APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

Date and Time
Thursday January 27, 2022 at 4:30 PM

Location
Virtual

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

The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join the virtual Board meeting, please register through GoToWebinar at:
https://attendee.gotowebinar.com/register/2075363802356457742
Webinar ID: 929-920-387

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 public 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 while in virtual attendance; or (2) email your comment to ***comment@ecrchs.net*** and your comment will be read on the record.

IMPORTANT NOTE REGARDING SENDING IN A WRITTEN COMMENT:

For anyone who wishes to send in a written comment to be read during Public Comments, you are strongly encouraged to email your comment to the aforementioned email address at least one (1) hour prior to the Official Board Meeting start time (e.g., by no later than 3:30 p.m. for a 4:30 p.m. Board Meeting start time). Otherwise, there is no guarantee that your comment will be viewed and read during Public Comments. If your written comment is received and is to be read on the record, your name and title/role will also be read on the record. If you wish to not have your name read on the record, please indicate so in your email.
In order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except when making a public comment. Please also note that those who elect to participate in the meeting through the call-in number will not have the option of being unmuted to speak during the public comments portion of 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
Alexandra Ramirez (remote), Brad Wright (remote), Daniela Lopez-Vargas (remote), Danielle Malconian (remote), Linda Ibach (remote), Steven Kofahl (remote)

Directors Absent
None

Guests Present
David Hussey (remote), Gregory Wood (remote), Kurt Lowry (remote)

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Jan 27, 2022 at 4:31 PM.

B. Record Attendance and Guests

Ms. Ibach informed the board prior to the meeting that she would arrive approximately 30 minutes late.

It is noted elsewhere in the Minutes when Ms. Ibach arrived and when she cast votes.

C. Pledge of Allegiance

Ms. Lopez-Vargas led the Pledge of Allegiance.

D. Public Comments

Dr. Lowry reported that he received no requests for Public Comments and no meeting attendee requested to make a verbal comment.

E. AB 361 Vote on Virtual Board Meetings

Danielle Malconian made a motion to to vote on whether or not the ECRA Board will continue to convene Board Meetings in a virtual format as outlined in AB 361.
Daniela Lopez-Vargas seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Aye
Brad Wright	Aye
Linda Ibach	Absent

F. UTLA Update

Mr. Monroy, UTLA Chapter Co-Chair, provided the UTLA update. He shared that UTLA stands in solidarity with its AFSCME colleagues who will soon enter contract negotiations with ECRA. Mr. Monroy expressed hope that negotiations would not be dragged out by ECRA out of respect for AFSCME members. Mr. Monroy concluded by asking rhetorically why, if students and teachers are back in classrooms, the ECRA Board continues to conduct meetings in a virtual format.

G. Executive Director Update

Mr. Hussey, Executive Director, provided his Executive Director Update. He wished all stakeholders a Happy New Year and acknowledged the prevalence of the COVID-19 Omicron variant. He noted that last week, ECR's positivity rate was 1.8% and this week the rate was .8%. He thanked his team and stakeholders for their efforts with testing, contract tracing, etc.
Mr. Hussey then discussed noted that ECR is in process of preparing for its accreditation audit through the Western Association of Schools and Colleges (WASC), which will occur in February of 2023 (next academic year). Mr. Hussey noted that five focus groups have been established to begin their work and that the school will provide ongoing updates to the ECRA Board and/or others as the school moves forward with WASC preparations.
Mr. Hussey concluded by wishing that all remain healthy.

H. Chief Business Officer Update

Mr. Wood, CBO, provided the CBO report:

First, he provided an update on ECR's Investments portfolio, with highlights as follow:

* Portfolio is comprised of OPEB and General Fund investment.

Re: OPEB:

* OPEB account YTD valued at $23,414,747.
* OPEB began the year at $21.250,357
* OPEB YTD Contributions = $1,320,000
* OPEB Gains of $844,390
* OPEB Investment Change = 4%

* OPEB Total Change = 10.2% (includes ECR monthly contributions)

Mr. Wood noted that Mr. Breller, Beacon Pointe Fund Manager, will make a more comprehensive presentation at the FEB. Finance and Investment Committee Meeting and at the Regular FEB. Board Meeting for a full perspective our investments account(s).

Next, Mr. Wood provided the Enrollment and ADA Update:

He noted that we've finished 89 instructional days through month five. Some highlights include lack of attendance, YTD = 93.2%, below regular attendance levels. 124.89 ADA Below normal and projected $1.3M in lost ADA funds to the school. These monthly updates, he noted, will continue to reflect any increase or decrease in attendance and that attendance funding will be locked in at month 8. Mr. Wood noted that the State of CA is looking at possible alternative attendance funding models to use in the next year and that this possibility might result in a more favorable ADA funding revenue stream for ECR.

Mr. Wood then discussed and reviewed a proposed budget calendar for 2022-2023, including timelines and topics included that comprise the budget planning purposes. He noted that this proposed Calendar had been presented to the Finance and Investment Committee Meeting a week ago and that the Committee had recommended that the proposed draft be presented at today's board meeting for comment prior to then being taken back to the Finance and Investment Committee on or about Feb. 17th, before a vote on a Final Version of the calendar by the full ECRA Board at the next Regular Board Meeting on February 24th. The purpose of the calendar is to support doing things a little different and to improve our budgeting process as we prepare for next year.

Mr. Wood then reviewed the Cafeteria update during which he noted that the cafeteria is being run in a positive manner with all meals served, regardless as to whether or not a student's identified status reduced, free, or paid. Cafeteria is currently operating with a surplus of $64K. The use of those funds must remain within Cafeteria usage, so we are considering the purchase of cafeteria equipment. Mr. Wood noted that as of December 2021, there are 1,225 students approved for Free and Reduced Price Meals which comprises 34.7% of the ECR student body population. This percentage of identified students also informs additional funding for the school. Lastly, Mr. Wood noted that ECR will be submitting an RFP for Food Service Management Contract proposals as must be done every five years.

I. Committee Updates

Updates were provided for the following Committees:

Board Capitalization Projects AD HOC Committee:

Ms. Malconian noted that the committee had met and reviewed a presentation that included projects planned and those that are currently underway.

Finance and Investment STANDING Committee:
Ms. Malconian noted that the Committee would like to recommend a vote by the full ECRA Board Meeting on February 24th to consider setting aside $5M of unrestricted monies for capital projects and to open up an investment account in which to deposit those funds and from which the Board would set aside any investment gains for capital projects funding.

Mr. Wood noted that this topic has been discussed previously and because of limits to general funds possibly by the State and out of consideration of the School's multitude of capital projects needs, the idea is a good one and the idea would be to set aside unrestricted funds into a deferred maintenance or capital projects funding account/line. Ms. Malconian added the additional idea is to grow the fund in order to continue to support the school for the long term.

J. Board Chair Report

Board Chair Wright invited fellow Board Members to share any items or feelings they might have.

Board Members present passed. Mr. Wright noted that the ECRA Board is a volunteer board that supports all ECR Stakeholders, that it does not take sides and that is a team that works together to make things better for our students.

II. Consent

A. Approve Minutes of January 12, 2022, Special Board Meeting

Steven Kofahl made a motion to approve the minutes from Special Board Meeting on 01-12-22.
Daniela Lopez-Vargas seconded the motion.
Ms. Ibach arrived to the meeting after this vote occurred. It is noted that she had informed the ECRA Board prior to the meeting that she would arrive approximately 20-30 late to the meeting.
The board **VOTED** to approve the motion.

Roll Call

Alexandra Ramirez	Aye
Steven Kofahl	Aye
Linda Ibach	Absent
Daniela Lopez-Vargas	Aye
Brad Wright	Aye
Danielle Malconian	Aye

III. Financial

A. Review and Vote on December 2021 Check Registers

Steven Kofahl made a motion to Vote to Approve the December 2021 Check Registers.
Daniela Lopez-Vargas seconded the motion.
Mr. Wood reviewed the December 2021 Check Registers prior to the vote.

Ms. Ibach did not cast a vote for this item as she had not yet joined the meeting.

She had informed the Board prior to the meeting that she would arrive at the meeting approximately 20-30 minutes late.
The board **VOTED** to approve the motion.

Roll Call	
Steven Kofahl	Aye
Brad Wright	Aye
Danielle Malconian	Aye
Daniela Lopez-Vargas	Aye
Linda Ibach	Absent
Alexandra Ramirez	Aye

B. Review and Vote on December 2021 Credit Card Charges

Daniela Lopez-Vargas made a motion to Vote to Approve the December 2021 Credit Card Charges.
Steven Kofahl seconded the motion.
Mr. Wood reviewed the December 2021 Credit Card Charges prior to the vote.

Ms. Ibach arrived at the meeting at approximately 5:02 p.m. and in time to hear Mr. Wood's review of this item and to cast her vote in favor of the motion.
The board **VOTED** to approve the motion.

Roll Call	
Alexandra Ramirez	Aye
Brad Wright	Aye
Steven Kofahl	Aye
Danielle Malconian	Aye
Linda Ibach	Aye
Daniela Lopez-Vargas	Aye

C. December 2021 Financial Update

Mr. Wood presented the Financial Update. He noted that this information had been presented at the Finance and Investment Committee Meeting last week by John Arndt of ICON School Management, so he would provide a few highlights here, which included the following highlights for each slide:

Balance Sheet:
Mr. Wood highlighted Unrestricted Net Assets in the amount of $19,112,921 some of which might be looked at for other uses.

Cash Analysis:
Mr. Wood noted that this slide shows where cash resides and in which account. Mr. Wood noted that two lines are listed as OPEB, which are technically not considered unrestricted cash, but is restricted cash in the OPEB account.

Profit and Loss (Summary):
Mr. Wood noted that the first column is the June 2021 adopted budget, the next item is the adjusted 1st interim budget, the third column is the YTD through December 2021, and the fourth column is the PYTD, which affords a comparison between this year's and last year's YTD at the same time (December 2020 vs. December 2021). Mr. Wood noted that we continue to be in line with our 1st interim budget and we are ahead of where we were last year at this time.

Profit and Loss (YTD):
Mr. Wood reviewed revenues, expenditures, net income and net income before fair market value adjustment. Slide HIghlights also include: In-person instruction and sports activities will incur additional expenses with the re-opening of school. Additional CARES Related expenses for 21-22 will also increase expenses. PPP Loan Forgiveness accounts for the substantial increase in Actual YTD Dec. 2021 Federal Revenue increase. Employee Benefits decrease due to STRS Refund. Books and Supplies account for higher than normal increase in expenditures this year.

Budget Comparison (YTD):
Mr. Wood reviewed both Revenues and Expenditures. Highlighted slide notes include: Lottery Amounts increased. SEF Tax Rate went down from 1.23% to .50% which constitutes a savings. SPED Rates are projected to increase from $689 State and $267 Federal. Salary Adjustments will occur ahead of the 2nd Interim Budget. Lower enrollment/ADA from 21-22 Adopted Budget is approximately $1M. Mr. Wood noted that Books and Supplies budgets will not reflect nearly as much spending at the end of the year as they did at the beginning of this year.

Department Budgets (4000s):
Mr. Wood reviewed the budget expenditures for Approved Textbooks & Core Curricula Materials, of which 99.60% of funds have been spent by Departments. Mr. Wood then reviewed expenditures for the Instructional Materials & Supplies Accounts for various departments, noting that an approximate 76% of Adopted Budget for these items had been spent/used. This is updated monthly.

Other Matters: Audited Financials for 2020-2021 are due on Monday, Jan. 31st, 2022, due to Education Code 41020(h) and we will file on time. At the appropriate time, the auditor will report on findings for the ECRA Board. Mr. Wood noted that there is some discussion as to the reporting of the PPP loan and timing of the forgiveness of the loan occurring during the current year and how that might be reported. A second interim report that will be presented in January will be provided.

Mr. Wood referenced the remaining documents reflect the various accounts and their amounts.

IV. School Business

A. Discuss Proposed Updates to the School Wellness Policy

Dr. Lowry provided an overview of the current Wellness policy and components that are aligned with Local and State Mandates and that support students' physical, emotional, and mental health.

Dr. Lowry noted that he will be following up with Admin, including Mr. Hussey and Mr. Bennett and others to establish a committee to review and provide input on the update or possible update for the School's Wellness Policy.

Ms. Lopez-Vargas asked if the Wellness Policy is the same as that required by the NSLP to which Dr. Lowry replied that our Wellness Policy is unique to the ECR Community, but will have within it components that may be required by the NSLP ad SBP (School Breakfast Program).

B. Discussion and Vote on Waiver to Permit Non-PE Credentialed Teachers to Serve as Interscholastic Athletics Coaches

Linda Ibach made a motion to Vote to Approve Waiver(s) to Permit Non-PE Credentialed Teachers to Serve as Interscholastic Athletics Coaches.
Steven Kofahl seconded the motion.
Mr. Hussey presented waivers for Mr. Yi and Mr. Bennett to serve as authorized coaches for the Aquatics and Lacrosse Programs, respectively.

Mr. Kofahl asked if there is any liability attached to this. The Coach who is getting the stipend is in charge of supervising the students.
The board **VOTED** to approve the motion.

Roll Call	
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Aye
Brad Wright	Aye
Danielle Malconian	Aye

Roll Call

Linda Ibach	Aye

C. Discuss and Vote on Establishment of Sand Volleyball Program Team(s) Effective Spring 2022 Semester

Brad Wright made a motion to Vote to Approve the Establishment of a Sand Volleyball program effective with the Spring 2022 Semester.
Danielle Malconian seconded the motion.
Mr. Hussey presented the program overview, including the logistics and budget, and approval. Mr. Hussey noted his support for this program, noting that it presents a great opportunity for ECR girls to participate, earn potential scholarships, and increase student activities on campus.

Ms. Malconian noted her support for similar reasons, another sport offering to girls and the like.

Mr. Wright noted the importance of being aware of costs for participation and for building a sand Volleyball Court and asked the price.

Mr. Hussey noted that the capitalization projects committee can be involved in the process of pricing. Noted prices would vary and we'd have to investigate as part of capitalization projects.

Mr. Wright asked what would happen if the program worked out, to which Mr. Hussey noted that we'd have to either drop the program or travel a great distance. Mr. Hussey noted that the program might be similar to Lacrosse in that it grew slowly, then caught on. Mr. Wright asked if there is a guaranteed commitment by other schools in the area to participate and fund their programs, with implications for ECR's investment, to which Mr. Hussey replied that we do not have any guarantees.

Mr. Wright stated that he is for this.

Ms. Malconian asked if this will be voted on tonight, and Mr. Wright replied in the affirmative.
The board **VOTED** to approve the motion.

Roll Call

Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Brad Wright	Aye
Danielle Malconian	Aye
Alexandra Ramirez	Aye

D.

Public Hearing: American Federation of State, County, and Municipal Employee's Initial Proposal for bargaining a successor collective bargaining agreement with El Camino Real Alliance.

Mr. Hussey briefly reviewed the AFSCME proposal that had been sent to ECRA on or about January 15th.

Negotiations will be beginning soon.

E. Possible Employee Request for Board to Hear Statement of Charges that Cause Exists Supporting Dismissal/Termination from Employment

Mr. Hussey confirmed that this Agenda item is postponed until the February Regular Board Meeting for possible consideration and action.
Mr. Wright announced that the ECRA Board was going into Closed Session at 5:33 p.m.

V. Reconvene to Open Session

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

The ECRA Board Reconvened in Open Session at 5:47 p.m.

Mr. Wright reported that no Board Actions were taken during Closed Session.

VI. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to Vote to Adjourn today's Regular Board Meeting.
Danielle Malconian seconded the motion.
Dr. Lowry called a single voice vote and all members voted "Aye."
The board **VOTED** 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 5:48 PM.

Respectfully Submitted,
Kurt Lowry