



El Camino Real Charter High School

Minutes

Regular Board meeting

October 24, 2024 Regular Board Meeting

Date and Time

Thursday October 24, 2024 at 5:30 PM

Location

El Camino Real Charter High School - North Campus

7401 Shoup Ave. West Hills CA 91307

Meeting can also be seen and heard at:

Media Center - 5440 Valley Circle Woodland Hills CA 91367

ANNUAL MEETING AND REGULAR BOARD MEETING

For board meeting materials, please go to the school's main office, or call [\(818\) 595-7500](tel:8185957500). Some board meeting materials are also posted on the school's website (<https://ecrchs.net> - click the ECR Board tab).

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:

PUBLIC COMMENTS

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 during the Public Comments periods. 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.

NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to all agenda and 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 inperson Board Meetings. Powered by BoardOnTrack 2 of 4 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 may 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](tel:8185957500).

Directors Present

Alexandra Ramirez, Brad Wright, Gregg Solkovits, Ronald Laws, Sebastian Winter, Steven Kofahl

Directors Absent

Danielle Centman

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

Mr. Kofahl came in at 5:43PM

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

Talia led the Pledge of allegiance

D.

Public Comments

Ms. Talia explained that she was presenting on the importance of having recycling bins on campus. Recycling would not only help conserve natural resources but also reduce greenhouse gas emissions. It as a small step that could make a big difference in the community.

She pointed out a critical issue which is the presence of micro plastics - tiny particles from broken-down plastic. These are harmful to marine life and ecosystems, as they are ingested by fish and sea creatures, eventually making their way up the food chain to humans. The amount of plastic in the ocean could be reduced by simply recycling properly, thus minimizing its harmful effects.

She also mentioned the potential for raising funds through recycling, as collected and recycled materials could be sold, with the profits donated to non-profit organizations that help protect the oceans. Funds could also be directed to student clubs for projects and activities they might otherwise be unable to afford.

Implementing recycling bins would set a positive example for both students and staff, encouraging everyone to be more environmentally conscious and to reduce plastic waste. It would also demonstrate to other schools that El Camino is actively working to protect the environment.

The Board Chair supported the proposal and inquired about the logistics of implementing the recycling bins. In response, **Mr. Hussey** stated that he would follow up with Ms. Talia on the matter. While the bins themselves were the easy part, there were other logistical considerations to address, such as how and how often Ms. Talia would collect the recyclables. He would discuss these details further with Ms. Talia.

Mr. Solkovits added that from the Board's perspective, there was an educational component to consider, as many schools mistakenly treat recycling bins as regular trash cans, which complicates the sorting process. He shared an example from a previous school where a student club managed the recycling efforts, suggesting that this approach could be considered here as well. Educating students on proper disposal methods was crucial, and he noted that multiple bins, including those for plant waste, might be necessary.

E. Executive Director Update

Mr. Hussey gave an update:

LAUSD came back to check the field and found minor dips along the edges, which they addressed. The compaction was completed, and they are now waiting for an inspector to give clearance before finalizing the work.

F. Chief Business Officer Update

Ms. Ilyas provided the update highlighting the following:

Enrollment: Ms. Ilyas provided an update on statewide enrollment trends, noting a significant decline. She referenced a bulletin from the School Services of California, a

consulting firm specializing in school finance, which highlighted this trend. According to data from Census Day (October 2nd), there has been a sharp decline in enrollment across the state from 2020 to 2024.

El Camino's enrollment is being closely monitored, and local details will be shared in the upcoming agenda items.

G. Board Chair Update

The Board Chair expressed his gratitude to Dr. Lyon for her proactive involvement, noting that she was the only teacher present at the meeting, which was greatly appreciated.

Executive Director Evaluation Process: Surveys are currently being developed and will be finalized them soon. Once completed, the surveys will initiate the evaluation process.

Mr. Solkovits promised to share more details in the next meeting and will be reaching out to board members with additional information.

II. Governance

A. Discuss and Vote on the Establishment of an Ad-Hoc Committee

The Chair suggested that this matter could be more appropriately addressed in a private session, thereby eliminating the need for the committee participation. He then requested a motion to remove the item from the table.

Gregg Solkovits made a motion to remove the item from the agenda.

Steven Kofahl seconded the motion.

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

III. Consent

A. Approve Minutes of September 26, 2024 Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from Regular Board meeting on 09-26-24.

Sebastian Winter seconded the motion.

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

B. Approve Minutes of October 10, 2024 Special Board Meeting

Steven Kofahl made a motion to approve the minutes from Special Board Meeting on 10-10-24.

Sebastian Winter seconded the motion.

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

C. Review and Vote on September 2024 Check Registers

Steven Kofahl made a motion to approve September 2024 Check Registers.

Sebastian Winter seconded the motion.

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

D. Review and Vote on September 2024 Credit Card Statements

Steven Kofahl made a motion to approve September 2024 Credit Card Statements.

Sebastian Winter seconded the motion.

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

IV. Finance

A. Financial Update September 2024

Arleta Ilyas, Director of Accounting and Finance provided the Investment Update.

The presentation screen displayed the latest investment report, detailing the performance of various funds, including OPEB (Other Post-Employment Benefits) and annuities. From August to September, the investment portfolio saw a gain of 1.5%. The OPEB account's ending balance for September was \$32,460,414.

For the benefit of new board members, it was explained that OPEB covers expenses for retired teachers and staff who have qualified for the benefits. Currently, there are approximately 30 retirees actively using these benefits. The monthly report also highlighted the account balances for previous months, showing steady growth in the investments.

B. Discuss on the status of the ECRCHS CARES and ESSER Funds

Ms. Arleta Ilyas, presented the September 2024 Financial Update:

ADA (Average Daily Attendance): From August (Month 1) to September (Month 2), enrollment increased by five students. However, overall enrollment is down by 217 students compared to the previous year, with an attendance rate of 92.9%. While this attendance rate is considered good, there's room for improvement. It was clarified that while enrollment refers to the total number of registered students, ADA measures actual attendance, which directly influences funding.

Mr. Solkovits added that California's funding model uses the previous year's ADA figures, making declining enrollment a long-term challenge. He noted that the state increased its Cost-of-Living Adjustment (COLA) allocation by only 1.07% this year, despite higher state revenue from capital gains, suggesting uncertainty in future funding. He emphasized the importance of considering the school's reserves, which include both

liquid and non-liquid assets, particularly in light of impending capital expenses due to the aging campus infrastructure.

Cafeteria: The cafeteria program has seen a positive trend, with a 3% increase in meals served from July through September this year compared to the same period last year. The cafeteria has generated \$70,545 in revenue so far this year. However, these funds are restricted and therefore earmarked exclusively for cafeteria-related expenses. It was stressed that these funds must be used appropriately to avoid issues during financial audits, ensuring compliance with usage restrictions.

C. Discussion of ECRCHS' Fiscal Policies and Procedures

Ms. Arleta Ilyas, presented the ECRCHS' Fiscal Policies and Procedures.

The ECRCHS' fiscal policies are reviewed annually to ensure they remain up-to-date and effective. A copy of the current policies has been provided to the Board and other relevant parties for review. Everyone was encouraged to share any suggestions or feedback on potential improvements via email to either Ms. Ilyas or Mr. Wood.

Today, the discussion is aimed at gathering input, with the intention of presenting any proposed changes for a formal vote in future meetings.

V. School Business

A. Discussion and Vote on 2024-2025 Comprehensive School Safety Plan

Ronald Laws made a motion to Approve the 2024-2025 Comprehensive School Safety Plan.

Sebastian Winter seconded the motion.

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

Prior to the Vote, Dean Bennett, Administrative Director, led a discussion on 2024-2025 Comprehensive School Safety Plan.

Mr. Dean reviewed updates to the 700-page safety plan, focusing on sections requiring annual updates.

Safety committee roster: Notably, the school safety committee roster has been updated with new personnel from HR, as well as students Aaron and Dylan, while a parent representative is still being sought.

Goals update: The review of last year's goals showed success in most areas, with some goals carrying over into the current year. Key achievements included the installation of vaping sensors in restrooms and the expansion of the camera system to 70 cameras on campus. It was noted that signs indicating video surveillance are present at entrances and throughout the campus, though not at every camera, and this information is also included in the student handbook.

New goals: New goals for the year were presented, including enhancing messaging on campus monitors to provide current information, rather than just marketing. The committee also aims to reinstate the "On the Spot Recognition" program, which acknowledges students' personal growth. The PBIS initiative will continue to focus on positive behavior reinforcement, and community cleanup days, as well as campus beautification efforts, will be resumed.

In response to concerns raised **by Mr. Wright** about trash cans near the gym, **Mr. Dean** agreed to explore the possibility of relocating them to the back gate area for better efficiency.

Plans are in place to continue with the next phase of rebranding and remodeling efforts, which will include updates to the marquee, monument sign, and the front of the school.

A new safety measure was proposed to install additional signage to guide visitors and emergency responders during lockdowns. While there are signs inside the buildings, the Mr. Dean acknowledged the need for more visible signage outside, particularly to assist law enforcement in a crisis.

Mr. Wright also proposed adding a sign on the corner of the North Campus property to better identify the school, and Mr. Hussey and Mr. Dean confirmed that the contractor is working with the city on the necessary approvals, while noting size restrictions for the sign.

Assessment of school safety

Discipline data: In the 2023-2024 school year, 43 students were suspended a total of 51 times. This was an average of 4.6 suspensions per month with a high of 10 suspensions in March. The most common reason for suspension (44%) was "fighting". There were no expulsions in 2023-2024.

School survey: In an October 2023 student survey, 59% of students reported they felt somewhat or very safe at school and 39% felt the school can do more to increase safety. In the parent survey, 75% reported that they felt somewhat or very safe at ECR although 63% felt the school can do more to increase safety.

Emergency drill procedures

Lastly, the school updated its emergency drill procedures, focusing on mental health considerations and eliminating live-action drills that simulate violence. Students now have the option to opt out of drills if they feel uncomfortable, and the drills are officially concluded when announced. Additionally, the emergency operations plan has been updated to reflect personnel changes.

B. Discuss 2024-2025 Fall Measure of Academic Progress (MAP) Data

Dr. Clark, Administrative Director, led the discussion on 2024-2025 Fall MAP Data

An overview of the 2024-2025 Fall Measure of Academic Progress (MAP) data alongside the California Assessment of Student Performance and Progress (CAASPP) results was presented. This data offered a snapshot of the school's current performance on both assessments.

MAP

The assessment is widely used across the U.S. and the data being reviewed reflects a school-wide performance summary. The school currently ranks in the 64th percentile overall. Breaking down the results by percentile,

- 14% of students are in the 1st-20th percentile for Math.
- Another 14% fall in the 21st-40th percentile.
- 19% are in the 41st-60th percentile.
- Another 19% are in the 61st-80th percentile.
- 34% of students score in the 80th percentile or above.

Combining students in the 61st percentile and above shows about 53% of students are performing at a proficient or advanced level, which is a positive but there's room for improvement.

Questions about how the school's MAP performance compares to others within the district or region was addressed. While internal assessment is mandated for all schools in California, and MAP is a widely used assessment tool, it is not mandated for schools to specifically use MAP, making direct comparisons challenging. Additionally, some schools may not publicly share their MAP data.

It was noted that unlike some charter schools, El Camino includes all students, including those in special education, in these assessments without manipulating data, which is a point of pride.

MAP Growth cut Score: The presentation included additional research from NWEA, highlighting how MAP Growth scores correlate with the Smarter Balanced Assessment Consortium (SBAC) results. According to the NWEA norming study, which involved nearly 400 schools and over 10,000 students, baseline scores were established to predict performance across various grade levels. The table presented showed cut scores that correlate with SBAC benchmarks, offering a predictor of student performance for spring assessments.

11th graders should have a minimum fall MAP score of 223 to predict success on the SBAC in the spring. This score serves as a benchmark for determining whether students are likely to perform at or above the proficient level on the SBAC. It was also reported that any 11th grader, should be at about 224 in ELA and 246 in MAP, in order to make to proficiency on SBAC in the spring. For the winter and fall administration, it should be about 245.

During the discussion, **Mr. Right** asked if it was possible to assess special needs students separately to gauge their performance. Ms. Minita confirmed that such data is available and can be provided.

Out of 752 current 11th-grade students, 315 are on track to meet the Math CAASPP proficiency in spring 2025, as their RIT scores were at least 245 in fall 2024. This means that about 41% of students are currently projected to pass the Math SBAC, showing a 4% improvement over last year's 37% based on MAP data.

For Reading (ELA), out of the same group of 752 students, 390 scored 223 or above in MAP, which means 51% of students are on track for proficiency in the ELA portion of the SBAC. However, the school's current SBAC proficiency rate for ELA stands at 59%, which reflects a decrease from historical proficiency levels of 61-66%. This decline is concerning, and while it could be related to the number of students, the drop is significant based on the MAP projections.

Mr. Solkovits suggested to Dr. Clark that, while professional development (PD) is widely implemented across schools, it often lacks relevance for teachers. He recalled a past approach where data was handed over to departments, challenging them to create action plans with necessary resources, making every subject, including PE and Math, incorporate reading exercises to support overall literacy. He proposed using PD time more effectively by allowing teachers to take ownership, which could increase engagement and relevance.

Mr. Hussey agreed, noting that their data team had already collaborated with the Math and English departments but emphasized that improving student performance was a school-wide responsibility.

Dr. Clark affirmed that this approach aligned with his recent discussions with the Instructional Leadership Team (ILT), who were already reviewing this data and planning to extend it to departments for further input.

CAASPP

Purpose: It falls under the Smarter Balanced Assessment Consortium (SBAC) umbrella. It's a progress update of performance connected to state standards. When CAASPP is administered, it assesses how well these standards are implemented in classrooms. It also offers opportunities for remediation, enrichment, and extending student learning, or finding ways for direct intervention and improving teaching practices.

- **ELA:** This year, 59.71% of students met or exceeded standards, down from 66.63% last year - a decline of 7%.
- **Math:** 37.86% met or exceeded standards this year, compared to 41.83% last year, marking a 4% decrease.

When asked about changes in incoming ninth graders, Dr. Clark noted feedback from ILT (Instructional Leadership Team) and PLC (Professional Learning Community) meetings. Teachers reported that students are still experiencing challenges post-COVID, such as shorter attention spans and decreased engagement in school. These factors, combined

with lower incoming MAP scores, indicate ongoing learning loss. However, teachers are actively working to address these gaps.

California Dashboard Insights: For 11th grade, trends since 2020 show improvement among Black/African American and White students, particularly in ELA. For example, the performance gap in ELA for Black/African American students improved from a -89 score difference in 2021 to -26 in 2024. Similarly, the ELA performance for students with disabilities improved from a gap of 110 in 2021 to 105 in 2024.

The dashboard also included comparisons by gender, revealing that boys generally perform slightly better in Math, while girls excel in English

C. Committee Updates: School Site Council (SSC) and Parent Advisory Committee (PAC)

Dr. Clark, led the discussion on Committee Updates for the following:

SSC: There have been three SSC meetings so far this year, one each month, including one just this week. The meetings have typically included regular teachers, a few parents, and also students. The most recent meeting focused on increasing parent involvement, fostering community-building events, and exploring strategies to enhance the MAP and SBAC testing culture at ECR.

PAC: The first PAC meeting of the year took place virtually on October 14th, with 17 parents in attendance. There was also a special PAC meeting held to conduct elections for officer positions; a nominee was elected and confirmed in their role as of today. Additionally, the volunteer packet has been updated to include a full background check and a code of conduct. This ensures that all volunteers align with our community's values. She added that in the event of any issues, she collaborates directly with HR to address them.

D. Update on Every Student Succeed Act (ESSA) Grid

Vania Rodriguez, Director of Human Resources, gave an update on Every Student Succeed Act (ESSA) Grid

The ESSA grid is nearly complete, with about 90% of the information already entered. This includes details for all certificated and non-certificated staff, covering DOJ clearance, credential verification, and training records. Ms. Vania expressed confidence that the school is currently in compliance.

The aim is to finalize the remaining details the day after this meeting and send the completed grid to Mr. Bennet by Monday. The importance of the ESSA grid in the Charter Oversight report was highlighted, noting that it is one of the key areas reviewed during evaluations.

E. Update on Enrollment Numbers

David Hussey, Executive Director, provided an update on Enrollment Numbers

Mr. Hussey comparing data from the 2022-23 school year to the current figures. The numbers, referred to as C-Beds, reflect October dates rather than the P2 numbers used for school funding, which might cause slight discrepancies. The analysis covered statewide figures as well as local schools. Statewide enrollment was reported at 488,000, but sixth-grade numbers dropped to 438,000, indicating a decrease of 50,000 students over six years. El Camino's senior class enrollment fell from 985 in 2022-23 to 834 this year, with other schools in the vicinity showing similar declines.

Mr. Solkovits highlighted the critical nature of the ninth grade, noting that dropout rates often increase between ninth and tenth grade. He suggested that while El Camino may not face this issue, it partly explains California's overall decline between those grades.

Mr. Wright raised a concern about students who joined the school after failing all their classes elsewhere, questioning why such students were admitted. In response, **Mr. Hussey** clarified that as a charter school with open enrollment, the school is legally unable to select who gets admitted, as students are chosen through a lottery system.

The enrollment decline is part of a broader regional trend. Schools in the Los Angeles area experienced a 2% drop in enrollment, with Las Virgenes at 3%, Conejo Valley at 4.5%, Moorpark at 2%, and Ventura at 2.5%. Nearby schools like Taft saw a 5% decline, Recita had a 17% drop, and El Camino faced a 6.5% decrease. These declines have impacted school funding, as schools compete for a shrinking pool of students due to families leaving the area.

He also pointed out that as an independent charter, El Camino does not automatically receive students from feeder schools like Hale, where enrollment dropped from 1,887 to 1,776 within a year. Although recruitment efforts have been attempted, including distributing flyers at Hale, the school faces challenges in attracting students. Mr. Hussey stressed the need for improved recruitment strategies and messaging to draw in families.

F. Discuss and Vote on VAPA Assistant Theatre Director Position

Prior to the vote, David Hussey, led the discussion on VAPA Assistant Theatre Director Position, and answered questions.

The VAPA department's proposal for a part-time Assistant Theatre Director position, which aligns with the funding from Prop 28. The focus of Prop 28 is to enhance arts education, with a significant push to allocate the funds toward personnel. The VAPA department came together to request the new position, which would be part-time (not exempt) and up to 25 hours a week.

HR collaborated with the VAPA department to create a job summary, define the essential duties and responsibilities, and conduct a salary comparison. The proposal was discussed with AFSCME, and there was unanimous agreement that adding this position would be beneficial for the school. The group was now ready to vote on the proposal.

Mr. Hussey explained that with the funding from Prop 28, there is a significant emphasis on using the money for personnel in an enhancement capacity. The VAPA department came together to request an Assistant Theatre Director position. This role would be part-time, non-exempt, and involve up to 25 hours a week. HR worked closely with the VAPA department to develop a job summary, outline essential duties and responsibilities, and complete a salary comparison. The proposal was also discussed and there was consensus that this position would be a positive addition to the school.

The position will be posted the day after this meeting, and will remain open for two weeks.

Gregg Solkovits made a motion to Approve the VAPA Assistant Theatre Director Position. Alexandra Ramirez seconded the motion.

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

G. 2024-2025 Capitalization Project: Classroom/Hallway Modernization

Prior to the vote, Fernando Delgado, COO, and Ryan Guinto, Director of Technology, presented the updates on the Classroom/Hallway Modernization:

This agenda item was presented to the finance committee last week. The classrooms targeted for upgrades are divided into phases, with the second phase focusing on 20 classrooms. The cost for this second phase is \$484,000, which aligns with the budget approved in June. A total of 54 classrooms are still pending upgrades.

Mr. Solkovits had raised a valid point during the last finance committee discussion, noting that while 20 classrooms have already started the process, there is a need to accelerate the work in order to complete more upgrades next year, potentially even by the summer. The Board agreed.

Looking ahead, the plan is to present the full budget to the Board in April or May of next year, with the goal of fast-tracking the project and ensuring that the entire school is modernized. This includes installing Wi-Fi access points, upgrading furniture, and generally updating classroom facilities.

Additionally, there is a slight modification to the budget which involves the addition of electrical outlets in the hallways to create more study spaces for students, particularly during late start. The estimated cost for this change is \$30,000, covering all three floors of the building.

Regarding the designs for the hallways, they reached out to teachers to gather their input on what they would like to see represented in the hallway designs. As for the lockers, there was even a consideration to paint them rather than replace them, but even that option proved to be costly. Mr. Delgado will continue to explore potential solutions.

Mr. Wright suggested that there could be additional opportunities for improvement, particularly on the outside of the school. He proposed the idea of exploring the blank basketball court stairs for example, suggesting that they could be used for advertisements. He recommended contacting universities to see if they would be

interested in advertising on the stairs, with the possibility of them paying a small fee for the space.

Alexandra Ramirez made a motion to Approve the 2024-2025 Capitalization Project: Classroom/Hallway Modernization.

Gregg Solkovits seconded the motion.

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

Moved to Closed session at 7:03PM

VI. Reconvene to Open Session

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

There was nothing to report.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:48 PM.

Respectfully Submitted,

Ryan Guinto

Steven Kofahl made a motion to Adjourn Meeting.

Alexandra Ramirez seconded the motion.

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