GRANADA HILLS CHARTER HIGH SCHOOL
Meeting of the Governing Board
November 19, 2018  4:00 p.m.  Library
Minutes

In Attendance:
Brian Bauer, Executive Director (non-voting)      Jim Salin, At Large Member (Chair)
Supriya Chakravarty, At Large Member              Jesus Vaca, At Large Member
Lorene Dixon, Parent Member

Absent:             Steve Bourgouin, Retired Teacher member
                   Jody Dunlap, At Large Member
                   Joan Lewis, At Large Member

The meeting was called to order at 4:00 p.m. Lorene Dixon led the pledge of allegiance.

No public comment was requested or heard.

Updates/Reports to the Board

Student Body Report – ASB president Salma Tarzi was not able to attend the meeting but provided a written report for review.

School Site Council Update (David Bensinger, Administrator)
The School Site Council (SSC) reviewed and approved the updated Parent and Family Engagement policy. The updated policy included the Title I and II expenditure details for 2018-2019 that were previously approved as part of the Single Plan for Student Achievement (SPSA) in May. There were no other changes to the policy. The SSC also reviewed and discussed the Spring 2018 California Assessment of Student Performance and Progress (CAASPP) Results, including the results for significant student subgroups.

Action Item #1 - Lorene Dixon made a motion to approve the updated Parent and Family Engagement Policy. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

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Operations Board Update (Ron Korb, Chair)
The committee approved the modified bell schedule for all school testing throughout the year. The plan moving forward is to approve the overall testing schedule every year at the first or second meeting. Discussions continue around student charging/print centers and student restrooms.

Curriculum and Instruction Update (Wendy Woodburn, Chair)
The committee reviewed a survey of the student Academic Mentors and the teachers to whom they are assigned. Overall the response was positive. Discussions continued on make-up testing for incomplete finals, short-term PE excuses and new course proposals.
Student Services Update (Jennifer Sheridan, Chair)
A proposal has been submitted from ASB for the return of the student planners and discussion continues on that topic. Concern has also been expressed about the crowding problem in the L building during passing periods. 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. Although it appears on the agenda today for action, the Board members present would like to postpone a vote until they have more Board members in attendance.

Action Item #8 – Recommendation of Appointments to the Governing Board. Teacher Marty Eisen presented the recommendation from the Governing Board Screening Committee (Marty Eisen, Eric Yauger, Brian Mancini, Jennifer Sheridan, Dilmit Singh, Norm Holloway) for appointments to the Governing Board effective January 1, 2019:

For the At Large/Community positions:
1. James Salin
   • BA – Brigham Young University (Business Administration/Finance)
   • MA – Stanford University School of Credit and Financial Management
Mr. Salin has almost forty years of experience in business, banking, real estate and finance. He is currently the Vice President/Relationship Manager of Citizen Business Bank (Burbank), and held previous Vice President positions at Community Bank (Burbank), Pacific Western Bank (Los Angeles), Charter Pacific Bank (Beverly Hills), Industrial Bank, California United Bank and Metrobank. Mr. Salin is the parent of two former GHCHS students (class of 2008) and has been a GHCHS Governing Board member since 2006. He currently serves as Chair of the Board.

2. Joan Lewis
   • BA – California State University, Northridge (English)
   • MS – National University (Educational Administration)
Ms. Lewis is a retired GHCHS administrator and teacher. She has been a GHCHS Governing Board member since the founding Board in 2003. Her entire teaching career was spent at Granada followed by her administrative service of 15 years. She participated in the writing of the original charter petition and has been active in the School community since that time

For the Retired GHC Member position:
1. Christine Hutton
   • BA – California State University, Los Angeles (Speech, English Minor)
Ms. Hutton worked at Granada for 33 years as an English teacher and Attendance Dean before retiring in 2009. She was a founding board member on the very first Granada Hills Charter Governing Board from 2003 to 2004.

Supriya Chakravarty made a motion to approve the recommendation from the Screening Committee to appoint Jim Salin, Joan Lewis, and Christine Hutton to the next Governing Board term. Jim Salin seconded the motion. Unanimously approved with the following votes:

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Chief Business Officer’s Report (Erin Lilibridge)
• Action Item #3 – Ms. Lilibridge 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 October 31, 2018. The Revised Budget will be adjusted next month to reflect the First Interim Financial Report for 2018-19 and will include the TK-8 program budget. Ms. Lillibridge also provided the Board with three recent pertinent Fiscal Report articles from School Services of California.

**Lorene Dixon made a motion to approve the Year-to-Date Financial report. Jesus Vaca seconded the motion. Unanimously approved with the following votes:**

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- **Action Item #4** – Ms. Lillibridge presented a revision to the School’s Fiscal Policies and Procedures to add a section on Time and Effort Reporting. As a federal funds recipient, GHC is responsible for complying with the Office of Management and Budget’s Uniform Guidance for federal awards. The added language ensures GHC maintains a system of internal controls providing for reasonable assurance that personnel expenses charged directly or indirectly against federally sponsored projects are accurate, allowable, and properly allocated.

**Supriya Chakravarty made a motion to approve the revised Fiscal Policies and Procedures Guide. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

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**Executive Director’s Report (Brian Bauer)**

- **Accountability Metrics**
  - Advanced Placement Course Enrollment and Performance – Administrative Director David Bensinger presented data on Advanced Placement course enrollment and performance for the last five years. Highlights and areas of concern included:
    - 64 percent of the class of 2020 has already completed at least one AP course
    - GHC students continue to significantly outperform their peers both at the state and national level
    - Some significant gender differences exist in the courses that students take
    - Asian students are overrepresented in AP courses; Hispanic students are underrepresented

- **IB Course Enrollment and Performance** – Administrative Director Nick Weber presented data on International Baccalaureate Diploma Program course enrollment and performance for the last five years. Information was provided on program requirements, course offerings, IB subject test performance, student engagement on campus, in athletics, and in the community.

- **Action Item #5** – Educational Records and Student Information Policy – our legal counsel has recommended that we have an official policy and assisted us in preparing this policy for approval.

**Lorene Dixon made a motion to approve the Educational Records and Student Information Policy. Jim Salin seconded the motion. Unanimously approved with the following votes:**

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• Action Item #6 – Supriya Chakravarty made a motion to approve the 2019 Summer School and Summer Transition Academy Calendar. Jesus Vaca seconded the motion. Unanimously approved with the following votes:

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• Grades TK-8 Program Update – Mr. Bauer thanked the individual staff members who have been working diligently on the implementation of the grades TK-8 program.

• Action Item #7 – Jim Salin made a motion to change the name of the charter school and the corporation to Granada Hills Charter, and for the name change to be reflected in the Articles of Incorporation and the Bylaws. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

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• Action Item #9 (incorrectly listed as Item #8 on the agenda) – Certification of GHCHS Governing Board Compliance Review for LAUSD

As part of the Governing Board’s fulfillment of its fiduciary responsibility to ensure that GHCHS complies with all applicable laws and other requirements, it is critical that the GHCHS Governing Board periodically review, discuss, monitor, and modify, if necessary, the school’s policies, systems, and procedures for compliance with such requirements. Each Board member was given a Compliance Review binder containing documentation and evidence in each of the following areas:

1. Criminal Background and TB Clearance for all employees and volunteers
2. Teacher Credentialing and English Learner Authorization
2a. Teacher Misconduct Reports to Commission on Teacher Credentialing
3. Governing Board Information (Member contact information, resumes, Board meeting dates)
4. Pre- and Post- Lottery and Enrollment Guidelines
6. N/A
7. English Learner Master Plan (Updated here)
8. Discipline Foundation Policy and School Climate Bill of Rights
9. Student Suspension, Expulsion and Reinstatement Data
10. Parent/Student Handbook alignment to charter petition and applicable laws (Updated here)
11. Certificate of Occupancy for Devonshire Campus
12. Brown Act, Political Reform Act, Public Records Act and Form 700 Compliance
13. GHCHS Articles of Incorporation
14. GHCHS By-laws
15. State and Federal programs and/or Grants (Child Nutrition, Prop 20 State Lottery, Education Protection Act, Special Education SB 740, etc.)
16. Uniform Complaint Procedure Policies and Procedures (Updated here)
17. Local School Wellness Policy for participation in the National School Lunch/Breakfast Program
18. Local Control Accountability Plan and Stakeholder Engagement
19. Charter Public School Transparency Resolution and Seismic Safety Survey
20. Homeless and Foster Youth Compliance

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22. Pupil Suicide Prevention Policy (Updated here)
23. WASC Accreditation and UCOP Doorways Course Approval

Mr. Bauer reviewed each item individually, explaining the School’s processes and procedures to abide by all lawful requirements. Additional evidentiary documentation was presented for the Board’s review as well. Board members reviewed and asked follow-up questions. **Lorene Dixon made a motion to approve the Compliance Review documentation as well as the revisions to the English Learner Master Plan, the Parent/Student Handbook, the Uniform Complaint Procedures Policy, and the Pupil Suicide Prevention Policy. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:**

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**Supriya Chakravarty made a motion to approve the 10/15/18 Board meeting minutes. Jim Salin seconded the motion. Unanimously approved with the following votes:**

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Meeting adjourned to closed session at 6:10 p.m.

Meeting reconvened to open session at 6:28 p.m. The Board approved the student expulsion stipulated agreement.

Meeting adjourned at 6:30 p.m.