

**GRANADA HILLS CHARTER HIGH SCHOOL**

Meeting of the Governing Board

February 2, 2015      4:00 PM      Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)  
Sonja Brown, Parent  
Lorene Dixon, At Large Member  
Jody Dunlap, At Large Member

Joan Lewis, At Large Member  
Jim Salin, At Large Member (Chair)  
Leila Vickers, At Large Member

Absent:

Steve Bourgouin, Retired Teacher

The meeting was called to order at 4:00 p.m. Student Thomas Han led the Pledge of Allegiance.

**Action Item #1** – Election of Corporation Officers. Jim 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

**Sonja Brown made a motion to approve. Leila Vickers seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Karla Diamond called for nominations for 2015 Governing Board Chair. **Joan Lewis nominated Jim Salin. Sonja Brown seconded the motion. No other nominations were offered. Mr. Salin agreed to the nomination. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Chair Salin introduced and welcomed the new Board members –

- **Steve Bourgouin** (absent) - 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. He retired from GHCHS in 2012.
- **Lorene Dixon** – Ms. Dixon is a financial professional, a former GHCHS parent, and was actively involved at GHCHS as a parent member of the C&I committee for 2 years. 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.
- **Jody Dunlap** - Ms. Dunlap has a long history in K-12 education as a teacher, dean (at GHHS), administrator and District superintendent. She currently serves as Professor of Educational Leadership and Policy Studies at CSUN. Ms. Dunlap has served as a member of the GHCHS Peer Assistance/Review and Student Expulsion Panels.

Updates/Reports to the Board

Student Council – Thomas Han, ASB President

Mr. Han provided the following updates:

- The annual State of the School address has been scheduled for February 12 during lunch to enhance communication between administrators, ASB and the student body. Speeches will be given by the ASB President, Vice President, and an administrator.
- An after school leadership conference is currently being planned for students interested in gaining an understanding of what ASB does and in discovering their own leadership qualities.
- ASB will hold an informational meeting at the end of February regarding elections and interviews.

Curriculum and Instruction – Elisa Ragus, Chair

Ms. Ragus reported the committee has approved the following items:

- New language in registration packets and instructions for parents to sign up for access to HAC system and the option of having progress reports delivered electronically to parents instead of by hard copy in U.S. mail.
- A request from the College office to fund four remaining visits to colleges before the end of this academic year.
- A new CALPADS number and class designation for Automotive Technician III so the program can be expanded for the students who have completed I and II and are prepared for more specialized instruction.

The committee continues to discuss the following:

- The use of Chrome books and Google classroom tools for educators funded with Common Core technology monies.

Operations – Maggie Abbott, Chair

Ms. Abbott reported that the committee continues discussion on:

- 2016-17 Calendar in regards to Thanksgiving week and teacher Professional Learning Days
- Tuesday PD bell schedule and possible changes to allow more break time for teachers and students
- A cement walkway to ease congestion outside the L building near the E and F buildings

Board members provided feedback on the Tuesday PD bell schedule possibilities, noting that they would not be in favor of reducing instructional time any further. Suggestions were made for the committee to consider reducing the passing period before and after PD and lunch break time to carve out a separate nutrition break, but not between class changes as that could cause a safety issue for students. In addition, Mr. Bauer reminded the Board that the motivation to change the Tuesday bell schedule this year was to allow the lunch break to take place after period four so student athletes would not be missing period four classes to attend athletic events.

Student Services – Pam Dunn, Chair

The committee is currently considering a proposal they received to purchase 12 picnic tables with umbrellas and bases that could accommodate a total of approximately 60 students during the lunch break. This would increase the number of tables and shaded areas protected from the sun for students. Committee members are currently seeking feedback from their stakeholders.

School Site Council Update – Judie Baumwirt, Administrative Director

Due to the changes in the composition of the Governing Board, a separate interim School Site Council was established that provides representation of teachers, staff, students and parents who were each selected by their peers. Each fall new representatives will be selected for this council.

The council is currently reviewing and evaluating the current LCAP to determine if the needs of all students and the “unduplicated population” of students (EL, Socioeconomically Disadvantaged and Foster Youth) are being met. Members were reminded that this is a working three-year plan and modifications, alterations and enhancements are expected annually.

Chief Business Officer’s Report – Eugene Straub

**Action Item #2** – Mr. Straub presented the annual auditor engagement letter to confirm services that will be provided by Wilkinson, Hadley, King & Co. LLP for the 2014-15 fiscal year. **Joan Lewis made a motion to approve the Auditor Engagement for the 2014-15 Audit. Leila Vickers seconded the motion. Unanimously approved with the following votes:**

Steve Bourgoiin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

**Action Item #3** – Mr. Straub presented the revised Fiscal Policies and Procedures Handbook for review and approval. This document ensures School funds are budgeted, accounted for, expended and maintained appropriately. **Lorene Dixon made a motion to approve the revised Fiscal Policies and Procedures Handbook. Leila Vickers seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

**Action Item #4** – Mr. Straub asked Walter Wallace, retired GHCHS CBO and current Business Advisor, to present the Federal Exempt Organization Return – Form 990 and Schedules – for 2013-14. We have been required to file this form since our incorporation and subsequent tax exemption by the Internal Revenue Service. This is our fourth return and, except for changes regarding the trustees (Board members) and highest paid employees and contractors, the financial data reported has been consistent with the audited financial statements for each year. Mr. Wallace reviewed several areas of the form with the Board members and asked for approval to file the report by the February 15 due date. **Sonja Brown made a motion to approve the 2014 Form 990. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

(Next year the preparation and filing of the form 990 on the school’s behalf will be included in the auditor’s agreement.)

**Action Item #5** – Mr. Straub presented the December 2014 financial reports detailing the revenues, expenditures, fund balance, balance sheet accounts and statement of cash flow as of December 31, 2014. The overall financial position of the school remains strong and as evidenced by the First Interim updates, we believe that the school will not end the year in a deficit position and, based on our semester two enrollment projections, there is potential for additional improvement.

The Governor’s initial 2015-16 budget was released in mid-January and a top line summary was provided to the Board. This budget continues to rely on a robust and growing California economy and is focused on providing additional funding for K-12 to meet the objective of returning funding to pre-recession levels. The state budget includes the Governor’s initiative to address the unfunded STRS and PERS liabilities and we will see an increase in the employer contributions for both programs – STRS will grow from 8.88% to 10.73% and PERS will grow from 11.771% to 12.6% - in the 2015-16 budget. Together, based on our current salary base, this increase will add approximately \$400,000 in cost to our 2015-16 budget. Over the coming years, STRS will rise to 18.3% and PERS will rise to 19.9%. We will begin building our 2015-16 budget based on the information currently available and revise it as additional details are provided to us.

**Sonja Brown made a motion to approve the December financial statements. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Executive Director’s Report – *Brian Bauer*

- Student Enrollment – Our open enrollment permit application window opened on January 27. The first day we received over 1000 applications and expect to receive a total of 2500-3000 by the last day, February 27. Granada Hills Charter continues to be the school of choice for many.
- Devonshire Campus/Virtual Program (iGranada) – We are planning to serve additional high school students during the 2015-16 academic year by placing 150-200 students on the Devonshire site in a new strand of our Virtual Program, now renamed to iGranada. Mr. Bauer invited Jennifer DaCosta, the administrative director who oversees that program, to present an overview of the current and upcoming program offerings. Ms. DaCosta gave a powerpoint presentation detailing the components of the blended learning model, including the options iGranada students have to access activities on the brick and mortar campus. She introduced the new Digital Arts and

Sciences strand that will become available on the Devonshire site for the 2015-16 academic year, enabling students to graduate with certifications in Java, Adobe, or HTML. The students in this program will be selected from the current iGranada students, current brick and mortar students, and from the open enrollment applicants.

- **Action Item #6 - Governing Board Compliance Review** – It is the Governing Board’s fiduciary responsibility to ensure that GHCHS complies with all applicable laws and other requirements and it is critical for them to periodically review, discuss, monitor, and modify, if necessary, the school’s policies, systems, and procedures for compliance with such requirements. Mr. Bauer introduced Ms. Diamond who reviewed the manner in which compliance is achieved and provided the supporting documentation to Board members. The review included the following:

1. Criminal Background and TB Clearance for all employees
2. Teacher Credentialing
3. Governing Board Information (Member contact information, resumes, Board meeting dates)
4. Open Enrollment and Lottery Guidelines
5. Health, Safety and Emergency Procedures
6. English Learner Master Plan
7. Discipline Foundation Policy
8. Student Suspension, Expulsion and Reinstatement Data
9. Parent/Student Handbook alignment to charter petition
10. NCLB Notification to Parents
11. Building Occupancy/Facilities – Sole Occupancy Agreement with LAUSD
12. Brown Act, Political Reform Act, Public Records Act and Form 700 Compliance
13. Articles of Incorporation
14. 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

**Sonja Brown made a motion to approve and certify the Governing Board’s annual compliance review. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

**Leila Vickers made a motion to approve the 12/15/2014 Board meeting minutes. Sonja Brown seconded the motion. Unanimously approved with the following votes:**

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Leila Vickers	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Meeting adjourned to closed session at 6:10 p.m.

Meeting reopened to public session at 6:50 p.m. Chair Salin reported that the Board discussed the Executive Director’s evaluation and UTLA bargaining, but took no action.

Meeting adjourned at 6:51 p.m.