

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

August 29, 2016 4:00 p.m. Library

MINUTES

In Attendance:

Brian Bauer, Executive Director (non-voting)
Steve Bourgouin, Retired Teacher
Lorene Dixon, At Large Member
Jody Dunlap, At Large Member

Joan Lewis, At Large Member
Amita Naganand, Parent Member
Jim Salin, At Large Member (Chair)
Jesus Vaca, At Large Member

The meeting was called to order at 4:01 p.m. Chair Salin led the Pledge of Allegiance.

Updates/Reports to the Board

Student Council – Josiah Laney, ASB -President

- ASB led the Welcome Day tours for the Summer Transition Academy.
- A Leadership Retreat session was held on campus during the summer and more than 30 students were in attendance.
- First pep rally was held on August 26
- The elections committee is currently interviewing and hosting campaigns for the Freshman class.
- The Homecoming theme is being finalized.
- ASB's first goal of the year is to achieve a clean campus. A new club requirement is that each club help clean the campus one day during lunch and to look for other ways to give back to the School.

Curriculum and Instruction Committee

Chief Academic Officer Dilmit Singh reported that during the first meeting of the year the committee reviewed actions taken during the 2015-16 year and discussed possible goals for the current year. Updates were provided on various academic programs. Elections for committee chair and secretary will be held at the next meeting.

Operations Committee

Chief Business Officer Gene Straub reported that during the first meeting of the year the committee reviewed actions taken during the 2015-16 year and discussed possible goals for the current year. They also approved the revised PSAT bell schedule and an extended lunch schedule for Club Rush. Elections for committee chair and secretary will be held at the next meeting.

Student Services Committee

Administrative Director Lori Zaragoza reported that during the first meeting of the year the committee reviewed actions taken during the 2015-16 year and discussed possible goals for the current year. They also reviewed the rules for voting eligibility – that if a department representative is not present for two consecutive meetings, the right to vote is suspended until a representative attends two consecutive meetings. Elections for committee chair and secretary will be held at the next meeting.

Action Item #1 – Karla Diamond requested approval for the following teachers to teach one period of a competitive sport for which students receive PE credit: Chris Ancheta, Lee Bradford, Simon Robertshaw, Jared Honig, Archer Nishioka, and Francois Wolman. These teachers do not have a Physical Education credential but do have a current California teaching credential. They also have special skills for coaching a sport and have completed a comprehensive first aid/CPR course. **Joan Lewis made a motion to approve. Steve Bourgouin seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Yes	Jody Dunlap	Yes	Amita Naganand	Yes	Jesus Vaca	Yes
Lorene Dixon	Yes	Joan Lewis	Yes	Jim Salin	Yes		

Action Item #2 – Karla Diamond requested approval of the 2016 Staff Handbook. Minor updates have been made per our legal counsel regarding Unlawful Harassment, Tobacco and Drug-Free School Policy, and the new Los Angeles Sick Leave Law. **Lorene Dixon made a motion to approve. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Yes		Jody Dunlap	Yes		Amita Naganand	Yes		Jesus Vaca	Yes
Lorene Dixon	Yes		Joan Lewis	Yes		Jim Salin	Yes			

Chief Business Officer's Report (Eugene Straub)

- Action Item #3** –Mr. Straub presented the 2015-16 Unaudited Actuals Report for approval. The information contained in these reports represents our preliminary close and are subject to change as we work through the yearend closing process and the upcoming audit. The audit began over the summer and the auditors will return at the end of September to complete their field work. The audit is due to the State of California by December 15. These reports are all inclusive of the retroactive salary increase and related payments of salary and benefits.

At the next Board meeting we will present a revised FY17 budget, based on final enrollment and staffing, along with updated information on the FY16 close and the FY16 audit, as well as the financial statements for July and August 2016.

Lorene Dixon made a motion to approve the 2015-16 unaudited actuals. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Jody Dunlap	Yes		Amita Naganand	Yes		Jesus Vaca	Yes
Lorene Dixon	Yes		Joan Lewis	Yes		Jim Salin	Yes			

- Action Item #4** –Mr. Straub presented the 2015-16 Education Protection Act (EPA) Expenditure Report for approval. Proposition 30 requires al districts, county office, and charter schools to post on their websites an accounting of how much money was received from the EPA and how that money was spent. For the 2015-16 fiscal year, the fourth year of the EPA, LEAs received four quarterly payments in September, December, March and June. GHCHS received a total 2015-16 EPA payment of \$6,896,334.00. Our general state aid payments throughout the year were reduced accordingly in order to make this distribution.

The final accounting of the expenditure of the 2015-16 EPA funding is as follows:

Classroom Teacher Salaries	\$5,341,712.83
<u>Employee Benefits</u>	<u>\$1,554,621.17</u>
Total Expenditures	\$6,896,334.00

Jesus Vaca made a motion to approve the expenditures of the 2015-16 EPA funds. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Jody Dunlap	Yes		Amita Naganand	Yes		Jesus Vaca	Yes
Lorene Dixon	Yes		Joan Lewis	Yes		Jim Salin	Yes			

- Action Item #5** – In October 2014, GHCHS closed a \$4 million loan with Capital Impact Partners related to the school’s acquisition of the Devonshire property. The loan had an initial term of eighteen months and a one-time option to extend for six months, and was initially put in place to allow for long-term financing through a bond issuance to be secured.

In April 2016, GHCHS requested to exercise the six-month extension and Capital Impact Partners agreed. At the time GHCHS was working with LAUSD on its augmentation grant submission and with its bond team to prepare to

issue a \$17.5 million bond that would have funded the school’s portion of the augmentation grant as well as the refinance of the Devonshire property.

As a result of ongoing delays with LAUSD on our Material Revision and Charter Augmentation applications, we have reached out to Capital Impact Partners to request an additional six-month extension to allow time to secure adequate funding. Mr. Straub is recommending that we execute the six-month extension and pursue traditional bank financing immediately to retire the Capital Impact loan.

Lorene Dixon made a motion to approve the Capital Impact loan extension. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Jody Dunlap	Yes		Amita Naganand	Yes		Jesus Vaca	Yes
Lorene Dixon	Yes		Joan Lewis	Yes		Jim Salin	Yes			

Executive Director’s Report – Brian Bauer

- Mr. Bauer introduced Marilyn Koziatek, Development and Outreach Coordinator, and Matt Moscatello, Webmaster/Digital Coordinator, who presented the latest communication and outreach efforts.
 - Communications –
 - Updated visual identity marks that retain the history and legacy of the Highlanders but create a more current and fresh look.
 - Public relations and media outreach that shapes the narrative of the school, and tells our stories of academic successes and accomplishments, as well as identifying us to the public as a leader in education.
 - Digital and social media (website, facebook, Instagram, twitter) fosters a sense of community and celebrates the accomplishments of our students.
 - Outreach –
 - Builds relationships in the community and promotes a positive view of GHCHS.
 - Work-based learning and summer internships for students
 - Special events such as iGranada ribbon cutting, Acadeca celebrations, College signing day
 - Youth Ambassador Student Exchanges (Israel, Washington D.C., New York, etc.)
 - Granada2Globe (China)
 - Development –
 - Community Fundraising (Annual Fund)
 - Student Store (not including student fundraising dollars)
- Accountability Metrics – Administrative Director David Bensinger prepared a 2015-16 performance metrics dashboard that highlighted the following:
 - Our scores on both Advanced Placement (AP) and International Baccalaureate (IB) exams continue to be above the state and global averages.
 - On the annual common core state tests (SBAC) our English Language Learner (ELA) scores place GHCHS in the top 9% of all California high schools, and our Mathematics scores are in the top 7%.
 - The vast majority of students in summer school were taking classes that they had previously failed, and nearly 90% of them successfully completed the class during the summer.
- Enrollment and Staffing – On opening day our student enrollment was 4740 but there were 65 no-shows reducing our overall enrollment to 4675 between the two campuses. All classroom teaching positions are fully staffed, and we continue to search for an Intervention Coordinator.
- Material Revision to LAUSD and LAUSD Charter Augmentation Grant Application – Mr. Bauer reminded the Board that we submitted in March 2016 our Augmentation Grant application to LAUSD, proposing to replace approximately 28 portable classrooms on the Zelzah campus with permanent classroom space and to augment GHCHS Zelzah campus enrollment at a projected budget of \$20 million. The LAUSD Charter Augmentation Grant program provides a 50 percent match for the approved facility project. In order to consider the Charter

Augmentation Grant application, LAUSD requested that we submit a material revision to our charter petition to allow for an enrollment capacity redistribution of 4,800 students on the Zelzah campus and 700 students on the Devonshire campus. This revision does not change the total capacity of 5,500 students included in our original and currently approved charter petition (2014-2019). The GHCHS Board approved this Material Revision request in May 2016 and the Material Revision application was subsequently submitted to the LAUSD Charter Schools Division.

During the summer of 2016, we received written notification from LAUSD that our material revision application was denied because GHCHS is not guaranteeing students who reside in the pre-charter attendance area the classes or programs they wish regardless of their enrollment date. Admitted GHCHS students are provided access to the classes and programs with available space based on the date that the enrollment process is completed. We have responded in writing to LAUSD that we will not be changing our enrollment practice and have requested a meeting with the LAUSD CSD to discuss further.

Steve Bourgouin made a motion to approve the 6/20/2016 Board meeting minutes. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Jody Dunlap	Yes		Amita Naganand	Yes		Jesus Vaca	Yes
Lorene Dixon	Yes		Joan Lewis	Yes		Jim Salin	Yes			

Meeting adjourned to closed session at 5:40 p.m.

Meeting reopened to public session at 5:50 p.m. Chair Salin reported that no action was taken.

Meeting adjourned at 5:51 p.m.