

GRANADA HILLS CHARTER

Governing Board Meeting

Monday, December 13, 2021 4:00 PM

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

Minutes

In Attendance:

Brian Bauer, Executive Director (non-voting)
Supriya Chakravarty, At Large Member
Lorene Dixon, At Large Member
Jody Dunlap, At Large Member

Chris Hutton, Retired Teacher Member (arrived late)
Joan Lewis, At Large Member
Richard Nolan, At Large Member
Jim Salin, At Large Member (Chair)

The meeting was called to order at 4:00 p.m. by Jim Salin and roll call was taken by Karla Diamond. Jim Salin led the Pledge of Allegiance.

Action Item #1 – The GHC Governing Board determines that the current State of Emergency continues to directly impact the ability of the Directors to meet safety in person and/or that State or local officials continue to impose or recommend measures to promote social distancing. **Unanimously approved with the following votes:**

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

Public comment on non-agendized items was heard from four individuals who spoke against the GHC Student COVID-19 Vaccination Policy.

LCAP Advisory and Update

- **School Site Council Update** – Administrator Frank Tarczynski provided a summary of the November 16 School Site Council meeting. The committee reviewed the bylaws, and took nominations for chair and secretary. In addition, they reviewed the LCAP plan and the responsibilities of the committee in regards to that plan. The Educator Effectiveness Block Grant plan was also presented for feedback.
- **Action Item #2** – Mr. Tarczynski presented the Educator Effectiveness Block Grant expenditure plan for approval. This plan has been reviewed and discussed at two prior Board meetings and has been reviewed by several other school committees. Board members stressed the need to use these funds effectively for relevant professional development that will support student success.

Lorene Dixon made a motion to approve the plan. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

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

High School Operations Committee Report (Ron Korb, Chair)

Ron Korb reported that the continues preliminary discussions about the requirements of Senate Bill 328 regarding the start time of the school day. Upcoming items include recommendations for outdoor furniture purchases.

High School Curriculum and Instruction Report (Wendy Woodburn, Chair)

Wendy Woodburn reported that the committee reviewed the Educator Effectiveness Block Grant expenditure plan. They also heard a presentation on the California State Seal of Civic Engagement which is a seal to be placed on the diplomas of graduating high school students, commending excellence in civics, education, participation in and an understanding of the United States and the California constitutions.

No report was given by the Student Services Committee.

Chief Financial Officer's Report (Tammy Stanton)

- **Action Item #3** – Tammy Stanton presented the 2021-22 First Interim Report for approval. The report reflects all changes since the Adopted Budget approved by the Governing Board in June 2021.

Jody Dunlap made a motion to approve the 2021-22 First Interim Report. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

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

- **Action Item #4** – Ms. Stanton presented the Financial Report as of November 30, 2021 for approval. The report summarizes revenue, expenditures, and changes in fund balance, a balance sheet account summary, and an updated cash flow report/projection for 2021-22. As of November 30 the School has earned 43 percent of our budgeted revenue, and we've spent 33 percent of our budget of expenditures. The reports provided for review are
 - Period Statement of Revenue and Expenditures
 - Balance Sheet
 - Cash Flow Projection
 - COVID Relief Entitlements

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

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

- **Action Item #5** – Ms. Stanton presented the updated Fiscal Policies and Procedures for approval. She provided a summary list of the sections that contained updates and the reasoning for the non-substantive changes. **Supriya Chakravarty made a motion to approve the updated Fiscal Policies and Procedures. Lorene Dixon seconded the motion. Unanimously approved with the following votes:**

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

Facilities and Operations Update (Norm Holloway, Administrative Director, Operations)

- **Action Item #6** - Norm Holloway presented a request to approve Liberty Building Maintenance and other janitorial companies to supplement the School's janitorial needs. We entered the contract with Liberty in September on a

month to month basis not knowing how long we would need their support, but due to our inability to fill our staffing shortages as well as an increase in needs, we are asking the board to approve supplemental funds, not to exceed \$250,000 to continue engaging with cleaning and maintenance agencies for the remainder of the 2021-2022 school year.

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

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

- **Action Item #7** – Mr. Holloway requested conditional approval of the Notice of Completion for the Devonshire campus construction. There are outstanding items that should be completed this week, and staff would like the Board to approve the Notice of Completion pending satisfactory completion of the outstanding punch list and final inspection approval.

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

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

Executive Director’s Report

- **TK-12 Program Updates** – Brian Bauer introduced Administrative Directors Nick Weber and Victoria Marzouk to present information on the International Baccalaureate (IB) Middle Years Program (MYP). They presented a video that gave an overview of the philosophy of the program which is focused on inquiry based learning. The IB program spans the elementary, middle and high school grades. A recent MYP site visit affirmed for our consultant that our teachers are really enforcing the inquiry based learning model and the application of real-world context. We are not just teaching students information, but how to think and how to apply that knowledge and share it with others. One of our next goals is to include more cross curricular planning across grade six through grade 10 and provide additional professional development opportunities to our IB teachers.

Mr. Bauer provided updated information on the open enrollment numbers for both programs, the closing events of the fall semester, and the accolades awarded to many GHC academic and athletic teams. He also reported that more than 99 percent of eligible students have complied with the COVID-19 student vaccination policy.

- **Action Item #8** – Confirmations of Incumbants Continuing as Governing Board Members for Another Term effective January 1, 2022:
 - For the Parent position:
 1. Supriya Chakravarty (for a two-year term ending December 31, 2023)
 - For the At Large/Community positions:
 1. Lorene Dixon (for a two-year term ending December 31, 2023)
 2. Jody Dunlap (for a two-year term ending December 31, 2023)

Jim Salin made a motion to approve the confirmation of Board member terms. Joan Lewis seconded the motion. Unanimously approved with the following votes:

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

Action Item #2 –As part of the Governing Board’s fulfillment of its fiduciary responsibility to ensure that GHC complies with all applicable laws and other requirements, it is critical that the GHC Governing Board periodically review, discuss, monitor, and modify if necessary, the school’s policies, systems, and procedures for compliance with such requirements. Binders have been prepared with documentation of compliance in all of the following areas for Board members to review:

1. Criminal Background and TB Clearance for all employees, contracting entities 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 and Board meeting dates)
4. Pre- and Post- Lottery and Enrollment Forms Guidelines
5. Health, Safety and Emergency Procedures (Safety Plan, Emergency Drills, Child Abuse Mandated Reporter Training, Bloodborne Pathogen and Suicide Prevention and Sexual Harassment Training)
6. N/A
7. English Learner Master Plan
8. Discipline Foundation Policy and School Climate Bill of Rights
9. Student Suspension, Expulsion and Reinstatement Data
10. Parent/Student Handbooks’ alignment to charter petition and applicable laws (updated here)
11. Certificate of Occupancy for Devonshire Campus (updated here)
12. Brown Act, Political Reform Act, Public Records Act and Form 700 Compliance
13. GHC Articles of Incorporation
14. GHC 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
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
21. California Mathematics Placement Act of 2015
22. Pupil Suicide Prevention Policy
23. WASC Accreditation and UCOP Doorways Course Approval
24. AB 543 regarding sexual harassment notifications including posters
25. Title IX online posting requirements pursuant to Ed Code section 221.61
26. Title IX procedures according to 34 C.F.R section 106.8
27. AB 605 pertaining to school-purchased technology devices for individuals with exceptional needs

Jody Dunlap made a motion to approve the annual compliance review. Lorene Dixon seconded the motion. Unanimously approved with the following votes:

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

Jim Salin made a motion to approve the minutes of the November 15, 2021 Board meeting. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

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

Meeting adjourned to closed session at 5:35 p.m to discuss:

- ◆ Conference With Labor Negotiator
 - Agency negotiator: Brian Bauer
 - Employee organization: UTLA
- ◆ Public Employee Discipline/Dismissal/Release
- ◆ Conference with Legal Counsel - Anticipated Litigation
 - Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: one case
- ◆ Public Employee Performance Evaluation
 - Title: Executive Director

Meeting returned to open session at 7:21 p.m. No action was taken.

Action Item #10 - Lorene Dixon made a motion to approve the Side Letter (to MOU dated July 27, 2021 between GHC and UTLA-GHC) ratified on October 14, 28 and November 1, 2021 addressing COVID-19 Vaccination, high school bell schedule, and high school evaluations. Supriya Chakravarty seconded the motion. Unanimously approved with the following votes:

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

Meeting adjourned at 7:23 p.m.