



# El Camino Charter High School

## Finance and Investment Committee Meeting

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### **Date and Time**

Thursday April 21, 2022 at 4:30 PM PDT

### **Location**

Virtual

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The Finance 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).

### **VIRTUAL COMMITTEE MEETING**

In accordance with Governor Newsom's Executive Order N-29-20, the meeting of the Finance Committee will take place via a virtual/teleconferencing environment.

To join the virtual Committee meeting, please register through GoToWebinar via the following link:

**Registration URL:** <https://attendee.gotowebinar.com/register/5577564524885939979>

**Webinar ID:** 463-546-899

You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

### **PUBLIC COMMENTS**

If you would like to make a public comment during the Public Comment section or during an agenda item, you may do so in two ways: (1) click the "Raise Hand" icon on the control panel; or (2) email your comment to [comment@ecrchs.net](mailto:comment@ecrchs.net) and your comment will be read on the record.

**IMPORTANT NOTE REGARDING SENDING IN A WRITTEN COMMENT:**

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For anyone who wishes to send in a written comment to be read during Public Comments, you are strongly encouraged to email your comment to the aforementioned email address at least one (1) hour prior to the Official Board Meeting start time (e.g., by no later than 3:30 p.m. for a 4:30 p.m. Board Meeting start time). Otherwise, there is no guarantee that your comment will be viewed and read during Public Comments. If your written comment is received and is expected to be read on the record, your name and title/role will also be read on the record. If you wish to not have your name read on the record, please indicate so in your email.

Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. Note that for those who elect to participate through the call-in number, you will not have the option of being unmuted during the meeting.

The Public Comments agenda item 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. 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.

*NOTE: Effective April 18th, 2022, public comments presentations at all ECRA Regular and Special Board Meetings and Committee Meetings 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 have twice the allotted time to speak. When addressing the Board, speakers are requested to 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.

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 David Hussey, in person, by email at [comment@ecrchs.net](mailto:comment@ecrchs.net), or by calling (818) 595-7500.*

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Danielle Malconian	1 m
<b>B.</b> Record Attendance and Guests		Kurt Lowry	1 m
<b>C.</b> Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m

	Purpose	Presenter	Time
Mr. Hussey will lead meeting participants in the Pledge of Allegiance to the United States of America (USA).			
<b>D. Public Comments</b>	Discuss	Danielle Malconian	30 m
<i>NOTE: Effective April 18th, 2022, public comments presentations at all ECRA Regular and Special Board Meetings and Committee Meetings are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.</i>			
<b>II. Consent</b>			<b>5:03 PM</b>
<b>A. Approve Minutes of March 17, 2022, Finance and Investment Committee Meeting</b>	Approve Minutes	Danielle Malconian	1 m
<b>III. Investment</b>			<b>5:04 PM</b>
<b>A. Investment Update</b>	Discuss	G. Wood	10 m
Gregory Wood, CBO, will provide an update on ECR's investments.			
<b>IV. Finance</b>			<b>5:14 PM</b>
<b>A. March 2022 Financial Update</b>	Discuss	G. Wood/J. Arndt	10 m
ECR CBO Gregory Wood, and John Arndt of ICON School Management, will present the March 2022 Financial Update.			
<b>B. Review of March 2022 Check Registers</b>	Vote	Gregory Wood	10 m
Review of March 2022 check registers for the City National Bank Accounts.			
ACTION ITEM: motion to recommend to the Board approval of the March 2022 Check Registers.			
<b>C. Review of March 2022 Credit Card Charges</b>	Vote	Gregory Wood	10 m
Review the credit card charges for March 2022.			
ACTION ITEM: motion to recommend to the Board approval of the March 2022 credit card charges.			
<b>D. CARES Budgets Discussion</b>	Discuss	Gregory Wood	10 m
Mr. Wood will lead a discussion on the CARES Budgets.			
<b>E. Discussion and Vote on Reallocation of Extended Learning Options (ELO) Budget</b>	Vote	Gregory Wood	10 m
Mr. Wood will lead a discussion and vote on the possible reallocation of the Extended Learning Options (ELO) Budget.			
<b>V. School Business</b>			<b>6:04 PM</b>

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Discussion and Vote on Buy Out of Leased Student Laptops</b>	Vote	G.Wood/D.Hussey/F.Delgado	10 m
Mr. Wood, CBO, Mr. Hussey, Executive Director, and Mr. Delgado, Chief Innovation Officer, will lead a discussion and vote on the possible buy out of leased student laptops.			
<b>B. Average Daily Attendance (ADA) Update</b>	Discuss	Gregory Wood	5 m
Gregory Wood, CBO, will provide an update on the school's ADA.			
<b>C. Discussion on 2020-2021 Tax Return (Form 990)</b>	Discuss	G. Wood	5 m
Mr. Wood, CBO, will lead a discussion on ECR's 2020-2021 Tax Return (Form 990).			
<b>D. 2022-2023 Budget Updates</b>	Discuss	Gregory Wood	5 m
Mr. Wood, CBO, will lead a discussion on 2022-2023 Budget updates.			
<b>E. Discussion on Cafeteria Financial Summary and RFP Process Updates</b>	Discuss	Gregory Wood	5 m
Mr. Wood, CBO, will lead a discussion on the ECR Cafeteria Financial Summary and provide an update on the Cafeteria Food Services RFP Process.			

## **VI. Closing Items**

**6:34 PM**

<b>A. Adjourn Meeting</b>	Vote	Danielle Malconian	1 m
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