APPROVED

El Camino Real Charter High School

Minutes

Finance and Investment Board Committee Meeting

11-12-25 Finance and Investment Board Committee Meeting

Date and Time
Wednesday November 12, 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
Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Alexandra Ramirez called a meeting of the Finance and Investment Committee Committee of El Camino Real Charter High School to order on Wednesday Nov 12, 2025 at 5:31 PM.

B. Record Attendance and Guests

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

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

D. Public Comments

No public comments were received for this meeting.

E. CBO Report

Fernando Delgado, CBO, provided his CBO Report to the Committee.

Attendance & Revenue

- Month 3 Average Daily Attendance (ADA): **2,801 students**.
- Same period last year: **2,937 students** → **Decrease of 136 students**.
- Estimated revenue loss: **~$1.7 million** due to lower enrollment.
- Attendance rate improved to **~95%** (from 93.78% last year).
- Improved attendance generates **~$470,000 in revenue**, helping offset enrollment loss.
- Funding is based on daily attendance rather than enrollment—both metrics are critical.

New Grant – Assembly Bill 121 (SSPDBG)

- **El Camino** has been approved for **$630,947**, with **75% of the funds to be received in October 2026**.
- **Total grant award: $841,000**, with remaining balance to follow.
- Grant is discretionary but focused on:
  - English Language Arts (ELA) development & professional training.
  - Math and ELA framework enhancements.
  - Strengthening teacher recruitment and retention.
- Possible uses discussed:
  - Creating peer growth pathways tied to professional development.
  - Improving onboarding systems (certification, mentorship).
  - Investing in retention programs to reduce turnover and increase teacher support.

Audit Updates

- **CSD Instructional & Operational Audit** scheduled for **December 5** (virtual).
- Required documents due by **November 21**.
- **External CPA Audit (Christy White)** in progress; annual audit due **December 15**.
- Finance Committee will request an extension under Agenda Item C.
- **First Interim Financial Report** (spending through October + projections) being finalized.

Facilities Updates

- Proposals being collected for **cosmetic elevator area upgrades**.
- **eSports room** planned for minor modernization due to outdated appearance.
- **Winter Break projects** include:
  - Asphalt repair work.
  - Addressing cracks and sinkholes as safety priorities.

II. Consent

A. Approve Minutes of October 15, 2025, Finance and Investment Committee Meeting

Brad Wright made a motion to approve the minutes from Finance and Investment Board Committee Meeting on 10-15-25.
Alexandra Ramirez seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye

III. Investment

A. Investment Update

Presenters: Fernando Delgado (Chief Business Officer), Bill Thompson (Beacon Pointe)

General Notes

- Report presented is based on **quarter ending September 30, 2025.**
- Both **OPEB** and **General Account** portfolios were reviewed.
- All asset allocations across both portfolios are **within policy ranges**.

OPEB Account (Approx. $34.8M)
Asset Allocation (All within allowable ranges)

- **US Equity:** ~39% (modest overweight vs. 35% target)
- **International Equity:** ~19% (aligned with 20% target)
- **Fixed Income:** ~27% (slight underweight vs. 30% target)
- **Alternatives:** ~15%
- **Cash:** ~1%

Portfolio Performance

- **Q3 2025 return: 4.7%**
- **YTD 2025: 11.9%**
- **Trailing 1 year: 9.8%**
- **3-year annualized: 15.4%**
- **Since inception (late 2021):** ~5% annualized
  (Tempered by significant 2022 market decline.)

Performance Highlights

- **International equities significantly outperformed** U.S. equities YTD (21.5% vs. 12.5%).
- **Fixed income:** Strong performance at **6.5%** YTD.
- **Alternatives:** Returned **7.7%** YTD; strong across all sub-strategies.
- **Emerging markets (Lazard):** ~30% YTD return.

US Equity Underperformance Explanation

- Underperformance relative to the **Russell 3000** due to:
  - More diversified holdings.
  - Less exposure to the “Magnificent 7” mega-cap stocks.
  - Value-oriented and quality-focused active strategies that lagged in 2025’s growth-driven environment.
- Beacon Pointe remains **highly confident** in managers (Fiduciary Mgmt, Virtus), expecting stronger performance in pullbacks.

International Equity Notes

- Entire allocation in **active managers**.
- Mixed performance:
  - **Artisan (value)** lagged.
  - **American EuroPacific** performed better.
- Beacon Pointe notes strong long-term track records and maintains conviction.

Alternatives Overview

- Diversified across:

    - Hedged equity (Swan)
    - Global real estate
    - Private credit (Cliffwater)
    - Private real estate (Apollo)
- All performing well and stabilizing the portfolio.

General Account (Approx. $7.6M)
Asset Allocation

- **Equities:** 30%
- **Fixed Income:** 70% (more defensive positioning)
- All asset classes are **within policy ranges**.

Performance

- **Q3 2025 return: 3.6%**
- **YTD 2025: 9.3%**
- **1-year: 6.9%**
- **3-year annualized: 10.5%**
- **Since inception: 3%**

Key Differences vs. OPEB

- Significantly higher bond exposure.
- Includes a **PIMCO Low Duration Fund** to diversify fixed income.
- Smaller allocation to alternatives, with only one hedged equity strategy included.

Closing Remarks

- 2025 has been an **extraordinary market year**, with strong returns across asset classes.
- Some underperformance in active equity strategies is expected given market concentration.
- Beacon Pointe emphasizes the portfolios are:
    - Well diversified
    - Positioned in **higher-quality, attractively valued** securities
    - Expected to hold up and potentially outperform if markets pull back

Feedback

- The Board Members will prepare questions based on Mr. Bill Thompson's presentation.
- Mr. Thompson confirmed availability to address these questions during Thursday's Board Meeting.

- He emphasized that materials are provided well in advance to support coordination.
- The committee is encouraged to reach out if clarification or discussion is needed prior to the meeting.

B. Financial Update

October 2025 ECRCHS Financial Update (Presented by Fernando Delgado, CBO)

1. Discovery of Delinquent Invoices

- Internal process audits revealed **significant past-due vendor payments**, some dating back to **2023**.
- Between 2023–2024, over **$300,000** owed to two vendors; overall estimate closer to **$350,000** in delinquent invoices.
- Issues stemmed from invoices being entered **only at time of payment**, preventing proper **aging payables tracking**.

2. New Accounts Payable Procedures

- All incoming invoices will now be **entered immediately** into the system by accountants.
- Establishment of an **Aging Detail Report** for visibility.
- **Check runs scheduled every Tuesday and Thursday**, ensuring timely AP processing and ACH payments.
- Improved queueing and checkpoints for consistent payment flow.

3. Purchase Order (PO) and Vendor Management Improvements

- Strengthening the PO process so POs automatically generate draft invoices and flag expected payments.
- Team will proactively follow up with vendors when invoices are missing.
- Some vendors previously claimed non-payment despite payments being confirmed on ECRCHS's end; verification steps strengthened.

4. Fees, Interest, and Vendor Negotiations

- Some vendors attempted to apply late fees/interest.
- Negotiations successful so far — **fees waived**.
- Discussion raised about why vendors continued providing services despite overdue balances.

5. Impact on Budget & Cash Flow

- Delinquent invoices caused unplanned hits to the **budget**, **financial projections**, and **cash flow**.

- New projection model to be presented at the next board meeting.

6. Examples of Process Failures

- A **$500 teacher reimbursement** from 2023 was recently found sitting on a desk.
- Concern raised about potential double payments; checks indicate **no double payments made**.

7. SOP Development & Knowledge Management

- Ms. Ramirez requested SOPs for onboarding new accounting staff.
- Delgado is drafting **standard operating procedures** due to knowledge gaps and staff turnover.
- Goal: reduce reliance on individual institutional knowledge and ensure consistent processes.

8. Use of AI and Automation

- Exploring AI tools to classify expenses by:
  - Relevant grants
  - LCAP goals and action plans
  - Available restricted funding
- Aim is to prevent misclassification (e.g., when staff forget to mark expenditures properly).
- Focus on using restricted funds appropriately and **preserving the general fund**.

9. Staff Pushback and Change Management

- Some resistance reported, particularly around long-standing informal practices.
- Delgado emphasizes:
  - Providing explanations and policy references (e.g., ASB manual) to ease transitions.
  - Enforcing rules fairly (e.g., taxpayer funds cannot be used for personal items like plates/forks).
- Leadership supporting the move toward **sound business practices**.

10. Turnover and Training

- Acknowledged turnover challenges: staff learn systems then leave.
- New hires are trained using SOPs so they can grow with the system.
- SOPs already implemented in areas like **Admissions** and **Attendance** and proven effective.

11. Current Staffing Status

- Department currently down two positions but intentionally delaying hiring:
  - Focus on refining processes.

- Ensure new hires are trained properly with correct practices.

12. Overall Improvements

- Significant progress made within the last three months despite staffing shortages.
- Emphasis on:
  - Stronger internal controls
  - Eliminating redundancies
  - Automating workflows
  - Ensuring compliance and institutional stability

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

Presented by Fernando Delgado, CBO)

1. Overview of Maturing Investment

- A **T-bill that matured in October** produced a strong return of **approximately 4.8%**.
- Current market conditions show **declining rates** as the Federal Reserve continues to cut rates.

2. Recommendation for Re-Investment

- Recommended reinvestment option: **2-year Treasury Bill at 3.5%**.
- Reasoning:
  - Locks in a stable rate for 24 months amid expected **future rate cuts**.
  - **2-year and 3-year bills** currently have **similar yields**, so the shorter term is preferred.
  - If the Fed cuts further, the investment becomes advantageous since the locked rate will outperform newer market offerings.
  - The T-bill can be **sold early if needed**, providing flexibility.

3. Alternative Options Discussed

- **3-year Treasury Bill**
  - Not preferred due to offering the *same rate* as the 2-year with a longer commitment.
- **Laddering Strategy**
  - Splitting the $400,000 into multiple maturities (e.g., $100,000 across staggered terms).
  - Provides staggered distributions and increased liquidity.
  - Not explicitly recommended but presented as an available option.

4. Settlement, Timing & Process

- Investment options shown from **City National Securities**.
- Rates are **subject to daily fluctuation**, so earlier action is beneficial.
- Question raised whether the reinvestment can occur **immediately** or must **wait for the board vote**.
- Reinvestment would essentially be a **rollover** of the previous matured $400,000 T-bill.

5. Clarifications & Notes

- Discussion on whether there are **specific denomination requirements** for purchasing the T-bills.
- Confirmation that last year's investment was a **$400,000 T-bill**, which is the same amount involved now.

Alexandra Ramirez made a motion to motion to recommend to the full board the reinvestment of the annuity funds from general account to the City National security's two year bullet structure.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Alexandra Ramirez	Aye
Steven Kofahl	Aye

IV. Finance

A. Discussion and Vote to Recommend to the Full Board Approval of the October, 2025, Check Registers

Presented by: Fernando Delgado, CBO

1. Overview of Total Payments Issued

- Total payments issued across **all accounts** (General Checking, ASB, Fundraising, General Account) for **October 2025** amounted to:
  $1,000,675.58
- Data displayed in the updated dashboard register for board reference.

2. General Checking Account Summary

- **Total ACH payments:** 444

- **Total checks issued:** 176
- **Total number of payments:** 620
- Check register now includes:
  - Check numbers
  - Payment dates
  - Descriptions
  - **Department fields** (added as an improvement based on prior-year feedback)
- Majority of payments relate to **payroll and operational disbursements**.
- Board members were invited to ask questions regarding the checking account activity.

3. Board Member Request – Document Formatting Improvements
A board member requested adjustments to improve readability:

- Do **not** center-align numbers or names; align all text **to the left**.
- Consider using a **table format with alternating row shading** for visual clarity.
- Accounting team acknowledged the feedback and committed to updating the layout.

4. ASB (Associated Student Body) Trust Account Review

- Total number of checks issued: **4**
- Departments and activity areas clearly listed, including:
  - Football
  - Girls Volleyball
  - Softball
  - Band
  - Baseball
- Future enhancement planned:
  - Add a **template summarizing total dollar amounts per trust/department** (e.g., how much Band spent, how much Baseball spent).

5. Fundraising Account Review

- Only **two payments** issued for the month.
- Typical expenses include:
  - **Food catering**
  - **Chartwell's vendor charges**
  - **Vehicle division expenses**

6. General Account (Recurring Payables)

Recurring and required monthly payables issued from the General Account included:

- Health and benefits vendors (e.g., **Texas Life, Cancer Insurance**)
- **EDD** payments
- **California Department of Tax and Fee Administration** remittances
- Payroll-related liabilities and statutory filings
- Accounting team added the general recurring-payables section for easier monthly reference.

7. Continuous Improvement Efforts

- Accounting team emphasized ongoing enhancements to:
  - Improve formatting and visibility
  - Provide clearer department-level reporting
  - Streamline monthly check register presentation
- Commitment to refining the process based on board feedback.

Brad Wright made a motion to recommend to the full board the October 2025, check.
Alexandra Ramirez seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Alexandra Ramirez	Aye
Brad Wright	Aye
Steven Kofahl	Aye

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

Fernando Delgado, CBO, presented the October 2025 credit card charges prior to the Vote to Recommend Approval.

October 2025 Credit Card Activity (Mr. Hussey's Card):

- Total charges for October: **$12,324.56**
- A major credit of **$20,005.402.51** was received on **10/31**.
  - Credit will appear on the next month's statement.
  - Credit was for a canceled **ROTC 29 trip** originally scheduled for March.
  - Refund successfully obtained from Southwest Airlines.

Discovery of Unclaimed Refund:

- The trip cancellation refund had not been previously pursued.
- Identified during the review of trust balances with departments.

- ROTC confirmed the trip never occurred, prompting the successful refund request.

Ongoing Trust & Expense Review Process:

- Finance team is coordinating with all departments to confirm trust balances.
- Ensuring accuracy of recorded expenses and identifying any similar overlooked refunds.
- Emphasis on cleaning up historical discrepancies.

Concerns Raised:

- Noted that several years passed without proper oversight or auditing of these accounts.
- Team expressed concern over the lack of consistent historical review.

Fernando Delgado's Credit Card Summary:

- Total activity: **$35,587**
- All purchase orders verified and approved.
- Receipts are being uploaded systematically.
- Transactions are being allocated correctly to their departments or funding sources.

Board-Approved Expenses:

- Large ticket items align with previous board actions.
- Occasional returns are processed to recover funds as needed.

Closing Note:

- Appreciation expressed for the ongoing cleanup and verification efforts.

Steven Kofahl made a motion to motion to recommend to the full board the October 2025 credit card charges.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Alexandra Ramirez	Aye
Brad Wright	Aye

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

Presenter:
Fernando Delgado, CBO, presented the request for an **Extension for the 2024–2025 Audit** prior to the vote.

Reason for Extension Request:

- Ongoing **federal government shutdowns** have caused delays.
- The district's auditors (Christie's team) recommended filing for an extension.
- Delay is due to the **OMB Compliance Supplement Report**, required for all schools receiving over **$750,000** in federal funds (the district receives more than this threshold).

Impact on Audit Reporting:

- The **December 15 deadline** applies to all districts.
- The missing OMB compliance supplement directly affects the completion of the **federal single audit** required for the 2024–2025 audit report.
- Auditors cannot finalize any audit report involving federal single audits until the 2025 OMB supplement is released.

Current Auditor Update:

- Fieldwork is progressing.
- They are **unable to finalize** the audit without the 2025 supplement.
- There is currently **no timeline** for the federal government's release of the required document.

Next Steps (With Board Approval):

- Fernando will contact the district to **formally request an audit extension**.
- The organization will wait for the federal government to resume operations and issue the required compliance supplement.

Discussion on District Response:

- If delays were caused by internal issues, the district could deny the request.
- However, since the delay is **beyond the district's control**, there is no expected reason for denial.
- All districts are in the same situation due to the federal shutdown.

Mr. Wright stepped out of the meeting at 6:31 pm and came back at 6:33 pm.
Steven Kofahl made a motion to motion to recommend to the full board the extension of the 2024, 2025, audit report.
Alexandra Ramirez seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Aye

Roll Call

Alexandra Ramirez	Aye
Brad Wright	Aye

V. School Business

A. Musical Instrument Refresh

- **Presenters:**
  - Kevin Thurow, Band Teacher (unable to attend but collaborated daily)
  - Ryan Guinto, Director of Technology
- **Background & Funding:**
  - Related to the **Arts and Music Instructional Materials (AMIM) Block Grant** approved at the previous board meeting.
  - Funding allocations approved, but **any purchase above $50,000 requires board approval** per FPP.
  - Teachers were reminded that AMIM purchases over $50k must be routed through the Board.
- **Purpose of the Refresh:**
  - Many instruments are **over a decade old** and require replacement.
  - Rationale provided by Mr. Thurow includes:
    - Educational value
    - Equity and access across all ensembles
    - Clear justification for each instrument requested
  - Long-term program growth, fiscal responsibility, and impacts were documented.
- **Vendor Selection & Pricing:**
  - Multiple vendors were contacted through an **RFQ** process.
  - **Sweetwater** selected as the winning vendor (described as “the Amazon of musical equipment”).
  - Pricing reflects the **lowest quotes** received.
  - High-quality brands (including Yamaha) selected for durability and long-term cost efficiency.
- **Equipment Management & Planning:**
  - Administration requested:
    - Defined **life cycle** of existing and new equipment
    - Identification of instruments needing **repair or reconditioning**
    - Estimated **annual maintenance costs**
    - Full **inventory system** for new and old instruments
  - Plan to integrate instrument tracking into the **existing textbook check-in/out platform**
    - Will allow tagging, assignment to students, and accountability for loss/damage
  - Mr. Thurow has been responsive and cooperative throughout the process.

- **Instrument Refresh Proposal:**
  - **Total cost: $74,197.21**
  - Represents a **complete refresh of priority instruments** across all ensembles.
  - District leveraged **educational pricing and package discounts**.
  - Instruments come with **multi-year warranties** and are built for long-term use.
  - Refresh expected to **reduce repair costs** and provide **long-term savings**.
- Instruments (total of 35):
  - **Baritone Saxophone (Yamaha YBS-480):** 1
  - **Tuba (King 2341W):** 1
  - **Euphonium (Yamaha YEP-321):** 1
  - **Saxophones (YAS/YTS-480):** 7 (4 alto; 3 tenor)
  - **Trumpets (YTR-4335GSII):** 4
  - **Trombones (Bach 411 w/F-Attach):** 2
  - **Flutes (YFL-362):** 4
  - **Clarinets (YCL-450II):** 4
  - **Violins / Cello Bags:** 9
  - **Bass Amplifier:** 1
  - **Zildjian K 18" Crash Cymbal:** 1
- Confirmation that some **old instruments will be reconditioned** for continued use.
- Board acknowledged quality and longevity of selected brands.

Steven Kofahl made a motion to recommend to the full board the Musical Instrument Refresh.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Steven Kofahl	Aye
Brad Wright	Aye
Alexandra Ramirez	Aye

B. Teacher Device Refresh

Presenters:

- Fernando Delgado, CBO
- Ryan Guinto, Director of Technology

Background & Funding:

- Part of the **IMI Grant**, previously approved.
- Purchase amount **over $50,000** requires Board approval per FPP.

- Funds are already allocated; this presentation is for notification and approval due to the amount.

Purpose of the Refresh:

- Replace outdated **teacher laptops and computer lab devices**.
- Current computer labs include machines from **2017**, past their typical life cycle.
- Refresh will standardize devices across the district for performance, reliability, and warranty coverage.

Vendor Selection & Pricing:

- Three vendors were solicited: **Lenovo**, **Harry Jones**, and **GST**.
- Devices are **ThinkPads with identical specs**; quotes were compared “apples to apples.”
- Recommended award to **GST** as the lowest cost vendor while maintaining standardized product and warranty.
- Total savings: approximately **$12,000** compared to other quotes.

Warranty & Coverage:

- Devices will include **5-year extended warranty with accidental damage coverage**.
- Standard 1-year manufacturer warranty supplemented with additional coverage purchased for long-term reliability.

Quantity & Scope:

- **198 (175 Teachers + 23 Staff)** laptop devices to be purchased and deployed.
- **123** Computer labs: 82 M70q Think Center Desktops + Monitors; 41 Lenovo Legion T5 + Monitors
- Includes laptops for teachers and computer labs.

Recommendation:

- Board approval requested to award contract to **GST** for the teacher device refresh.
- Standardization ensures longevity, reliability, and cost-effectiveness.

Brad Wright made a motion to recommend to the full board the teacher device refresh.
Steven Kofahl seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Brad Wright	Aye
Steven Kofahl	Aye

Roll Call

Alexandra Ramirez	Aye

VI. Closing Items

A. Adjourn Meeting

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

Roll Call

Steven Kofahl	Aye
Brad Wright	Aye
Alexandra Ramirez	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
Ryan Guinto