APPROVED

# El Camino Real Charter High School

# Minutes

## Finance and Investment Board Committee Meeting

12-11-25 Finance and Investment Board Committee Meeting

**Date and Time**
Thursday December 11, 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**
Brad Wright, Steven Kofahl

**Committee Members Absent**
Alexandra Ramirez, Joe Kolkowitz

**Guests Present**
David Hussey, Fernando Delgado, Janneyra Verduzco, 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 Thursday Dec 11, 2025 at 5:30 PM.
Brad Wright will act on behalf of the Finance Chair, Ms. Ramirez.

**B. Record Attendance and Guests**

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

Janneyra Verduzco 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**

**Presenter:** Fernando Delgado, Chief Business Officer

- **Student Enrollment Update**
  - As of December 11, total student enrollment stands at **2,862 students**.
  - This update was provided as a brief snapshot of current enrollment levels.
- **Charter School Division (CSD) Annual Oversight Visit**
  - The **Charter School Division conducted its annual oversight visit** last Wednesday.
  - The visit included a **comprehensive review of accounting procedures and financial records**, as well as broader organizational operations.
  - The oversight assessment covered multiple standards, including:
    - Governance
    - Student achievement and educational performance
    - Organizational management
    - Operations
    - Fiscal operations
  - During the visit, CSD staff:
    - Conducted classroom walkthroughs
    - Visited the business office
    - Reviewed documentation and operational practices
  - The organization is currently **coordinating with CSD to clarify and respond to several items** raised during the visit.
  - The **final oversight report is anticipated to be received in mid-spring**.
- **Interim Financial Report**
  - The **first interim report has been completed** and will be presented shortly.
  - This report will include information related to the organization’s current financial position, including deficit status.
- **Follow-Up Questions and Clarifications**

- In response to committee questions regarding potential complaints or findings:
  - CSD has not issued formal findings at this stage.
  - The current process involves **requests for supporting documentation and follow-up questions**, rather than finalized concerns.
  - Examples include requests to review:
    - Purchase orders
    - Approval procedures for specific expenditures
    - Supporting documentation for sampled transactions
  - CSD sampled approximately **30 checks and 30 credit card transactions** as part of their review.
- Additional financial details, including whether the organization is currently running a deficit, will be addressed in the interim report.
- The CBO concluded the report noting that the oversight process is ongoing and that further details will be provided once the interim and final reports are available.

## II. Consent

### A. Approve Minutes of November 11, 2025, Finance and Investment Committee Meeting

Steven Kofahl made a motion to Approve Minutes of November 11, 2025, Finance and Investment Committee Meeting.
Brad Wright seconded the motion.
Single voice vote
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Alexandra Ramirez | Absent |
| Steven Kofahl | Aye |
| Joe Kolkowitz | Absent |
| Brad Wright | Aye |

## III. Investment

### A. Investment Update

**Presenter:** Fernando Delgado, Chief Business Officer

- Mr. Delgado presented the **November 2025 ECRCHS Investment Update** to the Finance and Investment Committee.
- He provided an overview of the School's investment performance, highlighting the **growth and stability** of both the **OPEB Trust** and the **General Investment Account**.
- Mr. Delgado reported that the **OPEB Trust current ending balance** as of November 2025 was **$35,203,541**.
- The **year-to-date investment change** for the OPEB Trust was approximately **5.4%**.
- **Retiree benefit payments** for November totaled **$55,257**.
- Mr. Delgado identified **Beacon Pointe** as the School's **largest investment holding**, with a balance of **$32,742,055**.
- Mr. Delgado reported that the **General Investment Account current ending balance** as of November 2025 was **$43,789,875**.
- The **year-to-date investment change** for the General Investment Account was approximately **5.2%**.
- He stated that both investment accounts continue to reflect **strong performance and prudent financial management**.
- Mr. Delgado concluded that the School is maintaining a **healthy and stable investment portfolio**.

## IV. Finance

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

**Presenter:** Ms. O'Connell

- Ms. O'Connell presented and reviewed the **November 2025 Check Register Dashboard** with the Committee.
- She began the presentation with an overview of the **General Account**, identified as the primary account used for issuing checks and ACH payments, including the **Trust Account (1796)**.
- Ms. O'Connell noted that the **majority of payments** are issued through this account and include regular operational and recurring expenditures.
- For the **November 2025 accounting period**, the following activity was reported for the General Account:
  - **51 check payments** issued
  - **148 total payments** issued during the month
  - Payments included recurring obligations such as **transportation services, vendor payments, and other routine payables**

- Ms. O'Connell confirmed that the School continues to **process and issue payments in a timely manner**, ensuring all obligations are paid as scheduled.
- The **total amount disbursed during the November 2025 accounting period** was **$1,538,597.76**.
- Ms. O'Connell then reviewed the **ASB Trust Account activity**:
    - A total of **34 payments** were issued from ASB trust accounts during November.
    - The dashboard provides a **department-level breakdown**, identifying which department or student group issued each payment.
    - Departments and programs reflected in the dashboard include, but are not limited to:
        - Band
        - Robotics
        - Cheerleading
        - Student Council
        - Baseball
    - This breakdown allows for **transparency and tracking of ASB expenditures by department**.
- Ms. O'Connell also reviewed the **Fundraising Account** activity:
    - Fundraising-related payments included recurring payables such as **Chartwells Division** and **Santa Monica College**.
- Finally, Ms. O'Connell reviewed the **recurring payroll and benefits-related expenditures** reflected in the General Account:
    - These included monthly recurring payments to vendors such as:
        - SIS Charter
        - CharterSafe
        - PenServ
        - Texas Life Insurance
        - Medical benefits providers
    - She noted that these recurring expenses are consistent with prior months and represent standard payroll and benefits obligations.
- Ms. O'Connell concluded that the Check Register Dashboard provides a **clear and comprehensive view of payment activity**, supports fiscal oversight, and confirms that expenditures align with approved operational needs.

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

**Roll Call**

| | |
|---|---|
| Joe Kolkowitz | Absent |

**Roll Call**

| | |
|---|---|
| Steven Kofahl | Aye |
| Brad Wright | Aye |
| Alexandra Ramirez | Absent |

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

**Presenters:** Fernando Delgado, Chief Business Officer; Janneyra Verduzco, Director of Accounting and Finance

- Ms. Verduzco began the presentation by explaining the **credit card credits reflected in the dashboard**, noting the presence of several negative (red) entries.
- She clarified that these credits were primarily **refunds related to the ROTC Placido hotel trip**, which had been scheduled for the previous spring but was **ultimately not taken**.
- As a result of the cancelled trip, **hotel and related charges were refunded** to the School's credit cards.
- The **total amount of credits received** from these refunds was **$27,105**.
- The Committee acknowledged that the refunds accounted for the unusual appearance of credit balances and confirmed that the activity was appropriate and expected.
- Ms. Verduzco noted that the refunds were processed to **Mr. Hudson's credit card**, resolving the previously identified charges.
- Mr. Delgado then reviewed his **credit card activity** for the reporting period:
    - His expenses were presented with clear identification of the **originating department and associated purchase orders**.
    - All charges were noted to be **pre-approved and properly documented**.
    - Mr. Delgado's **total credit card charges** for November 2025 amounted to **$19,446.54**.
- The presenters explained that **additional reporting requirements** have been requested by the **Charter School Division (CSD)**:
    - CSD is requesting supplemental information identifying the **resource and object codes** associated with each credit card charge.
    - This information will provide clarity on **which budget lines are funding the expenses** and how charges are being allocated.
- Ms. Verduzco confirmed that a **template has been provided by CSD** to capture this information.
- Although the enhanced reporting is **not formally required until next year**, administration indicated its intent to **begin implementing the process early** in preparation for future oversight expectations.
- The Committee expressed understanding and agreement with the proactive approach to compliance and transparency.
- The presenters concluded the review by confirming that:

- Credit card activity for November 2025 was **appropriate, documented, and aligned with approved purchasing procedures**
- Refunds and charges were accurately reflected and explained

Steven Kofahl made a motion to Recommend to the Full Board Approval of the November, 2025, Credit Card Charges.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Steven Kofahl | Aye |
| Joe Kolkowitz | Absent |
| Brad Wright | Aye |
| Alexandra Ramirez | Absent |

**C. Discussion and vote to recommend the First Interim 2025-2026 Report**

**Presenter:** Fernando Delgado, Chief Business Officer

- Prior to the vote, Mr. Delgado presented the **First Interim 2025–2026 Financial Report**, comparing the **Board-adopted budget approved in June 2025** with **actuals to date as of October 31, 2025**, and **First Interim projections through June 30, 2026**.
- Mr. Delgado explained that the purpose of the First Interim report is to provide a **snapshot of the School's financial condition at this point in time** and to highlight key assumptions, variances, and trends.
- He noted that the School's projections are **heavily dependent on State funding, enrollment, ADA, and overall economic conditions**, all of which will inform future budget decisions.

**Enrollment and Attendance Assumptions**

- The First Interim assumes:
  - **Enrollment:** 2,809 students
  - **P-1 ADA:** 2,556.19
- Mr. Delgado explained the State reporting cycles:
  - **P-1:** Attendance for the first four months of school
  - **P-2:** Attendance for months one through eight; used by the State in March to forecast LCFF funding
  - **Annual:** Final attendance reporting
- Administration confirmed that enrollment and attrition trends are **typical for this time of year** and that staffing levels remain appropriately aligned.

**Revenue Summary (First Interim Projections)**

- Mr. Delgado reviewed the **Revenue/Expenditure Summary**, highlighting the following **First Interim projected revenues**:
  - **LCFF Sources (State Aid):** $34,044,667
  - **Federal Revenues:** $1,771,765
  - **Other State Revenues:** $3,394,014
  - **Other Local Revenues:** $6,416,989
  - **Total Projected Revenues: $45,627,435**
- He noted that:
  - Total projected revenues are **slightly lower than the adopted budget of $46,400,969**.
  - As of October 31, 2025, **actual revenues received total $15,955,340**, reflecting the timing of State payments.
- LCFF was identified as the **largest revenue source**, comprising approximately **75% of total revenues**, followed by local revenues at approximately **14%**, State revenues at **7%**, and federal revenues at **4%**.

**Key Revenue Variances**

- Mr. Delgado explained the most significant revenue variances from the adopted budget:
  - **LCFF decrease of approximately $2.6 million**, driven by enrollment decline.
  - **Positive property tax variance of approximately $1.4 million**, tied to ADA funding rate adjustments.
  - **Increase of approximately $183,000 in other State revenues**, primarily due to the **Student Support Discretionary Block Grant**, which was not included in the June adopted budget.
  - **Federal Title I funding increased by approximately $33,000**, reflecting student classification and service needs.
- In response to questions regarding potential federal funding reductions, Mr. Delgado stated that:
  - The School currently projects approximately **$1.23 million to $1.55 million in federal funding**.
  - The School maintains **sufficient reserves** to absorb potential short-term funding disruptions if necessary.

**Expenditure Summary (First Interim Projections)**

- Mr. Delgado reviewed the **First Interim projected expenditures**, which total **$45,850,534**, compared to an adopted budget of **$46,583,382**.

- Major expenditure categories include:
  - **Certificated Salaries:** $16,120,110
    - Decrease of approximately **$2.47 million** due to vacant teaching positions and retirements.
  - **Classified Salaries:** $5,711,806
    - Includes an increase of approximately **$415,209 for instructional aides** and **$143,341 for other classified positions**, including arts support funded by **Proposition 28**.
  - **Benefits:** $9,626,471
    - Increase of approximately **$65,000**, associated with added classified staffing.
  - **Supplies:** $3,287,427
  - **Services:** $9,831,771
  - **Depreciation:** $920,913
  - **Other Outgo:** $352,035
- As of October 31, 2025, **actual expenditures total $13,964,645**.

**Net Position and Fund Balance**

- Mr. Delgado reported that:
  - The **First Interim projected net operating loss** is **($233,099)**, compared to the **($182,415)** loss projected in the June adopted budget.
  - He emphasized that **deficit projections at this stage of the year are typical**, due to the timing of expenditures occurring earlier than State revenue receipts.
- The **projected net position as of June 30, 2026**, is **$46,644,985**.
- The School's financial position includes:
  - **Investments in capital assets:** just over **$10 million**
  - **Designated reserves**, including arts and music
  - **Unrestricted net position of approximately $40,556,720**, with a portion invested in **T-bills, long-term annuities, and market instruments**
- Administration confirmed that **reserves are available if needed** and that fiscal adjustments will be evaluated during the **Second Interim in March**, including staffing and administrative cost reviews if necessary.

**COVID and Restricted Grant Funds**

- Mr. Delgado reviewed remaining **COVID-related and restricted grant funding**, noting that:
  - **ESSER I, II, and III funds have been fully expended** and are no longer part of the budget.
  - Remaining balances are concentrated in:

        - **Arts, Music, and Instructional Materials Block Grant** (spending deadline: 2026)
        - **Learning Recovery Emergency Block Grant** (spending deadline: 2028)
    - He stated that the School does **not anticipate difficulty expending remaining grant funds** prior to their deadlines.

    - Board members and the public were encouraged to submit questions in advance of the next meeting to allow for efficient discussion.
    - Mr. Delgado concluded that the First Interim represents the **first formal financial checkpoint of the year**, with further refinements to occur during the Second Interim process.

Steven Kofahl made a motion to recommend the First Interim 2025-2026 Report.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| Steven Kofahl | Aye |
| Joe Kolkowitz | Absent |
| Brad Wright | Aye |
| Alexandra Ramirez | Absent |

## V. School Business

### A. Anderson Hall Lighting and Live Event Equipment Purchase

**Presenters:** Christopher Hutson, ECR Theatre Director; Ryan Guinto, Director of Technology

- Prior to the vote, Mr. Hutson and Mr. Guinto presented the **Theatre Lighting Equipment Purchase**, outlining a **phased approach** to expanding and modernizing theatre lighting and technical equipment.
- Mr. Hutson explained that the proposal represents **Phase One** of a broader, multi-year plan to strengthen student technical theatre education.

**Background and Prior Investments**

- Mr. Hutson reviewed recent investments in the theatre program, including:
    - Upgrades to **projection mapping systems**.
    - Acquisition of a **high-end, industry-standard lighting control board**, comparable to those used in Broadway productions, live events, television, and film.

    - Purchase of a professional **audio board** in the prior year.
- He noted that:
    - The equipment provides students with **direct training on professional-grade systems**.
    - Industry professionals have expressed surprise that high school students are being trained on such advanced technology.

**Educational Impact and Student Engagement**

- Mr. Hutson highlighted the impact of upgraded lighting and projection on recent productions, including:
    - *Between the Lines* (Spring 2025), where enhanced lighting and projection increased production quality.
    - *A Christmas Carol*, where lighting enhancements complemented projection effects.
- It was emphasized that:
    - All lighting, projection, and technical elements are **student-run**, with staff supervision.
    - Students gain hands-on experience that prepares them for **post-secondary education and employment**.

**Discussion of Special Effects and Safety Considerations**

- The Board discussed options for theatrical fog or haze effects, including:
    - Use of dry ice or haze machines.
    - Fire alarm sensitivity and the need for fire watches if alarms are disabled.
- Concerns were raised regarding:
    - Safety, liability, and emergency response.
    - The risk of alarms activating during performances or obscuring visibility in the event of an actual fire.
- Mr. Hutson stated that:
    - Safer alternatives are available but require additional equipment and preparation.
    - Safety considerations will guide any future decisions regarding special effects.

**Student Technical Training, Supervision, and Safety**

- Mr. Hutson presented photos of:
    - The **new tech booth**, operated by students.
    - **Student-built sets**, constructed by members of the technical theatre program.
- He reported that:

    - The technical crew has **grown significantly**, nearly doubling in size.
    - Students receive structured training in woodworking, lighting, and stage technology.
- Safety protocols include:
    - Required **safety training and testing** for students.
    - Supervised use of tools, including panel saws and chop saws.
    - Use of protective equipment such as safety goggles.
- Board members discussed:
    - Liability considerations and documentation.
    - The importance of standardized safety procedures, which administration confirmed are implemented internally.

**Expanded Program Use and Student-Led Productions**

- Mr. Hutson described ongoing student-led activities, including:
    - Weekly **Friday lunchtime improv performances**, open to the entire school at no cost.
    - Full student responsibility for set construction, lighting, audio, and stage management.
- He noted that:
    - Student attendance and participation have increased steadily.
    - These activities serve as practical training opportunities embedded within the instructional program.

**Anderson Hall Lighting Needs**

- Mr. Hutson explained the need to:
    - Upgrade and **permanently install lighting in Anderson Hall**.
    - Avoid repeatedly relocating equipment from the theatre to other venues.
- Benefits of permanent installations include:
    - Greater consistency for performances.
    - Reduced setup time.
    - Increased focus on **design and creativity**, rather than equipment logistics.
- It was noted that current practice involves repurposing theatre equipment for other events, which is inefficient and disruptive.

**Vision for Program Growth and Collaboration**

- Mr. Hutson outlined long-term goals for the theatre technology program, including:
    - Supporting **live events**, pep rallies, quad events, and schoolwide productions.

    - Expanding student exposure to **advanced lighting, lasers, and audio systems**.
    - Increased collaboration with music, choir, and student council programs.
- He emphasized that:
    - There is **strong industry demand** for students trained in technical theatre and live event production.
    - Many neighboring schools rely on hired professionals, limiting student hands-on experience.
    - ECR's model prioritizes **student leadership and experiential learning**.

**Equipment Purchase Details**

- Mr. Guinto reported that:
    - **Three vendor quotes** were obtained for the proposed equipment.
    - All quotes included **identical equipment**, ensuring an apples-to-apples comparison.
- Mr. Hutson explained the inclusion of a **theatrical turntable**, noting that:
    - It is a specialty item manufactured by a professional company based in Las Vegas.
    - Comparable equipment is often imported internationally, making this option cost-effective and reliable.
    - Purchasing the equipment is more economical than repeated rentals.
- Lighting selections were described as:
    - **Mid-range professional fixtures**, balancing quality and cost.
    - Compatible with existing lighting control systems.
- Mr. Hutson emphasized that:
    - Equipment purchases are intentionally **phased** to avoid redundancy.
    - Each phase is carefully researched to ensure best value and compatibility with future upgrades.

**Conclusion**

- Mr. Hutson concluded that:
    - The proposed lighting equipment purchase aligns with the school's instructional mission.
    - Phased implementation allows responsible growth while maximizing student learning opportunities.

Steven Kofahl made a motion to recommend the full board the Anderson Hall Lighting and Live Event Equipment Purchase.
Brad Wright seconded the motion.

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

| **Roll Call** | |
|---|---|
| Brad Wright | Aye |
| Alexandra Ramirez | Absent |
| Steven Kofahl | Aye |
| Joe Kolkowitz | Absent |

## B. Engineering and Robotics Furniture/Equipment Purchase

**Presenters:**

- Ziat Zahur, Engineering and Physics Teacher
- Ryan Guinto, Director of Technology

### Introduction and Presenter Background

- Mr. Guinto introduced Mr. Zahur, noting:
  - Mr. Zahur is in his **10th year** as a Physics and Engineering teacher at ECR.
  - He currently serves as:
    - STEAM Program contributor
    - Esports Coordinator
    - Robotics Program overseer
  - He works closely with:
    - Robotics teachers Tashar Barnes and Katara Mukasa
    - Engineering teacher Eric Wells
  - Mr. Zahur previously served as:
    - Robotics Coach (2016–2021)
    - Testing and Data Coordinator (2022–2024)
- Mr. Guinto emphasized that the proposed purchase supports **new and expanding academic programs** within STEAM, engineering, and robotics.

### Overview of the Robotics Program

- Mr. Zahur provided an overview of the Robotics program, stating:
  - Robotics has been a longstanding and successful program at ECR.
  - The program has earned **numerous competitive awards and trophies** over multiple years.
  - Students participate in **community outreach**, including summer camps for elementary and middle school students to build early engagement and school pride.
- He noted that:
  - The program was previously housed in **bungalow T-32**, which limited space and functionality.

    - During the current year, the program relocated to **Room B-16**, a larger and safer space.
    - The expanded space improves:
        - Student movement and collaboration
        - Safe operation of power tools and equipment
        - Overall instructional effectiveness

**Vision for Robotics Curriculum Expansion**

- Mr. Zahur discussed plans to:
    - Develop a **VEX Robotics course** as part of the STEAM Engineering pathway.
    - Align robotics instruction similarly to athletic courses, with a dedicated class period.
    - Collaborate with current robotics coaches and students to inform program design.
- He noted that:
    - Several high schools already offer dedicated VEX Robotics courses.
    - Student input has been actively gathered, as many robotics students are also enrolled in his physics classes.

**Facility Improvements and School Tour Readiness**

- Mr. Zahur emphasized the importance of:
    - Improving the visual presentation of the robotics and engineering spaces for **school tours**.
    - Creating a “showcase” environment highlighting student achievements and trophies.
- Planned improvements include:
    - Repainting walls
    - Refinishing cabinetry
    - Installing shelving in currently unused cabinets
    - Properly displaying robotics trophies, which are currently stored or not visible
- It was noted that:
    - The former bungalow spaces are no longer suitable for long-term program needs.
    - The new permanent building location improves security and sustainability.

**Engineering Program Expansion**

- Mr. Zahur reviewed the Engineering pathway, noting:

    - Introduction to Engineering Design (IED) is currently offered as a Level 1 course.
    - A second course, **Computer Integrated Manufacturing (CIM)**, was added this year.
- Instructional highlights include:
    - Robotics and automation concepts, including automated guided vehicles (AGVs)
    - Use of sensors and vision systems similar to real-world industrial applications
    - Computer-aided design (CAD) and 3D printing projects
    - Student-designed solutions to real-life problems
- Mr. Zahur emphasized that:
    - These courses provide **hands-on, career-relevant skills** aligned with workforce demands.

**Makerspace Classroom Proposal**

- Mr. Zahur proposed the creation of a **dedicated Makerspace Engineering classroom** in **Room B-14**, adjacent to the robotics room.
- He explained that:
    - A makerspace functions as a workshop-style learning environment rather than a traditional classroom.
    - Currently, 3D printers and tools are housed in his physics classroom, limiting lab functionality.
    - Relocating equipment would:
        - Restore physics lab space
        - Centralize engineering tools
        - Allow multiple teachers to utilize the space
- The makerspace would support:
    - Engineering courses
    - Robotics projects
    - Cross-disciplinary use by other instructors
- Planned updates include:
    - Removal of unused chalkboards and outdated projection equipment
    - Acquisition of durable furniture and adequate storage
    - Improved organization and safety for tools and materials

**Furniture and Equipment Design and Specifications**

- Mr. Guinto reported that:
    - He worked closely with Mr. Zahur throughout the year to refine classroom needs.
    - The proposed furniture layout includes:

        - Long collaborative tables
        - Flip-top whiteboard tables that function as both work surfaces and writable planning spaces
        - Butcher-block style worktables for durability
    - Design considerations include:
        - Dedicated testing areas for robotics equipment
        - Adequate storage for tools and 3D printers
- It was noted that:
    - While renderings are still in development, furniture procurement must begin due to manufacturing lead times.
    - Multiple manufacturers were consulted.
    - The selected vendor best meets instructional and programmatic needs, rather than providing identical “apples-to-apples” pricing.

**Cost and Recommendation**

- Mr. Guinto presented the total cost for the proposed purchase:
    - **Engineering and Robotics Furniture and Equipment: $59,328.57**
- The purchase covers:
    - Both the Robotics classroom and Engineering/Makerspace classroom
    - Furniture and equipment only
- The item was presented **prior to the vote** for recommendation to the full Board.

**Committee Discussion**

- Committee members asked clarifying questions regarding:
    - Whether the purchase serves one or multiple classrooms
    - The location of the classrooms (confirmed to be permanent buildings, not bungalows)
    - Security considerations for equipment storage
- Administration confirmed:
    - The purchase supports **two classrooms**
    - All equipment will be housed within secure, permanent facilities

Steven Kofahl made a motion to recommend to the full board the Engineering and Robotics Furniture/Equipment Purchase.
Brad Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| Joe Kolkowitz | Absent |
| Brad Wright | Aye |

**Roll Call**

| | |
|---|---|
| Steven Kofahl | Aye |
| Alexandra Ramirez | Absent |

## VI. Closing Items

### A. Adjourn Meeting

Steven Kofahl made a motion to adjourn meeting.
Brad Wright seconded the motion.
Single Voice Vote
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| Brad Wright | Aye |
| Alexandra Ramirez | Absent |
| Joe Kolkowitz | 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 6:30 PM.

Respectfully Submitted,
Ryan Guinto