APPROVED

El Camino Real Charter High School

Minutes

Finance and Investment Board Committee Meeting

9-17-2025 Finance and Investment Board Committee Meeting

Date and Time
Wednesday September 17, 2025 at 5:30 PM

Location
El Camino Real Charter High School - (Principal's Conference Room)

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

The Finance and Investment Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (https://ecrchs.net - click the ECR Board tab).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" FINANCE AND INVESTMENT COMMITTEE MEETINGS.

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:

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.
These presentations are limited to ***two (2) minutes*** and total time allotted to 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 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 in-person Board Meetings.

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 will be approved/enacted by the Board in one motion or more motions 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 vote(s) on the Consent Agenda item(s). 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.

Committee Members Present
Alexandra Ramirez, Brad Wright, Steven Kofahl

Committee Members Absent
None

Guests Present
David Hussey, Fernando Delgado, Janneyra Verduzco, Ryan Guinto

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I. Opening Items

A. Call the Meeting to Order

B.

Record Attendance and Guests

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

D. Public Comments

No public comments were received for this meeting.

II. Consent

A. Approve Minutes of the June 25, 2025, Finance and Investment Committee Meeting

Brad Wright made a motion to approve the minutes from Finance and Investment Board Committee Meeting on 06-25-25.
Steven Kofahl seconded the motion.
The committee **VOTED** to approve the motion.

III. Finance

A. 2024-2025 Unaudited Actuals

Mr. Fernando Delgado and Ms. Janneyra Verduzco presented the 2024-2025 Unaudited Actuals:

- Total Revenues 51,802,053.83
- Total Revenues Budget 46,400,969.11
- Percent Difference is -10.4%
- Total Expenses 49,471,672.33
- Total Expenses Budget 46,583,384,91

Revenue Notes

- LCFF Sources = Slight decline of 1.6%
- Federal Revenue= Down 33.9%
- Other State Revenue= stable
- Local Revenue= Significant drop (37.9%)

Expense

- Certificated Salaries= Up 3.2%
- Classified Salaries= Down 5.7%
- Employee Benefits= Down 15.4%
- Books & Supplies= Down 21.7%
- Services & Operating Expenses: Down 7.7%

- Depreciation & Amortization= Up 12.5%, reflecting asset lifecycle changes

Net Position & Assets

- Ending Net Position (2025–26)= $49.3M

Unrestricted Net Position= Up 24.4% to $41.5M

B. Review of August 2025 Check Registers

Mr. Fernando Delgado and Ms. Janneyra Verduzco presented the **August 2025 Check Registers** for the City National Bank accounts and responded to questions from the committee.

Accounts Reviewed

- **General Account 1761 (A/P Account) – August 2025**
  - Total Expenditures: **$409,728.91**
- **ASB Trust Account #1826 – August 2025**
  - Total Expenditures: **$244,684.45**
- **Checking Account 1796 (A/P Account) – August 2025**
  - Total Expenditures: **$1,118,879.29**
- **General Account 1761 (A/P Account) – July 2025**
  - Total Expenditures: **$522,159.90**
- **ECRCHS KKL/Trust Balance – August 2025**
  - Trust Balance: **$603,130.21**

Discussion

- The check registers were reviewed in detail, with supporting documentation provided for each account, including vendor payments, purchase order numbers, and budget allocations.
- The CBO and Director of Accounting confirmed that all transactions were properly documented, reconciled, and consistent with budget expectations.
- Committee members raised clarifying questions regarding expenditures; staff confirmed that all payments were compliant with financial policies and procedures.

Steven Kofahl made a motion to approve the review of the August 2025 check registers.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye

Roll Call

Joe Kolkowitz	Absent

C. Review of August 2025 Credit Card Charges

Ms. Janneyra Verduzco presented the review of the **August 2025 credit card charges**.

- **Mr. Hussey's Credit Card Statement**
  - Total activity for the covered period: **$19,556.43**.
  - The statement included vendor listings, dates, purchase order (PO) numbers, purchase descriptions, requestor details, resource codes, and budget categories.
- **Mr. Woods' Credit Card Statement**
  - Total activity: **$7,497.50**.
  - Details provided included vendors, dates, PO numbers, purchase descriptions, requestor details, resource codes, and budget categories.
- **Credits/Returns**
  - Highlighted credits from vendors were noted, typically resulting from double billing or returned items.
  - An example cited was the return of an item from a **CTE Cooking Class**, which was processed and credited back automatically.

Steven Kofahl made a motion to approve the review of the August 2025, credit card charges.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Aye
Brad Wright	Aye
Alexandra Ramirez	Aye

D. Approval of the Arts, Music, & Instructional Materials Block Grant

Overview of Grants

- **AMIM (Block Grant)**:
  - Established by AB 181 (2022).
  - One-time discretionary grant totaling **$2,176,757**.
  - Must be fully spent by **June 30, 2026**.
  - Broad, flexible allowable uses, including standards-aligned PD and materials, professional development, libraries, operational costs (retirement/healthcare), and COVID-19 safety measures.
  - Local control with board approval required; stakeholder engagement (VAPA, staff, students) will inform allocation.

- **Prop 28 (Ongoing)**:
  - Voter initiative (2022); permanent annual allocation (~$4 million).
  - Distribution: 70% based on ADA, 30% on unduplicated pupil count (~1,100 students).
  - Restricted to **arts education only**: 80% staffing (teachers/assistants), 20% supplies/materials/partnerships.
  - Funds must supplement, not supplant, existing positions.

Flexibility & Accountability

- AMIM provides the most flexibility, allowing funding across staffing, facilities, operations, and technology.
- Prop 28 is more restrictive, requiring strict reporting and ongoing compliance with California Department of Education (CDE) guidelines.

Planned Priorities

- **AMIM Goals**: Enhance VAPA programs, provide instruments, upgrade theater and multipurpose hall lighting/stage/audio-visual systems, offer professional development, improve facilities, expand programs, and upgrade classroom technology.
- **AMIM Plan**: Gather input through surveys, ensure equity and alignment with LCAP and school goals, prioritize high-impact uses, and present a finalized plan for **October board approval**.
- **Prop 28 Use**: Hiring additional arts staff (band, choir, theater, tech director positions, etc.) and ensuring sufficient resources for program sustainability.

Budget Clarifications

- AMIM funds must be used by June 30, 2026.
- Prop 28 allocations fluctuate annually based on ADA and unduplicated pupil counts.
- Year 1 Prop 28 funds (2023–24: $482,000) may be spent within three years, per CDE guidance.
- Slight budget overages tied to salary scale increases will be addressed through carryover and, if necessary, the general fund.

Board Questions & Clarifications

- Confirmed that AMIM can fund a wide range of needs (e.g., theater flooring, curtains, instruments, technology).
- Prop 28 requires supplementing current staffing, not replacing existing positions.
- Hiring processes involve relevant department faculty to ensure candidate compatibility.

- Clarified reporting requirements: number of teachers, classified staff, students served, and arts education programs must be documented annually.

Steven Kofahl made a motion to recommend to the full board the approval of the Arts, Music, & Instructional Materials Block Grant.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alexandra Ramirez	Aye
Steven Kofahl	Aye
Brad Wright	Aye

IV. School Business

A. Discussion and Update on Arbiter Pay

Background

- ArbiterPay was first explored last year, following its successful use by other local schools.
- The system was piloted at ECRCHS with Athletic Director Richard Russell and has proven effective in streamlining payments to referees and officials.

Functionality

- ArbiterPay functions as an **escrow account** specifically for referee payments.
- Example: Schools such as Birmingham deposit ~$50,000 per semester to cover officiating costs.
- Athletic directors submit referee payment requests against the balance, and the system reconciles monthly.
- At ECRCHS, the plan is to maintain a smaller balance (approx. $1,000) for flexibility while avoiding overfunding.

Efficiency & Benefits

- ArbiterPay manages the **collection of W-9s and tax reporting requirements**, reducing administrative workload and compliance risks.
- Payments are made via ACH, eliminating the need for manual check cutting.
- The system ensures referees and umpires are paid promptly, addressing prior complaints of delayed payments.
- Annual subscription cost: **$3,060.00** (per contract for 10/01/2025 – 09/30/2026).

Internal Controls

- Clear segregation of duties has been implemented:
    - Only Mr. Delgado and Ms. Verduzco have access to fund transfers.
    - The Athletic Director (Mr. Russell) has authority only to assign referees but cannot initiate or approve payments.
- This prevents unauthorized transfers and maintains financial oversight.

Board Questions & Clarifications

- Trustees inquired whether all referees have been paid and whether the system resolves past issues of delayed payments.
- Administration confirmed referees are now paid up-to-date, and ArbiterPay is functioning as intended.
- Clarification was provided that coaches are not responsible for processing payments; the system automatically handles them once referees complete games.

B. Approval for Request to Increase Budget for the Digital Marquee and Front / Corner Monument Project

Mr. Fernando Delgado and Mr. Ryan Guinto presented the request to increase the budget for the **Digital Marquee and Front/Corner Monument Project** and responded to questions from the committee.

Key Discussion Points

- **Project Scope & Design**
    - A complete overhaul of the current marquee at Valley Circle is planned, including full removal of the outdated structure.
    - A new **digital marquee** will be constructed with LED panels, aluminum framing, and composite wood materials designed for long-term durability.
    - A second **corner monument** will also be installed at Valley Circle, featuring illuminated ECR lettering in the planters.
    - Mock-ups were reviewed, with final design to be refined following issuance of the purchase order.
- **Technology & Functionality**
    - The digital marquee will be capable of displaying announcements, events, and videos.
    - A centralized **management software** will be implemented to control the marquee, interior LCD screens, and—eventually—the stadium scoreboard.
    - System access will be strictly controlled, with password protections and oversight by the Director of Technology to ensure content integrity.
- **Budget Overview**
    - **2023–24 Capitalization Project Budget**
        - Kardent Architect/DSA Approval: $28,000

- **2024–25 Capitalization Project Budget**
  - LAUSD Oversight: $75,341
  - **Total spent to date: $103,341**
- **2025–26 Capitalization Project Budget**
  - Digital Marquee: $176,857
  - Corner Monument & ECR Planter: $73,483.63
  - LAUSD Electrical Work (Estimate): $75,000
  - **Total 2025–26 Allocation: $325,341**
- **Total Project Cost:** $428,682
- **Budget Carry-Over:** $219,543.57
- **Proposed Budget Increase:** $105,797.06
- **+ 20% Contingency:** $21,159.41
- **Total Budget Increase Requested:** $126,956.47

• **Additional Considerations**
- Project approval was delayed due to DSA processes; full approval has now been secured.
- Possible LAUSD requirements, including geo-testing and soil sampling, may add to costs.
- Vendor warranties include **10 years on parts**; labor coverage will be provided by the installing vendor.

Committee Questions & Responses

• Members asked whether the old marquee could be reused elsewhere on campus; it was clarified that the existing structure is outdated and not functional for redeployment.
• The project timeline anticipates **completion by Summer 2026**.
• Concerns were raised regarding cost escalation since 2023; staff clarified that increases are tied to tariffs, inflation, and extended project delays.

Steven Kofahl made a motion to recommend to the full board the approval of the Request to Increase Budget for the Digital Marquee and Front / Corner Monument Project.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Steven Kofahl	Aye
Alexandra Ramirez	Aye

V. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Alexandra Ramirez seconded the motion.
single voice vote
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:31 PM.

Respectfully Submitted,
Ryan Guinto