

El Camino Real Charter High School Board
5440 Valley Circle Blvd. Woodland Hills, CA 93167 (818)595-7500

BOARD MEETING MINUTES
Wednesday, August 21, 2013
4:00 pm

1. **CALL TO ORDER:** The meeting was called to order by Shukla Sarkar at 4:02pm.
2. **ROLL CALL:** Board members present: Obie Slamon, Pat Valentine, Peter Vastenhold, Larry Rubin, Shukla Sarkar and Jackie Keene. Also present were Principal Dave Fehte, Marshall Mayotte and Terri Keas.
3. **APPROVAL OF MINUTES:** The minutes of the June 12, 2013 meeting were read and approved. Moved to accept the minutes with correction: P. Valentine/Seconded: O. Slamon. APPROVED. Larry Rubin requested that the minutes reflect the clarification that criteria for any future bonuses are to be Board approved at the beginning of the school year.
4. **CHAIRPERSON'S REPORT:** Shukla reported that she attended the Professional Development meeting on Tuesday, August 20th. Topics included a presentation by Yvonne Halski and Wendy Treuhaft on Common Core. Dave Fehte explained the law stating that schools cannot charge students for any materials necessary for educational purposes. Shukla also attended the English Department meeting where they discussed their success with the "Turn-it-in.com" program designed to check for plagiarism by students. ECR purchased it to test the program in the English Dept.
5. **FINANCIAL REPORT:** Marshall reviewed the financials.

MOTION: (Moved: O. Slamon/ Seconded: J. Keene) To accept the May Check Register.

APPROVED: unanimous

Discussion: ExED projections were slightly off due to lack of complete information.

MOTION: (Moved: L. Rubin/Seconded: J.Keene) To accept the June Check Register.

APPROVED: unanimous

Discussion: The monthly Cash Balance chart used by ExED is slightly off due to monthly income timing. Also, Proposition 30 and Alternative School funding were not taken into consideration at the time the financials were run. Jackie Keene asked about the legal settlements listed in the check register. The settlements were for Special Education. There is an ongoing discussion whether or not some Special Ed students are ours since we are now a Charter. Settlements are usually handled by our Asst. Principal Wendy Treuhaft (previously by Bette Marcoux) and our attorneys. A concern was raised about no breakdown reflected on the check register for American Express charges. Jeff Falgien receives monthly statements that he reviews and the Board previously agreed it is not necessary, as Board members can review monthly statements at any time. American Express works much better for ECR than CA Credit Union because of the much higher monthly limit.

MOTION: (Moved: O. Slamon/Seconded: J. Keene) To accept Unaudited Actuals.

APPROVED: unanimous

Discussion: A snapshot of the financials have been submitted to LAUSD. There may still be some outstanding invoices from June.

MOTION: (Moved: P. Valentine/Seconded: O. Slamon) To approve 2012-13 Certification of Assurances.

APPROVED: unanimous

MOTION: (Moved: O. Slamon/Seconded: L. Rubin) To approve Uniform Complaint Policy

APPROVED: unanimous

Discussion: Our policy is taken from our attorneys. Suki Dhillon & Wendy Treuhft will be taking the complaints. The policy will be posted on the website. L. Rubin stated that the Board needs to convene to establish Board rules for ECR.

MOTION: (Moved: P. Valentine/Seconded: O. Slamon) To approve Policy on Student Fees

APPROVED: unanimous

MOTION: (Moved: P. Valentine/Seconded: O. Slamon) To approve Student Fee Discounts

APPROVED: unanimous

Discussion: Reviewed a list of discounts recommended by staff to encourage better attendance, mostly targeted to seniors. Policy will go into effect after Mr. Fehte holds an assembly for seniors and attendance through mid-April will count.

MOTION: (Moved: O. Slamon/Seconded: J. Keene) To approve opening an Charles Scwaab account (with Marshall Mayotte and Yfonne Halski as signers) for \$1,000,000 and purchase \$500,000 in CD's with several different banks to insure our funds. American Express card holders will be Dave Fehte, Dean Bennett, Yvonne Halski and Marshall Mayotte. Visa cardholders will be Yvonne Halski and Terri Keas.

APPROVED: unanimous

6. SCHOOL BUSINESS UPDATE: none

7. PUBLIC COMMENT: none

8. COMMITTEE REPORTS: New school committees are being formed and Board members can work on a committee or visit committee meetings, as well as visit the campus at any time. Shukla will be assisting the English Dept. with the implementation of Common Core.

9. OLD BUSINESS: none

10. NEW BUSINESS: ECR is conducting a sustainability survey among the faculty and staff.

Jackie Keene discussed Brad Sherman's Town Hall Meeting which will be held at ECR. It was suggested that we come up with strategies for community outreach and getting our school and mission out to the public.

Sharon Lenderman is pursuing obtaining restricted funds and expanding health and benefits to special needs kids. She will need a committee which would meet 3 – 4 times each year. More information to come.

11. PRINCIPAL'S REPORT: Dave Fehte reported that Marshall's presentation to the staff at the PD meeting on August 20th was excellent.

Dave reported to the Board that the cost of substitute teachers for the 2012-13 school year was \$380,000. We spent \$6,500 the first semester, \$12,700 at the beginning of the second semester and \$17,000 by the end of the second semester. The prior's year cost of subs was \$262,000.00. If our teachers cut their absences by 2 days per year, that would generate \$75,000. ECR's student absenteeism

rate is 94% - if cut by 2%, it would generate \$500,000. He presented this information to the staff at the PD meeting on Aug. 20th.

ECR hired Steve Roe as an attendance coordinator to call parents and follow up when students are absent from school more than 2 days.

Dave reported that ECR will start the Charter Approval renewal early, in 2014.

ECR currently has a total enrollment of 3805; 105 in the Alternative School, which has a capacity of 130. An Independent Study Plan (like City of Angels) has been submitted, and will be run by Lisa Ring. We anticipate 50 - 100 students in the program.

This year ECR has 67 international students enrolled.

ECR will be going wireless by December.

We will be getting IPAD's for all 9th, 10th and 11th grade students for future online testing from LAUSD per Tamar Galatzan.

Our new website will be up and ready soon.

The DWP is installing energy efficient lights on campus and motion sensitive light switches in all offices and rooms on campus, no charge to ECR.

ECR plans to pursue becoming a "Green Ribbon School". Check out SecondGreenRevolution.com. Part of the plan is to have students help with plans for the Platt Ranch School site.

We now have students from the Alternative School working in the cafeteria.

12. ADJOURNMENT: The meeting was adjourned at 6:01pm.

Respectfully submitted by Terri Keas, Secretary