

GRANADA HILLS CHARTER HIGH SCHOOL

Meeting of the Governing Board

September 17, 2018 4:00 p.m. Library

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)

Supriya Chakravarty, At Large Member

Lorene Dixon, Parent Member

Jody Dunlap, At Large Member

Joan Lewis, At Large Member

Jim Salin, At Large Member (Chair)

Jesus Vaca, At Large Member

Absent: Steve Bourgouin, Retired Teacher member

The meeting was called to order at 4:01 p.m. by Jim Salin. Jody Dunlap led the pledge of allegiance.

No public comment was requested or heard.

Updates/Reports to the Board

Operations Board Update (Ron Korb, Chair)

- Elections were held and Ron Korb was elected chair and Helen Kennedy was elected secretary. Both unanimous.
- The committee approved the Bell Schedule for Club Rush on Sept. 14 allowing students time to see what clubs are available to join.
- The committee also approved the minimum day bell schedule for Friday, September 7. This is a day after Back to School Night. Zero period minutes were reduced to better align with the rest of the schedule. This helps address the overage in minutes that zero period had.
- The committee was presented with the PSAT Bell Schedule and plans for a testing homeroom for Pre-Administration (Oct. 3), PSAT/NMSQT Testing on Wednesday, October 10; and a PD Late Arrival, Thursday, October 11 for a speaker that the school has hired. No action was taken as the idea needed to be taken to the stakeholder groups. Should be voted on at our next meeting on September 26.
- An update was provided as to the maintenance finished over the summer break, the beginning of the replacement of white-boards in classrooms, as well as the initial warning of the upcoming major plumbing overhaul.
- Future Plans: The committee will be look at some possible maintenance fixes (red paint by Kingsbury entrance), student and teacher desks, pest abatement, and the idea of bringing in portable restroom facilities to help alleviate crowding.

Curriculum and Instruction Update (Wendy Woodburn, Chair)

- The committee elected Wendy Woodburn as chair. Nominations for secretary will be taken at the next meeting. This year's goals were discussed such as evaluating the GGC strands, considering a computer science graduation requirement, creating an intervention team and supporting first generation students, looking at how three roster classes are addressing the AP curriculum.

Student Services Update (Jennifer Sheridan, Chair)

- The committee nominated and unanimously approved Jennifer Sheridan for committee chair and Lindsey Dooley for committee secretary.
- The committee discussed the proposals and achievements of the 2017-18 school year.
- Goals for the 2018-19 school year were discussed and will be set at the next meeting.

Student Council (*Salma Tarzi, ASB President*)

This year’s ASB president updated the Board on the student body activities that have taken place during the summer and since school has begun, including freshmen elections, the ASB retreat, Club Rush and the planning that is taking place for Homecoming and Spirit Week. Dilmit Singh, Chief Academic Officer, thanked the Ms. Tarzi and the ASB students for helping with the Welcome Assembly during the Summer Transition Academy for incoming students.

School Site Council Update (*Jennifer DaCosta, Administrator*)

The School Site Council was presented with the Intervention plan for the 2018-19 school year which includes the following collaborations and implementations: Academic Mentor Program; The Writing Center; The Math Center; Coordination of Services Team (COST) which includes representation from the Health Office, Deans' Office, Attendance Office, Counseling, Special Programs, Academic Intervention and After Hours Program; Tiered Intervention approach for identification of students and the individualized level of intervention with the creation of an academic plan. The SSC reviewed the aligned 2018-19 school goals of Differentiation, Intervention and School Climate and how that is represented and reflected in the Single Plan for Student Achievement, Local Control Accountability Plan and the Western Association of Schools and Colleges plan. The committee also addressed and accepted the Parent-School Compact for the 2018-19 year.

Action Item #1 - Chair Jim Salin requested a motion to approve an additional One-Period Coaching Permit for the 2018-19 year. **Jody Dunlap made a motion to approve teacher Jared Honig for a One-Period Coaching Permit for 2018-19. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Absent for vote
Supriya Chakravarty	Absent for vote		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #2 – Brian Bauer reported that the District has requested a couple of minor amendments to our Bylaws and then reviewed them with the Board members. **Lorene Dixon made a motion to approve the amended 501c3 bylaws. Jody Dunlap seconded the motion. Unanimously approved with the following votes:**

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Absent for vote
Supriya Chakravarty	Absent for vote		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #3 – **Joan Lewis made a motion to approve the rescheduling of the November 5 Board meeting to November 19. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Absent for vote
Supriya Chakravarty	Absent for vote		Jody Dunlap	Yes		Jim Salin	Yes			

Chief Business Officer's Report (Erin Lillibridge)

- **Action Item #4** – Ms. Lillibridge presented the Unaudited Actuals Financial Report as of June 30, 2018 summarizing the 2017-18 fiscal year. This report was provided to LAUSD as required by August 20, 2018. Fund 62's ending fund balance increased by \$1.851 million to \$13.658 million from the balance presented to the Governing Board in June 2018, primarily due to lower than expected expenditures in all expenditure categories.

Lorene Dixon made a motion to approve the 2017-18 Unaudited Actuals. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgoiun	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Absent for vote
Supriya Chakravarty	Absent for vote		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #5** – Ms. Lillibridge presented the 2018-19 Revised Budget for review and approval which staff prepared using the enacted 2018-19 State Budget Act as the basis for assumptions to develop the current fiscal year financial projections. On June 25, 2018 staff presented the Board with a preliminary budget for 2018-19, based on the Governor's May revision proposal. Around the same time, the state adopted its own budget for the 2018-19 fiscal year, adding close to \$404 million to the Local Control Funding Formula (LCFF) and reducing one-time discretionary funds by close to \$1.0 billion (equivalent to \$160 per ADA). This revised budget reflects those changes, as well as adjustments to ending fund balances from the 2017-18 year-end financial close. The school ended the 2017-18 fiscal year with a net increase in fund balance/net position of \$2.378 million.

Jody Dunlap made a motion to approve the 2018-19 Budget Revision. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

Steve Bourgoiun	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Absent for vote
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #6** – The State Charter School Facilities Incentive Grants Program (Incentive Grants Program) provides federal grants to assist charter schools in paying current and future facility costs, such as rent, lease, mortgage or debt service, or for the acquisition, construction, or renovation for facilities.

In April 2018, Granada Hills Charter High School (GHC) applied to participate in the fourteenth funding round of the Incentive Grants Program. In August 2018, GHC received notice that the California School Finance Authority (CSFA) Board had awarded a grant to GHC totaling \$1.125 million.

GHC plans to use this grant to complete necessary facility renovation projects on the campus located at 10535 Zelzah Avenue in Granada Hills, CA 91344. Projects may include, but are not limited, to the following: HVAC and roof replacements, kitchen renovation, and classroom modernization.

The agreement provides for a maximum reimbursement of up to \$375,000 annually for three years beginning in 2018-19.

Jody Dunlap made a motion to approve Resolution 2018-03 authorizing participation in the State Charter School Facilities Incentive Grants Program. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #7** – As the Granada Hills Charter (GHC) petition renewal process winds down, and the grade TK-8 expansion ramps up, staff is working to secure the team to finance the construction of the new TK-8 campus on the Devonshire location.

On September 11, 2018, staff requested proposals for underwriting services from the following firms: (1) Piper Jaffray, (2) BB&T Capital Markets, and (3) Ziegler. All three firms have extensive experience financing charter schools in California and throughout the nation. Proposals are due back September 30, 2018, and staff expects to make a recommendation on the firm to the Governing Board at its October 2018 meeting.

Resolution 2018-04 allows the School to reimburse certain eligible expenses, such as attorneys and consultant fees, related to the pending bond issuance according to federal regulations.

Supriya Chakravarty made a motion to approve the Resolution 2018-04 authorizing the reimbursement of certain expenses from bond proceeds. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Executive Director’s Report (Brian Bauer)

- **Action Item #8** – Board members reviewed the resume and bio of Stuart Waldman, president of the Valley Industry and Commerce Association (VICA) which is recognized as the most active and influential business group in the San Fernando Valley. Prior to joining VICA Mr. Waldman spent 11 years working for the California State Assembly representing the San Fernando Valley.

Lorene Dixon made a motion to approve appoint Stuart Waldman to the Board of Directors of the Granada Hills Charter High School Education Foundation for a two year term expiring December 31, 2021. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgoquin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **2018-19 Grade 9 Math Placement Analysis** – In accordance with the California Mathematics Placement Act of 2015, Granada Hills Charter High School has a board approved policy 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 are shared with the GHCHS Governing Board. Mr. Bauer asked Administrative Director David Bensinger to review the math placement information for this year’s ninth graders, which shows that 100 percent of grade 9 students have been correctly placed into their math class per the GHCHS placement policy.

- **Accountability Metrics** – Mr. Bensinger reported that the GHCHS summer school program offers students the opportunity to repeat a course they have previously failed, meet Visual and Performing Arts elective requirements, and/or complete an accelerated math class. Summer school is open to any student who will be enrolling at GHCHS in the following fall semester. Over 1,000 students participate in summer school each year, and many of these students complete more than one course. Students completing a full year course and earning ten credits attend summer school for six weeks for 120 instructional hours. Students completing a semester class earn five credits in 60 instructional hours. Over twenty different classes are offered online or in-seat (traditional); enrichment classes are only available in-seat. Students with Individualized Education Plans have the opportunity to complete classes online with a special education teacher through the Extended School Year (ESY) program. Mr. Bensinger then reviewed the 2018 summer school grade distribution data with Board members.
- **Charter Renewal Update** – Mr. Bauer reported that our charter renewal petition is scheduled for a vote by the LAUSD Board on Tuesday, September 25. The LAUSD Charter Schools Division is recommending that our grades 9-12 program be renewed, but that our grades TK-8 expansion be submitted as a material revision. Our position is that the law allows us to expand grades with our renewal petition.

Supriya Chakravarty made a motion to approve the 8/6/18 Board meeting minutes. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Steve Bourgouin	Absent		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Meeting adjourned to closed session at 4:53 p.m.

Meeting reconvened to open session at 5:41 p.m. No action was taken.

Meeting adjourned at 5:42 p.m.