

APPROVED



# El Camino Real Charter High School

## Minutes

### Regular Board meeting

June 22, 2023 Regular Board Meeting

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#### **Date and Time**

Thursday June 22, 2023 at 5:30 PM

#### **Location**

Grieb (Little) Theater - 5440 Valley Circle Blvd. 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.

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**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, Gregg Solkovits, Linda Ibach, Steven Kofahl

#### **Directors Absent**

None

#### **Guests Present**

David Hussey, Emilie Larew, Gregory Wood

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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 Jun 22, 2023 at 5:41 PM.

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

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

Mr. Edward Reynolds led the Pledge of Allegiance.

#### **D.**

## Public Comments

1. Carlos Monroy spoke about concerns regarding ending Board member term limits.
2. Scott Silverstein spoke about concerns regarding the Board Chair and the Board's versus the Administration's role at the school.
3. Letty Zane spoke about concerns regarding the timing of Board elections for seats with terms ending June 30th.
4. Helen Fouras spoke against changing the policy regarding Board term limits.
5. Montel Hatcher spoke about his belief that the Board is doing a good job.
6. Tony Baraz spoke about his seeing Mr. Wright as the only one outside the school speaking with parents on the day of the lockdown and sees him making sure kids are safe in the mornings with the traffic cones.
7. Edward Reynolds spoke on behalf of Wings Over Wendy's and expressed thanks for the support the organization has received in meeting at the North Campus and their desire to have memorabilia up on the wall.
8. Charne Tunson spoke about importance of two-way communication and the importance for parents to feel like valued stakeholders.
9. Stephanie Franklin shared that she has been an ECR teacher for 16 years, appreciates all the time and work of the Board members, noted the challenges finding people to fill this volunteer role, and expressed support of removing term limits as long as protections remain in case of bad actors.
10. Dana Hill stated he has nothing but positive things to say about the school and the Board. He does not believe in term limits as it creates artificial change only for the sake of change.
11. Cheryl Dorries spoke about supporting the Board's governance role and not having term limits, just like the Friends of ECR Board does not have term limits. She expressed concerns regarding FOECR Board procedures.
12. Ronald Laws shared that his daughter attended ECR as a Freshman last year and he has siblings who attended years ago. He is very pleased with how things have been handled at the school and stated that the Board has done well.
13. Shaw Fann, retired engineer, commented that he has lived within walking distance of ECR for 40 years. He appreciates the traffic control recently implemented and elimination of U-turns and efforts to take care of the school. He also supports the removal of Board term limits.
14. Duncan McIntosh congratulated the school on winning his wife's school search contest after trying to choose the best school for his child. Stated that one of biggest challenges he has seen with agencies and boards is turnover and expressed support for removing Board term limits.
15. Karen Evens, ECR teacher, stated that she is a regular Board meeting attendee and that this is a well selected, elected, and efficient Board. Worked under Mrs. Ibach for 9 years and has utmost respect for her. She supports the removal of term limits.

16. Norris Gumby commented that he is new to West Hills and he have a child who will be attending ECR starting next year. He and his wife both teach at USC. He believes Board term limits are an anachronism and supports the removal of term limits.

#### **E. Executive Director Update**

Expressed thanks to ... for graduation a few weeks ago.

Provided an update on the status of the football field. If all goes well, should have new field in less than 30 days.

Updates to cafeteria area, main hall, gymnasium.

Continue to work with LAUSD on the camera system for safety purposes and new bleachers in the gym.

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

Mr. Wood introduced the new cafeteria manager.

He noted historic occurrence that CSD gave ECR a perfect score of 4 in areas he oversees...

Budget updates will come under the specific agenda items later in the meeting.

Reviewed funding challenges, enrollment declining across the state...

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

Finance and Investment Committee Update - Chair Ms. Malconian reported they had a robust meeting last week to discuss the financial items on tonight's agenda.

Capitalization Committee - Chair Ms. Malconian recommends quarterly meetings for the coming year.

School Site Safety Committee - Mr. Wright provided update on safety of the school talking about the security team.

Athletics - There was nothing to report.

Executive Director Evaluation - Chair Ms. Ibach reported the evaluation has been completed.

Facilities - Mr. Wright - the cleanest campus has ever been

Instruction - There was nothing to report.

Travel - There was nothing to report.

Technology - There was nothing to report.

## **H. Board Chair Update**

Mr. Wright invited Board members to share updates. Mr. Solkovits highlighted that Board Member Schmerelson has been very helpful to ECR this year. Ms. Ramirez shared that she has noticed that there seems to be some confusion regarding requirements for Board members who have a child attending ECR and noted that the parent representative Board member is the only one who cannot have a child attending the school.

Mr. Wright reviewed information about the upcoming Board elections. Elections will take place in August when school resumes to support the involvement of incoming families in the process. Current Board members will remain in place until new members are seated.

## **II. Consent**

### **A. Approve Minutes of the May 25th, 2023, Regular Board Meeting (TABLED)**

Tabled.

### **B. Approve the May 2023, Check Registers**

Danielle Malconian made a motion to approve the check registers.

Daniela Lopez-Vargas seconded the motion.

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

### **C. Approve the May 2023, Credit Card Charges**

Alexandra Ramirez made a motion to approve the credit card charges.

Danielle Malconian seconded the motion.

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

## **III. Investment**

### **A. May 2023 Investment Update**

Mr. Wood led the discussion and materials were presented during the finance board committee meeting. ECR investments are up 25% for the year and it has been doing well. the review will happen at the end of the month. The OPEB obligation will be closer to be fully funded.

## **IV. Finance**

### **A. CARES Act Update**

Mr. Wood and Ms. Ilyas led the discussion for the CARES Act Update.

Mr. Wood explained that the money must be spent by the deadlines indicated. Any unspent funding at that time must be returned.

Mr. Wright asked if the money rolls over if it does not get spent.

Mr. Wood said that if the money is not spent then it should be given back.

Mr. Solkovits asked as part of the federal debt limit and he read they were going to pull back the unspent money. Is ECR sure about how the money is being spent.

Mr. Wood reviewed information related to the grants and spending deadlines.

#### **B. Discussion and Vote on 2023-2024 ICON School Management Contract Renewal**

Mr. Wood reviewed the key points of the contract. The details were mainly presented at the finance board committee meeting.

Danielle Malconian made a motion to approve the...

Alexandra Ramirez seconded the motion.

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

#### **C. Discussion and Vote on 2023-2024 CharterSAFE General and Worker's Comp Insurance Contract Renewal**

Mr. Wood reviewed the updates to this year's contract and costs. Most of the information was discussed in the Board Finance Committee meeting. He used a cost breakdown to show why CharterSAFE is the best option for ECR.

Danielle Malconian made a motion to approve the CharterSAFE General and Worker's Comp contract renewal.

Gregg Solkovits seconded the motion.

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

#### **D. Discuss and Vote Approval of Additional Biology Textbooks**

Mr. Wood led the discussion as it was presented during the Board finance committee meeting. It is going to the \$171k over 6 years as it will be a 6-year contract.

Danielle Malconian made a motion to approve the additional textbook budget for Biology texts.

Gregg Solkovits seconded the motion.

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

Danielle Malconian made a motion to approve the additional textbook budget for the new Biology textbook.

Gregg Solkovits seconded the motion.

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

### **V. Governance**

#### **A.**

### **Discuss and Vote Board Term Limits**

The proposed change to remove one sentence from Section 5 of the Bylaws to remove Board term limits. Instead of stating each board can do a term for 3 years, the proposal is for the Bylaws to state as long as the board is qualified.

Ms. Ibach has received many comments from teachers. She expressed surprise that it came up again so soon after being tabled. She is very concerned about the anonymous letters that have been going around.

Ms. Malconian sees the pros and cons. However, the concerns that were brought up on the public comments led her to believe that term limits may not be a good idea. Teachers and students have been here for many years and there is a huge learning curve to lead a school as a board member.

Mr. Solkovits asked if any parent or community surveys were sent for feedback. Mr. Wright said information was included in the newsletter, but that a survey was not conducted. He reported that he has received many emails both for and against. Mr. Hussey noted that the school requested feedback, but did not conduct a formal survey. Mr. Solkovits does not see a compelling reason to remove term limits, noting how many elected positions in state and federal government have term limits.

Mr. Wright requested that Ms. Larew read the proposed update to the bylaws. Ms. Larew read Section 5, which currently reads... Ms. Larew stated the proposal is to...

There was a motion to amend Section 5, Director's Term, of the Bylaws to remove the language regarding term limits. The motion did not pass.

Mr. Kofahl stated that he wanted to change his vote and made a motion to reconsider. The motion to reconsider passed.

The motion was again made to amend Section 5 of Bylaws to remove the 2 sentences regarding term limit language. This time, the motion passed.

Danielle Malconian made a motion to ...

Steven Kofahl seconded the motion.

The motion did not carry.

### **Roll Call**

Danielle Malconian	Aye
Alexandra Ramirez	Aye
Steven Kofahl	No
Brad Wright	Aye
Linda Ibach	No
Daniela Lopez-Vargas	Abstain

**Roll Call**

Gregg Solkovits No

Steven Kofahl made a motion to reconsider the amendment to the bylaws.

Alexandra Ramirez seconded the motion.

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

**Roll Call**

Danielle Malconian Aye

Brad Wright Aye

Gregg Solkovits No

Linda Ibach No

Steven Kofahl Aye

Daniela Lopez-Vargas Abstain

Alexandra Ramirez Aye

Alexandra Ramirez made a motion to amend the Bylaws to remove the language in Section 5 regarding Board member term limits.

Brad Wright seconded the motion.

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

**Roll Call**

Steven Kofahl Aye

Daniela Lopez-Vargas Abstain

Danielle Malconian Aye

Linda Ibach No

Brad Wright Aye

Gregg Solkovits No

Alexandra Ramirez Aye

**B. Discuss and Vote on Board Member Eligibility**

Mr. Wright asked Ms. Larew to read the current language and proposed update to Section 3 of the Bylaws regarding Board Member Eligibility.

Daniela Lopez-Vargas made a motion to amend the end of Section 3 of the Bylaws to add, "...".

Danielle Malconian seconded the motion.

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

**VI. School Business**

**A. Discussion and Vote on the Local Control Accountability Plan (LCAP) 2023-24 Proposed Goals and Actions**

Ms. Minita Clark presented key points of the LCAP, noting that more detail was shared with the Finance and Investment Committee last week.

Mr. Wood presented information on the LCFF and how the LCAP ties into the school budget planning.

Ms. Clark reviewed the priorities, goals, and areas of focus...

Mr. Hussey noted the alignment with WASC goals related to the addition of the marketing coordinator and the increased focus on two-way communication that is supported through this role...

Ms. Clark and Mr. Hussey reviewed updated plans regarding an attendance dashboard and new methods of follow-up regarding student attendance concerns and trying to reduce chronic absenteeism. They answered Board member's questions regarding the procedures and excused versus unexcused absences.

Ms. Clark reviewed that 11 classrooms received furniture this year.

Danielle Malconian made a motion to approve the LCAP.

Steven Kofahl seconded the motion.

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

## **B. Capitalization Budget Proposal**

Mr. Delgado presented...

Gym and stadium updated  
technology updates - CCTV, PA system, Clocks, Network access points  
Budget request is for \$1,891,964, funding sources included ESSER III, E-rate, LCAP, and general fund.

The Finance and Investment Committee recommends approval.

Danielle Malconian made a motion to approve the proposed capitalization budget.

Gregg Solkovits seconded the motion.

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

## **C. Marketing Budget Proposal**

Mr. Covarrubias reviewed accomplishments since he started, including increased social media reach by platform.

Mr. Solkovits asked if we have considered migrating off Twitter and is concerned about the negative aspects and hate speech on that platform. Mr. Covarrubias stated that we have been looking at ways to avoid the negative aspects of the community. Mr. Delgado shared that we are looking at options on TikTok. Mr. Solkovits would like ECR to move off of Twitter as soon as reasonably possible.

Mr. C. presented a proposed marketing budget, including costs associated with advertising online and on various social media platforms, bus advertisements, billboards, banners around the school, windscreens, etc. Mr. Hussey noted that this aligns with our WASC goals. Mr. Delgado and Mr. Hussey reviewed how success and return on investment could be tracked for each method. Information about Niche profile was reviewed and Mr. C noted that ECR is not currently a partner. He showed information about how Granada Hills Charter School uses their Niche profile as an example of possibilities. He recommended the Pilot Package budget listed in the materials for a total budget of \$214,500.

The Finance and Investment Committee has recommended approval of this introductory package.

Danielle Malconian made a motion to approve the proposed marketing budget of \$214,500.

Alexandra Ramirez seconded the motion.

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

#### **D. Discussion and Vote on Proposed 23-24 ECRCHS Budget**

Mr. Wood reviewed the predicted total revenue and total expenditures. Currently includes a surplus of \$2.1 million to allow for contingencies.

This information was reviewed at the Finance and Investment Committee meeting and the committee recommended approval.

Danielle Malconian made a motion to approved the proposed 2023-2024 ECRCHS budget.

Daniela Lopez-Vargas seconded the motion.

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

#### **Roll Call**

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

#### **E. Discuss and Vote for the Approval of the 2023-2024 LCFF Prop 39 Budget**

Mr. Wood explained that the state requires that this be approved separately from the overall budget. He reviewed what is included in the expenditures.

This was not previously presented to the Finance Committee.

Danielle Malconian made a motion to approve...

Steven Kofahl seconded the motion.

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

**Roll Call**

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

**F. Discuss and Vote on 2023-2024 Consolidated Application and Reporting System (CARS)**

...

Steven Kofahl made a motion to approve...

Alexandra Ramirez seconded the motion.

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

**G. Fund Balance Designation**

...

Gregg Solkovits made a motion to approve the creation of a designated but not restricted fund for deferred maintenance on facilities and technology projects, with the funding to be 20% of the unrestricted fund balance based on the unaudited actuals to be reported in August, contingent upon approval of Financial Policies and Procedures updated for this purpose.

Danielle Malconian seconded the motion.

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

**VII. Closed Session**

**A. Public Employee Discipline/Dismissal/Release**

Closed session occurred.

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

Closed session occurred.

**C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Executive Director**

Closed session occurred.

**VIII. Reconvene to Open Session**

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

Open session reconvened at 9:52pm.

Ms. Ramirez reported that no actions were taken during closed session.

**B. Board Approval of Compensation Comparability Study for Executive Director Position**

The Board reviewed compensation comparisons among local large conversion charter schools.

Gregg Solkovits made a motion to approve the compensation study.

Brad Wright seconded the motion.

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

**Roll Call**

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

**C. Board Chair: Required Oral Report Regarding Executive Director Employment Agreement**

Ms. Malconian read the oral report regarding the Executive Director employment agreement....

The term of the contract will be from July 1, 2023 through June 30, 2026... Contractual provisions were reviewed, including compensation related to salary and fringe benefits...

**D. Board Approval of Executive Director Employment Contract.**

Steven Kofahl made a motion to approve the Executive Director Employment Agreement.

Daniela Lopez-Vargas seconded the motion.

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

**Roll Call**

Alexandra Ramirez	Aye
Brad Wright	No
Daniela Lopez-Vargas	Aye
Steven Kofahl	Aye
Linda Ibach	Aye
Danielle Malconian	Aye
Gregg Solkovits	Aye

## IX. Closing Items

### A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.

Alexandra Ramirez 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 10:00 PM.

Respectfully Submitted,

Alexandra Ramirez