

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

January 25, 2016 4:00 p.m. Library
Minutes

In Attendance:

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

The meeting was called to order at 4:05 p.m. Jody Dunlap led the Pledge of Allegiance.

Chair Salin welcomed the new Board members – GHCHS parent Amita Naganand and At Large Member Jesus Vaca. Mr. Salin also recognized outgoing Board members Sonja Brown and Leila Vickers for all their years of service.

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 – Eugene D. Straub
3. Secretary – Karla Diamond

Jody Dunlap made a motion to approve. Steve Bourgoiin seconded the motion. Unanimously approved with the following votes:

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

Action Item #2 – Karla Diamond called for nominations for 2016 Governing Board Chair. **Steve Bourgoiin 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 Bourgoiin	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 the second semester is off to a busy start with many Friday activities and pep rallies planned. ASB will assist during Articulation Night and will be attending the Anaheim Leadership Conference later this week. The State of the School lunch assembly has been scheduled for Friday, February 5.

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

Ms. Baumwirt reported that the SSC has not met since the semester began but will be meeting prior to the next Board meeting.

Curriculum and Instruction – Elisa Ragus, Chair

The committee has received proposal for the following courses for the 2016-17 academic year:

- IB Sports, Exercise and Health Sciences
- Introduction to Engineering
- IB Global Politics (to include Model United Nations)
- Advanced Dance
- Advanced Band

The IB classes would be open to all students; using an existing IB course with curriculum that has already been approved by the UC/CSU system saves us time and effort. Students do not need to be in the IB program nor interested in receiving a certificate to take the class. Approval of courses will not guarantee implementation and will depend on staff, materials and space.

The following discussion items were postponed until the next meeting:

- Possible additions to the grading categories and/or comments in eSchool
- Suggestions for modifications to the absence policy and make-up work
- The new Next Generation Science Standards and possible changes in science courses/sequence in 2016-17
- PSAT schedule for 2016 and suggested instructional activities following the test (jointly with Operations Committee)

Action Item #3 – Approval of GHCHS Math Course Sequencing Change from Algebra I, Algebra II, Geometry - to - Algebra I, Geometry, Algebra II, effective for the 2016-17 academic year. **Jody Dunlap 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	Absent	Joan Lewis	Yes	Jim Salin	Yes		

Operations – Maggie Abbott, Chair

The committee approved a special bell schedule for February 2 and 3 in order to administer the NEWA reading assessment to all ninth and tenth graders, and to have them complete a benchmark assessment for English. A portion of one of the days will be devoted to professional development for teachers. Upcoming agenda items include approval of the 2017-18 Academic Calendar and the April testing schedule.

Student Services

Chair Pam Dunn was not present at the meeting but provided a written report for Board members. Information regarding options for health insurance coverage through California Care has been added to the Student Wellness Policy. The committee has had no new agenda items and did not meeting in December or January.

Action Item #4 – David Bensinger, Administrative Director, presented the 2014-15 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). **Steve Bourgouin made a motion to approve the 2014-15 School Accountability Report Card. 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		

Chief Business Officer's Report (Eugene Straub)

Action Item #5 - 2014-15 Audit Report Presentation and Acceptance (Bob 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 2014-15 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 2013-14 audit there was no follow-up reporting related to that year included in the audit report. Board members asked several clarifying questions and thanked

Mr. Wilkinson for reporting. **Lorene Dixon made a motion to accept the 2014-15 audit as presented. 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 #9 – Mr. Straub presented the annual auditor engagement letter to confirm services that will be provided by Wilkinson, Hadley, King & Co. LLP for the 2015-16 fiscal year. **Joan Lewis made a motion to approve the Auditor Engagement for the 2015-16 Audit. 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 #6 – Approval of November and December Financial Reports. Mr. Straub presented the November and December 2015 financial reports which detail the revenues, expenditures, fund balance, balance sheet accounts and statement of cash flow as of December 31, 2015. 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 overall financial position of the school remains healthy and we continue to believe that the school will end the year with a surplus despite the lower than anticipated enrollment. As has been discussed at previous meetings, the California economy continues to improve and the projected revenues continue to outpace the currently approved budget. At the same time, there continue to be a number of concerns and issues that we will need to monitor and address over the coming years, including:

- The reduction in revenue growth due to the one-time funding streams going away in the next few years
- Funding projections based on the assumption that California will not experience an economic downturn in the coming 3-5 years
- The Prop 30 Tax Enhancements expiring over the course of the next 36 months
- No relief for retirement program costs – STRS and PERS continuing their climb to 20% employer contribution levels
- Persistent drought conditions will ultimately impact the tax base across the state which will in turn impact the revenues available

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.

Lorene Dixon made a motion to approve the November and December 2015 Financial Reports. 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			

Action Item # 7 – Review and Approval of First Interim Financial Report. Mr. Straub reported that the First Interim Financial Reports were submitted to LAUSD in December 2015 as required. The First Interim Financial Reports were based on the October YTD totals and the Revised FY16 Budget that the Board reviewed and approved at the November 2015 Board Meeting. **Steve Bourgouin made a motion to approve the Interim Financial Reports as submitted. 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 #8 – Educator Effectiveness Expenditure Plan. As part of the most recent state budget, one-time funding has been allocated to LEAs to support Educator Effectiveness. These funds are specifically to be used for professional development, coaching and support services as outlined in the legislation. The first apportionment will be released in December and the remainder in March. As a condition of receiving the funds we must develop and adopt a plan delineating how the funds will be spent. In addition, GHCHS must also provide a detailed expenditure report to the CDE that includes an accounting of specific purchases made. Based on the projected funding rate we should receive

\$290,812.00. Based on our ongoing needs and desire to enhance professional development around the implementation of the Common Core State Standards, GHCHS intends to allocate these funds in the following manner:

- Professional Learning Days (August 2015) \$164,115
 - Standards-aligned Professional Development (FY16) \$116,697
 - Teacher/Administrator Induction Support (FY16) \$ 10,000
- Total \$290,812

Joan Lewis made a motion to approve the Educator Effectiveness Plan. 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		

Bond Financing Update – Mr. Straub presented a written update on the status of bond financing options. As a result of the need to refinance the Devonshire property and a desire to provide funds to address other major facility projects, including possible portable replacement and deferred maintenance needs, we are working with our bond team to prepare a \$10 million offering that we hope to take to market later this spring. Mr. Straub outlined the process and next steps.

Executive Director’s Report – Brian Bauer

Brown Act (“Open Meeting Law”)/Board Governance Training – Mr. Bauer presented a packet of materials provided by our legal counsel for new and continuing Board members. He reviewed the purpose and scope of the Brown Act and the Board’s responsibilities in complying with all requirements. Included in the review was information on Board agenda requirements, the public’s rights regarding Board meetings and closed session guidelines

Discussion/Action Item #10–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
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

Mr. Bauer reviewed each item individually, explaining the School’s processes and procedures to abide by all lawful requirements. Board members will be able to review the materials during the next month and send any questions to Mr. Bauer or Karla Diamond for clarification. This item will be placed on next month’s agenda for action/approval.

Jody Dunlap made a motion to approve the 11/16/2015 Board meeting minutes. 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			

Meeting adjourned to Closed Session at 5:22 p.m.

Meeting reopened to Public Session at 6:20 p.m. Chair Salin reported that no action was taken during Closed Session.