

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

February 27, 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

Joan Lewis, At Large Member

Jody Dunlap, At Large Member

Amita Naganand, Parent Member

Jim Salin, At Large Member (Chair)

Jesus Vaca, At Large Member

The meeting was called to order at 4:01 p.m. Lorene Dixon led the Pledge of Allegiance.

Walter Wallace was nominated as the Chief Financial Officer of the corporation effective March 3, 2017 with all of the rights, responsibilities and authorities of the office, including the ability to approve and execute contracts, purchase orders, payment authorizations (including both checks and electronic payments) and other documents necessary to ensure the orderly operation of the corporation's business and activities.

Action Item #1 – Certification of Signatures for 2017 to authorize signers of contracts and orders drawn on the funds of the school.

Steve Bourgouin made a motion to approve the certification. 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 | | | |

Action Item #2 – Election of Corporation Chief Financial Officer effective March 3, 2017 upon Eugene Straub's departure. GHCHS Chief Business Officer Walter Wallace will serve as interim CBO and will serve as the Corporation's Chief Financial Officer until the vacancy is filled.

Joan Lewis made a motion to approve the election. 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 | | | |

Mr. Salin called for a motion to appoint Brian Mancini to Corporation Assistant Secretary to serve as secretary in the absence of Corporation Secretary Karla Diamond.

Action Item #3 – Appointment of Brian Mancini to Corporation Assistant Secretary effective immediately.

Lorene Dixon made a motion to approve the appointment. 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 | | | |

Updates/Reports to the Board

Student Council – Josiah Laney, ASB -President

Mr. Laney reported a successful Winter Formal Dance. Students in grades 10 and 11 attended the Kaiser Permanente sponsored "What Goes Around" assembly on February 1 and 2. ASB has selected themes for each week in March, which include Recycle Week, Kindness Week, and Cultural Week.

School Site Council – Judie Baumwirt, Administrator

Ms. Baumwirt reported that while the Elementary and Secondary Education Act (ESEA) of 1965 has been reauthorized as the Every Student Succeeds Act (ESSA) and signed into law by President Barack Obama on December 10, 2015, most of the provisions of the ESSA will not take effect until the 2017–18 school year. The Local Educational Agency (LEA) Plan process remains the same at this time even though the State template has not been updated since December 2007 and contains a large amount of information that is no longer relevant. LEA’s have been asked to insure that Plans have been updated specifically in the following identified sections: Performance Goal 1, 2 and 5.

Over the past several months, the School Site Council Members have reviewed performance data, and updated programs and services described in these and other goal areas in the LEA Plan to insure that it adequately reflects the current instructional and support program, the GHCHS LCAP and the Single Plan for Student Achievement. The School Site Council unanimously approved the LEA Plan Update.

Action Item #4 – Recommendation to approve 2016-17 LEA Plan Update. .

Steve Bourgouin made a motion to approve the LEA Plan Update. 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 | | | |

Curriculum and Instruction – Beth Cox, Chair

Ms. Cox reported that the committee approved two new course offerings for the 2017-2018 school year, Advanced Ceramics and IB Computer Science. More than 40 students currently enrolled in Ceramics have expressed interest in the Advanced Ceramics course. The IB Computer Science course will be open to all students and provide a pathway for students interested in further classes beyond AP Computer Science A. Ms. Cox also updated the Board on the progress of student intervention. Intervention Coordinator Gina Corpus is identifying students with D's and Fails. The committee and Leadership Team are continuing to discuss the intervention program.

Action Item #5 – Recommendation to approve new courses: Advanced Ceramics and IB Computer Science HL 2.

Joan Lewis made a motion to approve the new courses. 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 | | | |

Operations – Maggie Abbott, Chair

Ms. Abbott reported that the committee approved the Spring Pep Rally Extended Lunch Bell Schedule for April 7. The committee continues discussion on the following items:

- Murals: Students will bring design ideas to the next meeting.
- Student desks: A class set of new desks has been purchased and installed in room J18.
- Trash Cans and Campus Cleanliness: A suggestion was made to purchase a three bin trash system to make recycling easier and encourage students to dispose of their trash.
- Facilities: Peep holes have been installed in all classrooms and offices for added security. Ceiling tiles in the Q building are being replaced. The J and R building ramps have been repainted with non-skid paint. Discussion continues about painting classrooms.

Student Services – Pam Dunn, Chair

Ms. Dunn shared that the committee approved a proposal to establish an Ethnic Studies Awareness week. The week will include student activities that reflect the cultural diversity of the student population at GHCHS, and promote cultural awareness and diversity on campus.

Chief Business Officer's Report (Eugene Straub)

Mr. Straub presented the Year-to-Date Financial reports as of January 31, 2017 to the Board. Mr. Straub shared with the Board that the school's financial performance continues to track well with the revised budget approved by the Board in October 2016 and that it is expected that there will be additional funds available to school based on the recently certified P1 ADA report. Mr. Straub informed the Board that the school's P1 report had been certified a 4581.54, well in excess of the 4501 ADA projection used for budgeting purposes, but also cautioned the Board that this number is likely to drop significantly at the P2 certification due to first semester exits, completion of ESY and credit completion activities. Mr. Straub shared with the Board that there would be a revised FY17 budget presented at the March 2017 board meeting for the Board's consideration and action. Mr. Straub thanked the Board for its support during his tenure as Chief Business Officer and wished the Board well in the future.

Action Item #6 – Review and Approval of December and January Financial Reports.

Steve Bourgouin made a motion to approve the reports. 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 | | |

Mr. Straub presented the 2016-2017 Winter Data Collection for the Consolidated Funding Application for Granada Hills Charter High School and updated the Board on the various data elements collected, the use of the data to determine the school's Title I and Title II funding and explained the various reservations that the school is required to make related to the use of these funds.

Action Item #7 – Review and Approval of 16-17 Winter Consolidated Application.

Lorene Dixon made a motion to approve the application. 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 | | |

Mr. Straub was joined by William Wildman of Piper Jaffray, Brian Holman of Musick Peeler and Marc Bauer of Orrick in a presentation on the upcoming bond issuance by GHCHS to refinance the acquisition of the Devonshire campus. The group explained the structure of the transaction, including the formation of the 17081 Devonshire LLC to hold title to the property, the transfer of the property from the school to the LLC, the leasing of the Devonshire campus from the LLC by GHCHS, the eligibility for SB740 facility reimbursement funds and the various obligations of the school and the LLC.

The group shared with the Board that the transaction had been approved by the California School Finance Authority on February 8, 2017 and that the issuance had received a BBB- (investment grade) rating from S&P on February 21, 2107. The group also shared that there would be an investor call on February 28, 2017, that the bonds would be priced on March 8, 2017, that the sale of the bonds would pre-close on March 23, 2017, close on March 28, 2017 and that the Capital Impact debt, due on April 1, 2017, would be repaid on March 28, 2017.

Finally, the group presented to the Board how the school will use the bond proceeds to retire the Capital Impact Partners debt of approximately \$3.95 million and reimburse the school for approximately \$1.6 million of qualified capital expenditures.

Action Item #8 – Review and Approval of Resolution 2017-02 of GHCHS Authorizing Bond Transactions.

Lorene Dixon made a motion to approve the resolution. 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 | | |

Discussion Item –Suicide Prevention Plan.

Brian Bauer asked Administrative Director Julia Howelman and School Social Worker Barbara Ackermann to update the Board on the proposed Suicide Prevention, Intervention, and Postvention Plan. Ms. Howelman shared that the purpose of

this plan is to protect the health and well-being of all students and implement the requirements of AB2246, which include but are not limited to prevention, intervention and postvention. Access to school based mental health services and support directly improves students’ physical and psychological safety; enhances academic and cognitive performance; and supports learning as well as social and emotional development. Ms. Howelman and Dr. Ackermann emphasized to the Board that suicide is a major cause of death among youth and that all suicide threats must be taken seriously. In accordance with the plan, the Executive Director or designee shall establish procedures to be followed when a suicide attempt, threat or disclosure is reported. The school shall also provide students, parents/guardians and staff with education that helps them recognize the warning signs of severe emotional distress and take preventive measures to help potentially suicidal students.

Executive Director’s Report – Brian Bauer

- Academic Program Presentation – Science, Technology, Engineering, Math (STEM)
Brian Bauer introduced teacher Lauren Kleinberg of the GHCHS STEM Academic Program. Ms. Kleinberg’s presentation offered the program’s vision, a STEM student profile, academic requirements, curriculum development, community outreach and partnerships, and future goals for the program. The presentation also communicated the interdisciplinary nature of the program, which seeks to integrate research and design methods to better prepare students for twenty-first century demands.
- Board Accountability Metrics
Brian Bauer asked Administrative Director David Bensinger to update the board on the Accountability Metrics report that was presented to the LAUSD Oversight Team during the 2016-2017 Oversight visit on February 23, 2017. The College Readiness and Academic Performance Metrics were initially reviewed at the November 2016 board meeting. The Board discussed the difference between the graduation rate and the A-G completion rates. The instructional leadership team has renewed its focus on grading practices and is working to refine the intervention system to identify struggling students early.
- Spring Testing: NWEA, SBAC, AP and IB
The board reviewed the 2016-2017 assessment calendar and the spring testing bell schedule. Students in grade 11 will complete the CAASPP assessments April 19-24; at the same time, students in grades 9 and 10 will complete the NWEA MAP assessments and UCLA math placement exams.

In the interest of continuity, Walter Wallace, as the School’s former CBO who will serve as the interim CBO effective March 3, 2017, was recommended to resume his role on the Board of Directors of the Granada Hills High School Education Foundation.

Action Item #10 – Appointment of Walter Wallace to the Board of Directors of the Granada Hills Charter High School Education Foundation to replace continuing term of Eugene Straub.

Steve Bourgouin made a motion to approve the appointment. 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 | | | |

Lorene Dixon made a motion to approve the 12/5/2016, 12/19/2016, and 1/9/2017 Board meeting minutes. 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 | | | |

Meeting adjourned to Closed Session at 6:12 p.m.

Meeting reconvened to Open Session at 6:19 p.m. Chair Salin reported that Board approved Student Expulsion 201701.

Meeting adjourned at 6:20 p.m.

