

**GRANADA HILLS CHARTER HIGH SCHOOL**

Meeting of the Governing Board

June 15, 2015                      3:00 PM                      Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)  
Steve Bourgouin, Retired Teacher  
Sonja Brown, Parent  
Lorene Dixon, At Large Member

Jody Dunlap, At Large Member  
Joan Lewis, At Large Member  
Jim Salin, At Large Member (Chair)

Absent: Leila Vickers, At Large Member

CLOSED SESSION meeting called to order at 3:00 p.m. in the A6 Conference Room and adjourned at 4:00.

PUBLIC SESSION was called to order at 4:04 p.m. in the Library. Joan Lewis led the Pledge of Allegiance.

Chair Jim Salin reported that the Board took action on the following items during closed session:

- Approved the 2014-15 evaluation of the Executive Director, Brian Bauer
- Approved the non-reelection of one teacher

Updates/Reports to the Board

Operations Committee – Maggie Abbott, Chair

**Action Item #1 – Steve Bourgouin made a motion to approve the 2016-17 Academic Calendar as presented by the Operations Committee. Sonja Brown seconded the motion. Unanimously approved with the following votes:**

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

Chief Business Officer’s Report – Eugene Straub

- Review of Preliminary 2015-16 Budget – Mr. Straub presented the draft preliminary budget for the 2015-16 school year. The budget is still under development and will be finalized along with the Local Control Accountability Plan (LCAP) for the Board’s final approval on June 29. The draft budget contained a revenue and expense overview, including the projected escalation of the employer contribution rates for both STRS and PERS over the next five years, and the projected reduced annual increases in LCFF (Local Control Funding Formula) funding. This combination of higher retirement rates and lower revenue growth may lead to a scenario where we will be forced to make cuts to the non-personnel portion of the budget if other revenue enhancements are not identified. In addition, the elimination of one-time funding after 2015-16 will put further pressure on the overall budget as total revenue growth flattens and personnel-related costs continue to increase.
- **Action Item #2 - May Financial Report** – Included in this report are the Combined School Operations, Charter School Operations, Facility Rental Activities, Associated Student Body and Consolidated Cash Flow reports. The overall financial position of the school remains strong and, as evidenced by the Second Interim updates and apportionment certifications and P2 projections, we continue to believe that the school will end the year with a modest surplus. The California Department of Finance Bulletin and Fiscal Report from School Services of California were also provided.

**Lorene Dixon made a motion to approve the May 2015 Financial Report. Sonja Brown seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #3** – Approval of the Consolidated Application for Federal Funding. This application is due to be certified and submitted online prior to June 30. Approving the School’s participation in the following programs is recommended:
  - Title I, Part A – to help improve teaching and learning for students most at risk of failing the meet state academic achievement standards.
  - Title II, Part A – Teacher quality – professional development for teachers.

**Joan Lewis made a motion to approve the Consolidated Application for Federal Funding. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

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

School Site Council (SSC) Update – Judie Baumwirt, Administrative Director

The School Site Council reviewed, discussed and approved the final draft of the Local Control Accountability Plan (LCAP) for recommendation to the board for adoption.

Judie Baumwirt reviewed in detail with Board members the final recommended draft of the LCAP describing the proposed position, projects and expenditures identified to support the “unduplicated” GHCHS student population of low income, foster youth and English Learners. The actions and services noted in the Plan were collaboratively designed to meet both school goals and the State of California Eight Priority areas of Basic Services, Implementation of the Common Core State Standards, Parent Involvement, Student Achievement, Student engagement, School Climate and Pupil Outcomes. The School Site Council unanimously approved the LCAP for recommendation to the Board of Directors.

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

Chief Operating Officer’s Report – Jennifer Avant Eustice

Food and Nutrition Services

- Seamless Summer Free Meal Program – reimbursed by the National School Lunch Program
  - Launched today – 11 breakfasts and 15 lunches to the community, 300 each to our students
- Completed an Administrative Review from the CDE on February 23, 2015
- Comparisons to last year
  - 11.5% increase in breakfast meals and 8.6% increase in lunch meals
  - Ninth grade participation was up 9.4% for breakfast and 13% for lunch
  - Tenth grade participation was up 19.4% for breakfast and 17% for lunch
  - Twelfth grade was up 17.3% for breakfast and 4.4% for lunch

Facility

- Standing Committee projects are either completed or near completion (walkway between L and lunch areas, shade near student store, three free-standing shade shelters)
- Summer Projects – Cafeteria infrastructure, addition of student lockers, re-seeding of softball and baseball fields, outdoor stage sound system
- Upcoming LAUSD Plumbing Project –Will replace plumbing fixtures, domestic water systems, building drain systems and Fire Sprinkler Systems throughout various buildings. Construction will commence September 2016
- Wifi Project Completion – finishing touches on configuration. All is running smoothly.

Executive Director’s Report – Brian Bauer

- Development and Outreach – Regarding the Board’s stated goal of enhancing the school’s development and outreach program, Mr. Bauer has asked Sonja Brown, long time Board member who has volunteered her extensive expertise in communications and media over many years, to work directly with our team on development and outreach. She has agreed to serve in this volunteer capacity, and for now will stay on the Board.

Mr. Bauer expressed his gratitude to Ms. Brown for her past and current service to GHCHS, to him and the GHCHS Governing Board. She is an invaluable asset to our organization, and he is confident that her guidance and support with development, outreach, communication and media will propel GHCHS further forward during this important time. Mr. Bauer introduced newly hired development advisor Heidi Kershaw who already has hit the ground running with Ms. Brown on the fundraising front. We are fortunate to have Ms. Kershaw as she brings a wealth of non-profit and government affairs experience and a passion for the work we are doing. Marilyn Koziatek was hired earlier in the academic year for the community outreach position and has done a very nice job connecting and creating opportunities for our students, programs and school.

Board member Sonja Brown launched a Development presentation introducing next steps for Granada outreach. Stepping back 14 years, Mrs. Brown reminded those gathered that one of the first steps Granada took as a charter was to send a signal to the community that we would "Change The Face of Education."

Acknowledging many of the founders present at Board Meeting, Mrs. Brown recognized Dilmit Singh, Julia Howelman, Steve Bourgooin, Karla Diamond, Joan Lewis, Elisa Ragus, Judie Baumwirt and Executive Director Brian Bauer, who along with Granada's certificated and classified staff, put their livelihoods on the line to declare their independence from LAUSD. The driving purpose? To serve students better. To do a better job.

Mrs. Brown suggested "Where on campus do we tell that story to every new student, every parent, every new teacher, staffer, or LAUSD oversight committee which steps on campus?" This, she described as the responsibility of those leading development: to make sure in the second ten years of Granada's great history that the passion which started GHCHS, is carried on in the future. That our new talented employees are welcomed to add to the mission and make it better.

Mrs. Brown wrapped up by suggesting that in Granada's next ten years.... the school website, social networking outreach, printed pieces, and external image, should be designed to make sure that the larger education community and OUR community can clearly see on the OUTSIDE...all the great good, reform and innovation, going on INSIDE at Granada.

Community Outreach Coordinator Marilyn Koziatek followed, sharing her outstanding first months in developing friends and mentors to Granada students in internships, donations, and speaking "bureaus." The Board acknowledged Ms. Koziatek's great start at Granada.

Finally, new development consultant Heidi Kershaw spoke about new funding relationships that are just waiting to partner with Granada's great vision and achievements. Kershaw will be working with Granada staff to bring in development dollars.

- Summer Programs Update –
  - Summer School: Started today with approximately 1500 continuing students. Most are repeating a course. We are offering courses across most disciplines in the web based and traditional program for six weeks. Mr. Bauer stated that summer school is definitely having an impact on student success – 87 percent of the 2014 summer program grades were A's, B's and C's.
  - Summer Transition Academy (STA): About 1100 students (975 ninth graders and over 100 in other grades – new and continuing). We have moved to one three week session in July for all students. Offerings include Math and English support, enrichment, and assessments for all students, including orientation. This year the ninth grade students will also be issued their Chromebooks during STA registration.
  - Enrichment classes this summer due to LCFF funding:
    - Rising ninth graders:
      - Accelerated Algebra 1AB and Geometry AB that will become part of their STA math component
    - Rising 10th, 11th, and 12th graders:
      - Three VAPA classes and one Food class-no change from last year's offerings
      - Accelerated Geometry and Trig-two additional offerings of each as compared to last year

- **Staffing Update** – Mr. Bauer reported that we are moving forward in a positive direction in regards to staffing, adding significant growth positions to support students due to LCAP funding. We have begun advertising, screening and interviewing candidates, and have filled several positions already. With the new Devonshire campus opening we are hiring several staff for iGranada, including an Assistant Administrative Director to work on that site. The Administrative Director of Student Services position reclassified to a coordinator several years ago is being reinstated, and an additional Administrative Director of Instruction is being hired due to the increase of overall student population.
- **Devonshire Campus Plan for 2015-16** - We are very excited about the launch of the Devonshire Campus for approximately 240 iGranada students. The team has been hard at work preparing for the instructional and operational program. Mr. Bauer reported that our efforts to secure C2 zoning were successful, which means we will not have to secure a conditional use permit. He asked Jenny DaCosta, Administrative Director, to provide a brief update on what the progress is at the site and what remains to be done before opening.
  - Ms. DaCosta provided Board members with the latest informational brochure on the iGranada Digital Arts and Sciences strand that will be housed on the Devonshire campus along with traditional iGranada students. She reported that the campus should be ready for tours at the end of July, giving students, parents, staff and Board members to familiarize themselves with the layout. She gave an overview of the the instructional program design and layout of the rooms.
- **Action Item #4** – Approval of recommended revisions to the iGranada Blended Learning Program Advisor salary schedule due to CalPERS reporting requirements and the addition of a Lead Advisor position. **Steve Bourgouin made a motion to approve the revised iGranada Advisor salary schedule. Sonja Brown seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #5** – Approval of the recommended revisions to the Administrative Salary Schedule adding a B-Basis Assistant Administrator for the iGranada program. **Sonja Brown made a motion to approve the Administrative Salary Schedule. Steve Bourgouin seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #6** – Approval of MOU between GHCHS and GHCHS-UTLA relating to settlement of specific subjects for 2015-2016 negotiations (Health Benefits, Onsite Obligation, Salary Point Credit Distribution, CLAD reimbursement, PD Tuesday Bell Schedule and Summer Programs). **Lorene Dixon made a motion to approve the GHCHS-UTLA MOU. Joan Lewis seconded the motion. Unanimously approved with the following votes:**

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

**Sonja Brown made a motion to approve the 5/11/2015 Board meeting minutes. Steve Bourgouin seconded the motion. Unanimously approved with the following votes:**

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

Meeting adjourned at 5:58 p.m.