

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

August 10, 2015 9:00 a.m. Library

Minutes

In Attendance:

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

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

The meeting was called to order at 9:02 a.m. Jim Salin led the Pledge of Allegiance.

- **Action Item #1** – Karla Diamond requested approval for the following teachers to teach one period of a competitive sport for which students receive PE credit: Chris Ancheta, Simon Robertshaw, Meghan McGovern and Archer Nishioka. These teachers do not have a Physical Education credential but have special skills for coaching a sport and have completed a comprehensive first aid/CPR course. **Steve Bourgoiuin made a motion to approve. Sonja Brown seconded the motion. Unanimously approved with the following votes:**

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

- **Action Item #2** – Karla Diamond requested approval of the 2015 Staff Handbook, which is scheduled to be issued to all staff on August 14, 2015.. The edits and updates, few in quantity, were highlighted. **Leila Vickers made a motion to approve. Jody Dunlap seconded the motion. Unanimously approved with the following votes:**

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

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

- **Action Item #3** –Mr. Straub presented the 2014-15 Unaudited Actuals Report for approval. The reports are reflective of the year end closing, including accruals of both revenue and expenditures. The overall financial position of the school remains strong. A more complete analysis will be provided at the September Boad meeting as we complete the account by account analysis in preparation for the audit. The audit will begin in mid-September and is due to the State Controller’s Office by December 15, 2015. The school continues to operate with a strong monthly cash balance that provides ample coverage for payroll and related expenses along with operating expenses. We continue to receive our regular monthly State apportionment payments as expected.

Sonja Brown made a motion to approve the 2014-15 Unaudited Actuals Report. Steve Bourgoiuin seconded the motion. Unanimously approved with the following votes:

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

- **Action Item #4** –Mr. Straub presented the 2014-15 Education Protection Act (EPA) Expenditure Report for approval. For the 2014-15 year, the third year of the EPA, LEA’s received four quarterly payments in September, December, March and June. The total payment to our school was \$7,061,678. Our general state aid payments throughout the year were reduced accordingly in order to receive this distribution. The Board approved the EPA Expenditure Plan in August 2014, to be spent on classroom teacher salaries and benefits. The final accounting of the expenditure is as follows:

Classroom Teacher Salaries	\$5,607,755
Employee Benefits	\$1,453,923
Total Expenditures	\$7,061,678

Sonja Brown made a motion to approve the expenditures of the 2015-16 EPA funds. Leila Vickers seconded the motion. Unanimously approved with the following votes:

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

Mr. Straub provided updates on the following campus improvements that took place during the summer months:

- Facilities – J Building Renovation for RSP program, College Office floor replacement, Deans’ Office reconfiguration, Office of Instruction/Activities and Business Offices Relocations, installation of additional student lockers, conversion of G and B storage areas to offices, converted PE storage area to a cafeteria food serving station, tennis courts resurfacing, outdoor PA system installation, and many more.
- Technology – WiFi network deployment complete, upgrading backbone from 1 Gig to 2.5 Gig, Deployed 4600 Chromebooks, and installed phones, internet, cameras, radios and alarms at Devonshire campus.
- Cafeteria – opening new serving station in PE area, served breakfast and lunch meals to community youth during summer school, will be subsidizing meals for reduced-eligible students during 15-16, increased refrigeration space by converting dry storage area, and preparing for additional service at Devonshire campus.

Executive Director’s Report – *Brian Bauer*

Mr. Bauer provided the following updates:

- Enrollment – We currently have a projected enrollment of 1050 students per grade on the main campus, with a projected additional 300-350 for the iGranada program between the two sites. New resident students enrolling will be placed in the program that has space available. As in past years, we anticipate 50 or more late enrollments from residential students.
- Staffing – All of our teacher and classified openings have been filled and we will open fully staffed on the first day of school. We still are advertising for an Intervention Coordinator and an Administrative Director of Instruction.
- Devonshire iGranada Campus – The Devonshire site is staffed with eight advisors, an assistant administrative director, an office assistant, a campus aide, a part-time counselor and part-time special education teacher.
- Accountability Metrics – Mr. Bauer’s administrative staff provided data on this year’s summer programs, the preliminary results from the smarter balance testing (SBAC), a draft snapshot of last year’s AP tests and data on the IB program. A more complete report will be presented during the September meeting.
- Authorized School-Related Independent Organizations Policy – Mr. Bauer provided a copy of the School-related organizations policy that the Board approved in July, 2010, and updated the Board members on the current status of two such organizations – the GHCHS Booster Club and the Highlander Band Parents Association (“HBPA”). The GHCHS Booster Club is transitioning to an organization of the school, not a separate 501c3. The HBPA has not submitted a requested audit report for 2013-14 and

other required paperwork; the request was made in November 2014. Staff will be meeting with HBPA representatives to review their status as organization and take action, including their possible revocation as organization.

Sonja Brown made a motion to approve the 6/15/15 and 6/29/15 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	Yes
Sonja Brown	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Meeting adjourned at 10:12 a.m.