

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

December 15, 2014 4:00 PM Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)
Sonja Brown, Parent
Marty Eisen, Teacher
Norm Holloway, Teacher
Joan Lewis, Administrator

Brian Mancini, Classified
Jim Salin, At Large Member (Chair)
Leila Vickers, At Large Member
Thomas Han, Student Liaison

Absent:

Ken Horwitz, Retired Teacher
Jesus Vaca, At Large Member

The meeting was called to order at 4:02 p.m. Marty Eisen led the Pledge of Allegiance.

Chair Jim Salin recognized the outgoing Board members as this will be their last meeting. He expressed appreciation on behalf of the entire Board and school for their service and presented them with plaques of appreciation.

Updates/Reports to the Board

Student Council – Thomas Han, ASB President

Mr. Han provided the following updates:

- All student clubs have been continuously monitored by the Club Council committee.
- ASB is developing a new campus beautification movement to be executed in the second semester.
- The annual State of the School address is in extensive planning to enhance communication between administrators, ASB and the student body.
- The ASB “Think Tank” committee is currently brainstorming new ideas to better cater to the needs and concerns of the student body and will be presented in the Student Services and Operations committees.

School Site Council – Judie Baumwirt, Administrative Director

- English Language Advisory Council (ELAC) - Judie Baumwirt introduced Lorig Topalian, GHCHS EL Coordinator, who provided an update on ELAC. There is a high parent participation and the Council has elected two parent co-chairs who are guiding the other parents with support and resources from Ms. Topalian.
- Parent Advisory Council – There are now parent representatives from almost every GHCHS academic program. This Council will meet in January and is chaired by parent Cathy Hoppe.
- Supplemental Educational Services (SES) – We are required to provide targeted skill building services in math and English to students as a result of our Program Improvement status. The California Department of Education sent us a list of authorized providers and we have contracted with 13 of them to provide our students with these services. The school held a provider fair to introduce parents and students to the services so they can choose the provider that will be of most benefit to them

Curriculum and Instruction – Elisa Ragus, Chair

Elisa Ragus provided the following updates:

- Exploring the use of Chrome books and google drive tools for educators with the Common Core funding for technology.
- Discussion continues on delivering student progress reports via email to parents with semester final report cards being mailed home. This change would amount to significant postage savings.
- College and career counselors are requesting a process to fully implement the curriculum of the Naviance program from 9th to 12th grade.

- AP Computer Science classes will be blended next year – partially conducted online and partially in class. This arrangement meets all College Board AP requirements and allows the teachers to focus on providing targeted support to students during the class period.
- In January the committee will discuss the proposal to adjust the Professional Learning Days in the 2016-17 academic year to having two days in August and one day in January.

Operations – Maggie Abbott, Chair

- 2016-17 Calendar – discussions continue about the week of Thanksgiving and whether a recommendation should be made to the Board for the Wednesday before to be a non-school day.
- Tuesday PD Schedule – discussing modifying the schedule to better accommodate teachers with zero period and auxiliary period classes.
- 2014-15 CAHSEE/NWEA Testing Bell Schedule – unanimously approved the new bell schedule.
- Facilities Update – the visiting locker room is being converted to an adaptive PE room to comply with special education requirements. It is being financed through the general operating fund. Work continues in Highlander Hall following the water damage that occurred during the summer. Quotes are being obtained for a cement walkway from the L building between the E and F buildings.

Student Services – Pam Dunn, Chair

Pam Dunn brought forth the GHCHS Student Wellness Policy for approval. This policy is a requirement for our annual review by the state of California Education Nutritional Services.

Action Item #1 – Norm Holloway made a motion to approve. Marty Eisen seconded the motion. Unanimously approved with the following votes:

Sonja Brown	Yes	Ken Horwitz	Absent	Jim Salin	Yes
Marty Eisen	Yes	Joan Lewis	Yes	Jesus Vaca	Absent
Norm Holloway	Yes	Brian Mancini	Yes	Leila Vickers	Yes

2013-14 Audit Report (Bob Wilkinson of Wilkinson, Hadley, King & Co.)

Audit Report - Robert Wilkinson of Wilkinson, Hadley, King & Company, the audit firm selected by the Board, provided the Board with an overview of the 2013-14 audit report and reminded them that the audit is both a financial and compliance report. Mr. Wilkinson reported that the audit opinion is “unqualified”, which means that there are no weakness or deficiencies noted in the financial statements, and noted that there were no findings or questioned costs in the audit report. Additionally, as the school receives significant federal funding, the audit also includes the required OMB A-133 compliance audit of the school’s federally-funded programs. Mr. Wilkinson reported that no weaknesses or deficiencies were found in the school’s federal programs, nor were there any findings or questioned costs reported related to the federal programs. Finally, Mr. Wilkinson reported that as there were no findings in the 12-13 audit there was no follow-up reporting related to 12-13 included in the audit report. Board members asked several clarifying questions and thanked Mr. Wilkinson for reporting.

Chief Business Officer’s Report – Eugene Straub

Gene Straub presented the November financial report detailing the revenues, expenditures, fund balance, balance sheet accounts and statement of cash flow as of November 30, 2014. In addition, he provided a copy of the First Interim Financial report that was provided to LAUSD. The current budget adjustments reflect a continuation of our conservative approach to this year’s budget. While we expect some additional upside beyond what is incorporated in the current update, we have chosen to wait until the beginning of the second semester before further increasing enrollment projections. Mr. Straub also provided a line by line explanation of the changes to the budget for the First Interim report.

In addition to the revisions to the 2014-15 budget, we will begin working on the 2015-16 budget in early 2015. The preliminary data on the state budget for 2015-16 will be available in mid-January and updates will continue until the release of the Governor’s Revise in May. This will also include updates to the Local Control Accountability Plan (LCAP) and recalculation of the Local Control Funding Formula (LCFF).

Discussion/Action Item #2 - Judie Baumwirt presented the 2013-14 School Accountability Report Card (SARC) for the Board's approval. This document provides information that can be used to evaluate and compare schools and is placed on the California Department of Education website along with all other schools' SARCs. It lists the School's major achievements and focus for improvement, along with our Academic Performance Index (API), Adequate Yearly Performance (AYP), and all test scores for the year. The only information that is not currently included is the student suspension data so that will be added once it is received. Ms. Baumwirt added three extra pages to the SARC for clarifying purposes – our Advanced Placement (AP) courses offered, our International Baccalaureate (IB) courses offered, and the results of the three standardized assessments we use to measure student performance (NWEA, PSAT and CAHSEE).

Joan Lewis made a motion to approve the 2013-14 School Accountability Report Card. Sonja Brown seconded the motion. Unanimously approved with the following votes:

Sonja Brown	Yes	Ken Horwitz	Absent	Jim Salin	Yes
Marty Eisen	Yes	Joan Lewis	Yes	Jesus Vaca	Absent
Norm Holloway	Yes	Brian Mancini	Yes	Leila Vickers	Yes

Discussion/Action Item #3 –As discussed at the last meeting, Article VII of the Bylaws have been revised to reflect the following changes to the composition of the Governing Board effective January 1, 2015:

- Five (5) to seven (7) at large/community members
- One (1) parent/guardian
- One (1) retired GHCHS teacher

Marty Eisen made a motion to adopt the revised Bylaws. Sonja Brown seconded the motion. Unanimously approved with the following votes:

Sonja Brown	Yes	Ken Horwitz	Absent	Jim Salin	Yes
Marty Eisen	Yes	Joan Lewis	Yes	Jesus Vaca	Absent
Norm Holloway	Yes	Brian Mancini	Yes	Leila Vickers	Yes

Discussion/Action Item #4 – The Governing Board Screening Committee makes the following recommendations for appointments to the Governing Board:

For the Retired Teacher position:

1. **Steve Bourgouin** (for a two-year term ending December 31, 2016)
 - Mr. Bourgouin began teaching in 1978 and taught in the Social Science department at GHCHS since the charter's inception in 2003. He has been a department chair, UTLA chapter chair, school site council representative and was a GHCHS Teacher Board member from 2006-2011.

For the At Large/Community positions:

1. **James Salin** (for a two-year term ending December 31, 2016)
 - Mr. Salin is the Executive Vice President at Pacific Western Bank, a former GHCHS parent, and current Governing Board member since 2006. He currently serves as Chair of the Board.
2. **Joan Lewis** (for a two-year term ending December 31, 2016)
 - Ms. Lewis is a retired GHCHS administrator and teacher, and current GHCHS Governing Board member since the founding Board in 2003. She participated in the writing of the original charter petition and has been active in the School community since that time.
3. **Lorene Dixon** (for a one-year term ending December 31, 2015)
 - Ms. Dixon is a financial professional, a former GHCHS parent, and was actively involved in the GHCHS bid for Valley Region High School #4 in 2010. She has spoken to the LAUSD Board in Granada's behalf on several occasions and has provided invaluable support to the GHCHS Global Business and Finance Program.
4. **Jody Dunlap** (for a one-year term ending December 31, 2015)

- Ms. Dunlap has a long history in K-12 education as a teacher, dean (at GHHS), administrator and District superintendent. She currently works in the Educational Leadership and Policy Studies department at CSUN. Ms. Dunlap has served as a member of the GHCHS Peer Assistance/Review and Student Expulsion Panels.

Marty Eisen made a motion to approve the recommendations of the Governing Board Screening Committee. Brian Mancini seconded the motion. Unanimously approved with the following votes:

Sonja Brown	Yes	Ken Horwitz	Absent	Jim Salin	Yes
Marty Eisen	Yes	Joan Lewis	Yes	Jesus Vaca	Absent
Norm Holloway	Yes	Brian Mancini	Yes	Leila Vickers	Yes

Executive Director’s Report – *Brian Bauer*

- Performance Metrics - Mr. Bauer provided updates to the Performance Metrics chart and thanked administrator Judie Baumwirt for gathering the data and using the information to inform the Board and the larger GHCHS community about performance data in the context of reduced state testing data during the transition from California State Standards tests to Common Core and Next Generation Science Standards based exams. Mr. Bauer and Ms. Baumwirt updated the Board on various college and career readiness data now available, including steps GHCHS is taking to quantify additional information that will show college and career readiness and reported that the Board will consider in the future possible modifications to existing categories and goals in this section of the Board’s Performance Metrics.
- Devonshire Site Update – We are moving forward with plans to occupy the site with 100-200 students in the Virtual Program and will be presenting a plan to the Board in the near future.

Brian Mancini made a motion to approve the 11/3/2014 Board meeting minutes. Norm Holloway seconded the motion. Unanimously approved with the following votes:

Sonja Brown	Yes	Ken Horwitz	Absent	Jim Salin	Yes
Marty Eisen	Yes	Joan Lewis	Yes	Jesus Vaca	Absent
Norm Holloway	Yes	Brian Mancini	Yes	Leila Vickers	Yes

Meeting adjourned to closed session at 5:45 p.m.

Meeting reopened to public session at 5:55 p.m. Chair Salin reported that the Board approved student expulsion 111401.

Meeting adjourned at 5:56 p.m.