

GRANADA HILLS CHARTER

Governing Board Meeting

Monday, June 21, 2021 11:00 AM

Via Teleconference pursuant to Executive Orders N-25-20 and N-29-20

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)

Maribel Campos, Parent Member

Lorene Dixon, At Large Member

Chris Hutton, Retired Teacher Member (late arrival)

Joan Lewis, At Large Member

Richard Nolan, At Large Member

Jim Salin, At Large Member (Chair)

Absent:

Jody Dunlap, At Large Member

Supriya Chakravarty, At Large Member

The meeting was called to order at 11:00 a.m. by Jim Salin and roll call was taken by Karla Diamond. Lorene Dixon led the Pledge of Allegiance.

LCAP Advisory and Update (Jenny DaCosta, Administrator)

Jenny DaCosta provided an overview of the updated Local Control and Accountability Plan (LCAP) format along with the LCAP goals for this year.

Public Hearing

Chair Salin opened the public hearing on the GHC 2021-2024 Local Control Accountability Plan (LCAP) and 2021-22 Budget. No public comment was requested or made. The public hearing was closed.

Chief Financial Officer's Report (Tammy Stanton)

- **Action Item #1** – Tammy Stanton presented and reviewed the Year-to-Date Financial Report, summarizing the revenue, expenditures, and changes in fund balance, a balance sheet account summary as of May 31, 2021, along with an updated cash flow report/projection for 2020-21. Also included is a report on COVID funding and spending, detailing the allowable spending periods by revenue category.

Lorene Dixon made a motion to approve the YTD Financial Report. Maribel Campos seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- **Action Item #2** – Ms. Stanton presented the 2019-20 Federal Form 990 (Return of Organization Exempt from Income Tax), California Form 199 (California Exempt Organization Annual Information Return), and the 17081 Devonshire LLC California Form 199 (California Exempt Organization Annual Information Return) for review and approval. The forms reflect the GHC audited financial statements for 2019-20, as well as information regarding the School's trustees, policies and procedures. The School has been filing federal and state returns since 2010-11, when we incorporated and received tax exempt status from the Internal Revenue Service and the California Franchise Tax

Board. The information on these forms has remained substantially similar to the prior year, and is supported by the School’s annual financial statements.

Chris Hutton made a motion to approve the tax returns. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- **Action Item #3** – Ms. Stanton presented three contracts for Board approval as the aggregate cost is greater than \$150,000.
 - a. DocuSign – there is a need to streamline a single product across all GHC departments to leverage cost and implementation of a single eSignature system to improve efficiency and create digital legally binding documents, track workflow, and maintain comprehensive document retention records.

Maribel Campos made a motion to renew the DocuSign contract for a 36-month term in the amount of \$151,200.00. Rich Nolan seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- b. CharterSAFE Membership Renewal for the 2021-2022 fiscal year in the amount of \$1,053,877.00. Since 2012-13, GHC has participated in the Charter SAFE pool for some or all of its insurance needs. They currently provide us a comprehensive insurance package including liability, property, cyber, pollution, terrorism, and workers’ compensation coverage.

Lorene Dixon made a motion to approve the CharterSAFE membership renewal. Rich Nolan seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- c. YMCA Summer Programming – staff requests the Board authorize two agreements for YMCA summer programming implemented as a component of the GHC Expanded Learning Opportunities Plan in the amount of \$385,500.

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

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- **Action Item #4** – Ms. Stanton requests approval of the determination of uses for the GHC 2021-22 Education Protection Account (EPA) funds in the amount of \$13,292,083 for classroom teacher salaries and benefits as we have consistently in prior years.

Lorene Dixon made a motion to approve. Rich Nolan seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Action Item #5 - Ms. Stanton provided the Board with a presentation on the State Budget Update, and the 2021-2022 preliminary budget for approval. While we wait for announcement of a deal with the Governor and the legislature and continue to monitor State Budget developments, staff is confident that the GHC budget assumptions are reasonable. This 2021-22 preliminary budget does not assume any of the Governor’s proposed new one-time funding categories nor any changes to LCFF Supplemental and Concentration grant calculation. As potential changes materialize from the State in the coming months, the budget will be revised to reflect those changes and will be presented to the Board for approval at that time.

Lorene Dixon made a motion to approve the 2021-2022 preliminary budget. Chris Hutton seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Action Item #6 – As previously reported at the April 26, 2021 Board meeting, GHC is working with Ziegler Investment Banking on a California School Finance Authority (CSFA) application to refinance the \$5,420,000 Series 2017A Term Bonds for the Devonshire campus by redeeming them in advance of their maturity and issuing new bonds with a lower coupon interest rate. The goal of this activity is to reduce the interest paid every year on these bonds. Staff is also exploring an opportunity to take advantage of the cost of one issuance coupled with low market rates to include a new money request to borrow up to approximately \$9.5 million to fund additional improvements to the Devonshire property. This does not obligate GHC to proceed with with the additional funding but will remain an option.

Joan Lewis made a motion to approve Resolution 2021-03 Authorizing Bond Transactions. Rich Nolan seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Facilities/Operations Update (Norm Holloway, Administrator, Operations)

Action Item #7 – Norm Holloway presented a recommendation to authorize the purchase of office, conference room and staff breakroom furniture totaling \$145,484 from Pivot Interiors. The purchase of this furniture will provide workstations for the majority of office and administrative staff in the new new Devonshire campus buildings. GHC requested proposals from two vendors (School Tech Supply and Pivot Interiors) and is recommending the purchase from Pivot Interiors after reviewing the overall design and budgetary pricing, as well as viewing the product lines and finishes at the showroom in Culver City.

Lorene Dixon made a motion to approve. Rich Nolan seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Executive Director’s Report (Brian Bauer)

- **Action Item #8**– Notice to LAUSD Charter Operated Programs that GHC intends to explore options for SELPA membership and may exit the LAUSD SELPA effective July 1, 2022. **Joan Lewis made a motion to approve. Jim Salin seconded the motion. Unanimously approved with the following votes:**

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
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Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes
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Action Item #9 – Mr. Bauer reviewed the report provided to Board members on the recommendation to assign an on-site work differential payment to all staff members who have been required to work on site for the spring semester. The payment will be based on their regular, full-time or part-time status, with some exceptions for individuals who have been on a School-approved leave of absence for part of the semester or their employment start date. All of the Board members expressed gratitude and appreciation to all of the classified and administrative staff who have been working on the front lines - working in offices, preparing and distributing meals to students and community members, supporting staff and especially the increase in student traffic during the spring semester. Lorene Dixon made a motion to approve the differential payment. Jim Salin seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

- **TK-12 Summer Programs** – Mr. Bauer reviewed the current summer programs taking place for both the high school and the TK-8 grades. The high school has about 330 students on campus for the regular summer session, and after the fourth of July weekend there will be an additional 1100 incoming ninth grade students on site for Summer Transition Academy. We are running Extended School Year (ESY) programs for both the high school and the TK-8 on the Zelzah campus for our students with disabilities as well as an onsite senior credit recovery program. About 700 high school students are participating in an online credit recovery program. A two-week sixth grade orientation will be held in mid-July, with single day orientations for both grades 7 and 8 students.
- **Local and State Updates** – The big news at the State level was the defeat of AB 13 and AB16. Mr. Bauer expressed appreciation to all the community stakeholder members who voiced their concerns and opposition to these bills.

Maribel Campos made a motion to approve the minutes of the April 26, 2021 and May 24, 2021 Board meetings. Chris Hutton seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Meeting adjourned to closed session at 12:37 p.m.

Meeting reconvened to open session at 1:20 p.m. Chair Salin reported that the Board discussed

- Anticipated Litigation
- the Executive Director’s evaluation, and
- GHC-UTLA Bargaining

Rich Nolan made a motion to approve the MOU between GHC and GHC-UTLA for In-Person Instruction During the 2021 Summer Programs. Maribel Campos seconded the motion. Unanimously approved with the following votes:

Maribel Campos	Yes		Lorene Dixon	Yes		Chris Hutton	Yes		Rich Nolan	Yes
Supriya Chakravarty	Absent		Jody Dunlap	Absent		Joan Lewis	Yes		Jim Salin	Yes

Meeting adjourned at 1:22 p.m.