APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

12-18-2025 Regular Board Meeting

Date and Time
Thursday December 18, 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

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, Linda Ibach, Steven Kofahl

Directors Absent
Gregg Solkovits, Joe Kolkowitz, Ronald Laws

Directors who arrived after the meeting opened
Steven Kofahl

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 Dec 18, 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).
Steven Kofahl arrived at 5:32 PM.

D. Public Comments

No public comments were received for this meeting.

E. Executive Director Update

Semester Reflection & Appreciation

- Mr. Hussey opened by thanking **teachers, staff, students, and parents** for a successful **Fall 2025 semester**.
- Highlighted strong **school spirit**, student engagement, and meaningful learning experiences.
- Expressed optimism and anticipation for the **Spring 2026 semester**, particularly for graduating seniors preparing to enter the "real world."

Employee Retirement Recognitions

- Acknowledged and honored long-serving staff members retiring in December:
  - **Yupayne and Yuli** (Custodial Staff) – **28 years of service** at ECR.
  - **Mr. Wasser** – Former Board Chair with **18 years of service**.
  - **Mr. Pressburger** – **35 years of dedicated service**.
- Mr. Hussey expressed gratitude for their commitment, impact, and lasting contributions to El Camino Real.

Student Program Showcases

- Mr. Hussey emphasized the importance of showcasing student work supported by the Board and invited student groups to present.

Music Program Highlight

- A **video clip** featuring the ECR **Jazz Program** was shown.
- Recognized **Mr. Thoreau and Mr. Rodriguez** for:
  - Innovative instruction
  - Thinking "outside the box"
  - Providing students with **real-world musical experiences**
- Board members were encouraged to attend live performances to experience the full program.

Physics Student Presentation – Mr. Zaher's Class

- Physics students presented their **semester-long roller coaster engineering project**, connecting theory to hands-on application.
- Key learning components included:
    - **Newton's First Law of Inertia**
    - **Conservation of Energy**
    - Calculating **maximum velocity**, experimental velocity, and **error percentage**
- Project constraints:
    - Materials limited to **cardstock and scotch tape**
- Tools & methodology:
    - Used a **photogate (laser timing device)** to measure marble velocity
    - Compared theoretical vs. experimental data to assess energy loss
- Emphasized relevance to real-world engineering and structural integrity analysis.
- Creative elements included:
    - Star Wars–themed design (Endor, Death Star concepts)
    - **3D-printed gate structures** using school resources
    - Use of lighting, funnels, elevators, and time-maximization strategies for extra credit
- Students highlighted that project-based learning was more impactful than traditional drills.
- **Board praise:**
    - Mr. Wright commended both the students and Mr. Zaher for the quality and rigor of the work.

Digital Marketing / Video Game Design Program – Dr. Lyons

- Dr. Lyons presented on behalf of her students (unable to attend due to early dismissal).
- Capstone project:
    - Students created **professional sports websites** for ECR fall athletic teams.
    - Addressed gaps where certain sports were not represented on the school homepage.
- Key website features:
    - Custom logos and branding
    - **Game countdown timers** (noted as especially impressive)
    - Interactive schedules with:
        - Away-game icons
        - Locations, dates, and addresses
    - Integrated **ECR calendar views**
    - Team rosters with:
        - Player photos, jersey numbers, grade levels
        - Player contribution surveys via Google Forms

        - **Coach bios and video interviews**
        - Athletic registration forms linked directly for ease of access
        - Donation and fundraising pages connected to:
            - ECR Student Store
            - Venmo, PayPal, and merchandise platforms
        - "Contact Us" page with school and student contact information
    - Total of **11 sports websites** completed to date.
    - Dr. Lyon expressed hope that these sites could be linked to the official ECR homepage.
    - Future plans:
        - Spring continuation covering **winter and spring sports**
        - Expansion into **Sports & Entertainment Marketing**, including:
            - Grammys, Oscars, American Music Awards
            - MLB and NHL (Stanley Cup coverage)

Board & Administrative Feedback

- Mr. Wright expressed strong admiration for the professionalism and real-world relevance of the student work.
- Encouraged continued student presentations to the Board in the future.
- Students were thanked and excused to focus on upcoming finals.

F. Chief Business Officer Update

Student Enrollment Update

- As of **December 18**, total student enrollment stands at **2,864 students**.
- This reflects an **increase of two students** compared to the previous week.

Charter School Oversight Visit

- The **LAUSD Charter School Division (CSD)** conducted its **annual oversight visit** earlier this month.
- The visit included a comprehensive review of:
    - **Accounting procedures**
    - **Financial records and books**
    - Verification that school operations align with stated policies and plans

Oversight Review Scope

- The assessment covered all required **standardized oversight categories**, including:
    - Governance
    - Student achievement
    - Educational performance

    - Organizational management
    - Operational practices
    - Fiscal operations
- The purpose of the review was to confirm that the school is:
    - Operating in compliance
    - Implementing programs and procedures as outlined and approved

Current Status & Next Steps

- The school is **actively corresponding with CSD** to clarify and address several **pending items** identified during the oversight visit.
- Administration anticipates receiving the **final oversight report in mid-spring**.
- The school has also **completed its First Interim Report**, which will be formally presented at an upcoming **subsequent Board meeting**.

G. Board Chair Update

Purpose of the Update

- Mr. Wright clarified that this agenda item serves as an **open opportunity for all Board members** to:
    - Share reflections, acknowledgments, or comments
    - Communicate directly to the public about what is on their minds

Board Member Comments

- **Dr. Gunby** offered congratulations to the **ECR Jazz Band**:
    - Shared personal context as a former high school jazz band member who recorded an album 40 years ago
    - Expressed strong admiration for the current program, noting it is **outstanding and highly professional**
    - Shared enthusiasm for attending the concert that evening

Board Chair Remarks & Acknowledgments

- Mr. Wright echoed appreciation for the Jazz Band and indicated plans to attend the concert.
- Extended **formal thanks and recognition** to:
    - **Students**
    - **Mr. Zaher**
    - **Dr. Lyons**
    - **Mr. Gregorio**
- Acknowledged these educators and leaders as:
    - The “**heart of the school**”

- Individuals who make meaningful things happen at ECR
- Commended their:
  - Dedication and commitment
  - Willingness to invest **extra time beyond regular school hours**
  - Positive impact on students, as reflected in strong student feedback
- Offered special appreciation to **Dr. Lyons**, noting long-standing admiration for her work and contributions.

II. Consent

A. Approve Minutes of November 20, 2025, Regular Board Meeting

Steven Kofahl made a motion to approve the minutes from Regular Board meeting on 11-20-25.
Mr. Gunby seconded
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Discuss and Vote on November 2025 Check Registers

Steven Kofahl made a motion to approve November 2025 Check Registers.
Mr. Gunby seconded
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Discussion and Vote on November, 2025, Credit Card Charges

Steven Kofahl made a motion to approve November, 2025, Credit Card Charges.
Mr. Gunby seconded

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

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

III. Finance

A. Investment Update

Presenter: Janneyra Verduzco, Director of Accounting and Finance
Overview of Investment Performance

- Ms. Verduzco presented an investment update highlighting **growth and stability** across both the **Open Trust Account** and the **General Investment Account**.
- The summary reflected **overall positive performance** and a **healthy, balanced investment portfolio**.

Open Trust Account

- **Current Ending Balance: $35,203,541**
- **Year-to-Date Exchange Amount: $32,742,055**
- The Open Trust Account continues to demonstrate **consistent growth and stability**.

General Investment Account

- **Current Ending Balance: $43,789,875**
- **Year-to-Date Change: +5.2%**
- The General Investment Account showed **strong performance**, contributing to a well-balanced overall investment strategy.

Board Inquiry

- **Dr. Gunby** requested clarification regarding a reported **monthly decrease of 29.9%**, noting:
  - The line item under **Fiduciary Management**
  - Figures showing **Month: –29.9%** and **Year-to-Date: +0.2%**
- Dr. Gunby asked whether this variance reflected investment performance or another cause.

Administrative Clarification

- **Ms. Verduzco** explained that the monthly decrease was due to a **mid-November transfer**:
  - Approximately **$100,000 was transferred back to the Open Trust Account**
  - The transfer occurred at the **end of the quarter**
- **Mr. Delgado** added that:
  - **End-of-year rebalancing activities** often involve selling and reallocating assets
  - The decrease was related to **account reallocation**, not poor investment performance

Conclusion

- The Board confirmed that the noted fluctuation was **procedural in nature**.
- It was clarified that the variance did **not reflect underperformance by any individual investment**.
- No further questions or comments were raised.

B. Discussion and vote the First Interim 2025-2026 Report

Purpose of the First Interim Report

- The First Interim Report compares the **Board-adopted budget** to the **First Interim financial projections**.
- Provides a **snapshot of the school's financial condition** at this specific point in time.
- Includes:
  - Review of **key assumptions**
  - Summary of **revenues and expenditures**
  - Explanation of **major variances**
  - Review of **fund balances**, including **COVID-related funding**

Key Financial Assumptions

- Projections are **heavily dependent on state funding and overall economic conditions**.
- **Enrollment and Average Daily Attendance (ADA)** are critical drivers of revenue.

Enrollment & ADA (P1 Reporting)

- **Assumed Enrollment:** 2,809 students
- **Funded ADA (P1):** 2,556.19
- Explanation:

    - The state funds schools based on **ADA**, not total enrollment.
    - Funding is received only for students who **actually attend school**.
- Reporting cycle:
    - **P1 (First Principal Apportionment)** – current snapshot
    - **P2 (Second Principal Apportionment)** – occurs in spring and is the **most critical funding calculation**
    - Final funding is based on an **average of P1 and P2**

Revenue Summary
Overall Revenue Projection

- **Projected Total Revenue: $45.6 million**
- **Adopted Budget (June): $46.4 million**
- Revenue decrease is **directly tied to enrollment decline**.

Board Discussion on Deficit

- Board members asked whether enrollment decline contributed to the projected deficit.
- Mr. Delgado confirmed:
    - Lower enrollment results in **lower revenue**
    - Careful expenditure management is necessary to avoid worsening the deficit
- The **adopted budget approved in June** already included a **planned deficit** of **$182,415**.
- The **First Interim projection** shows a slightly higher **projected deficit of $233,099**.

Revenue by Funding Source

- **LCFF (State Aid):** ~$34.0 million
    - Largest funding source
- **Local Revenue:** ~$6.4 million
    - Second-largest funding source
- **Federal Revenue:** ~$1.77 million
- **Other State Revenue:** ~$3.39 million

Key Revenue Variances

- **LCFF funding decreased by approximately $2.6 million**, driven by:
    - Enrollment decline
    - Property tax offset adjustments
- **Positive property tax variance of $1.4 million**, based on ADA funding rates:
    - Helped partially offset the LCFF reduction
- **Increase in Other State Revenues (~$183,000)** due to:
    - Student Support Discretionary Block Grant received in October

    - This was **unbudgeted one-time revenue** not included in the June adoption
- **Slight increase in Title I funding** also noted

Expenditure Summary & Projections
Total Expenditures

- **Projected Expenditures: $45.85 million**
- **Adopted Budget: $46.58 million**
- Overall expenditures decreased compared to the adopted budget.

Expenditures by Category

- **Certificated Salaries:** ~$16.1 million
- **Classified Salaries:** ~$5.7 million
- **Employee Benefits:** ~$9.6 million
- **Services & Supplies:** ~$13.1 million
- These categories comprise the **entire operating budget**.

Major Expenditure Variances

- **Certificated Salaries:**
    - Decrease of approximately **$2.47 million**
    - Attributed to:
        - Vacant positions
        - Enrollment-driven staffing adjustments
- **Classified Salaries:**
    - Increase of approximately **$558,000**
    - Driven by:
        - Additional instructional aides
        - Other classified staffing needs
- **Proposition 28 Impact:**
    - Additional **$54,000 increase** in arts assistants
    - Prop 28 funds must be spent on **classified salaries and benefits**
- **Benefits Costs:**
    - Increased by approximately **$65,000**, largely due to increased classified staffing

Fund Balance & Financial Position
Ending Net Position

- **Projected Ending Net Position (June 2026): $46.6 million**
- Includes:
    - Cash
    - Investments

    - Capital assets
- A portion of funds is invested in:
    - Stock market
    - Treasury bills
    - Long-term annuities

Board-Designated Reserves

- **Deferred Maintenance Reserve: $15 million**
    - Board-approved approximately two years ago
    - Intended for capital improvements and long-term facility needs
- **Unrestricted Net Position: $40.5 million** after designations

Restricted Fund Balances

- **Total Restricted Funds: $5.7 million**
- Major restricted categories include:
    - **Arts & Music Block Grant:** ~$1.6 million
    - **Learning Recovery Emergency Block Grant:** ~$1.4 million
    - **Cafeteria Funds:** ~$956,000 (regular and summer programs combined)
    - **Proposition 28 (Arts & Music):** ~$611,000
        - Funds must be expended by designated deadlines

COVID & CARES Act Funding
COVID-Related Grant Summary

- ESSER I, II, and III funds have been **fully expended**.
- Remaining balances are primarily in:
    - **Arts, Music & Instructional Materials Block Grants**
    - **Learning Recovery Emergency Block Grant**
- Spending deadlines:
    - Some funds must be expended by **2026**
    - Others by **2028**
- Administration confirmed:
    - Clear spending plans are in place
    - The school is **currently on track** to meet all deadlines

Board Discussion on Spending Deadlines

- Board asked why many COVID-related grants share similar expiration timelines.
- Explanation:
    - Many grants originated during **2020–2021**
    - Four- to five-year expenditure windows resulted in aligned expiration dates

Board Feedback & Risk Considerations

- A Board member requested that future reports include a **percentage ("common size") column** to better contextualize deficits.
- Administration agreed this would be helpful.
- Mr. Delgado emphasized:
  - The projected deficit is **small relative to the total budget**
  - While not alarming, it **requires continued monitoring**
  - Special caution is needed to avoid converting **one-time COVID funds** into **ongoing fixed costs**

Conclusion

- No additional comments were raised.
- The First Interim Report was presented as a **transparent financial snapshot**, with continued monitoring planned as enrollment, ADA, and funding levels evolve.

Alexandra Ramirez made a motion to approve the First Interim 2025-2026 Report.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

IV. School Business

A. Discussion and Vote on Anderson Hall Lighting and Live Event Equipment Purchase

Presenters:

- Heidi Hutson, Theatre Teacher *(absent due to illness)*
- Christopher Hutson, Theatre Director
- Ryan Guinto, Director of Technology

Funding Overview

- Mr. Guinto opened by clarifying that:
  - The next two agenda items are funded through the **Arts, Music, and Instructional Materials (AMIM) Block Grant**.
  - Funds are **already earmarked and budgeted** for these purposes.
- Total allocated funding for AMIM and the theater program:
  - **$304,953.63**
- The purchase was previously reviewed by the **Finance Committee** and included in the **Board packet**.
- Three vendor quotes were obtained:
  - All quotes reflected **identical equipment**
  - Selected vendor was the **lowest bidder** and is **locally based in Simi Valley**, improving support and service access.

Program Background & Staff Experience

- Mr. Guinto introduced the Hutsons:
  - **Christopher Hutson**: Technical Theatre Director for over one year.
  - **Heidi Hutson**: Theatre teacher for over four years.
  - Combined **30+ years of industry experience** in theatre, television, and film.
- Emphasis was placed on the program's alignment with **real-world industry standards**.

Theatre Program Growth & Educational Vision

- Mr. Hutson emphasized that the theater program has expanded beyond acting to include a strong **technical theatre and live event production focus**.
- Live event production was highlighted as a **rapidly growing industry**, offering students viable **career pathways**.
- The program is intentionally structured as a **"teaching theater"**, where:
  - Students handle lighting, sound, projection, set design, construction, and stage management.
  - Mr. Hutson and Ms. Hutson are the only professionals; all other roles are filled by students.

Current Technical Upgrades & Student Involvement

- **Lighting Console Upgrade**:
  - Purchased the **GrandMA3 lighting console**, used in:
    - Broadway productions
    - Large-scale concerts
    - Professional live events

    - ECR is likely one of only a few high schools in Los Angeles with this equipment.
    - Students are actively trained on and operate this system.
- **Projection Enhancements**:
    - Added an additional projector, allowing for **multi-projection designs** similar to Broadway productions.
- **Audio System Improvements**:
    - Audio system upgrades underway, with a long-term goal of achieving **5.1 surround sound**.
- **Lighting Expansion Timeline**:
    - Initial upgrades began in **Spring 2025**.
    - Continued expansion through Fall 2025 productions, including *A Christmas Carol*.
- Students:
    - Design and operate lighting and projection
    - Build and paint sets
    - Participate in sound design and stage management
    - Complete safety training for tools and equipment use

Student Leadership & Program Sustainability

- The program intentionally builds a **student-to-student mentorship pipeline**:
    - Upperclassmen train underclassmen
    - Sophomores already operating lighting boards
    - Freshmen being trained for future leadership
- Technical Theatre certificates are issued to students.
- The approach reduces reliance on paid outside technicians and reallocates budget resources toward student learning.

Live Performance & Campus Engagement

- Students operate all technical elements for:
    - Mainstage productions
    - Choir concerts
    - Weekly **student-run improv lunch shows**
        - Fully produced, managed, and staffed by students
        - Lighting and sets designed by students
- Program success has increased student participation and audience engagement.

Anderson Hall Lighting Expansion (Current Request)

- Purpose:

    - Establish a **permanent lighting and live event setup** in Anderson Hall.
    - Eliminate the need to move equipment between venues.
- Planned upgrades:
    - Dedicated lighting package
    - Lighting control board consistent with what students already use in the theater
- Design work:
    - Student-designed lighting concepts, including work by **11th-grade student Holden Diskin**, were showcased.
- Long-term vision:
    - Create a **student-run live event production team** for:
        - Pep rallies
        - Athletic events
        - Quad and nighttime campus events
    - Expand lighting effects (including future laser use)

Career Readiness & Industry Validation

- A visiting professional audio vendor noted that:
    - Students trained on the GrandMA3 console could **secure industry jobs immediately after graduation**.
- Mr. Wright commended the program, stating:
    - The staff are providing students not just grades, but **career-ready experience**.
    - The program supports both **academic and trade-based pathways**.
- Mr. Hutson shared examples of students discovering new career interests through technical theater and live event work.

Equipment, Maintenance & Vendor Details

- Maintenance & Power Usage:
    - LED lighting will **reduce energy consumption** compared to incandescent systems.
    - No significant increase in maintenance costs anticipated.
- Warranties:
    - Equipment includes **3-, 5-, or 10-year warranties**, depending on item.
- Vendor:
    - Local vendor based in **Simi Valley**
    - Provides easier access to support and service

Board Questions & Clarifications

- **Equipment Clarifications**:
  - Nine-foot variable speed revolving platform confirmed to be a **stage turntable**.
  - Lighting control terms (e.g., MA3, command wing) clarified as **lighting console components**.
  - “Barn doors” explained as a standard lighting accessory used to shape light beams.
- Board members expressed satisfaction with explanations and clarity of the equipment list.

Conclusion

- The presentation demonstrated:
  - Strong instructional alignment
  - Responsible use of pre-approved funds
  - Significant student engagement and workforce preparation
- No further questions were raised.

Brad Wright made a motion to on Anderson Hall Lighting and Live Event Equipment Purchase.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. Discussion and Vote on Engineering and Robotics Furniture/Equipment Purchase

Presenters:

- **Ziat Zahur**, Physics & Engineering Teacher / STEAM Program and eSports Coordinator
- **Ryan Guinto**, Director of Technology

Presenter Introductions & Staff Background

- Mr. Guinto introduced **Mr. Ziat Zahur**, noting:
  - 10th year as a Physics and Engineering teacher.
  - Current **STEAM Program and eSports Coordinator**, overseeing the Robotics program.
  - Former Robotics Coach (2016–2021).
  - Former Testing and Data Coordinator (2022–2024).
- Mr. Zahur collaborates closely with:
  - Robotics teacher **Beshara Barnes**
  - **Qatar Mukasa**
  - Engineering teacher **Eric Wells**
- The team is focused on expanding and strengthening newer STEAM and engineering programs.

Robotics Program Overview & Achievements

- The robotics program has been established for several years and is described as a **consistently high-performing program**.
- Achievements include:
  - Numerous competition trophies.
  - Strong community outreach efforts.
  - **Summer robotics camps** for elementary and middle school students, led by high school students to introduce early STEM pathways.
- The program recently relocated:
  - Moved from temporary **T-bungalows to Building B16**.
  - New location provides significantly improved space for:
    - Full-size field tables
    - Robot building, testing, and machining
    - Equipment storage and student collaboration
  - Improved safety and security by being housed within the main building.

Program Development & Curriculum Expansion

- Mr. Zahur outlined a strategic transition:
  - Moving robotics from a **club-only model** to an **embedded instructional course**.
  - Proposal aligns with national trends where select high schools offer robotics as a formal class.
- Proposed structure:
  - A dedicated robotics course integrated into the **STEAM Engineering pathway**.
  - Competitive robotics teams operating as an extended, application-based component.

- This approach strengthens:
    - Academic rigor
    - Workforce readiness
    - Business and project-planning skills for students

Engineering Program Highlights

- Introduction of a new engineering course:
    - **Computer Integrated Manufacturing (CIM)**.
- Program progression:
    - Builds upon the existing **Introduction to Engineering Design (IED)** course.
    - Expands into:
        - Automation
        - Sensors
        - Coding
        - Real-world industrial applications
- Student project examples:
    - **Automated Guided Vehicles (AGVs)** similar to those used in large distribution centers (e.g., Amazon).
    - Student-designed solutions addressing real-world, everyday problems.

Future Vision: Maker Space Development

- Mr. Zahur presented a vision for a **dedicated Maker Space**:
    - Designed to convert student ideas into real, functional prototypes.
    - Equipped with high-tech tools and flexible workstations.
    - Located adjacent to the robotics room to create a cohesive engineering hub.
- Planned improvements include:
    - Furniture upgrades to support collaboration and project work.
    - Relocation of multiple **3D printers** from the physics classroom to expand access.
    - Shared access for:
        - Robotics students
        - CIM students
        - IED students taught by Mr. Wells

Campus Visibility & Recruitment Impact

- The robotics and engineering rooms are positioned to:
    - Serve as **flagship CTE spaces** during school tours.
    - Highlight the school's **Career and Technical Education pathways**.
- Mr. Zahur emphasized:

    - The importance of these spaces making a strong first impression on families.
    - The goal for parents to immediately recognize the **world-class educational opportunities** available at El Camino.
- Feedback was gathered from both **teachers and students** to inform design and furniture selection.

Budget Overview & Furniture Specifications

- Mr. Guinto provided a financial overview:
    - Total **AMI budget allocation**: **$70,840**.
    - Request remains **within the approved funding amount**.
- Procurement process:
    - Multiple furniture manufacturers were contacted.
    - Vendor selected based on ability to meet program-specific needs.
- Furniture features include:
    - **Long work tables** for the robotics room.
    - **Butcher-block-top tables** for engineering classes.
    - **Flip-top whiteboard tables**:
        - Function as both work surfaces and writable boards.
        - Easily storable to allow space for demonstrations, exhibitions, and presentations.
- All specifications and pricing were included in the Board packet.

Board Comments & Observations

- A Board member expressed strong support, noting:
    - Robotics labs are consistently highlighted during college tours.
    - Walking families through these spaces creates immediate engagement and interest.
    - The proposed upgrades align with best practices observed at multiple higher-education institutions.

Conclusion

- The presentation demonstrated:
    - Thoughtful program growth
    - Responsible fiscal planning
    - Clear alignment with CTE and STEAM pathways
- No further questions were raised prior to the vote.

Motion to approve on Engineering and Robotics Furniture/Equipment Purchase.

Alexandra Ramirez seconded the motion.
Mr. Gunby makes a motion
The board **VOTED** unanimously to approve the motion.

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

C. Discussion and Vote on Compliance Monitoring and Certification of Board Compliance Review 2025-2026

Presenter:

- **David Hussey**, presenting on behalf of **Dean Bennett**, Administrative Director (absent due to being at the North Campus)

Purpose of the Agenda Item

- The item addressed the School's **annual Compliance Monitoring and Certification of Board Compliance Review**, as required by the **Charter School Division (CSD)**.
- Each year, charter schools must:
  - Review compliance-related documentation.
  - Monitor completion status of all required items.
  - Certify compliance to the CSD within the designated timeline.

Compliance Review Process & Timeline

- **October Review:**
  - School staff conducted an initial review of all compliance checklist items.
  - Documentation on file was evaluated.
  - Items not yet completed were marked as **"In Progress."**
- **January 9, 2026 Deadline:**
  - All remaining compliance items are scheduled to be completed by this date.
  - Certification will reflect full compliance at the time of submission.

Example of Compliance Item in Progress

- Mr. Hussey highlighted **Checklist Item #42** as an example:

    - Applies to **charter schools serving grades 7–9**.
    - Requires **LGBTQ training for all certificated employees**, pursuant to **Education Code 218.3**.
- Status update:
    - In **October**, the training was still in progress.
    - By **January 9, 2026**, all certificated staff will have completed the required training.
- This item demonstrates how compliance statuses transition from “In Progress” to “Complete” prior to certification.

Board Action Requested

- Administration requested that the Board:
    - Approve the **certification of compliance monitoring**.
    - Acknowledge that all checklist items will be completed by the required deadline.
    - Authorize submission of the certified **Board Compliance Review** to the Charter School Division.

Conclusion

- The compliance monitoring process is proceeding as required.
- No outstanding issues were identified that would prevent certification.

Mr. Wright stepped away at 6:36 pm. Ms. Ramirez facilitates.
Linda Ibach made a motion to approve on Compliance Monitoring and Certification of Board Compliance Review 2025-2026.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

D. Discussion and Vote on the Proposed 2026-2027 and 2027-2028 School Calendars

Presenter:

- **Mr. David Hussey**, Executive Director

Purpose of the Agenda Item

- The purpose of this item was to present and seek Board approval of the **2026–2027** and **2027–2028** school calendars.
- Early approval allows:
  - Families to plan vacations and personal schedules well in advance.
  - Alignment with feeder school calendars for families with children in multiple grade levels.

Calendar Development Process

- A **Calendar Committee** reviewed and developed the proposed calendars.
  - Committee included **teachers**, **certificated staff**, and **classified staff**.
  - Staff were given the opportunity to voice concerns and provide input.
- The school also reviewed the **LAUSD calendar** to maintain alignment.
  - Alignment helps minimize scheduling conflicts for families with children attending different school systems.

Proposed 2026–2027 School Calendar Highlights

- **Professional Development Days:**
  - Wednesday, **August 5** – Staff Professional Development
  - Thursday–Friday, **August 6–7** – Pupil-Free Days
- **First Day of Student Instruction:**
  - **Monday, August 10, 2026**
- **End of First Semester:**
  - **Friday, December 18, 2026**
- **Second Semester:**
  - **Monday, January 11, 2027** – Professional Development Day (Teachers Only)
  - **Tuesday, January 12, 2027** – First Day of Student Instruction
- **Last Day of School:**
  - **Thursday, June 3, 2027**
- Calendar includes designated **holidays and floating holidays**, as outlined in the calendar document.

Proposed 2027–2028 School Calendar Highlights

- **Professional Development Start:**

- **Wednesday, August 4, 2027** – Teachers Return
- **First Day of Student Instruction:**
  - **Monday, August 9, 2027**
- **End of First Semester:**
  - **Friday, December 17, 2027**
- **Second Semester:**
  - **Tuesday, January 11, 2028** – First Day of Student Instruction
- **Last Day of School:**
  - **Friday, June 2, 2028**
- Holidays and floating holidays are similarly reflected in the calendar.

Long-Term Calendar Planning

- Mr. Hussey noted that:
  - For the **2028–2029** school year, the calendar will likely need to be **pushed back by one week**.
  - This adjustment would prevent:
    - Starting school too early in August.
    - Ending the school year too early, potentially in May.

Review and Readiness for Approval

- Both proposed calendars:
  - Have been reviewed by **both unions**.
  - Reflect staff input and district alignment considerations.
  - Are fully prepared for **Board approval**.

Mr. Wright is back at 6:40 pm.
Steven Kofahl made a motion to Approve on the Proposed 2026-2027 and 2027-2028 School Calendars.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

E.

Teacher Device Refresh

Presenters:

- **Fernando Delgado**, Chief Business Officer
- **Ryan Guinto**, Director of Technology

Purpose of the Agenda Item

- To present the **teacher device refresh** plan and seek Board approval for the updated vendor selection.
- Addresses a previously approved purchase where the initial vendor could no longer fulfill the bid due to funding issues.

Vendor and Pricing Updates

- **Previous Vendor:** Unable to fulfill the bid.
- **New Vendor: Arey Jones**, selected as the most economical option.
- **Pricing Details:**
  - **Device purchase for teachers:** $339,000
  - **Computer lab refresh:** $104,000 (82 desktops)
  - **eSports program lab (Lenovo Legion):** $89,000 for 41 devices (compared to $102,000 for Lenovo direct order)

Scope of Refresh

- **Total devices included:** 198 devices across teacher devices and computer labs.
- **Purpose:**
  - Update teacher devices for instructional use.
  - Upgrade computer labs for general classroom and eSports program needs.

Funding Source

- **Budgeted through the IMA (Instructional Materials & Allocation) budget.**

Motion to approve Teacher Device Refresh.
Steven Kofahl seconded the motion.
Mr. Gunby makes a motion
The board **VOTED** unanimously to approve the motion.

Roll Call

Gregg Solkovits	Absent

Roll Call

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

The board entered the closed session at 6:44 PM on the 18th of December, 2025.

V. Reconvene to Open Session

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

The board reconvene to open session at 6: PM on the 18th of December, 2025.
During the closed session, Mr. Brad Wright, Board Chair, reported that the Board had approved a settlement agreement with an ELA teacher. The agreement provides the teacher with severance and allows them to remain on the teacher panel, with the understanding that the teacher will formally resign after March 15, 2026. The Board's vote on this matter was unanimous.

VI. Closing Items

A. Adjourn Meeting

Alexandra Ramirez made a motion to adjourn meeting.
Steven Kofahl seconded the motion.
single voice vote
The board **VOTED** unanimously to approve the motion.

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:53 PM.

Respectfully Submitted,
Ryan Guinto