



## **Granite Mountain Charter School**

10535 Foothill #100, Rancho Cucamonga, CA 91730

Ph (626) 317-0112 | Fax (626) 932-8094

**Regular Board Meeting  
Granite Mountain Charter School  
Thursday, March 19, 2020**

**12 p.m.**

**10535 Foothill #100, Rancho Cucamonga, CA 91730**

### **AGENDA**

1. Call to order
2. Approval of the agenda
3. Public comments
4. Closed Session - Conference with legal council - Anticipated litigation (1)
5. Principal's report - WASC Visit
6. Discussion and potential action on the February 29th regular board meeting minutes
7. Discussion and potential action on the March 14th special board meeting minutes
8. Discussion and potential action on the March 16th special board meeting minutes
9. Discussion and potential action on the Executive Director's FTE status and salary
10. Discussion and potential action on Granite Mountain Charter School closure policy
11. Discussion and potential action on the school enrollment window
12. Discussion and potential action on the lottery policy
13. Discussion and potential action on the Work sample policy
14. Board of Director's requests
15. Announcement of next regularly scheduled meeting
16. Adjournment



**GRANITE MOUNTAIN CHARTER SCHOOL**

10535 Foothill Blvd #100, Rancho Cucamonga, CA 91730

Phone (626) 317-0112 \* Fax (626) 932-1804

Regular Scheduled Board Meeting - Granite Mountain Charter School

February 29, 2020 – 11:30 am

10535 Foothill Blvd. #100, Rancho Cucamonga, CA 91730

Attendance: Mandy Osburn, Luke Kibler Valarie Campa, Huda Haddad, Wendy Maldonado

Absent: None

Also Present: Brook MacMillan, Bryanna Brossman

**Call to Order:**

Mandy Osburn called the meeting to order at 11:37 am.

**Approval of the Agenda:**

Luke Kibler motioned to approve the agenda. Valarie Campa seconded.

-Unanimous

**Public Comments:**

None.

**Closed Session: Conference with Legal Counsel – Anticipated Litigation (3):**

Valarie Campa motioned to move into closed session. Luke Kibler seconded.

-Unanimous

No action was taken in closed session.

Huda Haddad motioned to exit session at 12:36 pm. Valarie Campa seconded.

-Unanimous

**Principal's Report:**

The Principal Reported on:

- WASC Visit

**Discussion and Potential Action on the January Board Meeting Minutes:**

Huda Haddad motioned to approve the January Board Meeting Minutes with the amendment of “next board meeting from Feb. 22 to Feb. 29”. Luke Kibler seconded.

-Unanimous

**Discussion and Potential Action on the Second Interim Report:**

Luke Kibler motioned to approve the Second Interim Report. Wendy Maldonado seconded.

-Unanimous

**Discussion and Potential Action on the Check Signer Resolution (2019-5):**

Valarie Campa motioned to approve the Check Signer Resolution (2019-5). Huda Haddad seconded.  
-Unanimous

**Discussion and Potential Action on the Inspire Charter Services Agreement:**

Luke Kibler motioned to approve the Cancellation of the Inspire Charter Services Agreement. Valarie Campa seconded.  
-Unanimous

**Discussion and Potential Action on the Charter Impact Proposal:**

Luke Kibler motioned to approve the Charter Impact Proposal. Huda Haddad seconded.  
-Unanimous

**Discussion and Potential Action on the MOU with other Schools:**

Valarie Campa motioned to approve the MOU with other Schools. Wendy Maldonado seconded.  
-Unanimous

**Discussion and Potential Action on the Charter Leader's Title:**

Huda Haddad motioned to approve the Charter Leader's Title. Luke Kibler seconded.  
-Unanimous

**Discussion and Potential Action on the Charter School Organizational Chart:**

Valarie Campa motioned to approve the Charter School Organizational Chart. Luke Kibler seconded.  
-Unanimous

**Discussion and Potential Action on the Job Descriptions:**

Luke Kibler motioned to approve the Job Descriptions. Wendy Maldonado seconded.  
-Unanimous

**Discussion and Potential Action on the 2020-2021 School Calendar:**

Valarie Campa motioned to approve the 2020-2021 School Calendar. Wendy Maldonado seconded.  
-Unanimous

**Discussion and Potential Action on the School Accountability Report Card (SARC):**

Valarie Campa motioned to approve the School Accountability Report Card (SARC). Huda Haddad seconded.  
-Unanimous

**Discussion and Potential Action on the Comprehensive School Safety Plan:**

Huda Haddad motioned to approve the Comprehensive School Safety Plan. Luke Kibler seconded.  
-Unanimous

**Board of Director’s Requests:**

Requests for next meeting:

- More information about Charter Impact
- Discussing a marketing plan for next meeting.
- More information about resources for the next step the school will take
- More information about MOU and how it will be affected.

**Announcement of Next Regular Scheduled Board Meeting:**

The Next Regular Scheduled Board Meeting is March 28, 2020 at 11:30 am.

**Adjournment:**

Huda Haddad motioned to adjourn the meeting at 3:42 PM. Valarie Campa seconded.  
-Unanimous

Prepared by:  
Bryanna Brossman

Noted by:

Board Secretary



**GRANITE MOUNTAIN CHARTER SCHOOL**

10535 Foothill Blvd #100, Rancho Cucamonga, CA 91730

Phone (626) 317-0112 \* Fax (626) 932-1804

Special Board Meeting - Granite Mountain Charter School

March 14, 2020 – 12:00 pm

10535 Foothill Blvd. #100, Rancho Cucamonga, CA 91730

Attendance: Mandy Osburn, Wendy Maldonado, Luke Kibler, Huda Haddad, Valarie Campa  
(Teleconference)

Absent: None

Also Present: Brook MacMillan

**Call to Order:**

Mandy Osburn called to order at 12:04 pm.

**Approval of the Agenda:**

Huda Haddad motioned to approve the agenda. Luke Kibler seconded.

-Unanimous

**Public Comments:**

None

**Closed session - Conference with legal counsel - exposure to potential litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 potential case):**

Luke Kibler motioned to move into closed session. Valarie Campa seconded.

-Unanimous

No action was taken in closed session.

Luke Kibler motioned to exit closed session. Wendy Maldonado seconded.

-Unanimous

**Discussion and Potential Action on the Granite Mountain School Marketing Plan:**

Huda Haddad motioned to approve the Granite Mountain School Marketing Plan. Luke Kibler seconded.

-Unanimous

**Discussion and Potential Action on the Granite Mountain Enrollment Targets and Projected Growth:**

Luke Kibler motioned to approve the Granite Mountain Enrollment Targets and Projected Growth. Wendy Maldonado seconded.

-Unanimous

**Discussion and Potential Action on the Appointment of Interim Positions:**

Huda Haddad motioned to approve the Appointment of Interim Positions. Wendy Maldonado

seconded.  
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-Unanimous

**Discussion and Potential Action on the Hiring of Key Need Transitional Positions:**

Luke Kibler motioned to approve the Hiring of Key Need Transitional Positions. Huda Haddad seconded.

-Unanimous

**Announcement of Next Regular Scheduled Board Meeting:**

The Next Regular Scheduled Board Meeting is March 19, 2020 at 12 pm.

**Adjournment:**

Luke Kibler motioned to adjourn the meeting at 1:52 pm. Wendy Maldonado seconded.

-Unanimous

Prepared by:  
Bryanna Brossman

Noted by:

Board Secretary



**GRANITE MOUNTAIN CHARTER SCHOOL**

10535 Foothill Blvd #100, Rancho Cucamonga, CA 91730

Phone (626) 317-0112 \* Fax (626) 932-1804

Special Board Meeting - Granite Mountain Charter School  
March 16, 2020 – 11:00 am  
10535 Foothill Blvd. #100, Rancho Cucamonga, CA 91730

Attendance: Mandy Osburn, Wendy Maldonado-Teleconference, Huda Haddad-Teleconference,  
Valarie Campa-Teleconference

Absent: Luke Kibler

Also Present: Brook MacMillan, Ana Mejia Santana

**Call to order:**

Mandy Osburn called the meeting to order at 11:15 am

**Approval of the Agenda:**

Valarie Campa motioned to approve the agenda. Wendy Maldonado seconded.

-Unanimous

**Public Comments:**

None

**Discussion and Potential Action on Board Resolution 2020-1, Amendment to the Board of Directors Regular Meeting Schedule:**

Valarie Campa motioned to approve Board Resolution 2019-20, Amendment to the Board of Directors Regular Meeting Schedule. Huda Haddad Seconded.

-Unanimous

**Announcement of Next Regularly Scheduled Meeting:**

Next regular meeting will be on Thursday March 19, 2020

**Adjournment:**

Valarie Campa motioned to adjourn the meeting at 11:21 am. Huda Haddad seconded.

-Unanimous

Prepared by:

Bryanna Brossman

Noted by:

Board Secretary

**GRANITE MOUNTAIN CHARTER SCHOOL**  
**BOARD RESOLUTION – 2020 - 5**

**I. Adoption of Granite Mountain Charter School’s Principal’s Annual Salary and Supplemental Benefits**

WHEREAS, at a regular meeting on August 17, 2019, Granite Mountain Charter School approved the compensation of the Principal for a full time position to be \$150,000.00, and had agreed to employ the Principal for 63% of her time.

NOWHEREFORE BE IT RESOLVED, that the Board of Directors approves hiring the Principal for 100% of her time for her previously approved salary of \$150,000.00. The Board of Directors also approves the total amount of supplemental benefits for the Principal, and agrees to the amount of \$700 a month for the Principal’s vehicle and cell phone stipend.



# **GRANITE MOUNTAIN CHARTER SCHOOL**

## **BOARD RESOLUTION – 2019 - 1**

### **I. Adoption of Granite Mountain Charter School’s Principal’s Annual Salary**

WHEREAS, Granite Mountain Charter School must adopt at a regular scheduled board meeting in open session the compensation of the highest compensated employee of the school.

NOWHEREFORE BE IT RESOLVED, that the Board of Directors approve the annual salary for the Granite Mountain Charter School Principal in the amount of \$95,000. This amount constitutes 63% of the Principal’s total compensation which is \$150,000 as they are the Principal of two schools.

### **II. Adoption of Granite Mountain Charter School’s Principal’s Supplemental Benefits**

WHEREAS, Granite Mountain Charter School must adopt at a regular scheduled board meeting in open session the supplemental benefits of the highest compensated employee of the school, the Principal.

NOWHEREFORE BE IT RESOLVED, that the Board of Directors approve the supplemental benefits/extra pay in the amount \$350 a month, split equally among the two schools, and will include the following:

- i. Vehicle & Cell Phone stipend

**Date: March 17, 2020 AUTHORIZATION TO PROVIDE BOARD PRESIDENT AND THE EXECUTIVE DIRECTOR AUTHORITY TO UNILATERALLY TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19) RESOLUTION DECLARING EMERGENCY CONDITIONS EXIST AT GRANITE MOUNTAIN CHARTER SCHOOL – Resolution # 2020-2**

WHEREAS, the Granite Mountain Charter School Board of Directors (“Board”) governs the Granite Mountain Charter School (“Charter School”), a nonprofit public benefit corporation, within the confines of both federal and state statutes governing charter schools and nonprofit corporations.

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 16, 2020, there are many cases reported of COVID-19 in California and officials expect the number of cases to increase; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19

WHEREAS, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, staff, and families on our campus; and

WHEREAS, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

WHEREAS, it is imperative that employees be allowed to take a leave of absence due to being quarantined or sick from Coronavirus or illnesses with similar symptoms (e.g., cough, fever, shortness of breath) without suffering pay loss; and

WHEREAS, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code section 3100; and

WHEREAS, the Charter School may have urgent needs to expedite COVID-19 related matters that require immediate attention and decision making that may be limited by the regular meeting schedule of the Board.

NOW, THEREFORE BE IT RESOLVED, That the Granite Mountain Charter School Board of Directors:

- (1) Determines that the circumstances described in the Resolution herein constitute an emergency condition;
- (2) Hereby votes to close Granite Mountain Charter School effective March 17, 2020;
- (3) By unanimous vote authorizes the execution of contracts in excess of amounts outlined in policy to respond to the emergency conditions at the charter school; and
- (4) Authorizes the Executive Director, Brook MacMillan, to take any and all actions necessary during school closure due to COVID-19 to comply with California Governor Newsom's Executive Order N-26-20, and any related Executive Order issued by Governor Newsom, or any other order, regulation or law implemented relating to COVID-19, including, but not limited to, all decisions relating to continuing to provide high-quality educational opportunities to students to the extent feasible, providing school meals as required, employee issues, and/or vendor relations.
- (5) This grant of authority is limited to COVID-19 related matters and until December 31, 2020.

The foregoing Resolution was introduced by Board Member \_\_\_\_\_, who moved its adoption, second by Board Member \_\_\_\_\_, and adopted on roll call on March 17, 2020.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT OR ABSTAIN:

\_\_\_\_\_, Board President  
\_\_\_\_\_, Board Secretary  
\_\_\_\_\_, Board Treasurer  
\_\_\_\_\_, Board Member  
\_\_\_\_\_, Board Member



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## 2020 – 2021 Enrollment Items

- Enrollment Growth Projections – Enrollment cap of 3400 students (New and Returning)
- Open Enrollment Window - March 30, 2020 through August 1, 2020



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## Public Random Drawing/Lottery Policy

Granite Mountain Charter School is committed to providing quality education to all students who wish to attend, within the school boundaries. Based on available resources, it may be necessary to limit admissions, and in that event a Public Random Drawing/Lottery will be held to determine admission. Granite Mountain Charter School ensures admission will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion.

The purpose of the Granite Mountain Charter School Governing Board approving the Public Random Drawing/Lottery Policy is to accomplish the following:

1. Establish the procedures under which the Granite Mountain Charter School (“School”) will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.
- 1. Enrollment:** The School is a non-classroom based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of San Bernardino County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them. The School’s Governing Board will annually determine the maximum enrollment for each school year based on, among other factors, the annual budget, staffing, and available resources prior to the start of the Open Enrollment Period. Limits may be established by grade level and for the school as a whole.

The Board will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment during the following school year. Following the close of the Open Enrollment Period, applications shall be counted to determine whether the School has received more applications than maximum enrollment capacity. If the number of pupils who wish to attend the School exceeds the School’s capacity for a specific grade level, enrollment in the impacted grade level or levels will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. Admission preferences will only be extended consistent with this Policy, the School’s charter, and applicable law.

Admission preferences will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion. In addition, enrollment preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, or foster youth.

- 2. Lottery Procedures:** In the event that there are more students who wish to attend the School than there are spots available upon closure of the Open Enrollment Period, the School will conduct a Lottery during the Spring semester prior to the academic year for which enrollment is sought.

All pupils, except those who are guaranteed admission as provided in this Policy and the School's charter, who wish to enroll in the School must participate in the Lottery subject to the following:

1. Students who reside within the boundaries of the Lucerne Valley Unified School District ("District") will have their names placed in the Lottery pool twice.
2. Students who reside outside the boundaries of the District will have their names placed in the Lottery once.

The following students are exempt from the Lottery and are guaranteed enrollment in the School: (1) students currently enrolled in the School at the close of the Open Enrollment period; and (2) siblings of currently enrolled students. "Sibling" is defined as a pupil who has at least one biological or adoptive parent in common with the admitted pupil, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the sibling who is admitted into the School.

Public notice of the Open Enrollment Period and date of the Lottery will generally be posted on the School's website and the notice will provide the date, time, and location of the Lottery at least 10 days prior to the commencement of the Open Enrollment Period. This information will also be included in application forms. The Lottery will be conducted [by grade-level and ] by the Principal or his/her designee using a random method of selection. Unique identifiers will be assigned to each applicant. The conduct of the Lottery will be open to the public and families are encouraged, but not required, to attend. The Principal or his/her designee will announce each applicant who is granted admission through the Lottery. Once the enrollment cap has been reached, the Principal or his/her designee will continue to drawing applicants will then be placed on the waitlist in the order drawn. Successful applicants will be notified electronically or by mail.

If a student is extended an offer of admission due to one of the preferences noted in this Policy or the School's charter, the School may request supporting documentation as part of the enrollment process. The School will conduct a verification of such documentation prior to finalizing the student's enrollment and may disqualify an applicant submitting materially false information.

After the Lottery process, and once an offer has been accepted by the family, additional information may be requested as part of the registration process. Following acceptance through the Lottery, students who are offered admission at the School at the time of the Lottery will have 10 calendar days to complete the registration process. If a student fails to timely complete the process, the spot may be filled from the waiting list.

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must

generally complete required independent study agreements within seven (7) days of the beginning of the school year, unless otherwise advised by the School.

- 3. Waitlist:** If a slot becomes available because an accepted student declines enrollment, fails to timely complete the enrollment process, a student leaves the School after the start of the academic year, or as spots become available, the School may notify families on the waitlist in the order they appear on the waitlist.

Students drawn from the waitlist shall have five (5) school days to accept the enrollment slot (via telephone or email to the School) and proceed with the registration process. Applicants must complete a registration packet with all required documentation and by the deadline given by the School to confirm enrollment.

Students who are not offered a spot for the academic school year for which the Lottery was held may remain on the waitlist for that academic year unless the parent or guardian requests that the student be removed from the waitlist earlier. The waitlist shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.



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## Work Sample Policy

Granite Mountain Charter School offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers much collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

The purpose of the Granite Mountain Charter School Governing Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview for the Work Sample Policy
2. Explain the requirements of an Acceptable Work Sample
3. Identify criteria for Non-Compliant Work Samples

**1. Overview:** As an independent study program, Granite Mountain Charter School is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement.

**2. Procedures:** Work samples must contain the following information:

1. Student's First Name and Last Name (nicknames are okay)
2. Date that the work was completed, including the year. The work sample must be the student's original work. If anything gets changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.

The supervising teacher must verify the work sample by including the following:

1. Homeschool teacher's name
2. Student's full name
3. Course name (must match the Master Agreement)
4. Date the teacher reviewed the material
5. Date the student completed the sample
6. HST grade

**3. Acceptable Work Sample Criteria:**

- Original or scanned PDF version
- Demonstrates neat and organized work



- Demonstrates a good reflection of your child's learning and abilities
- Includes student's name and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them

#### **4. Non-Compliant Work Samples Include:**

- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work