

GRANADA HILLS CHARTER

Meeting of the Governing Board

January 28, 2019 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
 Christine Hutton, Retired Teacher Member
 Jim Salin, At Large Member (Chair)
 Jesus Vaca, At Large Member

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

No public comment was requested or heard.

Brian Bauer welcomed back the newest Board member, Christine Hutton, who is now serving in the Retired Teacher position. Ms. Hutton worked at GHC for more than thirty years as a teacher and as the Attendance Dean. She also served as a founding Board member on the very first Granada Governing Board in 2003.

Action Item #1 – Annual Election of Corporation Officers. Mr. Salin called for a motion to appoint GHCHS Corporation Officers as follows:

1. President – Brian Bauer
2. Treasurer – Erin Lillibridge
3. Secretary – Karla Diamond
4. Assistant Secretary – Brian Mancini

Chris Hutton made a motion to approve. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #2 – Karla Diamond called for nominations for 2019 Governing Board Chair. **Joan Lewis nominated Jim Salin. Supriya Chakravarty seconded the motion. No other nominations were offered. Mr. Salin agreed to the nomination. Unanimously approved with the following votes:**

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #3 – Certification of Signatures for 2019 to authorize signers of contracts and orders drawn on the funds of the school. **Jody Dunlap made a motion to approve the certification. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:**

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Updates/Reports to the Board

Student Body Report – ASB president Salma Tarzi reported the following:

- ASB upcoming events: Second Club Rush, State of the School, Kindness Day and Leadership Conference.
- Upcoming Activities/Athletics: Granada’s Best Dance Crew; VEX Team C qualified for state championship; Spring musical auditions taking place; boys and girls basketball, girls water polo, boys and girls soccer and wrestling have all qualified for playoffs.
- Seniors: Held a successful Dodgeball Inferno; Senior Breakfast and Prom upcoming.

School Site Council (SSC) Update (*Jenny DaCosta, Administrative Director*)

- The School Site Council received updates on our Intervention Program from Gina Corpus, Intervention Coordinator. She reported on the Academic Mentors and the implementation of the program since the beginning of the year. There will be targeted Professional Development and additional training offered for the mentors as well as more tutoring hours after school in targeted subjects available to the students. Intervention is also gathering data around intersession courses offered throughout the year and designing ways to support the successful completion of those courses.
- Lorig Topalian, EL Coordinator, updated the SSC on the English Learner Advisory Committee. She debriefed the student showcase in the fall as well as the Thanksgiving celebration targeted for parents and students. Ms.s Topalian addressed the need for more meetings to be scheduled in the mornings so parents can attend.
- Erin Lillibridge, Chief Business Officer, addressed the committee and reviewed the 2018-19 Title I, Title II budgets. She also discussed the new Title IV budget which the committee will need to review in the spring and determine how to spend those funds as well as the Title I and II funds for 2019-20 based on the identified LCAP goals and the most recent release of the CA Dashboard and the GHC state priorities data.
- The Committee is focused on increasing parent engagement and discussed ways to increase active participation.

Action Item #6 – Audit Report Presentation and Acceptance (*Robert Wilkinson of Wilkinson, Hadley, King & Co.*) Robert Wilkinson of Wilkinson, Hadley, King & Company, the audit firm selected by the Board, provided the Board with an overview of the 2017-18 audit report and reminded them that the audit is both a financial and compliance report. Mr. Wilkinson reported that the audit opinion is “unqualified” which means that there are no weakness or deficiencies noted in the financial statements, and noted that there were no findings or questioned costs in the audit report. Board members asked several clarifying questions and thanked Mr. Wilkinson for reporting.

Lorene Dixon made a motion to accept the 2017-18 Audited Financial Statements. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Operations Board Update (*Ron Korb, Chair*)

The committee is currently reviewing the proposed 2020-2021 school calendar. Classroom whiteboard replacement is continuing and the student desk project is progressing as is the student print center trial run.

Curriculum and Instruction Update (*Wendy Woodburn, Chair*)

The committee has approved the addition of two new courses to our catalog and is presenting them for Board approval today – Advanced Business Management Enterprise and Project Management (for GBF students to take in 11th grade if they have already completed Money and Banking and Business Statistics) , and Advanced English Language Development (for EL students who need additional support in ELD). In addition, the committee approved a course title change from Money and Banking to Introduction to Business.

A proposal to discontinue the mailing of student progress reports is being discussed and considered. The final fall and spring report cards would still be mailed home, but since all grade reports can be seen online in Parent Access Center as soon as they are posted there does not seem to be a need to spend the more than \$10,000 it costs to mail hard copies home as well. The committee also heard a proposal for a professional development symposium entitled “Building the Resilient Student.”

Action Item #4 – Supriya Chakravarty made a motion to approve the two new courses as presented. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Student Services Update (Jennifer Sheridan, Chair)

An ad hoc committee has been formed to meet and come up with suggestions to lower the cost of student planners. This committee has also been tasked with coming up with recommendations for students to stay organized via their Chromebooks.

The committee has approved a revised amendment to the student dress code to allow the wearing of leggings with a top that is thumb tip length and is requesting the Board’s vote on it today. Board members discussed at length.

Action Item #5 - Jim Salin made a motion to approve this dress code amendment for a period of one year (the 2019-2020 school year) after which the Board will review the positive and negative implications and determine whether to continue with the amendment. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Chief Business Officer’s Report (Erin Lillibridge)

- **Action Item #7 – Ms. Lillibridge presented a proposed revision to the School’s Fiscal Policies and Procedures to revise the Food Services Program Procurement Policy and to Add an Access to Free or Reduced-Price Meal Program Records Policy.** Additional other minor, non-substantive, or formatting revisions have also been made in the Food Services Program section.

Jody Dunlap made a motion to approve the updated Fiscal Policies and Procedures. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
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Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		
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- **Action Item #8** – Ms. Lillibridge presented the 2018-19 First Interim Report and Multi-Year Financial Projections. Overall, revenues in the school’s primary operating fund have been revised up over \$2.260 million, with the largest relating to the inclusion of the state’s on-behalf STRS payment (this amount, totaling over \$1.543 million, is offset by an equal adjustment in expenses. The projected ending fund balance as of June 30, 2019 has increased to to \$14,648 million.

Supriya Chakravarty made a motion to approve the 2018-19 First Interim Report as presented. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

- **Action Item #9** – Ms. Lillibridge presented the Year-to-Date Financial Report, summarizing the School’s revenues, expenditures, and changes in fund balance, a balance sheet account summary and cash flow projections as of December 31, 2018. The Revised Budget reflects the First Interim Financial Report for 2018-19. Governor Gavin Newsom’s first State Budget proposal lays the groundwork and signals his governing philophy and outlook for the next four years. Ms. Lillibridge provided the Board with a current Fiscal Report from the School Services of California that provides more information surrounding the Governor’s proposals. His budget marks the beginning of the state budget process. The Legislature will promote and put forward their own priorities, and likely challenge the new Administration’s significant dedication of non-P98 funds to education.

Lorene Dixon made a motion to approve the Year-To-Date Financial Report. Chris Hutton seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

- **Action Item #10** – Ms. Lillibridge presented the Low-Performing Students Block Grant Expenditure Plan. The 2018-19 Budget Act includes one-time funds for the Low Performing Student Block Grant with the goal of serving pupils identified as low-performing on state English language arts or mathematics assessments who are not otherwise identified for supplemental grant funding under the Local Control Funding Formula or eligible for special education services. As a condition of receiving the funds, GHC must develop a plan describing how the funds will increase or improve evidence-based services for the benefits of students and how the effectiveness will be measured. The preliminary allocation for GHC is \$106,705.

Jesus Vaca made a motion to approve the Low Performing Students Block Grant Expenditure Plan. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes	Lorene Dixon	Yes	Joan Lewis	Yes	Jesus Vaca	Yes
Supriya Chakravarty	Yes	Jody Dunlap	Yes	Jim Salin	Yes		

- **Action Item #11** – Ms. Lillibridge presented an auditor engagement letter to continue services with the accountancy firm of Wilkinson, Hadley King & Co. LLP for the 2018-19 and 2019-20 fiscal years.

Lorene Dixon made a motion to approve the auditor selection for 2018-19 and 2019-20. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #12** – Ms. Lillibridge presented a request for approval of selecting the firm Ziegler for underwriting services. GHC plans to issue around \$40 million in new bond funds to construct a campus for the TK-8 program housed at the Devonsire site. Requests for Proposals went out to three companies in September 2018 who all have extensive experience financing charter school facilities in California and throughout the nation, and all three firms submitted proposals for review. After much deliberation, including a detailed review of proposals and information gathered in introduction meetings, staff recommends the Governing Board approve the selection of Ziegler, whose experience stood out as beneficial to this project.

Supriya Chakravarty made a motion to approve the selection of the underwriting firm of Ziegler. Jody Dunlap seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Action Item #13 – Administrative Director David Bensinger presented the 2017-18 School Accountability Report Card (SARC) for approval. By February 1 of each year, every school in California is required to publish a School Accountability Report Card. The purpose of the SARC is to provide the community with important information about student performance, school resources, and the condition of the school facility. A SARC can be an effective way for a school to report on its progress in achieving goals and the public may also use a SARC to evaluate and compare schools on a variety of indicators. The SARC is published on each school’s website and in a searchable database on the California Department of Education website.

Supriya Chakravarty made a motion to approve the 2017-18 School Accountability Report Card. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		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 #14** – Mr. Bauer presented Resolution 2019-01 for approval, confirming the Governing Board’s support of implementing the International Baccalaureate Middle Years Program (MYP) and Primary Years Program (PYP) as important components of the educational opportunities offered to the Granada Hills Charter student body and the financial support required to initiate and maintain the programs.

Supriya Chakravarty made a motion to approve Resolution 2019-01. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #15** – Our Uniform Complaint Policy and Form were updated with minor changes/additions per legal requirements. In addition, a separate Annual Notice has been created and will be distributed to parents and students on an annual basis.

Jody Dunlap made a motion to approve the updated Uniform Complaint Policy and Annual Notice. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #16** – Mr. Bauer presented a recommended addition to the Classified Salary Schedule – an Administrative Assistant for the TK-8 program. **Supriya Chakravarty made a motion to approve. Jody Dunlap seconded the motion. Unanimously approved with the following votes:**

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

- **Action Item #17** – Following the retirement of Marcia Stancu and the hiring of Mayra Alapizco to the Student Store Manager position, the ASB bank account needs to be updated with current signers. **Lorene Dixon made a motion to approve the authorized signers for the ASB accounts as Brian Bauer, Erin Lillibridge, Norm Holloway, Mayra Alapizco, and Karla Diamond. Jody Dunlap seconded the motion. Unanimously approved with the following votes:**

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Supriya Chakravarty made a motion to approve the 11/19/2018 Board meeting minutes. Chris Hutton seconded the motion. Unanimously approved with the following votes:

Chris Hutton	Yes		Lorene Dixon	Yes		Joan Lewis	Yes		Jesus Vaca	Yes
Supriya Chakravarty	Yes		Jody Dunlap	Yes		Jim Salin	Yes			

Meeting adjourned to closed session at 5:40 p.m.

Meeting reconvened to open session at 6:28 p.m. The Board took no action.

Meeting adjourned at 6:30 p.m.