright, Ms. Chen, and Mr. Silverstein (chair) as members, the Committee to end before the end of the year or whenever the capital improvement projects are completed, whichever is sooner.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

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

C. Appreciation of Outgoing Board Members

The Board expressed its thanks to Kenneth Lee and Dr. Jeff Davis for their dedication and service to the school.

D. Elect Interim Secretary of the Board

This item was moved up to after Item III.B.
Ms. Ibach volunteered to serve as interim secretary. There were no other volunteers.
Steven Kofahl made a motion to elect Linda Ibach as the interim Secretary.
Brad Wright seconded the motion.
The board **VOTED** to approve the motion.

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

E. Discuss Election for Parent Representative

Ms. Chen stated that, since Dr. Davis resigned from the Board, a new Parent Representative would have to be elected. The following timeline was suggested: the position will be opened immediately; the position will be posted on the school website by Monday, June 28th; applications will be accepted until Friday, August 13th; a meet and greet will be scheduled the third week of August (to be coordinated with Friends of ECR), and it will also be announced during Welcome Week; and the election will take place from Monday August 23rd through Wednesday August 25th. The winning candidate will be announced and installed at the August 26th meeting. The Board agrees to this timeline.

VIII. Closing Items

A. Adjourn Meeting

Brad Wright 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 8:52 PM.

Respectfully Submitted,
Emilie Larew