APPROVED

El Camino Real Charter High School

Minutes

Board Meeting

Date and Time
Wednesday April 19, 2017 at 5:00 PM

Location
El Camino Real Charter High School, Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

BOARD MEETING

For board meeting materials, please see Donna Bennett in the school's main office, or contact her at (818) 595-7500 or do.bennett@ecrchs.net. Some board meeting materials are also posted in the school's website (http://ecrchs.net/ecr-board/).

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

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 "Oral Communications." "Oral Communications" 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 three (3) minutes and total time allotted to non-

agenda items will not exceed twenty-five (25) minutes. 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 that agenda item on your “Request to Speak” form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item.
4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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.

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 in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Donna Bennett, office assistant, in person or by calling (818) 595-7500.

Directors Present
Diane Wynne, Jonathan Wasser, Scott Silverstein, Steven Kofahl

Directors Absent
Beatriz Chen, Darin Ryburn, Julie Kornack

Guests Present
Daniel Chang

I. Opening Items

A. Record Attendance and Guests

It was noted that Steve Cohen resigned from the Board effective April 18, 2017.

B. Call the Meeting to Order

Jonathan Wasser called a meeting of the board of directors of El Camino Real Charter High School to order on Wednesday Apr 19, 2017 at 5:15 PM.

C. A Moment of Silence

A moment of silence was observed for Lillian Ruben.

D. Pledge of Allegiance

E. Public Comments

Lisa deRubertis read a letter from student Jennifer Huynh regarding moving back the start of school.
Renata Flippo spoke regarding moving back the start of school.
Sara Madjdi spoke regarding increasing funding for marching band.
Carlos Monroy passed his time to Howard Spike.
Howard Spike, retired as of June 30th from El Camino, spoke regarding Article VII, Section 4 of the Bylaws, and how an interpretation of it will make all retired teachers and administrators ineligible to run for the Board. Amending the Bylaws would require a material revision of the charter. To be put on the next regular meeting agenda for discussion.

F. Executive Director Update

UTLA contract negotiations have begun, there have been 2 sessions so far, next session is May 9th.
WASC Report has been submitted to the State. We have 5 weeks to add addenda and address growth subjects. WASC chair did not provide an indication of what type of review we would get, so will have to go to July.
Material Revision was approved by the LAUSD Board of Education at the hearing on April 18th, so our enrollment is now at 3,800 students.
Mr. Hussey has scheduled a meeting with LAUSD Board member Scott Schmerelson.
Assistant Principals are evaluated in the same way as teachers, based on set criteria. This review is yearly for the first 3 years, and then subsequently it can be every other year. Mr. Wasser asks that the form that is used for teachers and Assistant Principals be made available on our Board page.
Over Spring Break, we went onto our own internet system, cutting ourselves off from LAUSD.
Retirement benefits, to date we have put in $1.7M, which is $500K more than we were required to. Mr. Hussey recommends continuing to contribute money now while we have the funds.

G. UTLA Update

Bargaining has commenced, no tentative agreements yet, but there are 3 dates total scheduled in May.

Carlos Monroy will be taking over as UTLA Chapter Chair and Zasha Endres will take over as Co-Chair, as of July 1, 2017.

H. Board Election Update

Elections will take place on May 10 and 11. Teacher representatives will be elected by the teachers; and the parent representative will be elected by the parents. The names of candidates were provided.

I. Presentation by Board Candidates

The following candidates for Teacher Representative spoke: Shanna Sarris; Jonathan Wasser; Steven Kofahl.
The following candidate for Parent Representative spoke: Lisa Crosthwait.
The names and statement of each candidate will be posted on the Board site.

II. Consent

A. Review and Vote on March 15, 2017 Regular Board Meeting Minutes

Steven Kofahl made a motion to approve minutes from the Board Meeting on 03-15-17 Board Meeting on 03-15-17.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review and Vote on March 28, 2017 Special Board Meeting Minutes

Steven Kofahl made a motion to approve minutes from the Special Board Meeting on 03-28-17 Special Board Meeting on 03-28-17.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Financial

A. Review and Vote on January 2017 and February 2017 Check Registers

Mr. Alfonso went over the questions from the Board as to specific expenditures listed.
Diane Wynne made a motion to approve the January 2017 and February 2017 check registers.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Review of Revised AMEX Bill Summary

To assist in review, the AMEX bill has been correlated into the summary sheet created. The summary sheet identifies what the purchases were for, with a secondary page showing just Amazon purchases which comprise the bulk of our purchases.

C.

February 2017 Financial Update

Financial forecast summary for February 2017 has not changed much compared to January 2017 Financials. However, forecast should change next month due to large expense items. Quarterly LCFF payment received in February. Balance sheet shows $11,233,051 as of the end of February.

D. Review and Vote on 2nd Interim Financials

The 2nd Interim Financials (as of the end of January 2017) were reviewed. Variances identified are based on differences between the budget which was approved back in June 2016, and actual expenditures and revenue which have come in which were not budgeted. During the fiscal oversight visit, CSD had numerous questions, but EdTec was apparently able to answer all their questions in a satisfactory manner, as no follow-up has been received to date.
Steven Kofahl made a motion to approve the 2nd Interim Financials.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Discuss and Vote on Contributions to Lifetime Benefits Trust

Diane Wynne made a motion to table the vote on the contributions to the lifetime benefits trust until the May Board meeting.
Scott Silverstein seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. School Business

A. Discussion and Possible Vote on Board Communication Parameters

Young, Minney & Corr has been asked by a Board member to share communications from a Board member with all other Board members. They are looking for guidance on how to handle such matters; if they receive a communication from a Board member, do they respond to all the Board, or just to that Board member? There is an issue as to whether it is efficient to have all Board members asking counsel questions and responding to all Board members, and whether that could result in serial communications that would violate the Brown Act. YM&C represent about half of all the charter schools in California; most of their communications come from the staff level, it is unusual to have multiple questions coming from multiple Board members. Past practice has been to have communications go through the Board President, absent exigent circumstances, but this was not a written policy.
Rather than have a vote item, CCO can create a policy document for the Board's review and vote at the next Board meeting in May.

B. Public Hearing and Vote on Board Resolution Re Energy Services Contract with OpTerra and Financing

The Resolution was reviewed.
Also, discussion on how to finance the cost, which includes the Program Development Agreement of $63,800.00 plus 15% mobilization fee of $212,213.00 which is due at the time of signing of the contract.
Steven Kofahl made a motion to approve the Resolution to enter into the Energy Services Contract with OpTerra. As to the financing aspect, tabled to have OpTerra available to discuss the cost.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Presentation on NWEA MAP Program

This presentation is to introduce Measures of Academic Progress (MAP), a diagnostic adaptive testing program that will help determine where students have need. WASC recommended using MAP. A discounted pricing is available from the vendor selected, but only if we enter into an agreement before June 30, 2017. The testing would last about a week. This has been presented to teachers, and most seemed to be in favor of it. Organize a parent night to discuss the testing with parents to get their buy-in. This program has been used by Granada Hills for 5 years and Palisades for 3 years. If there are further questions, can contact Ms. Clark.

D. Possible Vote on Resolution Re: Applying for Prop 51 Funding for Rehabilitation of Facilities

Prop 51 is a bill that provides $9B funding for schools, of which $500M has been set aside for charter schools, to construct new facilities or rehabilitate existing facilities that are at least 15 years old. We have also reached out for LAUSD approval, which has to happen 30 days before the deadline. The funds could be used for the bungalows, particularly the T building.
Steven Kofahl made a motion to approve the Resolution to apply for Prop 51 funds.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Discuss and Vote On HR Certification Stipend

Diane Wynne made a motion to table this item to the next Board meeting.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Discuss and Vote on Revision to Parent-Student Handbook

Diane Wynne made a motion to approve the revision to the Parent-Student Handbook to reflect the written PE Clothing policy.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

G.

Board Review of Comparable Compensation Data for Charter School CBOs

V. Reconvene to Open Session

A. Report of Action Taken in Closed Session, If Any

There were no actions taken in closed session.

B. Possible Board Approval of Resolution Regarding Executive Compensation for CBO

Diane Wynne made a motion to approve the Resolution re Chief Business Officer.
Steven Kofahl seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Steven Kofahl	Aye
Jonathan Wasser	Aye
Beatriz Chen	Absent
Scott Silverstein	Aye
Julie Kornack	Absent
Darin Ryburn	Absent
Diane Wynne	Aye

C. Possible Board Approval of Employment Agreement for CBO

The employment agreement would encompass the following:

1. Salary - step 1 salary of $137,100;
2. Health Benefits - comprehensive medical, dental, and vision;
3. Bonuses - at the discretion of the Board;
4. Life Insurance - $50,000.00 at no cost;
5. Stipend and Differentials - $8,000.00 for MBA; $10,000.00 for JD.

Steven Kofahl made a motion to approve entering into an Employment Agreement with CBO.
Diane Wynne seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Julie Kornack	Absent
Steven Kofahl	Aye
Beatriz Chen	Absent
Jonathan Wasser	Aye
Scott Silverstein	Aye
Darin Ryburn	Absent
Diane Wynne	Aye

VI. Closing Items

A.

Adjourn Meeting

Steven Kofahl made a motion to adjourn the meeting.
Diane Wynne seconded the motion.
The board **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 10:25 PM.

Respectfully Submitted,
Daniel Chang