

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

April 3, 2017

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 4:00 p.m. Jim Salin led the Pledge of Allegiance.

Public Comment: None

Updates/Reports to the Board

Student Council

No one present to report.

School Site Council Report - Judie Baumwirt, Administrator

Ms. Baumwirt reported that the SSC continues to review student performance data. Our LCAP is a three-year plan so we intend to continue on the same trajectory.

Curriculum and Instruction – Beth Cox, Chair

Ms. Cox reported that the committee is considering two new course proposals – CP Percussion AB, and Advanced Team Sports 9 and 10. The PE department is also proposing the adoption of a new way to measure physical fitness by using heart rate monitors.

Operations – Maggie Abbott, Chair

- Murals – Students have proposed adding murals to the campus with a theme of cultural unity. The committee has allocated \$5000 to this project should it move forward.
- Student Desks Replacement – Each room needs 35-40 desks at a cost of \$6,000 per room totaling approximately \$800,000. Timeline for this project is 10-15 years with the allocation of about \$100,000 each year from the general budget. An ad hoc committee has been formed to visit each classroom and determine a priority list for desk replacement.
- The committee has also allocated the remaining \$20,000 of this year's budget for paint and supplies to be used specifically for classroom painting.

Student Services – Pam Dunn, Chair

The committee has not met since the last Board meeting so no report was given.

Chief Business Officer's Report (Walter Wallace)

Mr. Wallace presented the February 2017 financial reports which summarize the revenues, expenditures, fund balance, balance sheet accounts and statement of cash flows. All revenue estimates are based on projected fy17 P2 ADA which will be certified in the spring of 2017.

A number of budget changes will be presented to the Board for its consideration at the next next meeting once the final report of P2 ADA has been made. It is anticipated that there will be an overall increase in ADA-based revenues and that

there will be plans for additional expenditures this spring that will reduce outflows in the coming several years. The overall financial position of the school remains healthy and we project that the school will end the year with a strong surplus due to the higher than budgeted enrollment and ADA.

Mr. Wallace also provided reports from School Services of California, the State Controller’s Office and California Department of Finance. Taken as a whole, these reports provide a comprehensive snapshot of the state’s economy and the major political and policy activities that may impact future growth and stability.

Action Item #1 – Lorene Dixon made a motion to approve the October 2016 Financial Reports. 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		

Mr. Wallace presented the Second Interim Financial Report as of January 31, 2017 that was recently filed with the District. The information matches the January 31, 2017 financial report that was previously received and approved by the GHC Board.

Action Item #2 – Jody Dunlap made a motion to approve the Second Interim Report. Lorene Dixon 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		

Mr. Wallace presented the Federal and State Exempt Organization Tax returns – Forms 990, 199 and schedules for 2015-16 prepared by the school’s auditor, Wilkinson, Hadley King on behalf of the school. GHCHS began filing these forms with the 2010-11 fiscal year after the school’s incorporation and receipt of its subsequent tax exemption by the IRS and the California Franchise Tax Board. The financial data reported have been consistent with the audited financial statements each year.

Action Item #3 – Lorene Dixon made a motion to approved the 2015-16 Federal and State Tax Returns. Jody Dunlap seconded the mtion. 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		

Mr. Wallace then presented the Board with an Information Report on the recent bond sale and the distribution of the proceeds.

Action Item #4 – Julia Howelman presented the final Suicide Prevention, Intervention, and Postvention Policy for approval. She reminded the Board 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. 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.

Joan Lewis made a motion to approve the Policy for Suicide Prevention, Intervention, and Postvention. 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		

- **Action Item #8 - Instructional Technology Plan**

Brian Bauer asked Administrative Director David Bensinger to present the updated Instructional Technology Plan. As part of the Curriculum and Instruction Committee, the Technology Subcommittee consists of fifteen teachers and support staff who meet on a regular basis to provide input and perspective on the use of instructional technology by students and teachers at GHCHS. The committee met five times this year and made the following recommendations:

- Clarify the student learning outcomes expected by using technology
- Recommended new laptops for faculty, displays, peripherals, and other classroom technology
- Migrate all users from Outlook Exchange to Gmail
- The Technology committee should meet four times per year – August, November, February and May

Lorene Dixon made a motion to approve the updated Technology Plan. Joan Lewis 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			

- **Board Accountability Metrics: NWEA Overview and Update**

Mr. Bensinger distributed an informational sheet on the Northwest Evaluation Association Measure of Academic Progress (NWEA MAP). This is the assessment we administer to all students in grade nine during Summer Transition Academy, and to students in grades nine and ten in February and towards the end of April each year. Results from this assessment are used for placement in math and English classes, guide the development of these courses and for accountability reporting to both the community and charter oversight.

- **LCAP Data Dashboard Update**

Mr. Bensinger introduced the new California School Dashboard Report. Developed by the California Department of Education, this data report displays the performance of local educational agencies (LEAs), schools, and student groups in the areas of academic achievement (test scores), chronic absenteeism, suspensions, English Learner progress, and graduation rates. Each area has five performance levels, indicated by both level (1-5) and color (red, orange, yellow, green, or blue) that consider both overall performance and growth. If a school or student group performs in the lower two levels, the LEA or school must address this in the LCAP. For the current report, GHCHS did not have any area where the school or student groups performed in the lower two levels.

- **Action Item #6 – Mr. Bauer presented the revised GHCHS Education Foundation bylaws for approval. The revisions allow greater flexibility with meeting dates, and remove the requirement for the executive director or any other employee to be a Board member. Lorene Dixon made a motion to approve the revised GHCHS Education Foundation Bylaws. 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			

- **Action Item #7 – In conjunction with the revised GHCHS Education Foundation Bylaws, Mr. Bauer requested that he be replaced by Walter Wallace as Foundation Board member. Jody Dunlap made a motion to name Walter Wallace as a GHCHS Foundation Board member to replace Brian Bauer. Lorene Dixon 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			

- **Action Item #5 – Mr. Bauer reported that LAUSD is denying our material revision request of April 2016 to redistribute our enrollment capacity approved in our last charter petition (moving 200 students from the Devonshire campus to the Zelzah campus), even though we are not requesting to increase our overall enrollment. Mr. Bauer reminded the Board that the Material Revision application was submitted to the LAUSD Charter Schools**

Division (CSD) following the submission of our LAUSD Charter Augmentaion Grant application that asked for bond funds to partially fund the replacement of many of the Q and M portables and to replace them with a new, state of the art two-story building complex which would house more students. The GHCHS Board discussed whether it wished to request that the LAUSD Board take action on the School’s material revision application submitted a year ago. Although no action was taken by the GHCHS Board and no additional action is needed for Mr. Bauer to make the request of LAUSD, the GHCHS Board agreed to continue the discussion with possible action taken at the next meeting in May.

Jody Dunlap made a motion to approve the 2/27/2017 Board meeting minutes. Amita Naganand 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 6:25 p.m.

Meeting reconvened to Open Session at 6:45 p.m. Chair Salin reported that no action was taken.

Meeting adjourned at 6:07 p.m.