APPROVED

El Camino Real Charter High School

Minutes

Regular Board meeting

8-28-2025 Regular Board Meeting

Date and Time
Thursday August 28, 2025 at 5:30 PM

Location
El Camino Real Charter High School - North Campus

7401 Shoup Avenue West Hills CA 91307

Meeting can also be seen and heard at:

Media Center (Main Campus) - 5440 Valley Circle Boulevard 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. 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, Joe Kolkowitz, Linda Ibach, Ronald Laws, Steven Kofahl

Directors Absent
None

Directors who arrived after the meeting opened
Ronald Laws

Directors who left before the meeting adjourned
Alexandra Ramirez, Gregg Solkovits, Ronald Laws

Guests Present
David Hussey, Fernando Delgado, Ryan Guinto, Vania Rodriguez

I. Opening Items

A. Call the Meeting to Order

Alexandra Ramirez called a meeting of the board of directors of El Camino Real Charter High School to order on Thursday Aug 28, 2025 at 5:30 PM.

B.

Record Attendance and Guests

Ronald Laws arrived at 5:40 PM.

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

Greg Wood led in Pledge of Allegiance

D. Public Comments

No public comments

E. Executive Director Update

Mr. David Hussey, Executive Director, opened his report by expressing appreciation to **Mr. Wood**, Chief Business Officer (CBO), on the occasion of his retirement.

- Mr. Hussey commended Mr. Wood's years of dedicated service to El Camino, its students, and the community.
- He described Mr. Wood as the best CBO he has worked with, highlighting his professionalism and significant contributions to the school.
- The Board extended congratulations and gratitude to Mr. Wood for his retirement and exemplary service.

2. School Year Opening Update

- **School Opening Date:** August 11, 2025.
- **Turnout:** The start of the academic year was successful with strong participation.
- **Acknowledgment:** Special recognition was given to Ricardo and the Marketing Department for their efforts in outreach and promotion.
- **Enrollment:** Ninth-grade enrollment exceeded expectations, with **720 students enrolled** compared to the projected **650 students**.
    - Mr. Hussey credited targeted marketing strategies, particularly on social media, for the significant enrollment growth.

3. Emergency Drill

- The school conducted its **first emergency drill** of the year on Aug. 28, 2025.
- Students and staff were evacuated to the field in **under 10 minutes**, which was deemed efficient and successful.

4. Facilities and Construction Update

- **Ongoing Work:** Re-piping of the HVAC system is currently in progress.

- **Incident:** On Aug. 28, 2025, a construction crew struck an underground pipe.
    - The fire department was called; however, no hydrant was affected, and no major hazard occurred.
    - The pipe is scheduled for repair immediately.
- **Impact:** The incident is not expected to affect school operations due to the upcoming **four-day weekend**, which provides sufficient time for repairs.

5. Closing Remarks

Mr. Hussey concluded his report by thanking:

- **Teachers** for their dedication,
- **Students** for their active participation, and
- **Parents** for their support.

He emphasized his appreciation for a smooth and positive beginning to the **2025–2026 school year**.

F. Chief Business Officer Update

Mr. Fernando Delgado, newly appointed Chief Business Officer (CBO), provided an update on current initiatives, operational changes, and upcoming priorities.

1. Fiscal Policies and Systems

- The Business Office, with support from Mr. Wood and the finance team, is **reviewing fiscal policies** and implementing new systems to improve financial controls.
- The **entire purchasing process** has been digitized, covering:
    - Purchase requests
    - Purchasing approvals
    - Appeals processes
- Implementation of the new system is underway for the **2025–2026 fiscal year**.
- The team successfully supported the **closing of the FY 2024–2025 books** and is preparing for a smooth financial transition.

2. Attendance Campaign

- A new campaign titled **“Everyday Matters”** will launch in **September 2025**.
- The initiative is designed to reduce **chronic absenteeism**, directly impacting **Average Daily Attendance (ADA)** and revenue generation.

3. Grant Funding Alignment

- Meetings with teachers are ongoing to ensure **alignment of grant funding** with program objectives and spending guidelines.
- This process will improve compliance and maximize effective use of funds.

4. Facilities and Office Relocation

- The **Business Office and Payroll Department** have been relocated to improve operational alignment and student service delivery.
- The **police officer's office** has been moved to Mr. Wood's former office.
    - This relocation places the police officer directly across from the Dean's Office, improving accessibility and coordination of student support services.

5. Succession Planning and Staffing

- Succession planning with Mr. Greg Wood has been completed to ensure a **seamless leadership transition**.
- Next steps include:
    - **Audit preparation** for the upcoming fiscal year.
    - Completion of the **payroll department move**.
    - Support for the **onboarding of the new Director of Operations**.

Mr. Delgado expressed appreciation for the collaboration of the finance team and highlighted the importance of these initiatives in strengthening financial accountability, student services, and operational efficiency.

Mr. Gregory Wood, outgoing Chief Business Officer (CBO), delivered his final report and farewell message to the Board.

- He expressed **gratitude to the Board and organization** for the opportunity to serve for the past five years.
- Mr. Wood reflected on his **career spanning 25 years in education and over 40 years in finance**, sharing that his original motivation to enter education was his children and the desire to positively impact students' lives.
- He emphasized that his work in education allowed him to merge his financial expertise with his passion for **supporting and connecting with students**.

Student Acknowledgment

- Mr. Wood shared a **personal note received from a student**, which expressed deep gratitude for his kindness and encouragement.
- The student described Mr. Wood as someone who made a meaningful difference during a difficult time and highlighted their appreciation for his presence in the cafeteria.
- Mr. Wood stated that messages like this exemplify the **true purpose of his career in education** and will remain a lasting memory of his service.

Student Council Update

On behalf of the Student Council, Mr. Wood provided the Board with a summary of recent activities:

- **Summer Preparation:** Student Council engaged in team-building activities and prepared decorations and posters to create a welcoming environment for the new school year.
- **Spirit Activities:**
  - Organized music and Q&A sessions during lunch to encourage school spirit.
  - Assisted parents during Back-to-School Night on **August 21, 2025**.
- **Fundraising:** Conducted a **mobile pep rally**, selling “Kingdom” shirts, which raised funds successfully.
- **Senior Events:** Hosted the **Senior Sunset event** on **August 27, 2025**, where seniors and foreign exchange students gathered on the football field for a community celebration before the school year began.

Mr. Wood noted that Student Council will continue providing **regular updates** to both the Finance Committee and the Board.

Financial Reporting

- Mr. Wood acknowledged the efforts of Student Council leadership, particularly the treasurer, in attending Finance Committee meetings and contributing to financial transparency.
- He confirmed that the **audited actuals report** was submitted during the week of the meeting.
- Per Mr. Delgado’s earlier comments, the report will be reviewed by auditors over the next two months.

Mr. Wood concluded his remarks by reiterating his appreciation to the Board and reaffirming his gratitude for the opportunity to serve at El Camino. He noted that the experience has been a meaningful culmination of his career in both finance and education.

II. Governance

A. Discussion and Vote to install one (1) Community Representative Board Position

Alexandra Ramirez made a motion to Approve one community representative board position.
Joe Kolkowitz seconded the motion.
The board **VOTED** to approve the motion.
Presenter: Ms. Alexandra Ramirez

a. Background

- The term for the **Community Representative Board Position** expired, requiring the appointment of a new representative.
- A **selection committee** was formed to oversee the process.

b. Candidate Recommendation

- Following the interviews, the committee recommended **Mr. Brad Wright** for the position of Community Representative.
- Mr. Wright was present at the meeting during the discussion.

c. Public Posting and Transparency

- Notice of the board vacancy was **publicly posted** for over one month to ensure transparency and community awareness.

d. **Remarks by Mr. Brad Wright**
Upon his installation, **Mr. Wright** addressed the Board with the following remarks:

- He **thanked the Board** for the confidence placed in him.
- He noted his strong attendance record, sharing that he has attended every meeting for the past five years.
- He expressed his commitment to **serving the school and community**, emphasizing his dedication to ensuring that students have a **safe and supportive environment for their education**.
- He concluded by stating he looks forward to contributing positively to the work of the Board.

Mr. Brad Wright was formally installed as the new **Community Representative Board Member**. The Board welcomed him to his role and acknowledged his commitment to serving the El Camino community.

B.

Elect 2025-2026 Board Chair

Alexandra Ramirez made a motion to Approve Brad Wright as the Board Chair.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

C. Elect 2025-2026 Board Vice-Chair

Brad Wright made a motion to Approve Alexandra Ramirez as the Board Vice-Chair.
Joe Kolkowitz seconded the motion.
The board **VOTED** to approve the motion.

D. Elect 2025-2026 Secretary

Brad Wright made a motion to Approve Linda Ibach as the secretary.
Joe Kolkowitz seconded the motion.
The board **VOTED** to approve the motion.

E. Elect 2025-2026 President

Gregg Solkovits made a motion to Approve David Hussey as the President.
Steven Kofahl seconded the motion.
The board **VOTED** to approve the motion.

F. Elect 2025-2026 Chief Financial Officer

Gregg Solkovits made a motion to Approve Fernando Delgado as the the CFO.
Alexandra Ramirez seconded the motion.
The board **VOTED** to approve the motion.

G. Discussion and Vote on Establishment of Board Committees

Committee Overview

Chair **Brad Wright** introduced the committee structure and confirmed member assignments for the 2025–2026 school year. Committees are composed of volunteer board members, with membership capped below quorum.

Committee Assignments:
1. Executive Director Evaluation Committee

- Members: Alexandra Ramirez, Linda Ibach, Steven Kofahl
- Chair: **Linda Ibach**

2. Finance & Investment Committee

- Members: Alexandra Ramirez, Steven Kofahl, Brad Wright
- Chair: **Alexandra Ramirez**

3. Travel Committee

- Members: Steven Kofahl, Joe Kolkowitz, Brad Wright
- Chair: **Steven Kofahl**

4. Safety Committee

- Members: Brad Wright, Ronald Laws, Joe Kolkowitz
- Chair: **Brad Wright**

5. Capital Improvements Committee

- Members: Brad Wright, Alexandra Ramirez, Steven Kofahl
- Chair: **Steven Kofahl**

6. Technology Committee

- Members: Brad Wright, Joe Kolkowitz, Steven Kofahl
- Chair: **Brad Wright**

The Chair emphasized the importance of **regular attendance** by all committee members. Committees remain advisory bodies and must stay **below quorum**. Members were reminded that **special board meetings** require a **minimum of 24-hour notice**.

Joe Kolkowitz made a motion to Vote on Establishment of Board Committees.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Discussion and Vote on Board Committees' General Membership and Chairpersons

Joe Kolkowitz made a motion to Approve Board Committees' General Membership and Chairpersons.
Linda Ibach seconded the motion.
The board **VOTED** to approve the motion.

I. Discuss Executive Director Evaluation Process

III. Consent

A. Approve Minutes of July 16, 2025 Regular Board Meeting

Ronald Laws made a motion to approve the minutes from Regular Board Meeting on 07-16-25.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes of July 11, 2025 Regular Board Meeting

Ronald Laws made a motion to approve the minutes from Special Board Meeting on 07-11-25.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes of the June 30, 2025 Special Board Meeting

Ronald Laws made a motion to approve the minutes from Regular Board meeting on 06-30-25.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Investment

A. Investment Update August 2025

- Mr. Delgado introduced the agenda item and noted that this was the **regular quarterly investment update** provided by Beacon Pointe, the school's advisor for both the **Other Post-Employment Benefits (OPEB) Fund** and the **General Investment Account (GA)**.
- Mr. Delgado explained that both portfolios are reviewed quarterly against the school's **Investment Policy Statements (IPS)**, which establish benchmarks, guidelines, and guardrails for management.
- Mr. Thompson, joined by Mr. Wood, was invited to present highlights from the report through June 30, 2025.

Portfolios Managed by Beacon Pointe

- **OPEB Fund (~$33.4M):** Long-term portfolio (60% equities / 40% fixed income).
  - Q2 2025: +10% | YTD: +6.8% | 1-Year: +11% | 3-Year Avg: +11.5%
  - Allocation: U.S. equities (38%), International equities (17%), Fixed income (27%), Alternatives (15%).
- **General Investment Account (~$7.3M):** Defensive reserve portfolio (40% equities / 60% fixed income).
  - YTD: +5.4% | 1-Year: +8.5% | 3-Year Avg: +7.5%
  - Allocation: Equities (38%), Fixed income (56%), Alternatives (5%).

Governance:

- Both portfolios fully comply with **Investment Policy Statement (IPS) ranges**.
- Mix of **active and passive management** keeps fees low while maintaining diversification.

Economic & Market Outlook:

- U.S. economy remains strong post-COVID but showing **signs of slowdown**.
- Inflation has eased, but remains above the Fed's 2% target.
- Fed shifting from inflation control toward **supporting growth and employment**.
- Current outlook suggests **stable to lower interest rates** in near term.
- School's portfolios already have exposure to alternatives (private real estate, lending).
- No recommendation for private equity at this time due to liquidity and return concerns.

Board Discussion:

- Clarifications requested on allocations and active vs. passive balance.
- No concerns raised; update accepted.

Recess at 6:32 pm. Resumed at 6:37 pm.
Mr. Wright proposed the schedule for the Finance Committee meetings for the upcoming school year. He stated that the Finance Committee will convene on **Wednesdays, the week prior to the regularly scheduled Board meetings**, with the exception of December, which will fall on a Thursday.
The following dates were presented for approval:

- **September 17, 2025**
- **October 15, 2025**
- **November 12, 2025**
- **December 11, 2025** (Thursday)
- **January 14, 2026**
- **February 18, 2026**
- **March 18, 2026**
- **April 15, 2026**
- **May 20, 2026**
- **June 17, 2026**

Mr. Wright emphasized the importance of maintaining consistency in scheduling to allow sufficient time for the committee to review financial reports and prepare recommendations in advance of full Board meetings.

Outcome: The Board formally approved the 2025–2026 Finance Committee meeting schedule.

Linda Ibach made a motion to approved the 2025–2026 Finance Committee meeting schedule.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Linda Ibach	Aye
Alexandra Ramirez	Aye
Gregg Solkovits	Aye
Ronald Laws	Aye
Brad Wright	Aye
Joe Kolkowitz	Aye

B. Discussion and Vote to Approve the 2024-2025 OPEB Actuary Report

Linda Ibach made a motion to Approve the 2024-2025 OPEB Actuary Report.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
Presenters:

- Fernando Delgado, CBO
- Mr. Schwab, Actuary

Mr. Delgado introduced the discussion on options for actuary services.
Mr. Schwab provided a summary of his background and experience, noting over 30 years in both public and private sectors and ongoing work with charter schools, districts, and government entities. He has served El Camino since 2016, providing annual actuarial valuations and compliance reporting.

Mr. Schwab presented the **2024–2025 actuarial report highlights**:

- Funded percentage increased from **105.2% to 108.5%**, driven by higher interest rates and strong investment returns.
- Benefit liability (APBO) rose from **$29.3M to $30.8M**, due to an additional year of employee service and discounting adjustments.
- Asset values grew from **$30.8M to $33.4M**, reflecting a **10.5% investment return**, about $1.7M higher than expected.
- Without the interest rate increase and above-expected returns, the funded percentage would have been about **98%**, showing year-to-year volatility.

- The **annual OPEB accounting expense** for FY 2024–2025 was reported at **$1.17M**.

Mr. Schwab concluded that El Camino's OPEB plan remains fully funded for the second consecutive year and emphasized the sensitivity of future outcomes to interest rates, premiums, and investment performance.

C. Discussion and Vote on the Contract for Actuary Services

Linda Ibach made a motion to Approve the Contract for Actuary Services.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mr. Delgado, the new CBO, presented the proposed **contract for actuarial services**. He reviewed several proposals and recommended continuing with the current provider, noting their **extensive experience with charter schools** and familiarity with El Camino's finances.

Key contract details:

- **Four-year term** at **$4,500 per year**.
- **Two additional one-year options** at the school's discretion.
- A **5% increase** would apply after the initial four-year term if the extensions are exercised.
- The service cost has historically remained in the **$4,000 range over the past five years**.

Mr. Delgado emphasized that the provider holds strong actuarial credentials, works with numerous educational and government entities, and has proven to be **efficient, responsive, and easy to work with**, particularly in coordinating with the HR department for census data.

V. Finance

A. Review and Vote on June and July 2025 Check Registers

Presenters:

- Fernando Delgado, CBO
- Ms. Verdun, School Representative

Ms. Verdun presented the **June and July 2025 check registers** for board review.

- **June 2025 Check Register:**
  - Account 1761: Included regular recurring payables such as health insurance, PPLCI monthly payment, Legal Shield, and other automatic bank drafts.
  - Fundraising account: Reflected one check for $250.
  - Additional reimbursements were issued for student activities and technical expenses.
- **July 2025 Check Register:**
  - Reflected approximately **99 checks issued**.
  - Noted ongoing effort to transition away from physical checks toward ACH payments.
  - Payments included COBRA, routine disbursements for food and education (Chartwell), Amazon accounts, and peace of mind services.
  - Fundraising account: Included a teacher payroll item for Chartwell.
  - ASB trust account: Reflected a small number of payments.

Alexandra Ramirez made a motion to Approve the June and July 2025 Check Registers.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review and Vote on June and July 2025 Credit Card Statements

Presenters:

- Mr. Fernando Delgado, CBO
- Mrs. Verduzco, Director of Accounting and Finance

Discussion:
Mrs. Verduzco provided a review of the **June and July 2024 credit card statements**:

- **June 2024 Credit Card Statement:**
  - New account balance was approximately **$32,000 due**.
  - Transactions included purchases by Mr. Hussey and Mr. Wood, among others.
  - All vendor charges were itemized in an Excel spreadsheet, detailing vendor name, transaction date, description, cardholder, amount, funding resource, and budget category.
  - A credit of **$500** was noted and highlighted.
- **July 2024 Credit Card Statement:**
  - Total amount paid was approximately **$28,000**.

- Similar process followed as in June: all transactions were reviewed, approvers verified, and charges documented in an Excel spreadsheet with vendor, PO number, description, cardholder, resource, and budget category.
- Credits were also highlighted, with follow-up actions in place to ensure they are applied.

Ronald Laws made a motion to Approve the June and July 2025 Credit Card Statements.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Review and Vote on 2025-2026 Proposition 30 EPA Budget

Brad Wright made a motion to Approve the 2025-2026 Proposition 30 EPA Budget.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Presenter:

- Mr. Fernando Delgado, Chief Business Officer (CBO)

Discussion:

- Mr. Delgado explained that Proposition 30 Education Protection Account (EPA) funds are **restricted state dollars** designated for **classroom instructional purposes only**, primarily teacher salaries and benefits.
- By law, EPA funds **cannot** be used for administrative costs.
- The budget must be reviewed and **approved annually by the Board**.
- For fiscal year **2025–2026**, the school received a little over **$8 million in EPA funds**.
- These funds were fully allocated as follows:
  - **$5.3 million** – Certificated (teacher) salaries.
  - **$2.7 million** – Employee benefits tied to teacher salary expenditures.
- Mr. Delgado confirmed that all expenditures were in compliance with EPA funding requirements.

D. Discussion and Vote on the Amended 2025-2026 Textbook Budget

- Mr. Delgado introduced the agenda item and explained that the **Foreign Language Department's textbook request** was submitted **after adoption of the 2025–2026 budget**.
- The request was made by the Foreign Language Department Chair, **Mr. Larde**, and **French teacher Mr. No Dout**.

- The request covers a **six-year license for digital textbook access**.

Background and Justification

- At the time of budget approval, it was assumed that the school's existing digital textbook subscription was valid for six years.
- It was later discovered that the **license had expired**, requiring renewal to ensure ongoing access for students.
- The total expenditure requested is **$23,485.75**.
- This amount exceeds the previously approved textbook budget allocation, therefore requiring **Board approval** for transparency and compliance.

Importance of the Purchase

- Mr. Delgado emphasized that access to digital textbooks is essential for the learning experience, especially in foreign language education, where resources such as online practice, listening, and interactive learning tools support student success.

Board Discussion

- Mr. Delgado explained that **physical textbooks are already included** in the order; however, the **digital license package** is a separate component that was unintentionally omitted during the initial budget process.
- The renewal of the license ensures full access to the complete textbook package (print + digital).
- Members acknowledged that the oversight was due to a misunderstanding about the subscription term.

The Board approved the amended textbook budget, authorizing the purchase of the **six-year digital license** for the Foreign Language Department, ensuring that students have both physical and digital learning materials.

Alexandra Ramirez made a motion to Vote on the Amended 2025-2026 Textbook Budget.
Ronald Laws seconded the motion.
The board **VOTED** unanimously to approve the motion.
Alexandra Ramirez left at 6:58 PM.
Ronald Laws left at 6:58 PM.

VI. School Business

A. Discussion and Vote on Revisions to ECRCHS Employee Handbook for 2025-2026

Presenter:

- Ms. Vania Rodriguez, Director of Human Resources

Discussion:

- Ms. Rodriguez presented the **2025–2026 Employee Handbook** with redline revisions.
- She explained that there were **no major additions** this year, but clarifying edits were made to ensure alignment with **California law**.
- Key revisions included:
  - **Policy 3.9 – Location Accommodation:** Additional clarifying language was added for consistency with state requirements.
  - **Policy 4.5 – Standards of Conduct and Discipline:** New provisions were added to protect the school, including:
    - Prohibition against allowing a visitor on campus without prior authorization and proper clearance.
    - Requirement to disclose any pending action against an employee's credential by the CTC.
    - Expectation of adequate student supervision, with failure to do so identified as grounds for disciplinary action or termination.

Brad Wright made a motion to approved of Revisions to ECRCHS Employee Handbook for 2025-2026.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discussion and Vote on Revisions to ECRCHS Parent and Student Employee Handbook 2025-2026

Presenter:

- Ms. Vania Rodriguez, Director of Human Resources

Discussion:

- Ms. Rodriguez presented the **2025–2026 Parent & Student Handbook**, reviewed and approved by legal counsel.
- **Major revisions** included:
  - **Cell Phone Policy** – Updated to align with the new **state mandate** prohibiting student cell phone use in classrooms.
    - Students must place phones in designated classroom pouches at the start of class.
    - Teachers will politely request compliance; noncompliance may result in referral to safety officers and the dean's office.

        - Progressive discipline includes requiring violators to store phones in locked pouches for the entire school day.
        - Students may still use phones during nutrition and lunch breaks.
        - Discussion occurred regarding the law's intent to improve student mental health and reduce negative impacts of social media. Board members raised questions about partial allowances during lunch and nutrition; administration clarified that the school remains in compliance with the law while monitoring outcomes.
    - **Suicide Prevention Crisis Team** – Expanded per new requirements to include designated **student members** alongside staff, with identified primary and secondary liaisons.

Brad Wright made a motion to Approve the Revisions to ECRCHS Parent and Student Employee Handbook 2025-2026.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Discussion on Annual Review of Uniform Complaint Procedure

Gregg Solkovits left at 7:15 PM.
Presenter:

- Ms. Vania Rodriguez, Director of Human Resources

Discussion:

- Ms. Rodriguez conducted the **annual review** of the school's **Uniform Complaint Procedure (UCP)**.
- The UCP outlines the process for addressing complaints related to **unlawful discrimination, harassment, intimidation, or bullying** involving any protected group.
- All such complaints are directed to Ms. Rodriguez, who serves as the school's **Compliance Officer** and will ensure that a proper investigation is conducted.
- The **annual notice** is posted in classrooms and included in the **Parent & Student Handbook**.

D. Discussion and Vote on Request for One Period Coach Authorization During 2025-2026

Presenter:

- Mr. Hussey, Executive Director

Discussion:

- Mr. Hussey explained the annual process of requesting **One Period Coach Authorization** for coaches who do not hold a PE credential but will be leading athletic teams where students can earn PE credit.
- The following requests for authorization were presented and verified for the **2025–2026 school year**:
  - **Camille King** – Cross Country, Track & Field
  - **Eric Choi** – Girls Golf (Fall), Girls Soccer (Winter), Boys Golf (Spring)
  - **Jason Camp** – Football (JV & Varsity)
  - **Dean Bennett** – Girls Flag Football (Fall), Lacrosse (Boys & Girls, Spring)

Linda Ibach made a motion to Approve the Request for One Period Coach Authorization During 2025-2026.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Annual Performance-based Charter School Division Oversight Visit Report for 2024-2025

Presenter:

- Mr. David Hussey, Executive Director

Discussion:

- Mr. Hussey commended the Board and school community for receiving another strong annual oversight review from the **Charter School Division (CSD)**.
- **Ratings received for 2024–2025 oversight visit:**
  - **Governance** – 4 (no corrective actions)
  - **Student Achievement & Educational Performance** – 3 (focus area: increasing math scores, particularly for certain subgroups; strategies implemented include additional SBAC math practice and targeted support in the math department)
  - **Organizational & Management** – 3 (area to improve: monitoring vendors and ensuring clearances are completed before services begin; last year's cafeteria clearance issue has been corrected)
  - **Fiscal Operations** – 4 (no corrective actions)
- Overall, the school earned **two 4s and two 3s**, with expectations to improve both 3 ratings to 4s in the upcoming year through focused efforts.

F. Discussion and Vote on Fortinet Firewall Multi-Year License Renewal

Presenter:

- Fernando Delgado, Chief Business Officer (CBO)

Discussion:

- Mr. Delgado presented the analysis of three competitive quotes for the **Fortinet Firewall multi-year license renewal**, outlining cost comparisons, vendor reliability, and total cost of ownership.
- Vendors considered: **Fortinet (direct), GST, and SHI.**
- After evaluation, **SHI's proposal** in the amount of **$77,985 for a five-year term** was recommended.
- While Fortinet direct was the most expensive, and GST offered some value-added services, SHI provided the **lowest cost option** with reliable vendor history, making it the best overall value for the school.
- The renewal ensures firewall support, lifecycle management, and subscription continuity for the next five years.

Brad Wright made a motion to Approve the Fortinet Firewall Multi-Year License Renewal.
Joe Kolkowitz seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Discussion and Vote on Los Angeles County of Education (LACOE) Certificate of Signatures

Mr. Hussey presented the **LACOE Certificate of Signatures** item.
The purpose of the update is to **remove Greg Wood** and **add Fernando Delgado, new CBO**, as an authorized signer. Mr. Hussey confirmed that the updated signature sheet had already been circulated, and all required board members had signed it.
Only board approval was required to finalize the submission to LACOE.

Brad Wright made a motion to Approve the Los Angeles County of Education (LACOE) Certificate of Signatures.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Discussion and Vote on City National ECRA Signatories

Presenter:

- David Hussey, Executive Director

Discussion:

- Mr. Hussey explained that several agenda items are intended to formally replace former CBO Greg Wood with new CBO Fernando Delgado as an authorized signer.
- This agenda item specifically addresses **City National Bank accounts**.
- Mr. Hussey stated this action ensures the bank has proper documentation showing Mr. Delgado as the official CBO and account signatory.
- The accounts included in this update are:
  - T-Bill
  - Payroll
  - Checking
  - General
  - Fundraising
  - Associated Student Body (ASB)

Brad Wright made a motion to Approve the City National ECRA Signatories.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Discussion and Vote on US Bank Authorized Signers

Presenter:

- David Hussey, Executive Director

Discussion:

- Mr. Hussey presented the forms required by **U.S. Bank** to update account signatories for the **Other Post Employment Benefit (OPEB)** and **General Investment Accounts**.
- The update will **remove Greg Wood** and add **Fernando Delgado, CBO**, as an authorized signer.
- U.S. Bank requires **three separate signature documents**:
  1. Certificate of Authority (general authorization).
  2. Authorized Signers for the General Investment Account.
  3. Authorized Signers for the OPEB Plan Account.
- Both Mr. Hussey and Mr. Delgado will sign the forms to complete the update.

Brad Wright made a motion to Approve US Bank Authorized Signers.

Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Discussion and Vote on Beacon Pointe and Midland Investments Replacing Authorized Users

Presenter:

- David Hussey, Executive Director

Discussion:

- Mr. Hussey presented the required updates for **Beacon Pointe** and **Midland Investments** accounts.
- The update will **remove Greg Wood** and add **Fernando Delgado, CBO**, as the new authorized signer.
- Documentation from both investment institutions requires Board authorization confirming Mr. Delgado as the replacement for Mr. Wood.

Steven Kofahl made a motion to Approve Beacon Pointe and Midland Investments Replacing Authorized Users.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Discussion and Vote on US Bank CAL-Card Credit Card Accounts Authorized User Replacement

Presenter:

- David Hussey, Executive Director

Discussion:

- Mr. Hussey introduced the agenda item concerning the **U.S. Bank CAL-Card credit card accounts**.
- The update involves **removing Greg Wood** and **adding Fernando Delgado, CBO**, as the new authorized user.
- This item is being documented formally so that **U.S. Bank** has official Board authorization on record.

Brad Wright made a motion to Approve the US Bank CAL-Card Credit Card Accounts Authorized User Replacement.
Linda Ibach seconded the motion.

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

L. Discussion and Vote on Historically Black College and University (HBCU) College Trip

Presenter:

- Dr. Clark, Administrative Director

Discussion:

- Dr. Clark presented the annual **HBCU College Tour**, now in its fifth year.
- The **Travel Committee** has already reviewed and approved the trip; however, because the cost is under the **$50,000 threshold** but still above the **$20,000 threshold**, it requires **Board approval** per SPP guidelines.
- The 2025 trip will take place **September 23–26** and includes visits to **HBCUs and historical sites** in Georgia, Tennessee, and Alabama (e.g., Spelman, Morehouse, Tennessee State University, Tuskegee, Selma, and Montgomery).
- **Participants:** 32 students and 3 staff chaperones (35 total).
- All required paperwork is completed; two parent meetings have been held with one final meeting scheduled before departure.
- Purpose: to **provide students with college exposure opportunities**, particularly at HBCUs, while also engaging with important historical and cultural sites.

Brad Wright made a motion to Approve the Historically Black College and University (HBCU) College Trip.
Joe Kolkowitz seconded the motion.
The board **VOTED** unanimously to approve the motion.
Prior to entering closed session, **Mr. Wright** expressed appreciation and formally recognized the contributions of two staff members:
Ms. Karen Evans, recognized as one of the school's top teachers, noted for her dedication and high academic expectations for students.
Coach Phillips, acknowledged for his leadership and mentorship, described as "a coach of life" for his work with students beyond athletics.
Mr. Wright emphasized the Board's gratitude for their service and contributions to the school community, noting the recognition for the official record as the meeting was being recorded.

VII. Closed Session

A. Conference with Legal Counsel - Anticipated Litigation

The board entered the closed session at 7:38 PM on the 28th of August, 2025.

VIII. Reconvene to Open Session

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

The board reconvene to open session at 8:00 PM on the 28th of August, 2025.
Nothing to report from closed session

IX. 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 8:00 PM.

Respectfully Submitted,
Vania Rodriguez
Brad Wright made a motion to Adjourn meeting.
Joe Kolkowitz seconded the motion.
The board **VOTED** unanimously to approve the motion.