APPROVED

El Camino Real Charter High School

Minutes

Regular Board meeting

November 21, 2024 Regular Board Meeting

Date and Time
Thursday November 21, 2024 at 5:30 PM

Location
El Camino Real Charter High School - Anderson Hall

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

ANNUAL MEETING AND 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).

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.

Directors Present
Alexandra Ramirez, Brad Wright, Gregg Solkovits, Ronald Laws, Steven Kofahl

Directors Absent
Danielle Centman, Sebastian Winter

Guests Present
Ryan Guinto

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 Nov 21, 2024 at 5:34 PM.

B. Record Attendance and Guests

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

Noah led the Pledge of Allegiance.

D. Public Comments

The Board Chair acknowledged and thanked the exceptional efforts of students Noah Temple and Mauricio in maintaining the campus. Noting their initiative after school hours, the Chair commended their dedication to keeping the campus clean by collecting trash. Their pride in their school and selfless contributions to their community were celebrated as exemplary.

He also expressed heartfelt gratitude to Ms. Ilyas for her three years of dedicated service to the school. Acknowledging her upcoming departure to lead her own school, the Chair highlighted the bittersweet nature of the transition, describing it as the school's loss but someone else's gain. He extended sincere thanks and warm wishes for her future endeavours.

E. Executive Director Update

Mr. Hussey gave an update
Mr. Hussey extended warm Thanksgiving wishes and encouraged everyone to stay safe during the holiday season. He recognized the Black Student Union for their impactful annual food drive, which contributed over four truckloads of food to the Canoga Park Family Rescue Center, thanks to the generosity of students and staff.
Upcoming events include performances of *The Crucible* by the theatre department, scheduled for tonight at 7 p.m., tomorrow at 7 p.m., and two Saturday showings at 1 p.m. and 7 p.m. Everyone is encouraged to attend.
He also highlighted the achievements of several school teams:

- The marching band will compete in the Division II finals on Saturday.
- The girls' football team, in their first year, has reached the championship, with a match scheduled at 2:30 p.m. at Crenshaw High School.
- The tennis doubles team made history by winning the CIF Championship, a first for El Camino's girls' team.
- The girls' cross-country team is advancing to the finals this Saturday.
  While the football and volleyball teams ended their seasons with commendable efforts, their contributions were applauded.

The Charter School Division conducted an oversight visit today, with initial feedback being positive, and a favorable report is anticipated.
Academically, the second round of MAP testing is scheduled from December 2nd to 6th, with results to be shared in January. Finals will take place from December 18th to 20th, marking the end of the semester, with the spring term beginning January 14th, 2025, and graduation set for June 6th, 2025.
Finally, Mr. Hussey shared insights from a recent meeting with the Royal Families - parent group, attended by Dr. Clark, Mr. Camp and himself. The collaboration is expected to bring positive changes, reflecting a shared commitment to enhancing the school community.

F. Chief Business Officer Update

Mr. Wood provided the update highlighting the following:
Charter School Division Visit: In preparation for the visit from the Charter School Division, the team, including HR and payroll, efficiently managed numerous financial requests. Interviews and financial data reviews conducted during the visit showed promising results, reflecting well on the school's operations.
Financial Reports: Final preparations are underway for the first interim financial report, which is due to the state by December 15. Work is also progressing on the 2023-2024 audit, with both submissions on track to meet the December 15 deadline.
Franchise Tax Board Status: The school is addressing a flagged status with the Franchise Tax Board caused by missing records from 2018. The necessary documents have been submitted, and a resolution is expected within two weeks, likely restoring the school's good standing.

G. Board Chair Update

There were no updates

II. Reconvene to Open Session

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

There was nothing to report

B. Possible Board Approval Vote on a memorandum of understanding with AFSCME for compensation to unit members for years 2024-2025, 2025-2026, and 2026-2027.

With the approval, salary increases or new rates for employees, will be processed in December. The regular payroll will be run on December 13th, followed by a special payroll before Christmas. Retroactive pay for the period from July through November will also be processed, ensuring that employees receive these funds before Christmas.

Brad Wright made a motion to approve the memorandum of understanding with AFSCME for compensation to unit members for years 2024-2025, 2025-2026, and 2026-2027.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Possible Board Approval Vote on compensation increases for Unrepresented Employees' for 2024-2025

Mr. Solkovits expressed concerns regarding the structural issue of equal percentage pay raises across all employee levels. While acknowledging the hard work of employees and their deserving of raises, he argued that applying the same percentage increase to both

the highest-paid and lowest-paid employees leads to widening disparities, a principle he finds flawed. As a result, he stated he would **vote NO** on the matter.

Mr. Wright responded, clarifying that the approach Mr. Solkovits disagrees with is consistent with practices established by other unions, such as UTLA, which have been in place for years. He emphasized that this system has been agreed upon by the unions, and they have had the opportunity to challenge it without doing so. Mr. Wright suggested that while individual Boards could apply changes, it was important to move forward with approving the raises at this time to ensure fair compensation for employees. As such, he stated he would **vote YES**.
Brad Wright made a motion to approve compensation increases for Unrepresented Employees' for 2024-2025.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Danielle Centman	Absent
Gregg Solkovits	Abstain
Alexandra Ramirez	Aye
Brad Wright	Aye
Steven Kofahl	Aye
Ronald Laws	Aye
Sebastian Winter	Absent

D. Possible Board Approval Vote of the Comparable Compensation Studies for the Executive Director, Chief Business Officer, and Chief Operating Officer.

Ronald Laws made a motion to approve the Comparable Compensation Studies for the Executive Director, Chief Business Officer, and Chief Operating Officer.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Possible Board Approval Vote on Compensation Increase for Chief Operating Officer for 2024-2025

Alexandra Ramirez made a motion to approve Compensation Increase for Chief Operating Officer for 2024-2025.
Ronald Laws seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Steven Kofahl	Aye
Gregg Solkovits	Abstain
Brad Wright	Aye
Alexandra Ramirez	Aye
Danielle Centman	Absent

Roll Call

Ronald Laws	Aye
Sebastian Winter	Absent

F. Possible Board Approval Vote on Compensation Increase for Chief Business Officer for 2024-2025

Alexandra Ramirez made a motion to approve Compensation Increase for Chief Business Officer for 2024-2025.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Gregg Solkovits	Abstain
Brad Wright	Aye
Danielle Centman	Absent
Alexandra Ramirez	Aye
Ronald Laws	Aye
Sebastian Winter	Absent
Steven Kofahl	Aye

G. Possible Board Approval Vote on Compensation Increase for Executive Director for 2024-2025

Mr. Solkovits reiterated his decision to vote NO, citing concerns about growing disparities in compensation between classroom teachers and out-of-classroom individuals. While acknowledging Mr. Hussey's hard work, he argued that each time equal percentage raises are applied across the board, the gap widens, reflecting a systemic issue in education. He urged the board to consider breaking from this standard practice to address the disparity, stating, "This board could do something unusual in the world of education."
Mr. Kofahl offered a contrasting perspective, emphasizing the role of supply and demand in determining compensation. He noted that to attract and retain high-performing individuals, whether teachers or executive directors, the institution must offer competitive pay, benefits, and work environments. He stated that rewarding valuable employees is needed for retaining top talent, suggesting that compensation reflects the realities of the job market.
Steven Kofahl made a motion to approve Compensation Increase for Executive Director for 2024-2025.
Ronald Laws seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Ronald Laws	Aye
Sebastian Winter	Absent
Steven Kofahl	Aye
Gregg Solkovits	Abstain

Roll Call	
Danielle Centman	Absent
Alexandra Ramirez	Aye
Brad Wright	Aye

III. School Business

A. RFP Bid Award: Campus Security Services

Prior to the vote, Jason Camp, Administrative Director, presented the RFP Bid award for the Campus Security Services.

After the unexpected departure of the previous security provider, who exited the school security sector on October 20th, a rapid response was necessary. In collaboration with Mr. Hussey and Mr. Guinto, a Request for Proposals (RFP) was prepared, resulting in bids from 6-7 companies. After thorough vetting and review by the finance and investment committee, **ALLIED Security Company** was selected.
ALLIED stood out not only for their competitive pricing but also because they were the only bidder offering the specific services required for our campus environment. Other companies either lacked school experience or focused solely on nighttime security for larger facilities. The contract with ALLIED includes **10 security officers and 1 manager** to oversee operations.
Concerns about campus security gaps were raised during the discussion. Mr. Wright noted issues such as students occupying security desks, running in hallways, and open gates after 4:30 p.m., highlighting the current vulnerability. The expectation is that the new security team will address these challenges and restore a secure environment.
Gregg Solkovits made a motion to approve the RFP Bid Award: Campus Security Services Brad Wright seconded the motion.
Brad Wright seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discussion and Vote to Approve the California College Guidance Initiative Agreement

Prior to the vote, David Hussey, Executive Director, presented the California College Guidance Initiative Agreement and answered questions.
The California College Guidance Initiative (CCGI) aims to enhance college and career readiness for our students. Through CaliforniaColleges.edu, this partnership will provide essential planning tools for students to map out their futures beyond high school. The platform supports eligibility planning, particularly for CSU and UC, and integrates seamlessly with the dashboard developed by the counselors and staff.

Brad Wright made a motion to approve the California College Guidance Initiative Agreement Alexandra Ramirez seconded the motion.
Alexandra Ramirez seconded the motion.

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

C. Discussion and Vote on VAPA Assistant Positions

Prior to the vote, Vania Rodriguez, Director of Human Resources, presented the following VAPA Assistant Positions and answered questions:
VAPA Assistant (Woodwind Coach)
VAPA Assistant (Percussion Coach)
VAPA Assistant (BRass Coach)
The positions are part-time, with work hours capped at 30 hours per week. Any additional hours beyond this limit will require pre-approval. These roles have been included in the budget approved in September and will remain in place until Prop 28 funds are exhausted. This allocation represents only a percentage of the fund as stipulated in the guidelines.
Brad Wright made a motion to approve VAPA Assistant Positions.
Gregg Solkovits seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Consent

A. Approve Minutes of October 24, 2024 Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from Regular Board meeting on 10-24-24.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review and Vote on October 2024 Check Registers

Steven Kofahl made a motion to approve October 2024 Check Registers.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Review and Vote on October 2024 Credit Card Statements

Steven Kofahl made a motion to approve October 2024 Credit Card Statements.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Investment

A. Investment Update October 2024

1. Greg Wood, CBO presented the Financial Update for October 2024 and answered questions.

At the end of **October**, due to market fluctuations, the **OPEB account** stood at **$31.7 million** and the **General investment account** at **$7.8 million**. Since then, market improvements, influenced by the elections, have increased the OPEB account by **$300,000** and the General account by **$100,000**.

After accounting for retiree payments, overall changes remain moderate, with an approximate **3% fluctuation**.
During the last **finance committee meeting**, the investment advisor, **Beacon Pointe**, presented a **35-page report**. Bill from Beacon provided a detailed summary, confirming that **all investments comply with guidelines.**

VI. Finance

A. Financial Update October 2024

1. Greg Wood, CBO presented the Financial Update for October 2024 and answered questions.

Enrollment: As of the end of **Month 3,** enrollment stands at **2,937 students,** a decrease of **222 students** compared to the previous year.
Average Daily Attendance (ADA): ADA is currently at **93.3%,** which directly affects reimbursement levels. The budgeted ADA was **2,731,** and the actual ADA recorded is **2,745,** placing us **14 students above budget**. However, attendance traditionally trends downward as the year progresses. The State finalises attendance-based reimbursement in **Month 8.**
Cafeteria: Despite lower enrollment, cafeteria use has increased. The number of meals served is up by **3%,** with **40%** of meals falling under free or reduced categories - the highest rate recorded to date.

B. Discussion of ECRCHS' Fiscal Policies and Procedures

Greg Wood, CBO and Arleta Ilyas, Director of Accounting and Finance discussed ECRCHS' Fiscal Policies and Procedures
It is standard practice to review fiscal policies and procedures annually to ensure they are current and meet best practices. Several areas for improvement have been identified and updated accordingly.
Travel Policy (Page 17): References to specific airlines were removed to promote flexibility and cost-efficiency. Language now allows for coach class, economy, lowest airfare, or promotional discounted tickets. To avoid layovers while travelling with students, a proposed edit could specify “lowest nonstop cost” instead of just “lowest cost.”
Meal Reimbursements (Page 19): Updated to align with GSA per diem rates, which vary by city. There are plans to collaborate with HR to ensure employee acknowledgment of these updated policies.
Credit Card Policy (Page 22): Outdated vendor-specific cards have been addressed and phased out.

Title Updates (Page 23): References updated to reflect the current title, “Director of Human Resources” (formerly “Director of HR and Compliance”).
Annual Bid Limit (Page 29): Revised to reflect the new limit of **$114,500.**
Mr. Wood clarified that this is an open discussion for feedback. A finalized version of the document will be presented for a December vote. No formal vote is required at this stage.

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 7:17 PM.

Respectfully Submitted,
Ryan Guinto
Steven Kofahl made a motion to Adjourn the Meeting.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.