

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

February 29, 2016 4:00 p.m. Library
Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting) Amita Naganand, Parent Member
Steve Bourgouin, Retired Teacher Jim Salin, At Large Member (Chair)
Jody Dunlap, At Large Member Jesus Vaca, At Large Member
Joan Lewis, At Large Member

Absent: Lorene Dixon, At Large Member

The meeting was called to order at 4:00 p.m. Steve Bourgouin led the Pledge of Allegiance.

Action Item #1 – Certification of Signatures for 2016. Karla Diamond presented the annual certification of signatures for approval, authorizing the signer of contracts and orders drawn on the funds of the school.

Joan Lewis made a motion to approve. 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	Absent	Joan Lewis	Yes	Jim Salin	Yes		

Updates/Reports to the Board

Student Council – Noel Vargas, ASB -President

Ms. Vargas reported that during the Leadership Conference and the State of the School event, students requested that ASB focus on a cleaner campus, the dress code, and more community outreach events. The junior and sophomore classes are working on the Sadie Hawkins Dance to be held March 18. The week of March 7 has been deemed Recycle Week with a full slate of activities planned during lunch. Applications for the 2016-17 ASB positions have been distributed.

School Site Council (SSC) Update – Judie Baumwirt, Administrative Director

Ms. Baumwirt reported that the SSC is in the process of reading the responses to the LCAP survey. They will be forming sub-committees to respond to the commentary and will meet again on March 14.

Curriculum and Instruction – Elisa Ragus, Chair

- Staff Development – several teachers will be attending the California Charter Schools Association annual conference next month. According to many teachers, the extended PD time on February 3 was very valuable and provided for sustained examination of student work and discussion of department-wide instructional goals.
- Intervention – The Intervention Coordinator is working to establish a strong, collaborative working relationship between the teachers, counselors, AHA staff and parents in support of all students. She has begun to build a positive relationship with students identified for intervention – those with a 2.0 GPA or below and those who scored the lowest on the NWEA assessments. Following identification and contact with the student, support recommendations are made.
- Testing/Assessment: the proposed SBAC testing schedule for April is currently being reviewed in the Operations Committee.
- New Courses – the committee approved the following courses that may be added for the 2016-17 academic year: IB Sports, Exercise and Health Sciences; Introduction to Engineering; IB Dance; and Advanced and Intermediate Band. The IB courses would be open to all students – they do not need to be in the IB program nor interested in receiving a certificate in order to take the class. Approval of these courses does not necessarily guarantee implementation. Two additional courses are still in discussion – IB Global Politics and Advanced/Intermediate Orchestra.

Student Services – Pam Dunn, Chair

The committee has received proposals for the following items:

- Purchase of round outdoor café tables to be installed at various locations on the campus allowing students a place to work on their Chromebooks or eat
- Fund four field trips for the College Office college visits program
- Add weekly screen savers to student Chromebooks with inspirational messages about personal responsibility, positive behavior, character, social and emotional wellbeing, healthy eating choices, etc.

Discussion continues on ways to motivate students to pick up their trash on campus. ASB has agreed to develop and distribute monthly educational videos on this subject.

Operations – Maggie Abbott, Chair

- Spring Testing Bell Schedule – SBAC Testing for 9th, 10th, and 11th grade students will be April 12-15 with a special test prep homeroom on April 7. There will be alternating block schedules with 46 minute classes.
- Committee Budget - the committee has decided to use a portion of the budget to put planters around the trees by the G and H buildings. Total cost will be \$16,800.
- Facilities - Charcoal filters have been installed in all HVAC units on campus. The plant crew has been working on cutting curbs that have been a tripping hazard to students (by the flag pole) as well as other areas of concern.
- 2017/18 Calendar - Discussion has begun on this calendar but no decisions have been made.
- Modification to the 2016/17 Board approved Calendar: Due to an oversight, there are 183 days scheduled instead of 182. The committee is recommending that the Monday after Spring Break (April 17, 2017) be changed to an unassigned/no school day.

Action Item #4 –2016-17 Academic Calendar Correction – the version the Board approved last June contained one too many instructional days. As per the Operations Committee recommendation, **Steve Bourgouin made a motion to approve April 17 as an unassigned day. Joan Lewis seconded the motion. Unanimously approved with the following votes:**

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

Chief Business Officer's Report (Eugene Straub)

Action Item #2 – Approval of the January Financial Report. Mr. Straub presented the January 2016 financial report which details the revenues, expenditures, fund balance, balance sheet accounts and statement of cash flow as of January 31, 2016. The reported year-to-date activity is compared to the 2015-16 Adopted Budget and the Revised Budget approved by the Governing Board in November 2015. The January 2016 Financial Statements will be the basis for the Second Interim Reports to be submitted to LAUSD by March 11, 2016. The overall financial position of the school remains healthy because of the inflow of one-time gap LCFF funding, and we continue to project that the school will end the year with a significant surplus despite the lower than anticipated enrollment and reduced ADA projections.

Mr. Straub also provided an overall statewide economic update. We will continue to monitor the budget closely through the remainder of the academic year and will bring forward any budget concerns at future Board meetings.

Jody Dunlap made a motion to approve the January 2016 Financial Report. Joan Lewis seconded the motion. Unanimously approved with the following votes:

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

Action Item # 3 – Review and Approve the 2015-16 Winter Consolidated Application. The Winter Data Collections covers close out of 13-14 Title Funding, interim reporting for 14-15 Title Funding and updated data for 15-16 Title Funding, including required reservations for specific programs (SES and Choice) and mid-year expenditure updates.

Steve Bourgouin made a motion to approve the 15-16 Winter ConApp. 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	Absent		Joan Lewis	Yes		Jim Salin	Yes			

Executive Director’s Report – *Brian Bauer*

- Chromebook and Instructional Technology Update – Mr. Bauer asked Administrative Director David Bensinger to update the Board. Mr. Bensinger provided a written update highlighting the program’s progress to date. A Chromebook support center has been created to ensure students are never without a Chromebook, thereby ensuring success of the goals of the program – to facilitate collaboration among students and faculty, provide access to information, and create an environment that encourages the responsible and effective use of technology. More than 80 percent of all students use their Chromebook every day.
- Study Hall Update – Mr. Bensinger also provided a written update on this year’s Study Hall class periods. This is the second year we have had Study Hall classes which were created to reduce the amount of class time student-athletes miss due to athletic competitions. These student-athletes attend academic classes periods 0-4, have Study Hall period 5 and their sports class period 6. During Study Hall students have a full class period to work on homework and access tutoring. On the days the athletes have competitions, they are absent only during Study Hall and not an academic class. During the off-season, a sports conditioning class replaces Study Hall. We have seen an 85 percent decrease in academic class periods missed from 2013 to 2015 since Study Hall was introduced.
- Student Support, Intervention and Enrichment – Mr. Bauer asked Administrative Director Judie Baumwirt to update the Board. Ms. Baumwirt provided a written update with the following highlights:
 - The After Hours Activities (AHA) Program has expanded significantly throughout the 2015-16 academic year to serve more students before school, after school, during gap period and during Study Hall. Services offered include in-class support for core math, science and English classes; tutoring services before and after school and during gap period on Tuesdays; quiet supervised rooms where students can work on homework; and parent support workshops and trainings.
 - Jancy Amaya-Lozano, our new intervention coordinator, joined our staff in January and is working to establish a strong, collaborative working relationship between the teachers, counselors, AHA staff and parents in support of all students. She has begun to build a positive relationship with students identified for intervention – those with a 2.0 GPA or below and those who scored the lowest on the NWEA assessments. Following identification and contact with the student, support recommendations are made.
 - The AHA program provides a variety of free after school enrichment courses and activities that have been developed based on student interest. Most courses have a strong academic, career, and leadership skills building component such as Girls Who Code, Makeup Artistry, Game Development, and Teen Cuisine. In addition, Career and college focused workshops are provided regularly during Tuesday gap period.

Discussion/Action Item #5 – Authorization for GHCHS to complete and submit application for LAUSD Charter Augmentation Program to replace approximately 28 portable classrooms on the Zelzah campus with permanent classroom space and to augment GHCHS Zelzah campus enrollment. Approximate project cost is \$25 million split fifty percent between the two parties. Mr. Straub provided detailed information on the process and next steps as well as aerial photos of the classrooms for proposed replacement. The grant needs to be submitted to LAUSD by April 1, 2016. Mr. Bauer reminded the Board members that GHCHS did submit and gain approval for an augmentation grant project through LAUSD several years ago, but it was not pursued since it required the school to fund the entire project before requesting an only 35 percent reimbursement from LAUSD.

Jody Dunlap made a motion to authorize the submission for a grant under the LAUSD Charter Augmentation Program to replace portable classrooms on the Zelzah campus with permanent classroom space in order to augment enrollment. 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	Absent		Joan Lewis	Yes		Jim Salin	Yes			

Discussion/Action Item #6 – Authorization for GHCHS to continue to pursue bond financing. As discussed at the January 2016 Board meeting, the school is pursuing bond financing to fund the school’s portion of the proposed augmentation grant, the repayment of the Capital Impact loan related to the acquisition of the Devonshire property, and the funding of certain capital projects on the Zelzah campus. The bonds will be issued through the California School Finance Authority and are expected to be priced at 5 percent with an investment grade rating of BBB- or better. We are proposing to issue bonds with a face value of \$17.5 MM. With investor premiums, it is expected that the issue will yield total proceeds of \$19.14MM. Mr. Straub provided detailed information on the use of the proceeds, the structure of the transaction and the next steps.

Steve Bourgouin made a motion to authorize the pursuit of bond financing to fund the items mentioned. 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	Absent		Joan Lewis	Yes		Jim Salin	Yes			

Action Item #7–Certification of GHCHS Governing Board Compliance Review for LAUSD

As part of the Governing Board’s fulfillment of its fiduciary responsibility to ensure that GHCHS complies with all applicable laws and other requirements, it is critical that the GHCHS Governing Board periodically review, discuss, monitor, and modify, if necessary, the school’s policies, systems, and procedures for compliance with such requirements. Each Board member was given a Compliance Review binder at the January 25, 2016 meeting containing documentation and evidence in each of the following areas:

1. Criminal Background and TB Clearance for all employees
2. Teacher Credentialing and English Learner Authorization
3. Governing Board Information (Member contact information, resumes, Board meeting dates)
4. Open Enrollment and Lottery Guidelines
5. Health, Safety and Emergency Procedures (Safety Plan, Child Abuse Mandated Reporter Training, Bloodborne Pathogen Training)
6. English Learner Master Plan
7. Discipline Foundation Policy and School Climate Bill of Rights
8. Student Suspension, Expulsion and Reinstatement Data
9. Parent/Student Handbook alignment to charter petition and applicable laws
10. Parent’s “Right to Know” teacher qualifications and non-NCLB compliant teachers
11. Certificate of Occupancy for Devonshire Campus
12. Brown Act, Political Reform Act, Public Records Act and Form 700 Compliance
13. GHCHS Articles of Incorporation
14. GHCHS By-laws
15. State and Federal programs and/or Grants (Child Nutrition, Prop 20 State Lottery, Education Protection Act, Special Education SB 740, etc.)
16. Local School Wellness Policy for participation in the National School Lunch/Breakfast Program
17. Local Control Accountability Plan and Stakeholder Engagement

Board members have reviewed all the documentation related to these areas and expressed no concerns. **Steve Bourgouin made a motion to certify the Annual Compliance Review. Jesus Vaca seconded the motion. Approved unanimously with the following votes:**

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

Jody Dunlap made a motion to approve the 1/25/2016 Board meeting minutes. Joan Lewis seconded the motion. Unanimously approved with the following votes:

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

Meeting adjourned to Closed Session at 5:53 p.m.

Meeting reopened to Public Session at 6:39 p.m. Chair Salin reported that no action was taken during Closed Session.

Meeting adjourned at 6:40 p.m.