

El Camino Real Charter High School Board
5440 Valley Circle Blvd. Woodland Hills, CA 91367 (818)595-7500

BOARD MEETING MINUTES

PRINCIPAL'S CONFERENCE ROOM

Wednesday, September 18, 2013

4:00 pm

1. **CALL TO ORDER:** The meeting was called to order by Shukla Sarkar at 4:05pm.
2. **ROLL CALL:** Board members present: Shukla Sarkar, Obie Slamon, Pat Valentine, Jackie Keene. Also present were Dave Fehte, Terri Keas and a parent visitor.

APPROVAL OF MINUTES: Minutes for the August meeting need to be revised regarding the issue of when the Board will approve the criteria for potential bonuses. This will be discussed during New Business.

MOTION: (Moved: O. Slamon/ Seconded: P. Valentine) to approve the Minutes with amendments.

APPROVED: Unanimous.

3. **CHAIRPERSON'S REPORT:**

Shukla asked who would be interested in joining an ECR committee. She will get the calendar of committee meetings from Yvonne Halski and will send the calendar to the members. Karen Ritchie is going forward with a teacher contract with LAUSD. Larry Rubin sent an email stating that the contract should be approved by Board, not by Administrators. According to Marshall, the final version needs to be approved by Board. They do not need to be involved in the structuring of the contract, only approving the final version. Dave clarified that the contract with UTLA is a side-letter to the teachers' contracts. It was suggested that we double check with the attorneys if there is a policy for charter schools. Our attorneys will be involved in the contract process.

4. **FINANCIAL REPORT:**

Marshall reported that he opened the Charles Schwab account discussed at the August meeting and needed Board members signatures.

Marshall presented the new Classified Salary Table.

The LAUSD classified salary table was used as a guideline and a few categories which didn't exist, were added, e.g. student workers, additional adult assistant (for Special Needs students). Marshall requested the Board to approve legacy addition to salaries. The legacy additions take in to account years of service with LAUSD and volunteer years prior to hire by ECRCHS. The board members requested that service on the board not qualify for legacy addition to salaries. CalPERS was paid by LAUSD for seven classified employees per their union negotiations (in lieu of a salary increase) prior to ECR going Charter. ECRCHS continued to pay for employees' CalPERS contribution when ECR went charter. Those employees will now pay their own CalPERS contribution and their salaries have been adjusted accordingly so their incomes were not negatively impacted. Another change is an additional \$5.00 per hour for extra experience or education (ex: Peter Matthews in the Health Office is an EMT).

Also add the stipulation that classified employees can get paid bonuses, too. Marshall created a salary table to adjust salaries to accommodate more positions in the future.

MOTION: (Moved: O. Slamon/ Seconded: P. Valentine) To approve with amendment.

APPROVED: unanimous

Marshall described the current policy of retaining ASB documents and requested approval to streamline and use technology to scan and retain ASB Documentation rather than retain hard copies.

MOTION: (Moved: P. Valentine/ Seconded: O. Slamon) to approve new policy of retaining ASB documents.

APPROVED: unanimous

Marshall presented a Stipend Salary Table for Board approval. The stipends bring salaries for ECRCHS staff more in line with other schools. The Athletic Director might be two or three seasons – fall and spring and maybe summer. ECRCHS might add a summer season so summer sports would be school sponsored and covered by our insurance. Stipends are lower than some of the other charter schools but higher than LAUSD. MAA and LBO involve Special Ed students under Sharon Lenderman.

MOTION: (Moved: O. Slamon/Seconded: P. Valentine) to approved Stipend Salary Table.

APPROVED: unanimous

Marshall explained that student store is receives funds from multiple funding sources and requested that the Board approve use of the E-script account as a clearing account for facilities, ASB and fundraising. E-script would be more efficient, easier to track funds and track donations. All funds not received from State would be run through this account. Will not be used for PTSA or Friends of ECR. Estimated that about \$1M will shuffle through this account.

MOTION: (Moved: P. Valentine/Seconded: O. Slamon) to approve use of the E-script account as a clearing account for all funds not received by the State.

APPROVED: unanimous

Marshall presented the LAUSD performance evaluation summary. ECR did well. ECR's senior graduation rate was 96%, but the study looks at a 4 year average- does not take into consideration students who left ECR, so rate indicated on report is not accurate. ECR was rated #214 out of 2040 high schools in US News & World Report.

It was noted that the ECRCHS Board was not included in the governance board section of the Summary.

This document helps with the business update. We're working hard to correct our policies and procedures. It was discussed that ECR needs to create our own policies because we are not LAUSD. Any and all policies that will be presented to the board will be vetted by our attorneys. ECR has the Green Initiative, and moving forward, ECR will continue to define and refine policies.

For lifetime benefits, UTLA is going to provide language for lifetime benefits. We will need to create policies for classified, request Board Approval and then we can proceed to the actuarials.

Marshall reported there is no check register this month because our financials at ExED are being audited.

5. SCHOOL BUSINESS UPDATE:

ECRCHS's funding will increase \$4.6 M over last year, but will be reduced back to last year's level after accounting our free/reduced meal population.

ExED's responsibilities may be reduced in the future. At the end of 8 years it is estimated that ECR will be funded at \$8,000 ADA, while Granada and Birmingham will be funded at \$12,000 ADA.

LCCF targets free and reduced populations. ECR will never have the population to receive comparable monies due to the demographics of the area. Woodland Hills is not an incorporated city and because it is connected to LA, ECR will be funded per the City of LA rules and regulations.

It was discussed how and why Granada is running in the red – Marshall explained the difference between Granada Hills and ECR in hiring practices (ECRCHS was conservative in hiring and creating new positions - Granada was not and did not expect their ADA to go down. Granada and Birmingham did not consider long-term budget effects of increased staff and salaries. ECR's current ADA: \$3800.00 per student.

6. PUBLIC COMMENT: Welcome to parent visitor

7. COMMITTEE REPORTS: none

8. OLD BUSINESS: The Actuarial question was already answered during Marshall's report.

9. NEW BUSINESS:

The Board discussed that the minutes be revised to read that "criteria for potential current school year bonuses be Board approved at the beginning of the school year (for current year, to be approved at the November 2013 Board Meeting)."

10. PRINCIPAL'S REPORT:

Mr. Fehte presented to the staff at the Professional Development Meeting on Tuesday, Sept. 17, ECRCHS's lost revenue due to student absence during the first five weeks of school in 2012 was \$149,205. During the same period this year, it was \$101,990. Total 5 week savings: \$47,215. ECR had 106 days of teacher absences in 2012, @ an average cost of \$300 per day cost = \$31,800. This year ECR had 73 days of teacher absences, at a cost of \$21,000. ECR had 33 days fewer subs in the first 5 weeks of school, saving \$9,900.00. Total 5 week savings students and teacher absences: \$57,115.00. Bonus pool in 2012: \$250,000 + \$57,115 savings = new potential bonus pool of \$307,115.

Mr. Fehte presented an ECRHCS Independent Study Overview for Board Approval.

MOTION: (Moved: O. Slamon/Seconded: J. Keene) to approve ECRCHS Independent Study program.

APPROVED: unanimous

Five week grades are in. No more hard copies of progress reports and/or report cards will be mailed home except for 20 week report card. Hard copies will continue to be mailed to parents who do not have computers or will print a copy for them.

Back-to-School Night was well attended. There was an Aries booth to assist parents in setting up their Aries accounts.

RFP: ECR is in the process of writing proposal for Platt Ranch which will need to be approved in December.

Marshall would like to take over 4 elementary campuses being dumped by LAUSD, two in Canoga Park. This would allow ECRCHS to go K-12 in the future or add grades to increase enrollment for kids who do not live in the area. We would need to renew our Charter as a K-12.

The previous Mayor of LA planted 49 trees around the ECR campus with a 2yr contract with LA to water them. Through ECRCHS's sustainability plan we will maintain the trees and the planters around campus, having the football and baseball teams do the work. Cardboard and woodchips, procured from the LA City Dept of Urban Forestry by Board member Jackie Keene, will be put at the base of the trees to provide moisture to maintain the trees.

Friends of ECR is providing funding to pay to water trees in the hotter months of July and Aug. The new website is almost ready to roll out.

J. Keene reminded the Board of the CCSA conference in March – Marshall suggested that two board members attend. Shukla agreed to attend. The Board designated that up to four Board members can attend the conference.

The meeting was called into closed session by the Chairperson to discuss a personnel item which came to the Board's attention after the agenda was posted.

11. ADJOURNMENT:

In the closed session, the Board discussed a personnel matter that came to the attention of the Principal on September 18, 2013. After discussion the following motion was made:

Based on the principal's recommendation the board directs the principal to handle the matter administratively. **The motion carried unanimously.**

There being no further business to come before the closed session, the meeting was adjourned at 6:04pm.

Respectfully submitted by Terri Keas, Secretary