

# GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

June 19, 2017

4:00 p.m.

Library

Minutes

## In Attendance:

Brian Bauer, Executive Director (non-voting)  
Steve Bourgouin, Retired Teacher member  
Lorene Dixon, At Large Member  
Jody Dunlap, At Large Member

Amita Naganand, Parent Member  
Jim Salin, At Large Member (Chair)  
Jesus Vaca, At Large Member

## Absent:

Joan Lewis, At Large Member

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

Public Comment was heard from a student requesting that the School create a sanctuary policy, identifying the campus as a safe school zone.

## Updates/Reports to the Board

### School Site Council Report - Judie Baumwirt, Administrator

The School Site Council has meticulously reviewed all school performance data as it has become available throughout the academic year, revisited school goals established in our LEA Plan, Single Plan for Student Achievement and ensured that these goals along with the eight State Priorities and CTE Programs are well incorporated into the new Local Control Accountability Plan. Changes in the new plan template now provides for an analysis of progress on Annual Measureable Outcomes for each Goal as well as the Annual Update that contains a reflection piece on all budgeted action items describing any material differences on projected versus actual expenditures. With the changes made this year, it is apparent that the requirements for the LCAP have moved more towards a budget accountability document than its original focus as a school plan to ensure additional support for our unduplicated population of students. The Director of Budget and Planning and Chief Business Officer have insured that the LCAP now reflects all budgeted expenditures for the School's main operating fund. The School Site Council has reviewed all related expenditures and insured that the supplemental funding identified does demonstrate increased or improved services for unduplicated pupils. At the June 12 meeting the School Site Council unanimously approved the 2017-2020 Local Control Accountability Plan for recommendation to the Governing Board.

**Action Item #1 - Lorene Dixon made a motion to approve the 2017-20 Local Control Accountability Plan. 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	Absent		Jim Salin	Yes			

### Curriculum and Instruction - Beth Cox, Chair

Ms. Cox reported that the committee approved the recommendation to adopt Education Code 51242, an exemption from physical education for participants in athletic programs. The ED code reads as follows: *The governing board may exempt any four-year or senior high school pupil from attending courses of physical education if the pupil is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours.* This proposal is part of a larger plan to align the Physical Education curriculum with the California PE and National PE Standards, standardize and individualize grading policies, provide differentiation for all students, increase access and equity to athletics, and improve the overall instructional program in our physical education courses.

Public comment was heard from a teacher, two students, and two parents who stated opposition to the approval of this exemption.

**Action Item #2 – Jesus Vaca made a motion to adopt Education Code 51242 as recommended. Jody Dunlap seconded the motion. Motion approved with the following votes:**

Steve Bourgouin	No	Jody Dunlap	Yes	Amita Naganand	Abstain	Jesus Vaca	Yes
Lorene Dixon	No	Joan Lewis	Absent	Jim Salin	Yes		

Operations – Maggie Abbott, Chair

Ms. Abbott reported that the committee is once again recommending version 3 of the 2018-19 calendar, without any changes from the prior recommendation.

Board members consulted staff on the operational needs of the school and determined that this version of the calendar does not meet those needs adequately. Due to high student absences on the Wednesday before Thanksgiving and Cesar Chavez Day, the Board wants to see those days included as unassigned no-school days for 2018-19. There must also be adequate time – three weeks - between the end of summer school and the beginning of the new year to allow time for proper programming of students and the necessary preparations to begin a school year.

**Action Item #3 – Chair Salin called for a motion to approve the 2018-19 calendar as recommended by the Operations Committee. No motion was made.**

Chair Salin distributed a version 4 of the calendar for consideration and called for a motion to approve that includes Thanksgiving Wednesday and Cesar Chavez Day as unassigned days and a Winter Break of approximately two and half weeks for staff (three weeks for students) . No motion was made.

Chair Salin requested that the Operations Committee be allowed one more opportunity to refine the recommended calendar taking into consideration the Board’s concerns and requirements. The committee will meet in August to bring back a revised calendar for the August Governing Board meeting.

Chief Business Officer's Report (Erin Lillibridge)

Chair Salin welcomed new Chief Business Officer Erin Lillibridge to her first GHC Board meeting.

- **Action Item #4 - May Financial Report** – Ms. Lillibridge presented the May financial report which summarizes the School’s revenues, expenditures, and changes in fund balance, balance sheet accounts, and cash flow statement. The May report reflects an overall increase in revenue of \$45,000.00 YTD, with an increase of expenditures by close to \$1.5 million YTD, mostly due to payroll estimates through the end of June.

**Steve Bourgouin made a motion to approve the May Financial report. 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	Absent	Jim Salin	Yes		

- **Action Item #5 – 2017-18 Preliminary Budget** – Ms. Lillibridge presented a revised preliminary budget for 2017-18, which has been prepared using the Governor’s May Revision proposal as the basis for assumptions. Staff notes that at the time of final preparation, the State had not yet enacted a 2017-18 Budget Act. Therefore, some assumptions included in the budget plan may change; staff will present any necessary revisions to the Governing Board in September. Following are the 17-18 budget highlights:
  - Budget plan fully supports the GHCHS 2017-20 Local Control Accountability Plan.
  - Enrollment is expected to increase yet again to 4,769, and is projected to generate an attendance capture rate of 97 percent.
  - Revenues are projected to increase to over \$55 million, up 1.5 percent from 2016-17.
  - Combined expenditures are projected to total over \$56 million, and include a 3.5 percent one-time bonus payment negotiated for the 2017-18 fiscal year.

- Retirement contributions continue to place pressure on school resources, exhausting a significant portion of new funding in the budget and future years.
- Multi-year financial projections indicate deficit spending, but healthy reserve balances are in place to accommodate for the next three years. Staff will continue to monitor both revenues and expenditures closely and make necessary adjustments to ensure the school’s ongoing fiscal stability.

**Lorene Dixon made a motion to approve the 2017-18 Revised Preliminary Budget 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	Absent	Jim Salin	Yes		

- **Action Item #6** – The voters’ approval of Proposition 30 in November 2012 added language to the California Constitution (specifically Article XIII, Section 36) creating in the state General Fund an Education Protection Account (EPA) to receive and disburse revenues generated by Proposition 30 tax increases through the end of 2018. The added language requires all school district, county office, and charter school governing boards to determine and approve how EPA revenues are expended. This determination is to be made in open session of a public board meeting, and the funds cannot be used for administrative salaries and benefits or any other administrative costs. In addition, each local education agency is required to annually publish on its website an accounting of how much money was received from the EPA and how that money was spent.
- Proposition 55, the ballot measure approved by voters in November 2016, extends the increased income tax rates on high-income earners – not the increased sales taxes – contained in Proposition 30 for 12 years, thereby continuing related EPA spending requirements through December 31, 2030.
- Since 2012-13, Granada Hills Charter High School has used EPA revenues for classroom teacher salaries and benefits. Consistent with prior years, staff recommends the same use for 2017-18.

**Steve Bourgouin made a motion to approve the Education Protection Account (EPA) Expenditure Plan. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #7** – The GHCHS College Readiness Block Grant Plan allocation (approximately \$151 per student) is based on the GHCHS unduplicated pupil count in 2015-16 (2,405). The school plans to use the block grant funds on homework help and tutoring available online through Princeton Review and AP/IB test fees support. All block grant funds will be fully expended by block grant’s deadline of June 30, 2019. Ms. Lillibridge provided the updated plan for final review and approval.

**Jody Dunlap made a motion to approve the GHCHS College Readiness Block Grant Plan. Jim Salin 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	Absent	Jim Salin	Yes		

- **Action Item #8** – The 2017-18 Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to local education agencies throughout the state. GHCHS is required to submit this application to document its participation in the noted programs and to provide necessary assurances that the school will comply with each program’s legal requirements. The application must be submitted online through the web-based Consolidated Application Reporting System (CARS) by June 30, 2017.

Staff recommends the governing board approve the Consolidated Application indicating the school’s intent to participate in the following federal programs in 2017-18:

- Title I – Part A, Basic Grants: To provide supplementary academic support and educational services to students who are failing or most at-risk of failing to meet state standards in core academic subjects. (2016-17 Funding Total: \$820,015, 2017-18 Budget Estimate: \$707,885)
- Title II – Part A, Improving Teacher Quality: To increase student academic achievement through strategies focused on recruiting, hiring, training, and retaining highly qualified teachers. (2016-17 Funding Total: \$12,709, 2017-18 Budget Estimate: \$12,000)

**Lorene Dixon made a motion to approve the Consolidated Application for 2017-18 Federal Funding. 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	Absent		Jim Salin	Yes			

Executive Director’s Report – Brian Bauer

- **Action Item #9** - 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, 2018. **Steve Bourgouin made a motion to approve the notice. 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	Absent		Jim Salin	Yes			

- **Action Item #10** – Approval of recommended revisions to the Classified Salary Schedule to add a Specialist position to the Special Programs Office, and delete the Assistant Manager Technology position. **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	Absent		Jim Salin	Yes			

- **Action Item #11** - Approval of recommended revisions to the Classified Management Salary Schedule, deleting the Enterprise Technology Manager position, and adding a Network Technology Manager position and an Instructional Technology Manager position. **Lorene Dixon made a motion to approve. 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	Absent		Jim Salin	Yes			

**Lorene Dixon made a motion to approve the 5/22/2017 Board meeting minutes. 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	Absent		Jim Salin	Yes			

Meeting adjourned to Closed Session at 6:22 p.m.

Meeting reconvened to Open Session at 6:43 p.m. Chair Salin reported that the Board issued the annual evaluation to Executive Director Brian Bauer.

Meeting adjourned at 6:44 p.m.