Granada Hills Charter High School
Meeting of the Governing Board
October 17, 2016  4:00 p.m.  Library
Minutes

In Attendance:
Brian Bauer, Executive Director (non-voting)  Jim Salin, At Large Member (Chair)
Lorene Dixon, At Large Member  Jesus Vaca, At Large Member
Joan Lewis, At Large Member

Absent:
Steve Bourgouin, Retired Teacher member
Jody Dunlap, At Large Member
Amita Naganand, Parent Member

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

Updates/Reports to the Board

Student Council – Josiah Laney, ASB -President
Mr. Laney reported to the Board on upcoming activities related to Homecoming, Halloween, and Senior Day. ASB is also planning more off-campus fundraisers and will be manning a booth at Articulation Nights November 1 and 2.

School Site Council (SSC) Update – Judie Baumwirt, Administrative Director
Ms. Baumwirt reported that the first meeting of the GHCHS School Site Council (SSC) took place October 17 at 3:30 p.m. The Council unanimously selected Denise Mumma and Kristi Vazquez as School Site Council Chairperson and Secretary, respectively. SSC roles and responsibilities, Bylaws and school goals were reviewed and the 2016 Single Plan for Student Achievement distributed. General meeting and reporting procedures were discussed. The 2016 Smarter Balanced Assessment (Common Core) performance of whole school and student subgroups were reviewed. More performance and student outcome data will be distributed as it becomes available in preparation for the assessment of LCAP progress. The next meeting will be held November 7.

Curriculum and Instruction – Beth Cox, Chair
Ms. Cox reported that the following items were discussed:

• Grade Appeal Policy – deciding time frames for filing appeal. Once approved, the new policy will be updated in the parent/student handbook.
• Eligibility requirements for students to be scheduled for a TA/Lab Assistant/Office Worker class. Discussing results from survey sent to faculty.
• Teachers attending Senior Day and not being able to attend the extended afternoon professional development meetings.
• Adding an IB Business and Management Course – still in discussion. Would be open to all students, not just IB students.
Operations – Maggie Abbott, Chair
The committee approved this year’s PSAT testing schedule that dismisses students after testing, and provides for an extended professional development period for teachers as recommended by the leadership team. Also approved was a revised Emergency Evacuation bell schedule that adds nine minutes for exiting the football stadium following the drill before the lunch period commences. The committee is also discussing campus murals, Homecoming pep rally extended lunch schedule, student desk replacements and the committee’s annual budget.

Student Services – Pam Dunn, Chair
The committee has established the following goals for the 2016-17 year:
- Improving the physical environment of the school campus
- Fostering positive staff/student environment of the school
- Improving the school culture and climate
- Raising school spirit
- Improving student safety and attendance
- Maintaining and updating the Student Wellness Policy
At the next meeting they will be discussing a proposal to fund four buses for college and career field trips, and a proposal to change the process for students to enter the library with their fingerscan instead of their school ID.

Executive Director’s Report – Brian Bauer
- Academic Program Presentation – GHI (Global Human Initiative)
  Brian Bauer introduced teachers Christina Hoppe and Kelly Byars of the GHCHS GHI Academic Program. Ms. Hoppe began the presentation with a history of GHI, which started in the English department in 2005 and has grown to now include teachers from science, math, history and visual arts and to serve 450 students in grades 9-12. They have renamed the program from Global History of Ideas to Global Human Initiative as they begin to incorporate a social justice focus. Ms. Hoppe and Ms. Byars shared the four-year vision plan that includes addressing student research skills deficits, exploring service opportunities and connecting with mentors and community groups outside the classroom.
- Action Item #4 – Review and Approve 2017 Board and Committee meeting dates. Lorene Dixon made a motion to approve. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

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- Math Placement Results – In accordance with the California Mathematics Placement Act of 2015, the Board approved a policy on June 20, 2016 that places all incoming grade nine students into an appropriate mathematics course based on a fair, objective, and transparent protocol. The purpose of this policy is to ensure that all students have the opportunity to succeed in mathematics and are properly prepared for college and future careers. Each year, the results of the placement process will be shared with the GHCHS Governing Board. Administrative Director David Bensingter provided a written update
on the placement process, the 2016-17 grade 9 placement results, and the next steps to ensure continued student success.

- **Board Accountability** – Mr. Bauer reported that an updated metrics document is being developed to assist the Board in the following areas:
  - tracking academic achievement and progress for all students, including students in subgroups
  - monitoring, analyzing, and increasing the effectiveness of the school’s implementation of Common Core State Standards
  - monitoring the goals and actions described in the school’s charter and LCAP

The newly formatted document will be provided at the next meeting for input and feedback from Board members.

- **Material Revision to LAUSD and Charter Augmentation Grant** – Given the rejection of our material revision by LAUSD Charter Schools Division staff on the grounds that GHCHS is not guaranteeing classes and programs to students who reside in the pre charter attendance area regardless of their enrollment date, Mr. Bauer and Board members Salin, Dixon and Lewis met with LAUSD staff to find a pathway to move forward with the process. In order for our grant application to be considered, we were required to submit a material revision regarding the re-distribution of student enrollment to allow for more student seats on the Zelzah campus and less on the Devonshire campus. Our commitment to give enrollment priority to students who live within the pre-charter attendance boundary was re-stated at the meeting. LAUSD’s position is that “resident students” should be guaranteed space in a classes or programs other than iGranada program, and that the iGranada program does not afford students the same access to the GHCHS instructional program. The CSD staff and the LAUSD Board member who represents the GHCHS area, Mr. Scherelson had some questions about the iGranada program so they were invited to come and observe both campuses. Mr. Scherelson will be visiting on October 26. Mr. Bauer reported that we are fortunate to have a core group of dedicated parents that have made a commitment to engage in advocacy for GHCHS with LAUSD Board members and others. He expects to meet with the LAUSD Charter Schools Division again after the October 26 visit regarding our request for a material revision and the charter augmentation grant.

**Chief Business Officer’s Report (Eugene Straub)**

Mr. Straub presented both the financial reports as of September 2016 and the revised 2016-17 budget for consideration and approval. All areas are tracking against the preliminary budget, except for wage related expenses which have been trued up to match the staff that is in place for the current year and revenues that have been adjusted based on the increases projected for enrollment and entitlement funding. Due to the increase enrollment and ADA projections, the net income for the school is projected to increase significantly under the revised budget. The ASB budget now reflects a net loss for the year, following the pattern that we saw last year and the ongoing escalation of costs across ASB and the inclusion of team transportation. Facility rental is projected to breakeven, although new rules covering organizational eligibility for Civic Center Act rental pricing may reduce future revenues.

The vast majority of changes to the expenditure portion of the budget are all related to the actualization of salary and benefit costs for all employee. This includes the January 2017 health benefits rate increases of six percent across all plans, and we expect to see similar, if not higher, increases in the coming years.
The overall financial position of the school remains healthy and as presented in the revised budget, we project that the school will end the year with a significant surplus due to the higher than budgeted enrollment and ADA. 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 and related expenses along with operating expenses.

Mr. Straub also included updates on the economy of the State and the economic outlook from the State Controller’s Office.

**Action Item #1 - Jesus Vaca made a motion to approve the July, August and September 2016 Financial Reports. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

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**Action Item #2 – Lorene Dixon made a motion to approve the Revised 2016-17 Budget. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

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**Action Item #3 - Mr. Straub presented a written addition to our Fiscal Policy Guide to ensure that sufficient cash is on hand at the California Credit Union bank to satisfy the school’s payroll obligations well in advance of the ACH submittal date. Lorene Dixon made a motion to approve. Jim Salin seconded the motion. Unanimously approved with the following votes:**

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Mr. Straub updated the Board on the status of the school’s network security infrastructure and protocols, possibly vulnerabilities and on-going intrusion detection testing and reinforcement. Mr. Straub further updated the Board on the security measures implemented by the various online application services that the school utilizes, such as Aptafund, eSchool and the Google for Education applications. Finally, Mr. Straub shared with the Board that the school will be working with CharterSafe (its insurance provider) to further investigate additional steps that can be taken to increase our network security and mitigate any potential hack or intrusion and that the school will be scheduling its next regular network assessment for early 2017.

**Lorene Dixon made a motion to approve the 8/29/2016 Board meeting minutes. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

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Lorene Dixon | Yes | Joan Lewis | Yes | Jim Salin | Yes

Meeting adjourned at 5:50 p.m.