

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

December 5, 2016 4:00 p.m. Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)

Jody Dunlap, At Large Member

Lorene Dixon, At Large Member

Amita Naganand, Parent Member

Joan Lewis, At Large Member

Jim Salin, At Large Member (Chair)

Absent:

Steve Bourgouin, Retired Teacher member

Jesus Vaca, At Large Member

The meeting was called to order at 4:02 p.m. Jim Salin led the Pledge of Allegiance.

Updates/Reports to the Board

Student Council – Josiah Laney, ASB -President

Mr. Laney reported to the Board on the success of the Choir, Jazz, and Orchestra concerts, Dodgeball Inferno tournament, and Fall play “Peter and the Starcatcher”. ASB created and implemented a new method by which club presidents submit meeting minutes, and are planning the upcoming winter formal.

Curriculum and Instruction – Beth Cox, Chair

Ms. Cox reported that the committee created a clear and reasonable process for grade appeals. Having a defined process is beneficial to both students and teachers. The process will be immediately added to the Parent Student Handbook. The board reviewed the proposed policy and supporting documents, and voted to implement the new Grade Appeal Policy effective Spring semester.

Action Item #1 – Approval of Grade Appeal Policy.

Jim Salin made a motion to approve the policy. Joan Lewis seconded the motion. Unanimously approved with the following votes:

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

Ms. Cox presented criteria for student placement in service courses. Student eligibility is determined by criteria specific to the type of service course, i.e. Teacher Assistant, Lab Assistant, and Peer College Counselor. The committee sought to create fair requirements that allow students to participate in service courses who may have previously not met placement requirements.

Action Item #2 – Approval of Service Class Student Requirements.

Joan Lewis made a motion to approve the student requirements. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

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

Operations – Maggie Abbott, Chair

- Special Bell Schedule - The committee approved a special bell schedule for February 1 and 2, 2017 in order for students in grade 9 and 10 to attend Kaiser Permanente’s “What Goes Around” assembly.
- Facilities – Over winter break, the large gym and gym ceiling will be painted, and team banners will be modified for better display. The campus will be undergoing a major lighting upgrade over the coming winter break and spring – during winter break all fluorescents will be switched to LED lighting and during spring, the gym lights will be upgraded. This is being funded through Prop 39 - clean energy initiative.
- Committee Budget – Discussion continues over the proposed addition of a TV monitor system around campus that will display student work, highlight staff and students’ accomplishments, and provide visual announcements. The monitors are intended to compliment the current display cases, while bringing a modern 21st century element to our campus.
- Testing - The committee voted and approved unanimously the special bell schedule for the spring special assessments in February. The spring testing schedule was presented and discussed. The schedule has been sun shined to stakeholder groups and should be voted on at the next meeting.

Student Services – Pam Dunn, Chair

The committee approved the following proposals:

- Funding of four college field trips which covers the cost of buses and student lunches.
- Addition of a finger scanning station in the library which will provide more security to students who access library resources.

When the Operations Committee meets in January they will discuss the TV monitor system proposal recommended by the Operations Committee.

Chief Business Officer's Report (Eugene Straub)

Mr. Straub presented the financial reports as of October 2016 for consideration and approval. All three areas of the report (Charter School, Facility Rental and Associated Student Body) continue to track against the revised budget approved by the Board in November 2016. As presented in the revised budget, wage-related costs (salaries and benefits) were trued up to match the staff that is in place for the current year and revenues were adjusted based on the increases projected for enrollment and entitlement funding. With the increased enrollment and ADA projections included in the revised budget, we are projecting a healthy net income for the 2016-2017 fiscal year.

The overall financial position of the school remains healthy and we project that the school will end the year with a modest surplus due to the slightly higher than budgeted enrollment and ADA. While we do expect to see a loss in ASB, it is projected to be relatively small and will not adversely impact the overall fiscal position of the organization on a consolidated basis. The school continues to operate with a healthy monthly cash balance and this is projected to continue for the remainder of the year. This provides ample coverage for payroll, related expenses and operating expenses.

Mr. Straub also provided an update on the completed 2015-2016 Fiscal Audit and Single Audit Reports. The report must be submitted to the State by December 15, 2016. Auditor Bob Wilkinson will be present at the January 2017 meeting to deliver the report to the Board for its acceptance. The audit is free of findings and reports the school continues to be in excellent shape.

Action Item #3 - Jody Dunlap made a motion to approve the October 2016 Financial Reports. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

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

Mr. Straub updated the Board on the status of the School’s refinancing of the Capital Impact loan on the Devonshire site. Mr. Straub reminded the Board that the original cash purchase of the Devonshire site was refinanced through a bridge loan with Capital Impact in 2014 to preserve the School’s long-term financing options. The bridge loan is reaching maturity and several refinancing options have been explored. Mr. Straub recommended utilizing a tax-exempt bond to refinance the property. He shared with the Board that this option provides the maximum term to maturity and the most competitive rate. Further discussion regarding the refinancing will take place at the January Board meeting. Pending the Board’s approval, the new financing should be ready to close in March 2017. Finally, Mr. Straub reminded the Board that the School is working with the same team that assisted the school with the 2010 QSCB issuance, including Piper Jaffray, Orrick, CSFA and Stradling. In addition, due to certain conflicts on the part of Stradling’s work with Piper Jaffray, Musick Peeler has been brought on as bond counsel to GHCHS.

Executive Director’s Report – Brian Bauer

- Academic Program Presentation – Humanitas/New Media (HU/NM)

Brian Bauer introduced teacher Maureen Grandchamp of the GHCHS HU/NM Academic Program. Ms. Grandchamp began the presentation by sharing the focus of the program, which aims to offer a challenging college-prep curriculum that stresses critical reading, writing, and thinking in a project-based, interdisciplinary team-taught approach to learning. The liberal arts curriculum incorporates fine art, digital media, and film production in a collaborative learning environment. Ms. Grandchamp went on to share the programs targeted goals for the future, which include offering additional Advanced Placement courses, enriching the vertical alignment between grade levels, and increasing the inter-grade level involvement.

- Board Accountability Metrics

Brian Bauer asked Administrative Director David Bensinger to update the Board on academic performance by student subgroups. The Board reviewed and discussed the 2015-2016 final grade distribution and reviewed the performance of the different student subgroups – by ethnicity, English language learners, socio-economic status, and gender.

To help support students, GHCHS has entered into an agreement with Princeton Review to provide one on one live tutoring online. All students have access to this service through their GHCHS account. Tutors are available 24 hours a day; 7 days per week. Students have the ability to ask specific questions about homework and in preparation for exams. While available to all GHCHS students, this service is aimed primarily at students who cannot afford private tutors.

Lorene Dixon made a motion to approve the 11/7/2016 Board meeting minutes. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

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

Meeting adjourned to Closed Session at 5:39 p.m.

Meeting reconvened to Open Session at 6:07 p.m. Chair Salin reported that no action was taken.

Meeting adjourned at 6:07 p.m.