



## El Camino Real Alliance

### Special Board Meeting

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**Date and Time**

Wednesday February 10, 2016 at 5:00 PM

**Location**

ECRCHS Library, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

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## Agenda

Purpose Presenter Duration

### I. Opening Items

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|---|--|--------------------|----|
| <b>A.</b> Record Attendance and Guests  |  | Terri Keas         | 2  |
| <b>B.</b> Call the Meeting to Order   |  | Jonathan Wasser    | 1  |
| <b>C.</b> Pledge of Allegiance  |  | Jonathan Wasser    | 2  |
| <b>D.</b> Teacher / Student Presentations   |  | Gail Turner-Graham | 5  |
| Gail Turner-Graham organizes school presentations for the Meetings.                           |  |                    |    |
| <b>E.</b> Public Comment on Non-Agenda Items and Agenda Items                                 |  | TBD                | 10 |
| <b>F.</b> Committee and Board Updates   |  | Jonathan Wasser    | 5  |
| Including:<br>- Creation of a charter compliant committee<br>- Upcoming board member election |  |                    |    |

### II. Consent

- |  |                 |                  |   |
|--|-----------------|------------------|---|
| <b>A.</b> Review and Vote January Regular Board Minutes  | Approve Minutes | Jonathan Wasser  | 2 |
| Staff recommends approval.   |                 |                  |   |
| <b>B.</b> Review and Vote on December Check Register   | Vote            | Marshall Mayotte | 2 |
| Staff recommends approval. Check register was prepared by EdTec, ECRA's back office provider.                    |                 |                  |   |
| <b>C.</b> Review and Vote for Form J13A  | Vote            | Marshall Mayotte | 1 |
| Staff recommends approval. The Form J13A is to claim the lost ADA from the mandatory school closing in December. |                 |                  |   |

### III. Governance

- |   |      |              |   |
|---|------|--------------|---|
| <b>A.</b> Discuss and Vote Feddersen and Company for the 2015/16 Independent Financial Audit  | Vote | Jackie Keene | 2 |
| Staff recommends approval. This is a transitional year for the staff due to LAUSD's request to add more substantiation/detail to external transactions. |      |              |   |

### IV. School and Policies

- |   |      |                |   |
|---|------|----------------|---|
| <b>A.</b> Review and Vote School-Parent Compact | Vote | Lisa Ring      | 1 |
| Staff recommends approval.                      |      |                |   |
| <b>B.</b> Highlander K-8 STEM School Update     | FYI  | Melanie Horton | 5 |

<b>C. Executive Director Update</b>	FYI	David Fehte	5
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**V. Financial**

<b>A. Review and Vote for Naerok Contract for Maintenance and Construction</b>	Vote	Marshall Mayotte	10
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Staff recommends approval. Naerok has been invited to answer questions from the Board. A change was made in the contract for signed approvals from the Board Treasurer if invoices exceeds \$100K during an academic year.

<b>B. Review and Vote FCMAT Contract.</b>	Vote	Marshall Mayotte	5
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Staff recommends approval. The Financial Crisis Management Assistant Team (FCMAT) is a state agency that provides schools with fiscal advice, management assistance, training and other related school business services. Our engagement is to assist with the implementation of the ERP, train new staff and make recommendations to the school's internal controls. This is consulting service being requested by the business team.

<b>C. Review and Vote MOU for Early Retirement from ECRA (UTLA Staff)</b>	Vote	Marshall Mayotte	5
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Staff recommends approval. This will generate a savings from retiree benefits and/or staffing cost differences.

<b>D. Review and Vote for Early Retirement Incentive for Non-Collective Bargaining Staff</b>	Vote	Marshall Mayotte	5
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Staff recommends approval.

<b>E. Review and Vote for 990 Tax Returns</b>	Vote	Marshall Mayotte	5
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Staff recommends approval. Tax returns have been prepared by Feddersen and Company. The business staff reviewed the tax returns.

<b>F. Energy Efficiency Update</b>	FYI	Marshall Mayotte	3
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Eric Wilson has been working with Opterra Energy Services. Marshall Mayotte and Mr. Wilson has been looking at a project to upgrade lighting, and install a central plant pump, high efficiency transformers and a solar parking lot for about \$4MM. The internal rate of return is currently projected at 6 to 7% over 20 to 25 years. The payback period is ~12 years.

<b>G. EdTec Financial Update</b>	FYI	Chang Patel	5
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December financial update.

<b>H. CBO Update</b>	FYI	Marshall Mayotte	5
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Includes fiscal transition update at LAUSD's request.

**VI. Other Business**

<b>A. Future Agenda Item</b>	Discuss	Jonathan Wasser	2
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<b>B. Closed Session (See Below) in Conference Room</b>	Vote		15
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- Public Employee Discipline / Dismissal / Release
- Conference with Labor Negotiators
  - Agency designated representative: Dave Fehte

<b>C.</b> Brown Act Training in Conference Room	FYI	Janelle Ruley	30
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**VII. Closing Items**

<b>A.</b> Adjourn Meeting	Vote	Jonathan Wasser	1
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