

APPROVED



# El Camino Real Charter High School

## Minutes

### Regular Board Meeting

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#### Date and Time

Thursday March 23, 2023 at 5:30 PM

#### Location

Main Campus - Library Media Center

El Camino Real Charter High School  
5440 Valley Circle Boulevard  
Woodland Hills, CA 91367

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#### REGULAR BOARD MEETING

For 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).

#### **ATTENTION:**

**WE HAVE RETURNED TO "IN-PERSON" REGULAR AND SPECIAL BOARD MEETINGS AND COMMITTEE MEETINGS.**

#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING ATTENDEES:**

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 **two (2) 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 be permitted 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 the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, 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 be permitted 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 state their name and 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.

**IMPORTANT NOTE REGARDING PUBLIC COMMENTS:**

**Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and at Committee Meetings must be made in person.**

**There is no obligation on the part of the school to have a school official read public comments during in-person Board Meetings.**

**A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.**

**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 or more motions 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 vote(s) on the Consent Agenda item(s). 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](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

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#### **Directors Present**

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

#### **Directors Absent**

Gregg Solkovits

#### **Guests Present**

David Hussey, Gregory Wood, Kurt Lowry, [a.llyas@ecrchs.net](mailto:a.llyas@ecrchs.net), [r.guinto@ecrchs.net](mailto:r.guinto@ecrchs.net)

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### **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 Mar 23, 2023 at 5:33 PM.

Brad Wright called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Mar 23, 2023 at 5:33 PM.

#### **B. Record Attendance and Guests**

Quorum established. Mr. Solkovits notified the Board ahead of the meeting of his absence.

**C. Pledge of Allegiance to the United States of America (USA)**

Student Paul Scola led Boardmembers and guests in the Pledge of Allegiance to the United States of America (USA).

**D. Public Comments**

Two public comments were received, with highlights below:

1. Student Maddox Le - Read a statement critical of the quality and caloric value of the meals served in the school Cafeteria. Cited research survey respondent data. Requested improvements to menu.

2. Parent/Volunteer Cheryl Dorries requested that the ECRCHS make the Emergency Response Plan and Comprehensive School Safety Plan easier to access to for parents, including making these documents available from the school's website's home page; she also requested non-traumatic active training/situational awareness training for students and staff who need further training; noted that she will follow-up with an email to the Board and Mr. Hussey.

**E. Executive Director Update**

Mr. Hussey provided his Executive Director Update, with highlights as follow:

\* Congratulated and Recognized the ECRCHS Academic Decathlon Team who recently was named the SoCal Independent Charter School Regional Champions and who was recently recognized by Congressman Brad Sherman, who provided certificates to each member of the team; Mr. Hussey presented the certificates to each student and noted that the team will go on to win at the State level this weekend; Mr. Wright thanked each student individually and the team then took a photograph in front of board members;

\* Noted that the school began Statewide Testing this past week with a new testing schedule with testing beginning after nutrition based on research that highlighted potential beneficial results for testing after a nutrition period meal; make-up testing next week; all seems to be working out well initially.

\* Thanked to Ms. Evens, Mr. Boyle, and Mr. Denny, Mr. Hartley, Ms. Shano, Mrs. Schuster, Mrs. Yedor, Mr. Bennett, and Ms. Endres for their work on finalizing the WASC Action Plan; the Self-Study has been submitted and we are waiting for the WASC Commissions decision on the status of our accreditation.

\* Thanked Mr. Guinto and Mr. Delgado for their work in securing a more secure internet service capability at the North Campus; noted our last contract required payment of

\$899/month for 100MB; new contract is \$347.50/month for 1 GB; noted that as soon as we received the E-rate discount, we'll pay approximately \$174/month; we're now getting something faster and cheaper.

\* Informed Board and guests that the school will distribute COVID-19 tests next Tuesday in preparation for Spring Vacation and will recommend (Not Require) that students test prior to their return to school.

#### **F. Chief Business Officer Update**

Mr. Wood, CBO, provided his CBO Update, with highlights as follows:

From the Materials:

\* Cafeteria Updates - participation is up 54%; with surplus cafeteria revenue, we will present later in today's meeting a proposal for cafeteria upgrades; happy that the cafeteria meals program can support those things;

\* Financial Updates - Month 7 ADA information and comparisons between last year and this year (presented during last week's Finance and Investment Committee Meeting) are in the materials attached; Next month (month 8) will result in our locking in of our budget outlook/projections for the year and will guide budget development for 2023-2024 academic year; noted that Mrs. Ilyas has been working with departments to ensure the budget development process for next year is following the proposed timelines;

\* noted Mrs. Ilyas had also attended a webinar earlier in the day to learn that our insurance premium with CharterSAFE (JPA insurance provider) may increase 1% to 3% next year based on current market conditions;

\* Met with Legal Counsel (YM&C) at the recent CA Charter Schools Assoc. (CCSA) Conference in Sacramento to discuss the Fulgent Case (we and several other charter schools are challenging Fulgent on their COVID-19 testing-related billing);

\* Also met with vendor/auditors in response to the RFP for audit services;

\* Also met with insurance company in case we choose to go in a different route than with CharterSAFE;

\* Also met with a number of other Charter School leaders, CBOs, Executive Directors; noted it was a worthwhile conference;

#### **G. Board Committee Updates**

Mr. Wright facilitated Board Committee Updates, with highlights as follow:

\* Athletics Oversight Committee - No updates to report.

\* Capitalization Projects - Ms. Malconian noted that the committee convened a brief meeting last week and reported that there are some items on today's agenda (facilities improvements and tech. upgrades).

\* Finance and Investment Committee - Ms. Malconian noted the committee met last week and in the guise of transparency, all agendas, credit cards statements, check registers, financial documents, are posted and available; recordings; made recommendations to the full board to pass;

\* Ms. Malconian noted, too, in response to the students' public comment about the quality and caloric value of the food served in the cafeteria, she noted that our meals served is up so she'd like to see students' email or survey responses to learn more about concerns that she has not heard to date.

\*Executive Director Evaluation Committee - Ms. Ibach reported that it has been taken care of.

\* Facilities and Maintenance - Nothing to report.

\* Instruction and Data - Nothing to report.

\* Travel - Nothing to report.

Technology Committee - Nothing to report.

## H. Board Chair Update

No Board Chair Update was provided beyond the Board Committee updates.

## II. Consent

### A. Approve Minutes of the February 23rd, 2023, Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from the Regular Board Meeting 02-23-2023 Regular Board Meeting on 02-23-23.

Danielle Malconian seconded the motion.

The three (3) items on the Consent Agenda were approved in a single roll call vote.

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

#### Roll Call

Steven Kofahl	Aye
Brad Wright	Aye
Danielle Malconian	Aye
Gregg Solkovits	Absent

**Roll Call**

Daniela Lopez-Vargas Aye  
Linda Ibach Aye  
Alexandra Ramirez Aye

**B. Approve the February, 2023, Check Registers**

Steven Kofahl made a motion to approve the Consent Agenda, under which the February, 2023, Check Registers are a part.

Danielle Malconian seconded the motion.

The three (3) items on the Consent Agenda were approved in a single roll call vote.

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

**Roll Call**

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

**C. Approve the February, 2023, Credit Card Charges**

Steven Kofahl made a motion to approve the Consent Agenda, under which the February, 2023, Credit Card Charges are a part.

Danielle Malconian seconded the motion.

The three (3) items on the Consent Agenda were approved in a single roll call vote.

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

**Roll Call**

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

**III. Investment**

**A. February, 2023, Investment Update**

Mr. Wood, CBO, provided the February, 2023, Investment Update, with highlights as follow:

Investment Accounts:

OPEB:

\*End of Feb. OPEB balance is in excess of \$23.4M, an increase of 12.6% from last school year's ending balance; Our investments are up 5% for the year, with contributions of \$220K per months for a YTD contribution amount of \$1.5M.

GENERAL INV. ACCT:

\* End of Feb, Gen. Acct. balance is at \$6.82M;

COMBINED Investment Account Balances = \$29.86M

## **B. US Bank/ECRA Healthcare Trust Presentation**

Ms. April Beauchamp, Vice President, Relationship Manager, Institutional Trust & Custody for U.S. Bank, presented and discussed US Bank's role as trustee of the OPEB Investment accounts, per the slideshow presentation attached to this agenda item.

Highlights presented included:

- \* Reiterated commitment to meeting ECRCHS's needs in the current relationship/partnership
- \* Reviewed client services team and services
- \* Provided overview of education custodial portfolio (clients and assets)
- \* Reviewed Trust services at a glance
- \* Reviewed Trust services specific to ECRCHS/OPEB Account and primary/fiduciary responsibilities (5)
- \* Pivot Platform Overview (run reports, access documents/statements)

## **IV. Finance**

### **A. February, 2023, Financial Update**

No need to discuss Item A as was/is included in Item B. immediately following this item.

### **B. Discuss and Vote on the 2nd Interim Financial Report**

Danielle Malconian made a motion to approve the 2nd Interim Financial Report.

Alexandra Ramirez seconded the motion.

Prior to the Vote, Mr. Wood, CBO, presented the 2nd Interim Financial Report, including summary and detailed slides, based on the attached materials. This item had also been discussed and recommended for approval by the full board during last week's Finance and Investment Committee.

\$4,287,000 projected balance by the end of the year = Bottom Line

Mr. Kofahl asked Mr. Wood if we're doing better this year when compared to last year, to which Mr. Wood responded in the affirmative.

Mr. Wood did advise caution with regard to next year's projected slight enrollment decline having a potential adverse impact on ADA/Budget;

Mrs. Ilyas also noted that the school can expect some COVID monies to "fall off" or not be included, aligning with Mr. Wood's note of budget caution moving forward.

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

**Roll Call**

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

**V. School Business**

**A. Discuss and Vote on the Proposed 2023-2024 and 2024-2025 School Calendars**

Steven Kofahl made a motion to approve the proposed 2023-2024 and 2024-2025 School Calendars.

Linda Ibach seconded the motion.

Prior to the Vote, Mr. Hussey discussed the proposed calendars and noted that the calendars had been presented and submitted for feedback from stakeholders with no requested changes, as well as discussed at a previous Board Meeting.

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

**Roll Call**

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

**B. Discuss the CA School Dashboard**

Mr. Hussey discussed the CA School Dashboard while navigating the actual CA School Dashboard for ECRCHS:

\* Color codes are used for each year-to-year data comparison

\* Susp. Rate is Low (a Good Thing)

- \* English Learner Progress is Low, noting that we reclassified 61% of English Learners (ELs)
- \* Graduation Rate is High
- \* College and Career not reported in 21-22
- \* English Language Arts as compared with other schools in CA = High Range
- \* Mathematics as compared with other schools in CA = Medium Range
- \* Basics, Teachers, Instructional materials = Met
- \* Implementation of Academic standards = Met
- \* Parent and Family Engagement = Met
- \* Climate = Met
- \* Access to a Broad Course of Study = Met

Mr. Hussey reviewed graduation rates data to highlight student subgroups' respective performance and actual graduation rates

Mr. Hussey reviewed subgroups' respective academic performance in ELA and Math and noted that these two areas of concerns are included in our WASC Action Plan.

Mr. Hussey invited anyone who wants more information to contact him.

In response to Mr. Kofahl's question about how we plan to address mathematics performance, Mr. Hussey highlighted study skills, tutoring, Algebra 1 class offered again in the Spring Semester; possible class size reductions; introducing "Edulastic" as part of the PLC process; ensuring students are exposed to SBAC-type questions in the classroom.

### **C. Discuss and Vote to Approve the Purchase of 2023-2024 Incoming Freshmen Devices**

Steven Kofahl made a motion to Approve the Purchase of 2023-2024 Incoming Freshmen Devices.

Linda Ibach seconded the motion.

Prior to the Vote, Mr. Delgado, Chief Information Officer, and Mr. Guinto, Director, Technology, discussed the purchase of 2023-2024 Incoming Freshmen Devices.

This item had been presented, discussed, and recommended by the Finance and Investment Committee on 3/16/23 to the full board for approval during today's Regular Board Meeting.

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

#### **Roll Call**

Linda Ibach	Aye
Gregg Solkovits	Absent
Daniela Lopez-Vargas	Aye
Danielle Malconian	Aye

**Roll Call**

Steven Kofahl	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye

**D. Discuss and Vote to Acknowledge the Bid Awards for the E-Rate Request For Proposal (RFP) to Apply for 2023-2024 Funding.**

Danielle Malconian made a motion to Acknowledge the Bid Awards for the E-Rate Request For Proposal (RFP) to Apply for 2023-2024 Funding.

Alexandra Ramirez seconded the motion.

Prior to the Vote, Mr. Delgado, Chief Information Officer, and Mr. Guinto, Director, Technology, discussed the Bid Awards for the E-Rate Request For Proposal (RFP) to Apply for 2023-2024 Funding.

This item had been presented, discussed, and recommended by the Finance and Investment Committee on 3/16/23 to the full board for approval during today's Regular Board Meeting.

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

**Roll Call**

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

**E. Discuss and Vote to Approve the Proposed Gymnasium Facilities Upgrade**

Danielle Malconian made a motion to Approve the Proposed Gymnasium Facilities Upgrade.

Steven Kofahl seconded the motion.

Prior to the Vote, Mr. Delgado, Chief Information Officer, and Mr. Guinto, Director, Technology, discussed the Proposed Gymnasium Facilities Upgrade.

This item had been presented, discussed, and recommended by the Finance and Investment Committee on 3/16/23 to the full board for approval during today's Regular Board Meeting.

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

**Roll Call**

Steven Kofahl	Aye
Gregg Solkovits	Absent
Alexandra Ramirez	Aye
Danielle Malconian	Aye

**Roll Call**

Linda Ibach                    Aye  
Brad Wright                    Aye  
Daniela Lopez-Vargas      Aye

**F. Discuss and Vote to Approve the Proposed Cafeteria Facilities Upgrade**

Steven Kofahl made a motion to Approve the Proposed Cafeteria Facilities Upgrade. Daniela Lopez-Vargas seconded the motion. Prior to the Vote, Mr. Delgado, Chief Information Officer, and Mr. Guinto, Director, Technology, discussed the Proposed Cafeteria Facilities Upgrade.

This item had been presented, discussed, and recommended by the Finance and Investment Committee on 3/16/23 to the full board for approval during today's Regular Board Meeting.

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

**Roll Call**

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

**G. Discuss and Vote to Approve the Proposed 2023-2024 Food Services Contract with Chartwells**

Danielle Malconian made a motion to Approve the Proposed 2023-2024 Food Services Contract with Chartwells.

Alexandra Ramirez seconded the motion.

Prior to the Vote, Mr. Delgado, Chief Information Officer, and Mr. Guinto, Director, Technology, discussed the Proposed 2023-2024 Food Services Contract with Chartwells.

This item had been presented, discussed, and recommended by the Finance and Investment Committee on 3/16/23 to the full board for approval during today's Regular Board Meeting.

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

**Roll Call**

Steven Kofahl              Aye  
Linda Ibach                Aye  
Brad Wright                Aye  
Daniela Lopez-Vargas      Aye  
Gregg Solkovits            Absent  
Danielle Malconian        Aye

**Roll Call**

Alexandra Ramirez Aye

**H. Discuss and Vote on the Franz Law Group Social Media Agreement**

Danielle Malconian made a motion to approve the opportunity to join the class of petitioning schools in the Franz Law Group Social Media Agreement.

Linda Ibach seconded the motion.

Prior to the Vote, Mr. Hussey discussed the Franz Law Group Social Media Agreement, with highlights as follow:

\* Class Action lawsuit against various social media corporations for damages caused to students via social media use;

\* ECRCHS is able to join the petitioning class

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

**Roll Call**

Danielle Malconian Aye

Brad Wright Aye

Gregg Solkovits Absent

Steven Kofahl Aye

Daniela Lopez-Vargas Aye

Alexandra Ramirez Aye

Linda Ibach Aye

**I. Discuss and Vote on Board Resolution to Opt Out of Insurance Policy with CharterSAFE**

Linda Ibach made a motion to Approve the Board Resolution that allows for the Possible Opt Out of the Insurance Policy with CharterSAFE.

Alexandra Ramirez seconded the motion.

Prior to the Vote, Mr. Wood, discussed the possibility of increased insurance rates due to market conditions. He noted that the Board Resolution would allow ECRCHS to opt out of its current insurance policy with CharterSAFE and obtain coverage from another provider, if desired.

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

**Roll Call**

Alexandra Ramirez Aye

Daniela Lopez-Vargas Aye

Danielle Malconian Aye

Gregg Solkovits Absent

Steven Kofahl Aye

Linda Ibach Aye

Brad Wright Aye

Dr. Lowry informed Boardmembers and Guests of the Rules for going into Closed Session and invited guests to return when the Board reconvenes in Open Session.

The Board entered Closed Session at 6:55 p.m.

## **VI. Closed Session**

### **A. Public Employee Discipline/Dismissal/Release (§ 54957)**

This item was discussed.

### **B. Conference with Legal Counsel - Anticipated Litigation**

This item was discussed.

The Board returned to Open Session at 8:44 p.m.

## **VII. Reconvene to Open Session**

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

Board Chair Wright announced that the Board had voted unanimously to approve acceptance of the Class Action Lawsuit Settlement Agreement against JUUL Labs, Inc.

## **VIII. Closing Items**

### **A. Adjourn Meeting**

Steven Kofahl made a motion to adjourn the meeting.

Alexandra Ramirez seconded the motion.

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 8:45 PM.

Respectfully Submitted,  
Kurt Lowry