APPROVED

El Camino Real Charter High School

Minutes

Finance and Investment Board Committee Meeting

10-15-25 Finance and Investment Board Committee Meeting

Date and Time
Wednesday October 15, 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

Committee Members who arrived after the meeting opened
Alexandra Ramirez

Guests Present
Fernando Delgado, Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Brad Wright called a meeting of the Finance and Investment Committee Committee of El Camino Real Charter High School to order on Wednesday Oct 15, 2025 at 5:30 PM.

B. Record Attendance and Guests

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

Mr. Fernando Delgado led the Board members and guests in the Pledge of Allegiance to the United States of America (USA).
Alexandra Ramirez arrived at 5:31 PM.
At 5:31 p.m., the meeting was turned over to Finance Chair Ms. Ramirez, who had just arrived and assumed responsibility for the remainder of the meeting.

D. Public Comments

No public comments were received for this meeting.

E. CBO Report

II. Consent

A. Approve Minutes of September 17, 2025, Finance and Investment Committee Meeting

Brad Wright made a motion to approve the minutes from Finance and Investment Board Committee Meeting on 09-17-25.
Steven Kofahl seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Steven Kofahl	Aye
Alexandra Ramirez	Aye

III. Investment

A. Investment Update

Mr. Fernando Delgado, Chief Business Officer (CBO), and Ms. Janneyra Verduzco, Director of Accounting and Finance, presented the El Camino Real Charter High School (ECRCHS) Investment Update for September 2025.

- **OPEB Trust:**
  - Beginning balance as of July 1, 2025: **$33,407,833**

    - Total OPEB retiree payments: **$156,652**
    - Net gains: **$1,579,294**
    - Quarterly investment return: **4.5%**
    - Ending balance as of September 30, 2025: **$34,830,476**
    - Total portfolio increase: **4.3%**
- **Combined Investments:**
    - Grew from **$41,606,096 (July)** to **$43,305,381 (September)**
    - **1.9% monthly increase** and **4.1% year-to-date return**
- **Committee Discussion:**
    - Inquiry on upcoming **Treasury Bill annuity maturity**.
    - Mr. Delgado confirmed outreach to the bank for updated **two-year renewal rates**, which appear comparable to current terms.

IV. Finance

A. Financial Update

B. Discussion and Vote to Recommend to the Full Board Approval of the September, 2025, Check Registers

Ms. Janneyra Verduzco, Director of Accounting and Finance, presented the **September 2025 Check Registers** from El Camino Real Charter High School's City National Bank accounts prior to the committee's vote to recommend approval.

- **Presenter:** Ms. Janneyra Verduzco, Director of Accounting and Finance
- **Total Payments Issued:** 213
    - **150 checks**
    - **63 ACH (electronic funds transfer)** transactions
- **ACH Payments:** Represent digital transactions for regular operational expenses processed through the school's A/P account.
    - **Routine Payees:** AT&T, Amazon, Sweetwater, and iCONE
- **ASB Account:** 31 payments issued for school activities including the student store, sports uniforms, senior events, and fundraising (e.g., Chartwells for staff bagel day).
- **General Account:** Included recurring payments for charter services, SIS systems, and other operational costs.

System Enhancements:

- Mr. Fernando Delgado, CBO, reported that the check register is accessible online with detailed data by account, vendor, and description.
- The finance team is developing a **graphical reporting dashboard** to improve transparency and accessibility.

- Goal: **Reduce paper checks** and increase **ACH transactions** for better audit tracking and efficiency.
- Future expansion will include **trust and grant accounts**, providing real-time balance and activity visibility.

Board Questions and Discussion:

- **Chelsea Parker Refund:** $45 refund for PE clothing due to student withdrawal; reimbursements allowed only with supervisor pre-approval.
- **Professional Development Reimbursements:** Must have written pre-approval and should be limited to cases where direct school payment is not feasible.
- **Brooks Transportation Costs:** Vendor charges approx. **$850 per trip** (vs. $1,100 for charter buses). Past issues of potential double-booking noted, though **no delays reported this year**. Mr. Delgado will follow up on vendor scheduling and vehicle branding.

Overall:

- The review emphasized **financial transparency**, **operational efficiency**, and ongoing **digital modernization** of reporting systems.

Brad Wright made a motion to Recommend to the Full Board Approval of the September, 2025, Check Registers.
Steven Kofahl seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye

C. Discussion and Vote to Recommend to the Full Board Approval of the September, 2025, Credit Card Charges.

Mr. Fernando Delgado, Chief Business Officer (CBO), and Ms. Janneyra Verduzco, Director of Accounting and Finance, presented the September 2025, credit card charges.

Report Overview:

- The existing **dashboard system** continues to be used to compile and present detailed credit card transaction data.
- Each transaction includes a **purchase order (PO)** and identifies the **budget account** it impacts.
- The data extract provides transparency on **spending categories** and **departmental allocations**.

Discussion Points:

- **Equipment and Materials Charges:**
  - Purchases primarily include **operational supplies** such as buckets, mops, tools, and patching materials.
  - These items are used for **general maintenance and repair** work.
- **LAUSD Facility Coordination:**
  - Some expenses relate to **temporary maintenance** while awaiting LAUSD's decision on longer-term facility plans.
  - The school continues to address **immediate operational needs** in the meantime.
- **Transcription Services:**
  - The school will **continue to use Fiverr** as its **transcription agent** for meeting documentation and reporting purposes.

Next Steps:

- Continue refining the **dashboard** for accurate and transparent financial tracking.
- Maintain communication with **LAUSD** regarding site updates and facility direction.

Summary:

- The review emphasized **financial transparency**, **budget alignment**, and **accurate documentation** of all credit card transactions using the existing reporting dashboard.

Steven Kofahl made a motion to recommend to the full board the review of the September 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. Discussion on the status of ECRCHS Grant Funding

Mr. Fernando Delgado, Chief Business Officer (CBO) presented the **El Camino Real Charter High School Grant Funding Report** and discussion on spending plans, timelines, and board approvals.

Overview:

- Total grant allocations amount to **$5,945,338**, with **$2,949,914.70 spent year-to-date** and **$2,866,065.30 remaining**.
- The grants under review include:

- **Educator Effectiveness Block Grant** – $591,871 allocation; $44,410 remaining; expires **June 30, 2026**.
- **Arts, Music, & Instructional Materials Discretionary Block Grant** – $2,176,757 allocation; $1,771,872 remaining; expires **June 30, 2026**.
- **A-G Completion Grants (Access/Success & Learning Loss Mitigation)** – combined allocation of $474,408; expires **June 30, 2026**.
- **Learning Recovery Emergency Block Grant** – $2,702,302 allocation; $801,403 remaining; expires **June 30, 2028** (largest and longest-term grant).

Discussion Highlights:

- Mr. Delgado noted that the **Educator Effectiveness** and **Arts, Music, & Instructional Materials (AMIM)** grants will **expire in June 2026**, making them priority areas for completion and expenditure planning.
- The **Learning Recovery Emergency Block Grant** remains available until **June 2028** and is the largest grant in the portfolio.
- Mr. Wright inquired whether the **AMIM Block Grant** could be used beyond VAPA-related expenses. Mr. Delgado confirmed it is a **discretionary grant**, allowing flexibility in use as long as expenditures align with approved purposes.
- Mr. Kofahl asked whether the **arts, music, and instructional materials groups** determine allocations internally. Mr. Delgado clarified that to avoid confusion seen last year, a **structured spending plan with milestones** is now required before funds are released.
- He emphasized the importance of using funds for **one-time costs** such as equipment and systems rather than **ongoing or fixed expenses** to maintain long-term sustainability.

V. School Business

A. Capitalization Project: Office Furniture Modernization

Fernando Delgado, CBO, and Ryan Guinto, Director of Technology, presented the **Office Furniture Modernization Project** planned for **Winter Break 2025**, including scope, cost breakdown, and implementation timeline.

Overview:

- After completing classroom and instructional space upgrades over the summer, the focus will shift to **office modernization**.
- The upcoming phase includes **Room 205, Room 205B, Room 206,** and **Counseling Office 2**.

- The goal is to modernize administrative areas, replacing older carpeted spaces with new ergonomic furniture to enhance workspace efficiency and presentation, especially in high-traffic visitor areas.

Project Details:

- **New furniture installation:** ergonomic desks, chairs, shelving, and storage units.
- **Existing furniture** will be repurposed and redistributed elsewhere on campus.
- **Furniture cost:** approximately **$96,120**, based on the preliminary budget provided by **Jules Seltzer Associates**.
- **Manufacturer:** Herman Miller – includes a **12-year warranty** with free materials, labor, and quarterly servicing.
- **Flooring abatement** and potential **polished concrete upgrades** will be coordinated with **LAUSD** pending cost review and possible future board approval.

Budget Summary:

Room 205	$26,544.23
Room 205B	$16,530.55
Room 206	$47,880.03
Counseling Office 2	$5,165.21
Total Estimated Cost	**$96,120.02**

Key Considerations:

- This project covers **furniture only**; flooring and abatement expenses will be addressed once LAUSD completes testing.
- The upgrade will support the **business office, payroll office, and CBO storage area**, enhancing professional appearance and functionality.
- The design standard aligns with previous modernization phases for visual and operational consistency across campus offices.

Next Steps:

- Finalize procurement and schedule installation during **Winter Break 2025**.
- Await **LAUSD's abatement cost estimates** before proceeding with any structural updates.
- Present any additional costs for **board approval**, if necessary.

Summary:

The **Office Upgrade / Conversion Project** marks the next stage in ECRCHS's campus modernization initiative. It supports a professional, efficient, and cohesive administrative environment while ensuring long-term value through durable furnishings and thoughtful resource repurposing.

Steven Kofahl made a motion to recommend to the full board the capitalization project for office furniture modernization.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye

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

Fernando Delgado, CBO, and Ryan Guinto, Director of Technology, presented the **Arts, Music, and Instructional Materials (AMIM) Block Grant Plan.**

Purpose:
To review the **Arts, Music, and Instructional Materials (AMIM) Block Grant Plan** and request board approval to utilize the remaining **$1,771,872.38** of grant funds, to be fully expended by **June 30, 2026**.

Overview:
The AMIM Block Grant, originating from **AB 181 (2022)**, provides one-time, flexible funding to support arts, music, instructional materials, and related improvements. Funds can cover staff, facilities, operations, and materials, with broad discretion to meet post-COVID instructional and programmatic needs.

Key Funding Focus Areas:

1. **Enhancement of VAPA Programs** – strengthen Visual and Performing Arts offerings and maintain instruments.
2. **Professional Development** – support staff training for instructional and climate improvement.
3. **Facility Upgrades** – improvements for Visual Arts, Music, and multipurpose spaces.
4. **Technology and Equipment Refresh** – classroom and staff technology modernization.
5. **Program Expansion** – develop new pathways and interdisciplinary collaboration.

Program Highlights and Discussion Points:

- **Theatre and Performing Arts:**
  - Upgrades to theatrical lighting, stage equipment, and audio/visual systems.
  - Installation of a rotating stage platform for dynamic live productions.
  - Potential curtain track automation and laser projection mapping for performances and school events.

    - Work planned for **Thanksgiving Break**, with **Anderson Hall** updates to follow.
- **Music and Audio Production:**
    - Purchase of professional-grade sound equipment, mixers, and recording tools.
    - Integration with **journalism**, **broadcasting**, and **filmmaking** programs.
    - Collaboration between teachers and external industry professionals for experiential learning.
    - Plans to host live “Foley shows” and expand student career pathways.
- **Instrumental Music Program:**
    - Instrument repair and replacement, with an emphasis on lifecycle management.
    - Acquisition of a new equipment trailer to replace outdated storage units.
- **Visual Arts Program:**
    - Expansion into digital arts using **Procreate** and new **print-making tools**.
    - Addition of 3D printers and digital tablets for creative coursework.
- **Robotics and Engineering Program:**
    - Modernization of learning spaces into a “MakerSpace” environment.
    - Inclusion of 3D printing, storage, and updated engineering equipment.
- **ECR Media Production Studio:**
    - Creation of a state-of-the-art space for music, audio, journalism, and podcast production.
    - Integration with the Video Production Lab for broadcasting and film projects.
    - Designed as a marketing feature for prospective students.
- **Teacher and Staff Device Refresh:**
    - Replacement of 2020-issued staff computers to maintain a five-year lifecycle.
    - Repurposing or resale of old units to recover costs.
- **Computer Lab Refresh:**
    - Replacement of outdated 2017 lab devices.
    - Establishment of a **High-Performance Lab** for CAD, Autodesk, and resource-intensive applications, also serving as an **eSports** and **engineering lab**.

Implementation and Timeline:

- Project designs and procurement will be finalized by **December 2025**, with updates shared with the Board.
- Equipment purchases are prioritized as **Phase 1**, followed by deferred maintenance and space upgrades over **Summer 2026**.
- All expenditures to remain within the allocated **$1.77 million**, with any necessary adjustments brought back to the Board for approval.

Summary:

The AMIM Block Grant will fund comprehensive arts, media, and instructional technology enhancements across multiple programs, benefiting a broad range of students and staff. The initiative supports ECRCHS's vision to provide modern, engaging, and career-aligned learning environments through strategic use of one-time funding.

Brad Wright made a motion to recommend to the full board the approval of the arts, music and instructional materials Block Grant.
Steven Kofahl seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye

VI. Closing Items

A. Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Brad Wright 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 6:35 PM.

Respectfully Submitted,
Ryan Guinto