

# GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

June 20, 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. Steve Bourgouin led the Pledge of Allegiance.

Chair Salin reported that Action Items #1, 2, 10 and 11 will be taken for discussion and then voted on following the budget presentation.

### Updates/Reports to the Board

**Action Item #1** – Denise Mumma, parent member of the School Site Council, presented the following items for Board approval and adoption:

- 2016-17 Single Plan for Student Achievement (SPSA) – This plan details the allocation of Title 1 funding for low income students and addresses specific school goals.
- 2016-19 Local Control Accountability Plan (LCAP) – The three-year plan details how the school will serve students in the following eight State Priority areas:
  1. Basic Services
  2. Implementation of the Common Core
  3. Parent Involvement
  4. Student Achievement
  5. Student Engagement
  6. Course Access
  7. School Climate
  8. Pupil Outcome

The plan also itemizes the Local Control Funding Formula Supplemental Funds received specifically to serve the “unduplicated population of students,” our English Learners, Reclassified Fluent English Proficient, Foster Youth and low income students.

### Chief Business Officer's Report (Eugene Straub)

- **Action Item #2** – Approval/Adoption of Preliminary 2016-17 Budget. Mr. Straub presented the recommended budget for the 2016-17 fiscal year in a detailed report using a conservative approach to enrollment and growth. GHCHS utilizes a number of outside sources to inform decisions on budget assumption, including School Services of California (SSC), the Financial Crisis and Management Assistance Team (FCMAT) and the California Charter Schools Association (CCSA). All three of these organizations provide analyses of the state budget and projections on the various funding elements that comprise the overall funding program for schools.

As we have discussed throughout the year, there is concern about the impact of the elimination of one-time funding and the expiration of Prop 30. It remains unclear how this might impact overall funds available for future budget considerations.

Between now and the September Board meeting, the budget will be actualized to reflect final enrollment based on STA attendance and start of school student counts along with final staffing counts and contracts based on current open positions and evaluations.

**Action Item #10** – Approval of Collective Bargaining Agreement between GHCHS and GHCHS-UTLA to settle negotiations for the 2015-16, 2016-17 and 2017-18 school years. The Agreement contains a three-year compensation piece, a final permanent bell schedule, a Leaves article and revised Out-of-Classroom and Department Leaders Differential Charts. Mr. Bauer has been updating the Board regularly on various sections of the Agreement during the year and answered all remaining questions.

**Action Item #11** – Mr. Bauer requested approval of Compensation Increases for eligible regular part-time and full-time non-represented employees as follows:

- 2015-2016 Compensation:
  - All full-time and regular part-time employees (except administrators, managers and iGranada advisors) who were in active or school-approved leave status as of June 3, 2016 shall first receive a one-time, two and one-half percent (2.5 percent) bonus based on 2015-2016 salary schedule placement and related earnings for the period July 1, 2015 – June 30, 2016.
  - Next, effective July 1, 2015 GHCHS shall increase the classified salary schedule (except manager and iGranada schedules) by four percent (4%). All eligible full-time and regular part-time employees who were in active or school-approved leave status as of June 3, 2016 shall receive a retroactive salary payment based on 2015-16 salary schedule placement.
  - The iGranada Advisor salary schedule steps 1-5 will be increased as attached. All eligible full-time employees who were in active or school-approved leave status as of June 3, 2016 shall receive a retroactive salary payment based on 2015-16 salary schedule placement.
  - Administrative directors and classified managers on 2015-16 performance contracts may receive up to a five percent (5%) bonus based on their annual performance review.
- 2016-2017 Compensation:
  - All full-time and regular part-time employees (except administrators, managers and iGranada advisors) who are in active or school-approved leave status on the last day of the 2016-17 academic year shall receive a one-time, five percent (5%) bonus based on 2016-2017 salary schedule placement and related earnings for the period July 1, 2016 through June 30, 2017.
  - Effective July 1, 2016, changes to the administrative and classified management salary schedules as attached.
  - Effective July 1, 2016, changes to the performance bonus levels on the iGranada salary schedules as attached.
- 2017-2018 Compensation: All full-time and regular part-time employees (except administrators, managers and iGranada advisors) who are in active or school-approved leave status on the last day of the 2017-18 academic year shall receive a one-time, three and one-half percent (3.5%) bonus based on 2017-2018 salary schedule placement and related earnings for the period July 1, 2017 – June 30, 2018.

Following discussion of these four items, Chair Salin called for motions to approve:

**Action Item #1 – Lorene Dixon made a motion to approve the 2016-17 Single Plan for Student Achievement (SPSA) and the Local Control Accountability Plan (LCAP). Jody Dunlap seconded the motion. Unanimously approved with the following votes:**

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

**Action Item #2 - Steve Bourgoiuin made a motion to approve the 2016-17 Preliminary Budget. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

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

**Action Item #10 – Joan Lewis made a motion to approve the Collective Bargaining Agreement between GHCHS and GHCHS-UTLA to settle negotiations for the 2015-16, 2016-17, and 2017-18 school years. Steve Bourgoiuin seconded the motion. Unanimously approved with the following votes:**

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

**Action Item #11 – Joan Lewis made a motion to approve compensation increases for eligible regular part-time and full-time non-represented employees as presented. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgoiuin	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 April 2016 Financial Reports for review and approval. These reports detail the revenue, expenditures, fund balance balance sheet accounts and statement of cash flow as of April 30, 2016. Also included were individual reports for Charter School Operations, Facility Rental Activities, the Associated Student Body accounts, and the Consolidated Cash Flow. Projections continue unchanged for the balance of the year with the exception of the addition of revenue received related to our Medi-Cal reimbursements and the payment of all funds apportioned to date under the Prop 39 Clean Energy program – there is a direct expenditure offset and therefore no impact on the bottom line. April projections do not reflect the impact of the tentative agreement reached with UTLA. Once approved, the projected year-end position will be updated.

While the California economy continues to see slow but steady improvement, the potential for a slowdown or recession remains a very real concern. We have yet to see a detailed analysis of exactly what was funded for K-12 education. Once the details are released we will align the budget assumptions to match the approved budget and share those with the Board in the fall.

**Jody Dunlap made a motion to approve the April Financial Reports. Steve Bourgoiuin seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #4** – Mr. Straub requested approval of the Expenditure of Education Protection Account (EPA) funding authorizing Prop 30 funds to be allocated to teacher salaries and benefits (total amount \$6,839,373.00) for the 2016-17 academic year.

**Steve Bourgoiuin made a motion to approve the use of EPA funds as recommended for the 2016-17 academic year. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #5** -- Approval of the Consolidated Application for Federal Funding, Part I. This application is due to be certified and submitted online prior to June 30. Approving the School’s participation in the following programs is recommended:
  - Title I, Part A – To help improve teaching and learning for students most at risk of failing the meet state academic achievement standards
  - Title II, Part A – Teacher quality – professional development for teachers

**Joan Lewis made a motion to approve the Consolidated Application for Federal Funding. Lorene Dixon 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

- **Action Item #6** – Mathematics Placement Policy. The California Mathematics Placement Act of 2015 requires all schools serving students in grades 9-12 have a board approved mathematics course placement policy that incorporates multiple objective measures to ensure proper placement. The proposed policy reflects GHCHS placement practices for the past two years, and has been approved by the GHCHS Curriculum and Instruction Committee. **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 #7** - Approval of Notice to LAUSD Charter Operated Programs that GHCHS intends to explore options for SELPA membership and may exit the LAUSD SELPA effective July 1, 2017. **Jody Dunlap 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 #8** - Approval of application for We Can Work contract in conjunction with the Department of Rehabilitation and LAUSD, designed to provide pre-employment transition services to high school students with disabilities. **Steve Bourgouin made a motion to approve. Lorene Dixon 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 #9** - Approval of Notice of Intention to Solicit Charitable Contributions. This is an annual form that we are required to complete and file with the City of Los Angeles in order to implement the Annual Fund Campaign. 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		

**Discussion Item #12 – Compensation Review with Comparability Study.** Chair Salin presented a report outlining the need for the Board to review a compensation and benefits survey to compare the compensation levels received by public school leaders in the Los Angeles area prior to any Board action to approve any compensation decisions regarding compensation for the executive director. The Board must first exercise due diligence to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a charter school executive director.

Following discussion and review of the Compensation and Benefits Survey Data, **Steve Bourgouin made a motion to approve Resolution 2016-02, affirming their review of the data detailing compensation paid to the Executive Director. 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	RECUSE	Jim Salin	Yes		

Public comment was heard from two parents regarding the enrollment of their incoming ninth grader who is being placed in the only GHCHS academic program with space, iGranada.

Meeting adjourned to closed session at 5:17 p.m.

Meeting reopened to public session at 5:37 p.m. Board members discussed and issued the Executive Director’s evaluation.

**Action Item #14** – Board Approval and Ratification of Executive Director Employment Agreement – July 1, 2016 through June 30, 2019. **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	RECUSE	Jim Salin	Yes		

**Jody Dunlap made a motion to approve the 5/9/2016 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 at 5:58 p.m.