

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

January 22, 2018 4:00 p.m. Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)	Jody Dunlap, At Large Member
Steve Bourgouin, Retired Teacher member	Joan Lewis, At Large Member
Supriya Chakravarty, At Large Member	Jim Salin, At Large Member (Chair)
Lorene Dixon, Parent Member	Jesus Vaca, At Large Member

The meeting was called to order at 4:00 p.m. Jody Dunlap led the pledge of allegiance.

No public comment was requested or heard.

Chair Jim Salin introduced and welcomed new Board member Supriya Chakravarty, and congratulated Lorene Dixon, Jody Dunlap, and Jesus Vaca for their re-appointments to two-year terms.

Action Item #1 – Annual Election of Corporation Officers. Mr. Salin called for a motion to appoint GHCHS Corporation Officers as follows:

1. President – Brian Bauer
2. Treasurer – Erin Lillibridge
3. Secretary – Karla Diamond

Jim Salin made a motion to approve. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #2 – Karla Diamond called for nominations for 2018 Governing Board Chair. **Steve Bourgouin nominated Jim Salin. Joan Lewis seconded the motion. No other nominations were offered. Mr. Salin agreed to the nomination. Unanimously approved with the following votes:**

Steve Bourgouin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Updates/Reports to the Board

Student Council (*Nadia Vargas, ASB President*)

Ms. Vargas provided updates on the current club activities, the fall sports season results and senior class activities.

School Site Council (*Jennifer DaCosta, Administrator*)

The Committee reviewed the survey results and how those results align with the LCAP compliance. All stakeholders provided input around the "needs improvement" section of the survey. Student, parent and staff perspectives were shared specifically for addressing more academic and nurturing support on campus.

Curriculum and Instruction Committee (*Wendy Woodburn, Chair*)

Ms. Woodburn reported that positive emails went out to more than 700 students and their parents who raised at least one grade from a D or a Fail to a C or better. Over 415 students who were earning at least one D or Fail at the 12 week progress report were earning all Cs or better by the end of the semester.

Intervention Coordinator Gina Corpus presented a proposal to the committee for an Academic Mentor Program that would use upperclassmen to serve as academic support in ninth grade Biology and Algebra 1 classes. The mentors would be nominated by teachers and interviewed prior to acceptance.

Student Services (Jennifer Sheridan, Chair)

Jennifer Sheridan was nominated and elected as chair due to the retirement of former chair Pam Dunn. Lindsey Dooley was then nominated and elected secretary to replace Ms. Sheridan. The committee is currently discussing a proposal to amend the dress code to allow girls to wear leggings without the restriction of a top that is fingertip plus one inch, as well as a proposal to hold a Stress Management and Awareness Week sponsored by the Stress Management club.

Operations Committee (Ron Korb, Chair)

Mr. Korb reported that the committee is currently reviewing and discussing the 2019-20 school calendar and will also review the 2020-21 calendar at the next meeting, including the options for teacher professional learning days. Discussions are also taking place about cyber keys and the inability for teachers to open all classroom doors in the event of an emergency. The committee would like some clarification on what facility issues they are able to provide input on, such as the recent decision to change one of the men’s restrooms to a women’s restroom.

Chief Business Officer's Report (Erin Lillibridge)

- **Action Item #4 – Audit Report Presentation and Acceptance** (Robert Wilkinson of Wilkinson, Hadley, King & Co.) Robert Wilkinson of Wilkinson, Hadley, King & Company, the audit firm selected by the Board, provided the Board with an overview of the 2016-17 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 or state funded programs. Board members asked several clarifying questions and thanked Mr. Wilkinson for reporting.

Lorene Dixon made a motion to approve the 2016-17 Audited Financial Statements. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgoquin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #5 – Review and Approve J13A Waiver – Request for Allowance of Attendance Because of Emergency Conditions.** For apportionments to be maintained and instructional time credited for the unexpected emergency closures on December 7 and 8, 2017 due to the southern California wildfires.

Lorene Dixon made a motion to approve the J13A Waiver. Jim Salin seconded the motion. Unanimously approved with the following votes:

Steve Bourgoquin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #6 – Ms. Lillibridge presented for approval the Year-to-Date Financial Report as of December 31, 2017** which summarizes the school’s revenues, expenditures, changes in fund balance, and balance sheet accounts. Included in the report was an update from School Services of California which provided information surrounding the Governor’s 2018-19 budget, as well as the state’s economic outlook. While this budget continues the recent positive news for K-12 education, the current recovery will soon match the longest in post-war history, and prudent fiscal practices are critical now more than ever to protect our educational programs in preparation for the next recession.

Jesus Vaca made a motion to approve the year-to-date financial reports. Steve Bourgoiu seconded the motion. Unanimously approved with the following votes:

Steve Bourgoiu	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

Action Item #7– David Bensinger, Administrative Director, presented the 2016-17 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 other schools’ SARCs. The SARC provides general information, lists the school’s major achievements, and includes the Adequate Yearly Progress (AYP) and other academic performance metrics. Data reported in the SARC is to be consistent with data reported in the School’s Local Control Accountability Plan (LCAP). Highlights of the 2016-17 GHC SARC include student access to textbooks and other instructional resouces, low suspension and expulsion rates, high graduation rate, and excellent condition of the facility.

Lorene Dixon made a motion to approve the 2016-17 School Accountability Report Card. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

Steve Bourgoiu	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

Action Item #8 - Board Approval and Ratification of GHCHS-UTLA Side Letter regarding 2018 Summer School Bell Schedule. Joan Lewis made a motion to approve. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

Steve Bourgoiu	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

Executive Director’s Report (Brian Bauer)

- **California Data Dashboard Review** –Administrative Director Jenny DaCosta reviewed with the Board the Dashboard December results with specific focus around priority student groups. The Board was introduced to the new priorities 7 and 8 which is also referred to as the College and Career Indicator. The fall Dashboard is the baseline for the new priorities and next year will be the first year for the status and change. They heard suggestions from the administrative/leadership team for more opportunities for students to meet the "prepared" definition which includes dual enrollment and increased CTE opportunities. The Board received a recap of the first semester intervention school strategy - the D/F tiered intervention which saw growth especially within the unduplicated and targeted student groups.
- **Charter Renewal** - We have begun the internal process of planning and prepping for our charter renewal as our current charter expires in June of 2019. Our goal is to submit in the summer of 2018. Regular updates will be provided to the Board, including plans for the expansion to a grades TK – eight program. The charter petition(s) submitted to the LAUSD will be GHC-Board approved.
- **Action Item #9 – 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 containing documentation and evidence in each of the following areas:
 1. Criminal Background and TB Clearance for all employees and volunteers
 2. Teacher Credentialing and English Learner Authorization
 - 2a. Teacher Misconduct Reports to Commission on Teacher Credentialing
 3. Governing Board Information (Member contact information, resumes, Board meeting dates)
 4. Pre- and Post- Lottery and Enrollment Guidelines
 5. Health, Safety and Emergency Procedures (Safety Plan, Emergency Drills, Child Abuse Mandated Reporter Training, Bloodborne Pathogen Training, Suicide Prevention Policy)
 6. N/A

7. English Learner Master Plan
8. Discipline Foundation Policy and School Climate Bill of Rights
9. Student Suspension, Expulsion and Reinstatement Data
10. Parent/Student Handbook alignment to charter petition and applicable laws
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. Uniform Complaint Procedure Policies and Procedures
17. Local School Wellness Policy for participation in the National School Lunch/Breakfast Program
18. Local Control Accountability Plan and Stakeholder Engagement
19. Charter Public School Transparency Resolution and Seismic Safety Survey
20. Homeless and Foster Youth Compliance
21. California Mathematics Placement Act of 2015
22. Pupil Suicide Prevention Policy
23. WASC Accreditation and UCOP Doorways Course Approval

Mr. Bauer reviewed each item individually, explaining the School’s processes and procedures to abide by all lawful requirements. Additional evidentiary documentation was presented for the Board’s review as well. Board members reviewed and asked follow-up questions. **Steve Bourgouin made a motion to approve the Compliance Review documentation. Joan Lewis seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Lorene Dixon made a motion to approve the 12/11/2017 Board meeting minutes. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Meeting adjourned at 5:56 p.m.