APPROVED

El Camino Real Charter High School

Minutes

Regular Board Meeting

3-26-2026 Regular Board Meeting

Date and Time
Thursday March 26, 2026 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, Norris Gunby, Ronald Laws

Directors Absent
Joe Kolkowitz, Steven Kofahl

Directors who left before the meeting adjourned
Ronald Laws

Guests Present
David Hussey, Fernando Delgado, Vania Rodriguez

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 Mar 26, 2026 at 5:30 PM.

B. Record Attendance and Guests

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

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

D. Public Comments

No public comments

E. Executive Director Update

- **State Testing (April Schedule)**
  - State testing will begin after spring break
  - Testing dates:
    - April 9–10 (Thursday–Friday)
    - April 13–17 (Monday–Friday)
  - Subjects covered:
    - English Language Arts
    - Math
    - Science
  - Importance:
    - Results contribute to the school's performance dashboard
  - Actions:
    - Information will be communicated to parents
    - Students are being prepared and reminded about the importance of testing
- **Student & Staff Recognition (Drama Program)**
  - Recognition given to:
    - Drama students
    - Mrs. Hudson, Mrs. Brennan, and Mr. Thoreau
  - Highlight:
    - Successful "80s Town" theater production
    - Ran for two weeks with strong performances
  - Impact:
    - Positive feedback from the community
    - Served as excellent marketing for the school
- **Spring Athletics Update**
  - Spring sports are fully underway
  - Recent events:
    - Track meet (held today)
    - Baseball game at El Camino
    - Softball game at Uni High School
  - Overall:
    - Active participation across multiple sports programs
- **ROTC & Academic Achievements**
  - ROTC

        - Traveling to nationals during spring break
        - Well wishes extended to participants
    - Academic Decathlon
        - Qualified for national competition
        - Competition scheduled for end of next month
- **Student Activities & Events**
    - ECR Talent Show
        - Scheduled for tonight
        - Showcases student talent across the school
    - Student Council Outreach
        - Visiting Hale and other middle schools
        - Purpose:
            - Distribute flyers during back-to-school night
            - Promote the school despite recruitment restrictions from LAUSD
        - Student Council members volunteered for this effort
- **Spring Break**
    - Scheduled for next week
    - Message:
        - Appreciation for students and staff
        - Encouragement to enjoy a well-deserved break
- **Upcoming Key Events (Post-Spring Break)**
    - May
        - AP Testing
        - Senior Awards
        - Prom
    - June
        - Graduation
    - Note:
        - Timeline will move quickly after spring break
        - School is focused on successfully closing out the academic year

F. Chief Business Officer Update

- **Enrollment Update**
    - Reported a net loss of 7 students
    - Current enrollment includes:
        - 2,007 total enrolled students
        - 69 foreign exchange students
    - Emphasis on the importance of closely tracking enrollment trends
- **Financial Impact of Enrollment Changes**
    - The net loss of students directly affects school funding
    - Declining enrollment may lead to:

        - Reduced revenue allocations
        - Budget adjustments if trends continue
    - Ongoing discussion about how even small enrollment changes can have noticeable financial implications
- **Budget & ADA (Average Daily Attendance)**
    - Budget is based on a projected enrollment of 795 students
    - Current ADA (Average Daily Attendance): 95.2%
    - ADA is a critical factor in determining:
        - Final LCFF (Local Control Funding Formula) funding
    - Any fluctuation in attendance rates can impact overall funding levels
- **Monitoring & Financial Oversight**
    - Strong emphasis on:
        - Closely monitoring net enrollment loss
        - Tracking attendance trends consistently
    - Importance increases as the school approaches the final quarter of the academic year
    - Goal:
        - Ensure financial stability
        - Avoid unexpected funding shortfalls

G. Board Chair Update

II. Consent

A. Approve Minutes of March 5, 2026 Special Board Meeting

Alexandra Ramirez made a motion to approve the minutes from Special Board Meeting on 03-05-26.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance

A. February 2026 Investment Update

- **Total Investment Performance**
    - Total investments increased from $41,606,096 (July 2025) to $45,244,040 (February 2026).
    - Represents an overall gain of $3,637,944, or +8.7% year-to-date (YTD).
    - Growth is based on the Month-End Combined Investment balance, reflecting consistent portfolio appreciation.
- **OPEB Trust Account (Other Post-Employment Benefits)**
    - Beginning balance at start of fiscal year: $33,407,603.

- Retiree benefit payments totaled $438,502, reducing available funds.
- Despite distributions, the trust demonstrated strong growth driven by market performance.
- Ending balance reached approximately $35.98 million, reflecting positive gains.
- Investment strategy remains aligned with long-term retiree healthcare obligations.
- **Performance:**
  - Monthly gain: approximately 1.3%
  - Year-to-date growth: ~7.7% total change
  - Gains/losses contribution: $3,007,257

• **Investment Manager Performance**
- Beacon Pointe (OPEB Trust):
  - Reported 10.3% YTD growth, indicating strong portfolio performance.
- General Fund Investments:
  - Beacon Pointe portfolio achieved 9.6% YTD growth.
  - Demonstrates solid returns across diversified holdings.

• **Fixed Income Investments**
- Fixed income instruments yielded returns ranging between:
  - 2.5% to 3.3% across accounts
- These investments provided stable, lower-risk returns, supporting overall portfolio balance.

• **Overall Financial Position**
- Combined investment portfolio achieved:
  - 8.7% total YTD growth
- Performance reflects:
  - Positive market conditions
  - Effective portfolio management
  - Alignment with long-term financial obligations and strategic goals
- The investment portfolio continues to show steady growth and strong performance.
- OPEB Trust remains financially stable and well-positioned to meet future retiree obligations.
- Diversified investment strategy (equities + fixed income) contributes to balanced risk and return.

B. February 2026 Financial Update

• **Overall Financial Position**
- Total Year-to-Date (YTD) Revenue: Approximately $29.2 million.
- YTD expenditures slightly exceed revenues, resulting in a net operating deficit.
- Projected full-year operating loss: approximately $298,000.

    - Noted that the financial outlook is more nuanced than the deficit alone suggests, due to timing and structural factors.
- **Enrollment & ADA**
    - Current enrollment estimated at approximately 2,007 students.
    - Enrollment trends directly impact Average Daily Attendance (ADA) and LCFF funding levels.
    - Enrollment softness remains a key financial pressure point moving forward.
- **Revenue Overview**
    - Primary revenue source:
        - LCFF (Local Control Funding Formula): ~69% of total revenue (~ $20.2 million).
    - Other revenue sources include:
        - Federal funding (~3%)
        - State and local sources (including nutrition, lottery, and mandated cost reimbursements)
- **Cash Flow Timing & Monthly Variability**
    - Monthly financial data reflects uneven cash flow patterns, not structural imbalance.
    - **Key monthly observations:**
        - July: Large deficit (~-$1.9 million) due to payroll expenses before state apportionments.
        - September & December: Strong positive months due to major state funding apportionments.
        - February: Significant deficit (~-$3.9 million) due to absence of LCFF apportionment.
    - Emphasized that this pattern is normal and expected, as state funding is distributed unevenly throughout the year.
- **Expenditure Overview**
    - Largest cost drivers:
        - Certificated salaries: approximately $14.3 million YTD
        - Employee benefits: including STRS, PERS, and Medicare
    - Additional expenditures:
        - Instructional consultants (~$1.2 million)
        - Services and operating costs (~$799,000)
    - Spending remains generally aligned with budget expectations.
- **Key Financial Trends**
    - Year-to-date snapshot may appear concerning in isolation but must be viewed in context of:
        - Timing of revenue receipts
        - Normal state funding cycles
    - Financial position is not structurally imbalanced, but sensitive to key variables.
- **Key Risks & Considerations**
    - P2 ADA Certification:

        - Identified as the most immediate financial variable affecting final funding levels.
    - Enrollment Trends:
        - Continued softness may reduce future revenue.
    - Labor Negotiations:
        - Outcomes (including broader regional agreements such as UTLA) may significantly impact expenditures.
    - Budget Development:
        - Ongoing planning for the upcoming fiscal year includes staffing and departmental needs.
- **Positive Indicators**
    - Investment portfolio performance has been strong, contributing additional financial stability.
    - Investment gains help offset operational pressures and support long-term planning.
    - The District is operating with a manageable projected deficit, largely influenced by timing of revenues.
    - Financial health remains stable but requires close monitoring of enrollment, ADA, and labor costs.
    - Strategic planning and strong investment performance position the organization to navigate current fiscal challenges effectively.

C. Discuss and Vote on the February 2026 Check Registers

- **Presenter:**
    - Ms. Verduzco, Director of Accounting and Finance
    - Presented the February 2026 Check Registers prior to board vote and addressed questions from the board.
- **Disbursement Overview:**
    - Report reflects the first check register for the February 2026 accounting period.
    - A total of 132 ACH (Automated Clearing House) payments were issued.
    - Continued transition toward electronic payments (ACH) noted as part of operational improvements.
- **Payment Process & Trends**
    - The District is gradually increasing ACH usage, reducing reliance on paper checks.
    - Benefits include:
        - Improved efficiency and processing time
        - Enhanced financial controls and audit tracking
        - Streamlined reconciliation processes
- **Expenditure Highlights**
    - Payments included routine operational expenses, such as:
        - Vendor services

        - Instructional and program-related costs
        - Student activity-related purchases
- **Transportation & Equipment Discussion**
    - Discussion included allocation of funds for transportation and equipment needs.
    - Focus on lifecycle management of equipment, including:
        - Safety equipment (e.g., helmets) that must be replaced once they reach expiration and are no longer eligible for use or reconditioning.
    - Emphasized need to:
        - Replace expired equipment with new purchases
        - Maintain compliance with safety standards and regulations
    - Continued evaluation of new versus reconditioned assets to balance cost and safety.
- **Instructional & Departmental Purchases**
    - Funds support educational and classroom-related needs, including:
        - Supplies for teachers and instructional programs
        - Resources to support classroom activities and student engagement
    - Ongoing efforts to ensure departments are adequately resourced while maintaining budget discipline.
- **Student Activities & Associated Student Body (ASB) Purchases**
    - Expenditures include student-centered activities and programs, such as:
        - Graduation-related expenses
        - Student store purchases (e.g., snacks, items for student use)
        - School events, including dances and class activities

Alexandra Ramirez made a motion to Approve the February 2026 Check Registers.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss and Vote on the February 2026 Credit Card Charges

- **Presenter:**
    - Mrs. Verduzco, Director of Accounting and Finance
    - Presented the February 2026 Credit Card Charges prior to board vote and responded to board inquiries.
- **Overview of Credit Card Activity**
    - Report summarized authorized district credit card expenditures for the month of February 2026.
    - Charges reflect programmatic, operational, and administrative expenses aligned with district activities and priorities.
    - Emphasis placed on transparency and accountability in reviewing cardholder transactions.
- **Cardholder Expenditures**
    - **David Hussey**

        - Total Charges: $57,843.27
        - Major expenditures included:
            - Airfare/Flights for VAPA (Visual and Performing Arts) programs, specifically:
                - Choir
                - Drama
            - Hotel accommodations associated with student travel and program participation
            - Marketing and advertising expenses supporting program visibility and outreach
        - Expenses reflect student program support and extracurricular enrichment activities.
    - **Ferdinand Delgado**
        - Total Charges: $30,811.86
        - Charges reflect administrative and operational expenditures, consistent with district financial management responsibilities.

Alexandra Ramirez made a motion to Approve the February 2026 Credit Card Charges.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Business

A. Discuss and Vote on the purchase of Incoming Freshmen Devices

- Prior to the Board vote, Mr. Fernando Delgado, Chief Business Officer (CBO), will present an update on the Incoming Freshmen Devices procurement.
- The presentation will include:
    - An explanation of the cancellation of the previously approved purchase order.
    - Updated information on device pricing, vendor quotes, and procurement options.
    - A comparison of revised quotes due to manufacturing delays and increased costs (e.g., chip/memory shortages).
- **Quote Comparison Overview**
    - The originally approved purchase of 750 Lenovo 300w Gen 5 laptops could not be fulfilled at the initial quoted price.
    - The District returned to market and obtained three competitive quotes for the same device specifications:
        - Mobile IT Force
        - Golden Star Technology (GST)
        - Lenovo Direct
    - **Key findings:**

        - GST submitted the lowest complete bid, including hardware, warranty, rugged cases, and e-waste fees.
        - GST total: $574,578.47
    - **Savings:**
        - $53,465.91 less than Mobile IT Force
        - $67.73 less per unit
    - Lenovo Direct quote was incomplete (hardware only) and not viable as a standalone option.
- **Contract and Pricing Considerations**
    - GST pricing is secured through the NASPO cooperative purchasing contract, ensuring:
        - Procurement compliance
        - Elimination of the need for a separate bid process
    - **Additional value from GST:**
        - Free shipping included
        - All cost components bundled (hardware, warranty, accessories, disposal)
- **Time-Sensitive Factors**
    - GST quote expiration: March 27, 2026
    - Immediate Board action or extension request is required.
    - Quote includes a tariff escalation clause:
        - Prices may increase if the purchase order is delayed.
    - All vendor quotes are based on the same hardware SKU, ensuring a fair comparison.
    - GST provides the most comprehensive and cost-effective solution.
    - **Delay in decision-making could result in:**
        - Loss of current pricing
        - Increased costs due to tariffs or market changes

Norris Gunby made a motion to Approve the purchase of Incoming Freshmen Devices.
Linda Ibach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss and Vote on Resolution to Opt Out of Insurance Policy with CharterSAFE

- Prior to the vote, Mr. David Hussey, Executive Director, will present a resolution regarding the CharterSAFE insurance policy.
- The presentation will include:
    - An overview of the opt-out provision within the CharterSAFE agreement.
    - Clarification of the purpose and intent of the opt-out notice.
    - Opportunity for the Board to ask questions before taking action.
- **Purpose of the Resolution**
    - The Governing Board is being asked to approve a formal opt-out notice to CharterSAFE.

- The resolution authorizes:
  - Notification that El Camino Real Charter High School may withdraw from the CharterSAFE JPA.
  - The opt-out to be effective July 1, 2026, if exercised.
- The resolution serves as a procedural requirement under the CharterSAFE agreement.

• **Annual Insurance Review Process:**
- Administration emphasized that:
  - The District annually maintains the option to opt out of its insurance provider.
  - This is a standard practice to ensure fiscal responsibility and competitive pricing.
  - There is no current intention to leave CharterSAFE at this time.

• **Rationale for Maintaining Opt-Out Flexibility:**
- The opt-out notice:
  - Preserves the District's ability to evaluate alternative insurance quotes.
  - Ensures leverage to negotiate the most favorable insurance rates and coverage.
  - Provides protection against unreasonable or excessive premium increases.
- If future insurance quotes are determined to be cost-prohibitive or not competitive:
  - The District retains the right to decline and seek alternative providers.
- If quotes remain reasonable:
  - The District may continue with CharterSAFE without disruption.
- The opt-out letter is precautionary and strategic, not indicative of immediate withdrawal.

Linda Ibach made a motion to Approve the Resolution to Opt Out of Insurance Policy with CharterSAFE.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.
Alexandra Ramirez made a motion to To move into closed session at 5:42 p.m.
Norris Gunby seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Reconvene to Open Session

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

Ronald Laws left at 6:55 PM.
Reconvened to open session at 7:23 pm

No actions to report out from closed session

B. Discuss and possible vote on recission of some or all certificated reductions in force

Norris Gunby made a motion to Approve the recission of four (4) recissions of certificated reductions in force and to close out one position.
Alexandra Ramirez seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,
Vania Rodriguez