APPROVED

El Camino Real Charter High School

Minutes

Regular Board meeting

11-20-2025 Regular Board Meeting

Date and Time
Thursday November 20, 2025 at 5:30 PM

Location
El Camino Real Charter High School - Media Center

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, Ronald Laws, Steven Kofahl

Directors Absent
Joe Kolkowitz

Guests Present
David Hussey, Fernando Delgado, Norris Gundy, 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 20, 2025 at 5:30 PM.

B. Record Attendance and Guests

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

Mr. Brad Wright led the Board members and guests in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

No public comments were received for this meeting.

E. Executive Director Update

Mr. David Hussey presented the Executive Director Update.

1) Praise for Student Council and spirit week

- Student Council did a tremendous job running spirit week this week, successfully involving all classes.
- The seniors won the spirit week contest.
- To celebrate, Student Council is purchasing Raising Cane's for the senior class tomorrow during lunchtime.
    - Encouragement to turn tomorrow's lunchtime into a lively, fun event and watch the seniors enjoy the treat.
- Overall commendation: they did a great job and deserve recognition.
- Context: Student Council's mission includes building school spirit and organizing events, which aligns with these efforts.

2) Leadership mixer with neighboring schools

- Student Council invited leadership classes from three other high schools — Granada Hills, Calabasas, and Chatsworth — to El Camino for a mixer.
- Purpose: share ideas and connect with peer leadership groups.
- After conversations with many students, feedback suggests that El Camino's Student Council is doing a solid job; students feel confident that their efforts are working well.

3) Arts and theater recommendation

- Strong recommendation: attend the school's production of A Christmas Carol at the Greek Theatre.
- Showtimes mentioned: tonight at 7 p.m. and tomorrow at 7 p.m.
- Praise for the students' performance and for Miss Hudson's direction.

4) Athletics updates

- Girls flag football team is playing in the Division One final on Saturday at Garfield High School, kickoff at 5 p.m.
    - Coach Hayashida is in his second final in two years.
    - Hope expressed that the team can bring home another city championship.
- Fall sports season has concluded.

- Winter sports season is beginning.
- Overall, a positive tone around athletics and school spirit.

5) School year outlook

- As the year has progressed, feedback from teachers, staff, and parents has been very positive.
- Emphasis on this positive outlook continuing as winter sports start and school activities move forward.

F. Chief Business Officer Update

Chief Business Officer Update presented by **Fernando Delgado**

Current Month Attendance Report

- Current enrollment stands at **2,801 students**
- At the same time last year, enrollment was **2,937 students**
- This reflects a **decrease of 136 students year over year**
- Despite lower enrollment, the **attendance rate increased**
  - Attendance improved from **93.78% to 94.90%**
  - Higher attendance indicates improved student presence in class
  - Increased attendance positively impacts **revenue**

New Grant Funding – Assembly Bill 121

- Introduction of the **Student Support and Professional Development Discretionary Block Grant (SSP Block Grant)**
- Grant focuses on:
  - **Student support initiatives**
  - **Professional development**
  - **English Language Arts and Mathematics framework training**
  - **Teacher recruitment and retention efforts**
- **Total grant amount: $841,262**
- **Funds received to date:** approximately **75%**, totaling **$630,947**
- Remaining funds are expected to be received and expended by **2026**

G. Board Chair Update

Board Chair Update presented by **Brad Wright**

- Opened the floor for **board members to share observations or concerns** from time spent on campus
- Expressed overall **satisfaction with the school's development and progress**
- Shared observations from a **monthly campus walk-through**
- Raised concerns about **students displaying excessive physical affection in classrooms**
    - Emphasized that the school is **not a hotel** and such behavior can lead to issues
    - Noted potential **risk of allegations** if boundaries are not maintained
    - Shared a specific instance where a teacher was advised to **intervene and separate students**
- Stressed the importance of **maintaining appropriate boundaries** in classrooms
    - Teachers may be questioned if inappropriate behavior occurs under their supervision
- Encouraged administrators and teachers to:
    - **Promote age-appropriate behavior**
    - Discourage overly adult or emotional actions among students
    - Reinforce expectations so students can **"be kids"** in a safe, respectful environment
- Goal is to **prevent future issues** and maintain a professional, secure school setting

II. Governance

A. Selection and Approval of New Member to Fill Board Vacancy

Agenda item presented by **Board Chair Brad Wright**

Background of the Vacancy

- **Mr. Solkovits** resigned from the board due to **personal reasons**
- The vacancy is for a **certificated representative**

Selection Process

- A **committee convened** to meet with and review potential candidates
- Candidates were evaluated based on their ability to **support and represent teachers**

Proposed Candidate

- **Dr. Gunby** was introduced as a potential appointee

- Currently a **professor at USC**
- Has a **child enrolled at the school**
- Has been an **active member of the school community**

Steven Kofahl made a motion to approve the selection and approval of new member to fill board vacancy, Dr. Norris Gundy.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Brad Wright	Aye
Ronald Laws	Aye
Steven Kofahl	Aye
Joe Kolkowitz	Absent
Alexandra Ramirez	Aye

New Board Member

- **Dr. Norris Gundy** was formally welcomed to the board
- Dr. Gundy was present at the meeting
- He was confirmed as an **active board member**, with:
  - Full voting rights
  - Equal authority to ask questions and participate in discussions
- Dr. Gundy was invited to **take his seat at the board table**
- He was given an opportunity to **briefly introduce himself**

Introduction of New Board Member – Dr. Norris Gundy

- Dr. Gundy introduced himself to the board

Background Information

- Recently relocated to **California** with his wife
- Their son is a **senior and** satisfied with his education and is a member of the **Academic JV Team**

Board Service

- Dr. Gundy expressed enthusiasm about serving on the board
- He is serving as a **full board member**
- Shared that he feels **positive and enthusiastic** about joining and contributing to the board

III. Consent

A. Approve Minutes of October 23, 2025 Regular Board Meeting

Alexandra Ramirez made a motion to approve the minutes from Regular Board meeting on 10-23-25.
Ronald Laws seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Brad Wright	Aye
Alexandra Ramirez	Aye
Ronald Laws	Aye
Steven Kofahl	Aye
Joe Kolkowitz	Absent

B. Review and Vote on October 2025 Check Registers

Alexandra Ramirez made a motion to approve the minutes from Finance and Investment Board Committee Meeting on 11-12-25.
Ronald Laws seconded the motion.
October 2025 Check Registers
The board **VOTED** unanimously to approve the motion.

Roll Call

Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Ronald Laws	Aye
Joe Kolkowitz	Absent

C. Review and Vote on October 2025 Credit Card Statements

Alexandra Ramirez made a motion to October 2025 Credit Card Statements.
Ronald Laws seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Alexandra Ramirez	Aye
Joe Kolkowitz	Absent
Steven Kofahl	Aye
Ronald Laws	Aye
Brad Wright	Aye

IV. Investment

A.

Investment Update October 2025

October 2025 Investment Update

- Report reviewed at a high level with focus on portfolio performance

OPEB Portfolio Overview

- **Total value:** Just under **$34.8 million** as of end of September 2025
- **Third Quarter 2025 return: 4.7%**
- **Year-to-date (three quarters of 2025): 11.9%**
- **Trailing 12-month return:** Just under **10%**
- **Trailing 3-year annualized return: 15.4% per year**
- **Since inception (Q3 2021): 4.7% annualized**
- Overall performance reflects **strong absolute returns**, despite challenging market conditions in 2022

Asset Class Performance Highlights

- **International equities** were the top performer in 2025:
  - **21.5% year-to-date**
- **U.S. equities** returned **12.5% year-to-date**
- **Bonds: 6.5%** calendar-year return
- **Alternative investments: 7.7%** return
- Noted shift from prior years, with **international equities outperforming U.S. equities** in 2025

OPEB Asset Allocation

- Portfolio allocation:
  - **60% global equities**
  - **40% bonds**
- Allocation aligns with the **benchmark and Investment Policy Statement (IPS)**
- All asset classes are **within allowable IPS ranges**

General Account (GA) Portfolio Overview

- **Total value: $7.58 million** as of end of Q3 2025
- Portfolio allocation:
  - **30% global equities**
  - **70% bonds**
- Designed as a **more conservative, defensive portfolio**

GA Portfolio Performance

- **Third Quarter 2025 return: 3.6%**
- **Year-to-date 2025 (three quarters): 9.3%**

- **Trailing 3-year annualized return: 10.5% per year**
- Lower returns reflect the **reduced equity exposure**

B. Discussion and vote on Re-Investment vote annuity funds from General Account

- Presentation delivered by **Fernando Delgado, Chief Business Officer**
- Item presented **prior to the board vote**

Background and Review Process

- Discussion previously held at the **Finance Committee meeting**
- Committee reviewed **multiple U.S. Treasury investment options**
    - Options ranged from **1-year to 10-year Treasury notes**
- Interest rates discussed were as of **November 6**, with acknowledgment that rates are **fluid and change daily**

Recommended Investment

- Proposal to invest in a **U.S. Treasury bill**
- **Fixed interest rate: 3.5%**
- **Investment term: Two years**
- **Expected maturity date: November 20, 2026**
- Investment to begin **by the end of the current month**

Board Action Requested

- Administration **recommended approval** of the two-year Treasury bill investment
- Board approval requested to proceed with the re-investment of General Account annuity funds

- **Board Chair Comments** presented by **Brad Wright**
- Clarified that the **regular board meeting agenda** provides a broad overview of all topics
- Noted that **investment-related discussions** are covered in greater detail during **Finance Committee meetings**
- **Finance Committee Meeting Details**
    - Held on the **second Wednesday of each month**
    - Chaired by **Ms. Ramirez**
- Encouraged board members and attendees to:

- **Attend Finance Committee meetings** for more in-depth discussions
- **Ask questions** and engage in detailed review of financial matters
- **Submit questions via email** if unable to attend meetings

Ronald Laws made a motion to Approve Re-Investment vote annuity funds from General Account.
Alexandra Ramirez seconded the motion.
Dr. Gundy seconded.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye
Joe Kolkowitz	Absent
Ronald Laws	Aye

V. Finance

A. Financial Update October 2025

- Presented by **Fernando Delgado, Chief Business Officer**, and **Janneyra Verduzco, Director of Accounting and Finance**

Interim Financial Reporting

- Typically, the **first interim financial report** is presented around this time of year
- An **extension was granted**, moving the reporting deadline from **November 14 to November 28**
- The **first interim financial report** will be presented at the **December 18 board meeting**

Reason for Extension

- Several **outstanding invoices from prior years** required reconciliation
- Limited time frame (approximately **two weeks**) provided by the district for reconciling:
  - Credit card transactions
  - Invoice processing
- Extension allowed adequate time to complete reconciliations accurately

Next Steps

- Reconciliation work is expected to be **completed by the following week**
- Full financial details will be included in the **December interim report presentation**
- No additional questions were noted at this time

B. Discussion and Vote on Extension for 2024-2025 Audit

- Presentation delivered by **Fernando Delgado, Chief Business Officer**
- Item included time for **questions and clarification**

Original Audit Timeline

- Original audit report deadline was **December 15**

Reason for Extension

- A **federal closure** prevented the auditing firm from obtaining all required reports
- As a result, the audit could not be completed by the original deadline

Review and Approval Process

- The extension request was **discussed at the Finance Committee meeting** the previous week
- An **email request** was submitted to **LED** for an audit deadline extension

Extension Approval

- The request was **approved**
- New audit report deadline granted through **January 30**

Ronald Laws made a motion to Approve on Extension for 2024-2025 Audit.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Joe Kolkowitz	Absent
Ronald Laws	Aye
Brad Wright	Aye

VI. School Business

A. Musical Instrument Refresh

- Presented by **Ryan Guinto, Director of Technology** (Mr. Kevin Thurow, Band Teacher, unavailable)
- Previously reviewed by the **Finance Committee**
- **Purpose**
    - Refresh and acquire additional **musical instruments** for the band program

    - Ensures **equity and access** for students in music classes
    - Funding source: **Block Grant**
- **Reason for Board Presentation**
    - Total request exceeds **$50,000**, requiring full board review despite prior AMI funding approval
- **Plan for Instruments**
    - Instruments being **purchased through Sweetwater**
    - Some instruments are **new additions**, others will be **retuned or replaced**
    - Retired school instruments **cannot be given away**, but can serve as **loaners** for student practice
    - Surplus instruments may be considered for **sale to generate additional funds**
- **Financial Details**
    - **Total amount requested: $74,197.21**
- **Next Steps**
    - Band teacher to provide a **detailed plan** for instrument usage
    - Board discussion included questions on **existing instruments** and their **reuse or replacement**
- **Outcome**
    - Board reviewed and discussed **equity, access, and proper use of funds**
    - No objections or further questions noted during the meeting

Steven Kofahl made a motion to approve the Musical Instrument Refresh.
Alexandra Ramirez seconded the motion.
Dr. Gundy seconded
The board **VOTED** unanimously to approve the motion.

Roll Call

Joe Kolkowitz	Absent
Ronald Laws	Aye
Steven Kofahl	Aye
Brad Wright	Aye
Alexandra Ramirez	Aye

B. Teacher Device Refresh

- Presented by **Fernando Delgado, CBO** and **Ryan Guinto, Director of Technology**
- Previously reviewed and approved by the **Finance Committee**
- Any purchase over **$50,000 requires board approval**

Purpose of Refresh

- **Teacher/Staff Laptops**: Lenovo laptops past their **useful life**
- **Computer Labs**: Last upgraded in 2017, now in need of replacement

- **Gaming Lab**: New lab with **higher processing capacity** to support specialized programs

Procurement Process

- Three quotes obtained: **Lenovo direct, Eric Jones, GST**
- Chosen vendor: **GST** (same specifications, lower price)

Disposition of Old Devices

- **Better devices** kept as **loaners**
- Remaining devices sold to a **third-party vendor**, proceeds go **back to the general fund**
- Option for students to **repurchase devices** after graduation:
  - Free for students qualifying for **reduced lunch**
  - $50 for others
  - Devices **wiped clean** before leaving school

Outcome

- Board informed of **funding, procurement, and disposal process**
- Ensures both **equity for students** and **efficient use of resources**

Alexandra Ramirez made a motion to approve the Teacher Device Refresh.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Joe Kolkowitz	Absent
Brad Wright	Aye
Ronald Laws	Aye

C. Discuss and Review the 2025 California School Dashboard

- Presented by **David Hussey, Executive Director**
- Review of the **2025 California School Dashboard** and related performance metrics
- **Overall Performance**
  - Dashboard includes **seven performance categories**
  - **Prior year:** 1 Blue, 3 Green, 1 Orange
  - **Current year: 5 Green, 1 Yellow, 1 Orange**
  - Overall results indicate **positive improvement and strong performance**
- **Suspension Rate**

    - Rated **Green**
    - Suspension rate **declined by 0.7%**
    - Fewer student suspensions compared to previous years
    - Decline attributed to:
        - Improved student behavior
        - Proactive disciplinary practices
        - Teacher and staff intervention before issues escalate
        - Support from parents and counseling services
    - No student groups in the **Red** category
    - **African American students** identified in **Orange** this year
        - Previously, English Learners and Special Education students were in Orange
        - Administration is actively addressing subgroup disparities through counseling and proactive engagement
- **English Learner (EL) Progress**
    - Declined from **Blue to Orange**
    - Proficiency dropped from **75% to 60%**
    - Decline attributed to:
        - Increase in **recent-arrival English learners**
        - Language acquisition typically requiring **2–3 years**
        - Limited English use outside of school for some students
    - Supports include:
        - Two periods of English Language Arts
        - After-school tutoring and targeted interventions
- **Graduation Rate**
    - Rated **Green**
    - Increased by **1.4%**
    - Current graduation rate: **93%**
- **College and Career Readiness**
    - Maintained rating
    - Improved by **3%**
- **English Language Arts (ELA)**
    - Improved by **11.9 points**
    - Moved up from **Yellow**, reflecting strong academic growth
- **Mathematics**
    - Remained **Yellow**
    - Showed **slight improvement**, but not enough to move to Green
    - Focus areas:
        - Stronger alignment with **Common Core standards**
        - Improved test preparation strategies
        - Increased departmental focus beginning last year
- **Science**
    - Rated **Green**

    - School expressed satisfaction with science performance
- **Staffing**
    - No issues reported with **teacher recruitment**
    - Adequate applicant pool for open positions
- **Enrollment Discussion**
    - Decline in enrollment noted and discussed in relation to dashboard data
    - Similar enrollment declines observed at local middle schools
    - Student population composed of approximately:
        - **50% local students**
        - **50% from surrounding areas via open enrollment**
    - Board acknowledged some families may review dashboard data when making enrollment decisions
- **Conclusion**
    - Board noted **steady improvement across most metrics**
    - Commitment to continued growth, particularly in:
        - English Learner progress
        - Mathematics performance
        - Suspension rate disparities among subgroups

The board entered the closed session at 6:11 PM on the 20th of November, 2025.

VII. Reconvene to Open Session

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

The board reconvene to open session at 6:29 PM on the 20th of November, 2025.

Mr. Wright reported that there were no actions taken during the closed session and therefore nothing to report.

VIII. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn meeting.
Brad Wright seconded the motion.

Dr. Gundy seconded.
Single Voice vote
The board **VOTED** unanimously to approve the motion.

Roll Call

Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Joe Kolkowitz	Absent
Ronald Laws	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:29 PM.

Respectfully Submitted,
Ryan Guinto