



# Palisades Charter High School

## Board Meeting

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**Date and Time**

Tuesday December 13, 2016 at 5:00 PM

**Location**

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:**

*Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.*

**SUPPORTING DOCUMENTATION:**

*Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.*

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**DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134**

*Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.*

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# Agenda

Purpose Presenter Duration

## I. Opening Items

**A. Record Attendance and Guests** 2

Trustees:

Emilie Larew (Chair)	Emily Hirsch
Leslie Woolley (Vice Chair)	Rocky Montz
Dara Williams (Secretary)	Andrew Paris
Susan Ackerman	Ellen Pfahler
Amanda Campbell	Robert Rene
Deanna Hamilton	

Student Liaison: Ben Makhani

PCHS Management:

Dr. Pamela Magee, Executive Director / Principal  
Greg Wood, Chief Business Officer

**B. Call the Meeting to Order**

**C. Public Comment** 20

*Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.*

**D. Approve Minutes** Approve Minutes Emilie Larew 2

September 20, 2016 Regular Meeting

**E. Approve Minutes** Approve Minutes Emilie Larew 2

October 18, 2016 Regular Meeting

**F. Approve Minutes** Approve Minutes Emilie Larew 5

November 15, 2016 Regular Meeting

**G. Approve Minutes** Approve Minutes Emilie Larew 5

December 7, 2016 Special Meeting

## II. Executive Director/Principal (EDP) Support And Evaluation

## III. Academic Excellence

**A. PCHS School Calendar Survey Results (2017-18 & Beyond)** Discuss Pam Magee 30

**B. Update on Schoolwide Goal #4** FYI Pam Magee 5

#### **IV. Finance**

<b>A.</b> College Readiness Block Grant	Discuss	Pam Magee	5
<b>B.</b> LACOE Certificate of Signatures	Vote	Greg Wood	7
<b>C.</b> Authorized Signatories for Cathay Bank	Vote	Greg Wood	5
Approve authorized check signers for Cathay Bank accounts			
<b>D.</b> Accounting Procedures Update	Discuss	Greg Wood	5
<b>E.</b> 2015-16 Audit Results	Vote	Alan Tsou	10

Alan Tsou, CPA Supervisor at Vavrinek, Trine, Day & Co.

#### **V. Governance**

<b>A.</b> Approval Of Updated Membership for Board Committees	Vote	Emilie Larew	3
<b>B.</b> 2017 California Charter School Association Conference in Sacramento	Discuss	Emilie Larew	5
Confirm interested attendees			
<b>C.</b> Potential Excusal of Board Meeting Absences for Trustee Amanda Campbell	Vote	Emilie Larew	5

#### **VI. Other**

<b>A.</b> Non-School Sponsored Field Trip Policies & Procedures	Vote	Pam Magee	10
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#### **VII. Organizational Reports**

<b>A.</b> Executive Director / Principal (EDP) Report	FYI	Pam Magee	2
<b>B.</b> Chief Business Officer (CBO) Report	FYI	Greg Wood	2
<b>C.</b> Director of Operations Report	FYI	Dave Riccardi	2
<b>D.</b> Human Resources Director (HR) Report	FYI	Amy Nguyen	2
<b>E.</b> Director of Development Report	FYI	Mike Rawson	2
<b>F.</b> Student Report	FYI	Ben Makhani	2
<b>G.</b> Parent Report	FYI	Dara Williams	2
<b>H.</b> Classified Staff Report	FYI	Andrew Paris	2

<b>I. Faculty Report</b>	FYI	Amanda Campbell	2
 <b>VIII. Board Committees (Stakeholder Board Level Committees)</b>			
<b>A. Budget and Finance Committee Report</b>	FYI	Dr. Minh Ha Ngo	3
<b>B. Academic Accountability Committee Report</b>	FYI	Michael Friedman	3
<b>C. Charter Committee Report</b>	FYI	Dara Williams	1
<b>D. Election Committee Report</b>	FYI	Leslie Woolley	1
<b>E. Post-Retirement Healthcare Benefits Committee Report</b>	FYI	Dara Williams	1
 <b>IX. Board Committees (Board Members Only)</b>			
<b>A. Audit Committee</b>	FYI	Dara Williams	1
<b>B. Survey Committee</b>	FYI	Emilie Larew	1
<b>C. Grade Appeal Committee</b>	FYI	Leslie Woolley	1
 <b>X. Consent Agenda</b>			
<b>A. Approval of reimbursements for Executive Director / Principal</b>	Vote		1
<b>B. Approval of Field Trips</b>	Vote		1
 <b>XI. New Business / Announcements</b>			
<b>A. Next Regular Board Meeting is on Tuesday, January 17, 2017</b>	FYI	Emilie Larew	1
<b>B. Board Chair to announce items for closed session, if any.</b>	FYI	Emilie Larew	1
 <b>XII. Closed Session</b>			
<b>A. Conference with Legal Counsel: Anticipated Litigation</b>	Discuss	Mark Bresee	15
		(Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)	
<b>B. Public Employee Discipline/Dismissal/Release</b>	Vote	Amy Nguyen	20
		(Govt. Code section 54957)	
 <b>XIII. Open Session</b>			
<b>A. Return to Open Session</b>	FYI	Emilie Larew	1



<b>B.</b> Report Out on Action Taken In Closed Session, If Any.	FYI		1
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**XIV. Closing Items**

<b>A.</b> Adjourn Meeting	FYI	Emilie Larew	1
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## Agenda Cover Sheets

**Section:** **IV. Finance**  
**Item:** A. College Readiness Block Grant  
**Purpose:** Discuss  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item IV Section A.pdf

**Section:** **IV. Finance**  
**Item:** B. LACOE Certificate of Signatures  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item IV Section B.pdf

**Section:** **IV. Finance**  
**Item:** C. Authorized Signatories for Cathay Bank  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item IV Section C.pdf

**Section:** **IV. Finance**  
**Item:** D. Accounting Procedures Update  
**Purpose:** Discuss  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item IV Section D.pdf

**Section:** **IV. Finance**  
**Item:** E. 2015-16 Audit Results  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item IV Section E.pdf

**Section:** **V. Governance**  
**Item:** B. 2017 California Charter School Association Conference in Sacramento

**Purpose:** Discuss  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item V Section B.pdf

**Section:** **VII. Organizational Reports**  
**Item:** A. Executive Director / Principal (EDP) Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item VII Section A.pdf

**Section:** **VII. Organizational Reports**  
**Item:** B. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item VII Section B.pdf

**Section:** **VII. Organizational Reports**  
**Item:** D. Human Resources Director (HR) Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item VII Section D.pdf

**Section:** **VII. Organizational Reports**  
**Item:** E. Director of Development Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item VII Section D.pdf

**Section:** **X. Consent Agenda**  
**Item:** A. Approval of reimbursements for Executive Director / Principal  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item X Section A.pdf

**Section:** X. Consent Agenda  
**Item:** B. Approval of Field Trips  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** BoT 12-13-16 Item X Section B.pdf



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

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#### **Board Members Present**

Amanda Campbell, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Emily Hirsch, Leslie Woolley, Robert Rene, Susan Ackerman

#### **Board Members Absent**

Andrew Paris

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**Ex-Officio Members Present**

Pam Magee

**Non Voting Members Present**

Pam Magee

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**I. Opening Items****A.Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Sep 20, 2016 @ 5:14 PM at Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272.

**B.Record Attendance and Guests****C.Approve Minutes**

Tabled

**D.Approve Minutes**

Tabled

**E.Public Comment**

No public comments

**II. Presentation Items****A.College Center Update**

Table until next month. Ruth Grubb not able to attend today.

**B.Tech Update on Chromebooks and Security Cameras**

Robert Rene arrived late.

Donna Mandosa provided an update on the Chromebook project. The Chromebook deployment is going well. History textbooks being rolled out on the Chromebooks next week. In about 2 weeks will know what we need. Some seniors will need them.

Jeff Roepel discussed the newly installed security cameras and presented views from various cameras on campus. Over 50 new cameras installed, greatly expanding the area covered. High quality pictures from these cameras and they perform well in low light and at night. Authorized personnel can look at the iPad and see camera feeds. We can also provide access to Police and Fire Department if necessary.

Ellen Pfahler inquired about whether signs are posted indicating that there is video surveillance. Signs have been posted. There were already signs but more have been added. Amanda Campbell inquired as whether there is a plan to install more cameras. As of now they are working within budgetary constraints. More may be added later based on need and budget.

### **C. Columbia Schoolwide Survey Results**

4th year of survey so there is data with which to compare the results. The survey itself contains some of the comparisons.

There are limits to the comparisons based upon the desire not to make the survey materials too voluminous and also because some of the questions have changed, so for new questions there is no data to compare.

Ben presented the student results. Most of the data is similar to what the data showed last year. Things improved or stayed the same. Only 281 responses received, which is less than 10% of the students. There is a need to get more participation from students.

Dara presented data summary for the parent responders. Results indicate improvement in school climate. Parents said that Pali is a place where students can succeed - it rose from 77% to 81%.

Amanda presented data summary for the faculty/staff. Time was provided at a faculty meeting this year to encourage and increase participation; however, faculty participation only increased by 4 faculty members. "A" ratings increased and there were the fewest number of C ratings in history of this survey; A very significant increase in staff morale; Increase in satisfaction with staff and faculty relations; Better job at celebrating important individual school wide accomplishments; Increase in satisfaction in way problems are dealt with; Improvement in perception of administrator effectiveness.

In the open-ended question with regard to improvement, almost all faculty and staff want to see more opportunity for professional development. Most of those who responded want to see more opportunities to have professional development related to technology.

There was a request for more professional development for classified employees. There was also a request for professional development pertaining to the teacher's subject matter. Amanda Campbell noted this is happening this year.

Emilie Larew presented additional faculty and staff results. Faculty and staff are in agreement that there is more constructive disagreement rather than conflict and that school climate has improved. Some questions about the evaluation process; 71% said that they post on Schoology/Infinite Campus weekly (but the others may have been primarily classified); Significant improvement on collaboration with other teachers; Increase in teachers using similar assessments in classes; Felt that there could be improvement in the accessibility of rigorous classes, which is something that PCHS has addressed this year; Want to see more academic support for low performing students, which is something that has been addressed this year as well; Rise in the percentage of responders who would recommend PCHS.

Comments included that academics and teachers are the best part of PCHS; Students came in second; Faculty third. Focus on social justice is appreciated.

We do want to significantly increase participation by all stakeholders. Survey was open for 4 weeks and this was longer than in the past and it was sent out earlier. The survey is used for Dr. Magee's evaluation and in evaluating the progress toward our school wide goals, so is very important that we increase participation for multiple purposes.

Emilie Larew noted that 3% of students indicated that they are gender neutral or transgender so the steps we have taken to support these students are very important. Leslie Wooley believes that likely it is statistically accurate even though we do not have high participation. Robert Rene commented that the vast majority of the findings indicate continued progress and that it indicates there are some opportunities that are fairly important. He wondered if we can identify the issues and develop a plan for those areas and stated this should also be an opportunity to identify areas where there needs to be a continued focus. One particular area is the Math Department, especially with regard to whether the Math teachers care about the students. Susan Ackerman wondered about the operational definition of what "care" looks like.

### **DPCHS CAASPP Scores**

Monica Iannessa discussed the CAASPP scores, also known as the Smarter Balanced (SBAC) test. There is a four-point rubric as well as a scaled score. The four points are: standard not met, standard nearly met, standard met, standard exceeded. Claim Chart addresses specific skills and whether the students are above standard, near standard, or below the standard. The ELA claims can actually be done across subject areas.

The test is computerized and computer scored for multiple-choice questions. There are graders for the open questions. Only the 11th grade is tested at the high school level.

Charts were presented with regard to the scores at each level and as compared to Santa Monica High School and El Camino Real. We are on par with these schools. We do not get data on any individual student so can't tell whether a particular student is improving.

Yearly comparison chart included in the materials for the State, County, LAUSD, and Pali.

These tests really establish a baseline since this is a new test. Really need a few years of data to see a trend. Looking at last year's math block assessment (IAB) to see where we want to go with instruction this year. We are still shifting in curriculum to align to the state standards.

9th graders all taking Environmental Engineering and then all 10th graders would take Biology. For those who take Algebra II in 9th grade, they can take Chemistry in 9th grade and then they could take Honors or AP Biology in 10th grade. (They can still take AP Chemistry but would be encouraged to take AP Biology to get their life science credit in 10th.) Environmental Engineering counts as physical science.

Robert Rene brought up that there needs to be a plan to address the math because the scores really correlate with the survey results indicating there is sentiment among stakeholders that the teachers don't care. Suggestions to address this included putting in activities schedule to make students feel more supported. That was part of the idea behind the advisory period, but that would affect the bell schedule - this has been extremely controversial in recent years. That may be an idea for the future and to build out the bell schedule to incorporate a period to do this.

Susan Ackerman discussed finding out from students what having a teacher care about them looks like. Ellen Pfahler brought up how both positive and negative comments can really affect a child. Emily Hirsch inquired as to whether the teachers have been shown the results of the survey. The administration is starting



to share data with the PLC's. The survey is also publicly available in the Board materials.

The Board is looking forward to a presentation from the Academic Accountability Committee about the CAASPP Scores. The recent committee meeting was canceled due to lack of a quorum.

### **E.PCHS A-G Course Completion Analysis by Course/Dept for Students Not Meeting All A-G Requirements**

The Board previously requested additional information about the specific classes / requirements that were missing for students not meeting A-G requirements when they graduated. Jeff Hartman presented data about which A-G requirements student in the most recent graduating class were missing. Dara Williams brought up the disconnect between the 4 students who took AP Chemistry but did not meet their A-G requirements. Ben Makhani brought up that he had to take it upon himself to take a second year of Spanish. The 4-year plan is a written document but there is a plan for some type of digital plan in Infinite Campus. It would also be available to parents once it is in there.

Counselors are being transitioned to a color coded graduation progress and A-G digital program in Infinite Campus. Not fully implemented yet, but there is progress. Once the counselors are more familiar with it then the plan is to open it up for students and parents. Have to make sure that parents and students know that it is a general plan but not set in stone.

Counselors are well versed in A-G but they are receiving more training to make sure that they are ensuring that students meet the requirements.

### **F.SMC College and Career Access Pathways (CCAP) Agreement Update**

There is both a CCAP Agreement and an MOU, both of which need approval. The agreement allows SMCC to limit enrollment to PCHS students. Under the CCAP agreement this would happen and it would also allow PCHS students priority enrollment in SMCC classes. The MOU was just provided. Difference between Computer Science 3 and AP Computer Science, no prerequisites for the Computer Science 3. The SMCC class is a college credit course that can be taken with you. No AP test to get college credit. Also, the Computer Science 3 class is offered during 7th period so it may fit into some students' schedules whereas the AP class may not (or vice versa). The advantage to taking it here is that you get college credit and high school credit. The CCAP agreement is substantially the same as last year. The MOU is new.

Both items will be brought up for a vote at the next meeting to ensure we allow sufficient time for public comment. No vote will occur presently.

### **G.School Safety Report**

Dave Riccardi reported that PCHS has come a long way from no cameras and much less security on campus. The Raptor System that was just installed allows school to identify sex offenders before they are allowed on campus. Other schools are looking at our school as the leader in these areas. For instance, with film crews the names are submitted ahead of time and then they can be vetted before they arrive. New security guards including a retired police officer. New gates installed. Trying to tighten up the front area where there are no gates. There is a Safety Committee and there are employee trainings, including ALICE training. There are devices to assist getting kids down from the second story if needed.

Additional security and safety items: PCHS has repaired fences/gates including holes in the fence, put in new crosswalks, added stop signs and do not enter signs. Security cameras will allow Operations to see who is violating the rules, including traffic rules. The visitor policy is included in the safety plan and the buddy system has been updated. Teachers and visitors need badges and students need their I.D.s.

Operations is looking at pricing an ornamental fence to protect more of the school and to direct foot traffic toward the front of the school. Visitors without ID or who are identified by the Raptor system as sex offenders can meet with appropriate personnel in the Dolphin Tank if they need to be on campus to attend a meeting.

Ellen Pfahler asked if all teachers are trained in CPR. Not all teachers are; however, all coaches are certified in CPR and Special Education Aides are trained as well.

Ben Makhani asked if there could be a gate on Temescal for the swimmers, due to specific challenges they experience. Dave is looking into possibilities.

L. Woolley made a motion to approve the School Safety Report.

Susan Ackerman seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Leslie Woolley	Aye
Andrew Paris	Absent
Deanna Hamilton	Aye
Robert Rene	Aye
Emilie Larew	Aye
Amanda Campbell	Aye
Ellen Pfahler	Aye
Emily Hirsch	Aye
Dara Williams	Aye
Susan Ackerman	Aye

#### **H.Fiscal Policies and Procedures**

Greg Wood presented information on the numerous fiscal policies and procedures we have in place. They are in the materials. Many of the financial policies are also on the website as well. The procedures concerning the purchasing of goods are included in the materials. These policies and procedures can be regularly reviewed through the Budget & Finance Committee to see if there needs to be any updates. There should always be a way to update policies and procedures if there is a need to modify them. Greg Wood believes that the Budget & Finance Committee can report back to the Board regularly with regard to the policies and procedures.

We do not allow any personal charges on any of the school credit cards.

#### **I.Unaudited Actuals**

Have to get the unaudited actuals by September 15th. The auditors then look at them and will do the audited actuals. Materials with the specific financials were provided with the Board materials.

Net Fund balance is over \$9.9 million - sign of a healthy organization. Some of this balance is associated with fixed assets which are not readily liquid.

2015-2016 Fund Balance addition – \$612,000. Very positive year and will add to our fund balance. Building up the fund balance is important not just to sustain the organization but also to grow the organization. The \$612,000 surplus will offset the \$800,000 deficit from the previous year.

We got a three-year agreement with the teachers and a similar proposal for the classified staff. Since most of the funding comes from the state, we are still dependent upon that and if there is a recession then funding can be effected.

In the \$9.9 million Fund balance, \$5.6 million is Designated for retirement health care.

### **J. Review of Board Retreat and 2016-2017 Schoolwide Goals**

Emilie Larew gave a brief summary of the Board Retreat and the goals agreed upon at that retreat. Those goals are:

Goal 1: PCHS will continue to foster:

- 1) Appropriate types of communication for all stakeholders in order to ensure a respectful, well-informed community
- 2) A sincere consideration of communications
- 3) An understanding of the appropriate avenues of communication

Goal 2: PCHS will continue to ensure that curriculum is aligned vertically and horizontally to ensure student success in all subjects.

Goal 3: PCHS will continue to increase student success through positive classroom climate and increasing student pass rates.

Goal 4: PCHS will foster a positive school climate by continuing to build trust among students, parents, faculty, staff, administrators, and Board members by educating all stakeholders about the needs and concerns of other stakeholder groups, demonstrating respect for all types of diversity, and increasing cohesion, connectedness, and compassion at all levels.

Goal 5: PCHS will identify sources of funding, personalize the fundraising with focused goals and projects, and set measurable short- and long-term goals.

L. Woolley made a motion to approve the 2016-2017 Schoolwide Goals.

Ellen Pfahler seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Amanda Campbell Absent

Leslie Woolley Aye

Susan Ackerman Aye

Deanna Hamilton Aye

Robert Rene Aye

Dara Williams Aye

Emily Hirsch Aye

Ellen Pfahler Aye

Andrew Paris Absent

Emilie Larew Aye

Amanda Campbell left early.

### **K. Administration/Management Board Seat Election Results**

Rocky Montz is the only person who ran and he won.

Board members agreed that he will have to participate in training. He will be required to listen to the audio of the Board Training from this year and participate on a conference call with legal counsel (along with the other 2 new Board Trustees - Emily Hirsch and Andy Paris).

E. Pfahler made a motion to approve seating Rocky Montz in the administration/management Trustee seat and to require legal and governance training as discussed by the Board.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

Dara Williams	Aye
Deanna Hamilton	Aye
Robert Rene	Aye
Emily Hirsch	Aye
Emilie Larew	Aye
Andrew Paris	Absent
Susan Ackerman	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Ellen Pfahler	Aye

**L.Palisades Educational Support Personnel (PESPU) Agreement**

Amy Nguyen presented the PESPU Agreement, which provides for a 3-year contract with raises over 3 years. It also updates the evaluation process, gives the PCHS cafeteria workers more time to prepare the cafeteria for the school year, and defines a new tech position.

Emilie Larew, Amanda Campbell, and Susan Ackerman abstained from the discussion and vote.

**III. Organizational Reports**

**A.Executive Director & Principal**

Stands as submitted. Encouraged everyone to look at the video of the PBS show that discusses high school and featured PCHS faculty, staff, and students. A new assistant for the EDP has been hired and he is present tonight.

**B.Chief Business Officer**

Stands as submitted.

**C.Director of Operations**

Stands as submitted.

**D.Director of Human Resources**

Stands as submitted.

**E.Director of Development**

Mike Rawson spoke about the Tech Equity Campaign. We have raised close to \$30,000, which is 10% of our goal. Raising this much at the outset is a positive indicator of potential for raising more. For campaigns that start out strong in the first week or two, there is a 60% chance that the goal will be achieved. Since the numbers were released last Friday, \$10,000 of the dollars were donated.

Letters written in Spanish will be sent to Spanish speaking families. Next week there will be an email campaign to the alumni, which will be followed up by a social media campaign for the millennial alumni.

Applying for a grant to have more points to pay for lunch because of the length of time it takes to get through the line in the cafeteria; applying for a grant to start Digital Reality and Sports Medicine classes; applying for a grant to the LA 2050 program for transportation. This grant is in conjunction with Paul Revere. Looking at ways to get matching funds.

For the Tech Equity Campaign, the Board members will be provided with materials to forward to request donations. Some additions to the system were suggested including a donor box and additional efforts to reach alumni donors. Need to spread word to the community what we bring to the community.

#### **F.Student Report**

Blood drive coming up - ASB is getting a \$7000 from Red Cross if meet quota; Club day today and tomorrow; Football Fest and Homecoming coming up; Homecoming is at Sky Slide; Student Summit for Student Bill of Rights and Responsibilities so a plan can be developed to disseminate the Bill of Rights.

#### **G.Parent Report**

Nothing to report.

#### **H.Classified Report**

None. Andy Paris absent.

#### **I.Faculty Report**

Sandra Martin wanted the Board to know that she is concerned the Columbia Survey did not give an accurate picture of the school, teachers, or students. Her concerns include that the majority of parents and students who took it are not representative of our student body and very few students of color participated. She wants this issue to be addressed in the next survey.

#### **J.Budget & Finance**

Went over the Brown Act to ensure compliance. Minh Ha Ngo is the chair. Olivia Castro is the vice chair. Looking for more teacher representatives. ASB and Booster Club gave their reports. Next meeting is Monday September 26, 2016 at 3:30

#### **K.Audit Committee**

Auditors will come back at the end of October. Need to coordinate dates for Audit Committee to meet with the Auditors. Once we have the audit timeline we will meet.

**L.Post-Retirement Healthcare Benefits Committee**

Meeting scheduled for September 29th at 4:00 in the conference room in Building A.

**M Academic Accountability Committee**

Discussion of LAUSD's earlier start date. LAUSD is starting a week later next year and an additional week later the following year. Academic Accountability will be looking at various pros and cons of changing the start date.

**N Election Committee**

Covered in the item to seat the new Admin/Management Trustee.

**O.Charter Committee**

Meeting will be scheduled by Chair Dara Williams.

**P.Fundraising Committee**

Covered in the report by Mike Rawson

**Q.Survey Committee**

Discussed in depth by presenters of survey results. No separate report.

**R.Communications Committee**

Meeting to be called but chair Dara Williams is conducting meeting for Post-Retirement Health Care and Charter Meetings first.

**IV. Discussion Items**

**A.Update Board Committee Membership**

Lisa Saxon is now on the Academic Accountability  
Andy Paris is now on the Election Committee  
Andy Paris is now the primary on the Grade Appeal and Rocky Montz is the backup  
There was a discussion as to who is already on the Election Committee

L. Woolley made a motion to approve Lisa Saxon as a member of the Academic Accountability committee.

Susan Ackerman seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

Emilie Larew	Aye
Robert Rene	Aye
Andrew Paris	Absent
Deanna Hamilton	Aye
Leslie Woolley	Aye
Ellen Pfahler	Aye
Amanda Campbell	Absent

Emily Hirsch     Aye  
Susan Ackerman   Aye  
Dara Williams     Aye

### **B.Review & Update of Governing Policies**

Emilie Larew reported that our current governing policy 2.7 requires that, "The Board shall have legal counsel available at all Board meetings, unless regarding a special meeting, as determined by the Board." The Board is not currently following this aspect of the governing policies and the Board officers and Risk Management committee believe an update to this language would be appropriate and fiscally responsible, since legal counsel is not necessary required for every Board meeting.

The proposed updated was:

2.7 The Board shall have legal counsel available at Board meetings when deemed appropriate by the Board's officers, based on the agenda items to be discussed.

R. Rene made a motion to approve the amended governing policy using the proposed language.

Leslie Woolley seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Susan Ackerman   Aye  
Andrew Paris     Absent  
Deanna Hamilton   Aye  
Robert Rene       Aye  
Emilie Larew      Aye  
Dara Williams     Aye  
Leslie Woolley    Aye  
Amanda Campbell   Absent  
Emily Hirsch      Aye  
Ellen Pfahler     Aye

### **C.Multi-Year Budget Plan Development**

Discussion that there should be a multi-year plan for financial stability and the ability to plan ahead for expenditures.

E. Pfahler made a motion to task the Budget and Finance Committee with developing recommendations for a multi-year school budget.

Emily Hirsch seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Amanda Campbell   Absent  
Dara Williams      Aye  
Andrew Paris      Absent  
Ellen Pfahler      Aye  
Robert Rene        Aye  
Emily Hirsch       Aye  
Leslie Woolley     Aye  
Deanna Hamilton    Aye  
Emilie Larew       Aye  
Susan Ackerman     Aye

### **D.Educator Effectiveness Grant Budget**

Tabled.

## **E.Board Support with Compliance & Progress Monitoring through Board on Track**

Video presentation from Board on Track. Emilie Larew discussed how this helps continuity with a system that keeps track of all the documents and all archived materials. Provides assistance with logistics of postings including agendas, materials, and minutes; tracking progress toward goals; additional training/support through Governance Coach.

## **V. Consent Agenda**

### **A.Approval of Field Trips**

D. Williams made a motion to pass the consent agenda.  
Leslie Woolley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

Andrew Paris	Absent
Deanna Hamilton	Aye
Amanda Campbell	Absent
Emily Hirsch	Aye
Emilie Larew	Aye
Susan Ackerman	Aye
Ellen Pfahler	Aye
Dara Williams	Aye
Leslie Woolley	Aye
Robert Rene	Aye

### **B.Approval of Reimbursements for the Executive Director / Principal**

See above.

## **VI. New Business / Announcements**

### **A.Announcements**

California Charter Schools Association Conference is March 20th to 23rd in Sacramento. Trustees should start thinking about whether they are interested in attending so that appropriate tickets, accommodations, etc. can be planned.

### **B.Agenda Requests**

Robert Rene spoke with Mark Epstein about a Board resolution to have department heads come to report on academic progress, including data so that we can start a dialogue for improvement. He is interested in looking into this further to add to a future agenda.

Robert Rene expressed that it is particularly difficult for the top leadership to be evaluated on a yearly basis and would like to review the frequency of the Executive Director / Principal's evaluation cycle on a future agenda.

Robert Rene spoke with Mark Epstein about a Board resolution to have department heads come to report on academic progress, including data so that we can start a dialogue for improvement. He is interested in looking into this further to add to a future agenda.



Robert Rene expressed that it is particularly difficult for the top leadership to be evaluated on a yearly basis and would like to address the frequency of the Executive Director / Principal's evaluation on a future agenda.

**C.Board Chair to Announce Items for Closed Session**

No Closed Session Items.

**VII. Closed Session**

**A.No Closed Session Items**

None

**VIII. Closing Items**

**A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:11 PM.

Respectfully Submitted,  
Emilie Larew

DRAFT



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday October 18, 2016 at 5:15 PM

#### **Location**

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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#### *REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY*

*Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.*

#### *SUPPORTING DOCUMENTATION*

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#### **Board Members Present**

Amanda Campbell, Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Emily Hirsch, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

#### **Board Members Absent**

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## **Ex-Officio Members Present**

Pam Magee

## **Non Voting Members Present**

Pam Magee

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### **I. Opening Items**

#### **A.Record Attendance and Guests**

Robert Rene arrived at 5:47 p.m.

Welcomed Rocky Montz to his first meeting as as Trustee.

#### **B.Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Oct 18, 2016 @ 5:17 PM at Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272.

#### **C.Public Comment**

Public Comment by Jack Allen

1) Concerned about the number of Schoology emails he receives. Complaint is that he has to open the email to find out what it is about and many are irrelevant. He doesn't want to receive so many emails.

2) Complaint about enormous amount of time students required to put in to the play Spamalot. Four to six hours a day for a number of months is too much. His grandson came home around 9:30 each night and he didn't have time to study and his grades suffered. Mr. Allen stated that the school does not ask this much of the athletes. He thinks that 2 hours a day on a school day and 4 hours on a performance day should be the maximum.

#### **D.Approve Minutes**

E. Pfahler made a motion to approve minutes from the Board Meeting on 08-23-16.

Leslie Woolley seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

Ellen Pfahler	Aye
Amanda Campbell	Aye
Emily Hirsch	Absent
Andrew Paris	Aye
Susan Ackerman	Aye
Leslie Woolley	Aye
Rocky Montz	Abstain
Deanna Hamilton	Aye
Robert Rene	Aye
Emilie Larew	Aye
Dara Williams	Aye

#### **E.Approve Minutes**

E. Pfahler made a motion to approve minutes from the Other on 08-27-16.

Susan Ackerman seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Amanda Campbell	Aye
Rocky Montz	Abstain
Andrew Paris	Aye
Dara Williams	Aye
Leslie Woolley	Aye
Robert Rene	Aye
Deanna Hamilton	Aye
Susan Ackerman	Aye
Ellen Pfahler	Aye
Emily Hirsch	Absent
Emilie Larew	Aye

**F.Approve Minutes**

Tabled.

**II. Academic Excellence**

**A.College Center Update**

Ruth Grubb presented information about the College Center and our recent graduates. GPA's have risen without a corresponding rise in SAT scores. Approximately 175 students are doing some sort of early application presently. There are more and more early applications available every year and more colleges pushing the kids to apply by an early priority deadline. FAFSA opened earlier this year as well. Some out of state schools opened their applications as early as July and some of these schools will actually send out acceptances at the beginning of senior year. U.S. colleges are becoming more international, making admissions more competitive. Changing the school calendar to start later in August or after Labor Day would be a problem for these early applications as well as regular applications. Huge increase in the number of students taking AP exams and it is difficult to find the the physical space to administer the exam. Last year PCHS had to buy and rent tables in order to administer the exams. Fewer students took the PSAT than last year, perhaps because so many students took the PSAT last year when it was offered during the school day instead of on a Saturday. There may be other potential factors as well - sporting conflicts, AP readiness, more students taking the ACT. Robert Rene asked about the cost of taking the PSAT. There is a fee waiver for juniors. We could consider a fee waiver for sophomores who are on the lunch program. Ms. Grubb reported were not many queries about fee waivers.

Statistics for admittance to USC, UCLA, UCB, and CSUN were shared. 97% of graduations attend a two-year or four- year college. Ben Makhani brought up that many of his friends are opting out of the competitive environment and opting to go to a community college first. Members noted that boys are not doing "as well" as girls and would be interested in determined why this may be the case.

From the College Center's perspective, it is much better to have the fall semester completed prior to the winter break in order to get the fall semester grades out to prospective schools in a timely matter. Approximately 1/3 of Pali students are enrolled in one or more AP classes. For AP classes, an earlier start date is more beneficial in terms of having more time to learn the material before the exam date and it also limits class time after the exam dates that may not be as productive. Robert Rene asked about what advice would she give the Academic Accountability Committee to improve things for the students. The significant increase in student stress over recent years is noticeable. The balance between

academics and getting a good night's sleep is important. Informing the parents about thinking outside the box about where the students should go. Not always best for the students to try to get into the exclusive schools, should consider all options.

**B.Presentation By the Academic Accountability Committee - CAASPP Score Comparisons**

The Academic Accountability Committee was unable to meet to prepare the presentation due to lack of a quorum. Monica Iannessa presented the data for "exceeded" and "met" standards for PCHS and other schools in the area.

Reviewed some comparison to other schools in the area. Ms. Iannessa reported the school is looking at different possibilities to create incentive for students to take it seriously such as potentially putting scores on transcript. Dara Williams felt that this might not be helpful and may ultimately put more stress on the students who are already the most stressed out. Targets for this year are 83-85% in ELA and 58-60% in Math.

**C.Santa Monica College (SMC) College and Career Access Pathways (CCAP) Agreement Update**

SMC Career and Career Access Pathways (CCAP) agreement update and Dual Enrollment MOU were reviewed. This was a follow up from the meeting last month.

L. Woolley made a motion to Approve the SMC CCAP Agreement Update and Dual Enrollment MOU.

Emily Hirsch seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Emilie Larew	Aye
Deanna Hamilton	Aye
Amanda Campbell	Aye
Dara Williams	Aye
Emily Hirsch	Aye
Leslie Woolley	Aye
Andrew Paris	Aye
Susan Ackerman	Aye
Ellen Pfahler	Aye
Robert Rene	Abstain
Rocky Montz	Aye

**D2016-17 Schoolwide Goals - Progress Tracking Metrics & Measurable Outcomes**

Dr. Magee presented the schoolwide goals with information on how they will be measured and tracked. This information was also distributed to the faculty today. Much work has already been done to achieve these goals. Working with student senate/ASB to engage students. Bigger challenge is parent engagement - letting them know but also involving the parents in reaching the goals.

The vote was tabled until next month.

**III. Finance**

**A.2016-17 Educator Effectiveness Grant Budget**

PCHS received monies last year for the Educator Effectiveness Grant. We have to spend the money by the 2017-2018 school year. Disseminated some funds to teachers. Looked at the spending from the Academic Achievement Team and then took it to the Curriculum Counsel and the Budget Committee to ultimately decide the needs of the faculty in determining the plan. The funds must be used or will be lost.

E. Pfahler made a motion to Approve the Educator Effectiveness Grant Budget. Robert Rene seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Dara Williams Aye  
Ellen Pfahler Aye  
Emilie Larew Abstain  
Rocky Montz Abstain  
Amanda Campbell Abstain  
Emily Hirsch Absent  
Leslie Woolley Aye  
Susan Ackerman Abstain  
Robert Rene Aye  
Andrew Paris Abstain  
Deanna Hamilton Aye  
Emily Hirsch left early.

**B.2016-17 Prop. 30 Education Protection Act (EPA) Budget**

Funding for schools through increased sales taxes and increased taxes to high income individuals. Requirement that PCHS shows how the funds are to be used. Budget & Finance recommended approving this budget. PCHS will receive \$4,333,866. There are limits on what the funds can be used for. The funds are set to expire in 2018. Prop 55 would extend it to 2030 if it passes, so we will know more in November.

D. Williams made a motion to Approve the budget for Prop 30 funds. Deanna Hamilton seconded the motion. The board **VOTED** to approve the motion.

**Roll Call**

Susan Ackerman Abstain  
Deanna Hamilton Aye  
Emily Hirsch Absent  
Ellen Pfahler Aye  
Emilie Larew Abstain  
Dara Williams Aye  
Andrew Paris Abstain  
Rocky Montz Abstain  
Leslie Woolley Aye  
Robert Rene Aye  
Amanda Campbell Abstain

**C.Change in Bank for Depository & Credit Card Relationship**

After paying off Bank of the West Loan we have the flexibility to change banking relationship. Bank of the West does not have the best service and their fees are higher than some others. Greg Wood and Arleta explored other banking relationships with a variety of banks. There are offers from two banks, Cathay Bank and California Credit Union. Mr. Wood thinks that they are both good, but there may be some intangibles that would suggest one would be better than the other. He would like more time to investigate possibilities further before making

a recommendation. Ellen Pfahler asked whether there is a preference for having a branch nearby, but Mr. Wood is of the opinion that with on-line banking, armored car service, and other services available that this isn't necessary.

The vote was tabled until next month to allow time to gather more information.

#### **IV. Governance**

##### **A.Update Regarding Adoption of Board On Track**

Board on Track has been adopted. Board members need to accept the invitation and get their account set up. There is a learning curve and we are working out the kinks with some of the logistics of using it. Board committees can use it as well if we choose to do so. It will allow to track who has certain skills, which may help us determine what skills we need to look for in new board members that may be lacking. This could be helpful with Board elections and determining who may be a good match for our needs. We have only had it for two weeks, so we are in the early stages still.

##### **B.Annual Charter Office Oversight Visit Information Including Governance and Compliance Monitoring**

Last year's results are included in the materials, the blank one is for this year. Includes Board compliance as well as other aspects of school operations. Conflict of interest is something that is actively looked at, so it is important to be aware of this especially given that there are employees on the board.

The Oversight visit generally occurs over the course of a couple of days. The Administration has generally completed the information necessary to present to the Charter School Division for the oversight visit. The information required is voluminous. Greg Wood attended a Charter Association Regional meeting and these oversight visits came up as a topic. There is a hope for consistency in the reviews but there is a feeling that sometimes it depends on who conducts the visit. CCSA is trying to help ensure consistency.

Amanda Campbell left early.

##### **C.Approval of Charter Office Compliance Monitoring Checklist**

Tabled.

##### **D.Resolution Establishing Responsibilities of Post-Retirement Health Care Benefits Advisory Committee**

Resolutions presented as contained in the materials.

D. Williams made a motion to Approve the Resolution Establishing the Responsibilities of Post-Retirement Health Care Benefits Advisory Committee.

Ellen Pfahler seconded the motion.

The board **VOTED** to approve the motion.

##### **Roll Call**

Robert Rene	Aye
Emilie Larew	Abstain
Ellen Pfahler	Aye
Emily Hirsch	Absent
Leslie Woolley	Aye
Dara Williams	Aye
Andrew Paris	Abstain

Amanda Campbell Abstain  
Rocky Montz Abstain  
Deanna Hamilton Aye  
Susan Ackerman Abstain

### **E.Approval Of Updated Membership for Board Committees**

D. Williams made a motion to Approve the Post-Retirement Committee Members - Dara Williams, Rick Steil, Susan Frank, Ellen Pfahler, Steve Klima, Karen Perkins, Paul Mittelbach, Sherrie Martin and Sophia Chock.

Ellen Pfahler seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Emily Hirsch Absent  
Leslie Woolley Aye  
Amanda Campbell Abstain  
Dara Williams Aye  
Susan Ackerman Abstain  
Emilie Larew Abstain  
Robert Rene Aye  
Ellen Pfahler Aye  
Andrew Paris Abstain  
Deanna Hamilton Aye

## **V. Executive Director/Principal (EDP) Support And Evaluation**

### **A.Update Regarding Information Gathering on Evaluation Cycles for School Leaders**

Robert Rene had contact with a preeminent search firm about the frequency of School EDP evaluation's. After the first year evaluation, most schools do an evaluation every three to five years. Robert Rene was going to go to the Academic Accountability but Leslie Woolley felt that seem like the correct committee. Dara Williams suggested this might be better addressed by the Evaluation Committee.

There may be governance documents that address this and it is addressed by the oversight committee in their annual review, so it is important to ensure any changes comply with our Charter, governing policies, and oversight requirements.

Leslie Woolley will find materials related to this and the non-employee members will schedule an evaluation committee meeting.

## **VI. Facility**

### **A.Facilities Study - GKK Architects**

Dave Riccardi presented along with GKK. Looking at possible ways expand and improve the school facilities. Presentation about where we might like to see the school in a few years. Looking at potential of the facilities and legal requirements. Transforming some of the facilities to 21st Century STEM classrooms would benefit students. The architectural firm is currently working with Venice High School on an \$85 million facilities project. They looked at existing campus and how we might be able to add 800 students to the campus in addition to looking at funding possibilities. (All theoretical possibilities at this point as our Charter contains specific information on student enrollment numbers.) They have already started working with LAUSD on installing air conditioning for the gym. They



displayed a map of existing site conditions and how rooms and buildings are currently being used. Based on current codes (not on actual usage), PCHS is undersized for multipurpose spaces, the lunch shelter area is oversized, and the library is undersized. Possibilities presented were based on thinking about how to reorganize learning nodes for better teacher and student collaboration, improving visibility, ease of access, flow, and for faculty/staff to be able to observe all parts of campus. Considered the visual for when the public enters the campus, but also at security for an open campus like ours. Ways to enhance natural lighting as well as ways to accommodate technology to enhance student learning were included. A chart of with capacity information was presented. PCHS is undersized by 6 classrooms. Enhancements could possibly include tennis courts and softball field. To accommodate additional students there would need to be 29 additional classrooms. Necessary square footage data was presented as well as the square footage PCHS would gain by utilizing the space currently occupied by the bungalows. Three different planning options were presented. One possibility looked at having more green space, a park-like setting that is nature focused along with enhancing athletic space. Another possibility for improving utilization of space is underground parking below buildings and enlarging the green spaces at the back of the school behind where the quad is now. In the third potential presented there would also be underground parking. A Visual and Performing Arts (VAPA) building was included in each, with different possible locations on campus.

Potential Funding Prop 51 is on the November Ballot, which has \$500 million available for charter schools. Usually it is a 50/50 match, meaning that the charter has to come up with 50% of the cost. Normally it is a four-year time frame. Overcrowded schools get priority, but there are other factors as to what schools received priority. Each school is placed on a list of unfunded projects. There would likely be some funding for planning. Any building over 25 years old is eligible for funding for upgrades. LAUSD may come up with a match for funds for an augmentation grant, which would reduce the amount that PCHS would have to come up with to meet its 50% match of funds. There are also other possible funding sources -- seismic upgrade funds, CTE grants. They would calculate how much funding PCHS could get in order to calculate what amount of a loan we would need. Ellen Pfahler brought up the reduction of parking spaces. PCHS does have more than the number of spaces required but all the plans anticipate maintaining the current number of parking spaces because in fact most of the parking is routinely used. Anticipate the process would take four to five years. Any major construction would be completed in phased so that current spaces can be used in the interim. Options for having more of a green facility are available, such as solar. The cost of that was looked at and also compared to the potential savings over the long term. Some of the funding would be set aside for overages and unexpected costs. Dr. Magee spoke about the lack of space on campus, which was the impetus for this facilities assessment. There will be priorities based upon the priorities set by the school. Now the plan is to work on ways to access these funds.

This is very early in the process and no decisions have been made about what would change or how. Stakeholder input would be sought prior to making such a significant decision that impacts the whole campus community.

## **VII. Organizational Reports**

### **A.Executive Director / Principal (EDP) Report**

Stands as submitted. Tonight at LAUSD Board meeting they are discussing charter schools, including possible move to proceed with acting for the revocation of El Camino's Charter. Important for charter schools that parents voices are being heard and school's voices are being heard. There is a committee of LA

charter schools that has formed an Advocacy Council. The group wrote a letter to LAUSD. The letter was presented to the Board.

Ambassadors program - many students applied, with many very qualified candidates.

From last year's oversight report, we have taken into the consideration those items on which the committee wanted to see improvement. Some of them are incorporated into our goals.

### **B.Chief Business Officer (CBO) Report**

Stands as submitted. He notes that there are two open positions at LAUSD that will directly impact PCHS:

- 1) Charter Operated Programs (COP) SELPA director
- 2) Charter School Division Director of Finance has just retired and that position has not been filled.

### **C.Director of Operations Report**

No report - see facilities presentation item.

### **D.Human Resources Director (HR) Report**

Stands as submitted. Trying to recruit teachers for next year. Paternity and maternity leave for classified being updated based on change in the law.

### **E.Director of Development Report**

Video regarding campaign was projected. Digital education is marching forward and we cannot ignore this. \$58,592 raised to date. The campaign has been extended to the end of the month.

Asking for a grant to national School Lunch Program Equipment Assistance to increase point of service of school lunch.

Seeking funds for CTE Grant, while complying with current requirements  
Making Future Grand for after school and summer program for STEAM workshop

Grant for Tech Equity for Ahmanson Foundation  
Would like contacts at the Eli Broad Foundation  
Faculty has generated almost \$1000 and the faculty goal was \$1200.

Robert Rene suggested contacting the Getty.

### **F.Student Report**

Homecoming spirit week; Homecoming at Sky Slide; Only have 100 tickets left  
Student Summit to discuss the student bill of rights - November 14th focus on getting bill of rights into the hands of the students

### **G.Parent Report**

Parent contacted Dara Williams regarding school calendar  
May want to consider setting up something for parents to be able to have input  
Robert Rene brought up that parents have been contacting him about academics  
Important to note that we now how have stretch targets for the CAASPP that will  
make parents satisfied that progress is being made

Ellen Pfahler made a motion to extend the meeting for 30 minutes.  
Andy Paris seconded

### **H.Classified Staff Report**

No classified staff report

### **I.Faculty Report**

No faculty report

## **VIII. Board Committees (Stakeholder Board Level Committees)**

### **A.Budget and Finance Committee Report**

Discussed in Greg Wood's reports relating to the finance items that were  
approved.

### **B.Academic Accountability Committee Report**

Susan stepped down as the chair and Lisa stepped down as the secretary.  
Did not have a quorum for the last meeting.  
New chair will be elected at the next meeting.

### **C.Charter Committee**

Will set up in early December.  
New members should indicate what committees they would like to be on. We do  
need participation because there are many committees that need participation.

### **D.Election Committee**

Nothing to report

### **E.Post-Retirement Healthcare Benefits Committee**

Other than the resolution and approval of the members as previously discussed,  
nothing new to report.

## **IX. Board Committees (Board Members Only)**

### **A.Audit Committee**

Meeting will take place soon.

### **B.Fundraising Committee**

Nothing to report.

**C.Survey Committee**

Nothing to report

**D.Communications Committee**

November meeting will be scheduled.

**X. Consent Agenda**

**A.Approval of reimbursements for Executive Director / Principal**

No items on the Consent Agenda

**B.Approval of Field Trips**

No items on the Consent Agenda

**XI. New Business / Announcements**

**A.Board Chair to announce items for closed session, if any.**

Dara Williams requested that there be an agenda item at the next meeting to discuss non-school sponsored field trips.

**XII. Open Session**

**A.Return to Open Session**

No Closed Session.

**B.Report Out on Action Taken In Closed Session, If Any.**

N/A

**XIII. Closing Items**

**A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 PM.

Respectfully Submitted,  
Emilie Larew

DRAFT



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday November 15, 2016 at 5:00 PM

#### **Location**

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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#### *REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY*

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#### **Board Members Present**

Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Emily Hirsch, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

#### **Board Members Absent**

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Amanda Campbell

**Ex-Officio Members Present**

Pam Magee

**Non Voting Members Present**

Pam Magee

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**I. Opening Items**

**A.Record Attendance and Guests**

Deanna arrived at 5:17pm

Robert arrived at 5:36pm

**B.Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Nov 15, 2016 @ 5:12 PM at Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272.

**C.Public Comment**

No public comments

**D.Approve Minutes**

The drafts of the minutes were not in the materials posted online. Vote to approve will be deferred to next regularly scheduled Board meeting to ensure everyone has sufficient time to review.

**E.Approve Minutes**

See above.

**II. Executive Director/Principal (EDP) Support And Evaluation**

**A.Presentation: Evaluation Cycle & Process for Executive Director/Principal Evaluation**

Former Board Chair and Board Vice Chair Allison Holdorff Polhill presented a PowerPoint with information on the history of the evaluation process.

Dr. Magee was hired five and a half years ago. There needed to be a mechanism in place to evaluate the EDP.

[Unanimous approval to extend the meeting for 30 minutes.]

Evaluation rubric has 20 categories and there are subcategories as well (see materials).

Question by Dara Williams as to whether LAUSD requires us to do a yearly evaluation.

Robert Rene indicates that from his questioning other schools and a search firm that the type of exhaustive evaluation that we do is not done on a yearly basis.

Charter language does require yearly evaluation, but not necessarily to the extent of our evaluation.

The language in our Charter requires some type of evaluation but it is not specific. We could change the process if deemed appropriate. The evaluation committee could come up with a recommendation that we change the evaluation but any changes to the process would have to be discussed in an open board meeting and voted on by the non-interested parties.

Evaluation committee can meet and have further discussions on this and then bring the resolution and discussion to the Board.

### **III. Academic Excellence**

#### **AAcademic Accountability Committee - Preliminary School Calendar Possibilities for 2017-18 & Beyond**

Academic Accountability Committee developed a list of pros and cons for potential start dates including August 8th, 15th, and 22nd.

The Leadership students support an earlier start date. Allows them to take summer classes at community college and to seek summer jobs. The balancing of the semesters is also an important factor. For semester courses it impacts them significantly because the first semester would be shorter if we want to finish prior to winter break.

LAUSD is moving their start date to August 22nd next year and August 28th the following year. The Academic Accountability Committee noted that none of the reasons stated for the change in the LAUSD Board resolution were based on academic factors or support student academic achievement.

Earlier start date: Pro - more instructional time for AP classes and 1/3 of students are participating in AP courses. Cons were discussed too. Families who plan vacations. Hotter in August than in June. Not aligned with LAUSD calendar.

Also discussed the pros of starting later: Impact on ADA for a shorter Thanksgiving if only have 3 days off as LAUSD is doing  
Straw poll for teachers and Leadership students regarding winter break. Most seemed to favor 3 week winter break and a 1 week winter break. Discussion about adding a day or two onto spring break indicated most in favor of the extra time while not having a significantly different impact on academics and school end date. Free and reduced lunch could be a problem for students who do not have access to the program for 3 weeks. LAUSD is moving to 2 week winter break to lengthen the first semester.

Draft survey included in the materials was discussed at length. Resources used in the AA Committees discussions included survey results from last year, LAUSD resolutions and decisions, school calendar for other independent charters and a variety of school districts, information from the College Center, information about CIF schedules, and more. All were used in developing the pros and cons.

Based on academic factors, the AA Committee believes a start date in early August is in the best interest of the students. A mid-August start date (our current calendar) is not ideal, but much better than a later start. The committee did not believe aligning with LAUSD's later start dates was academically in the best interest of the PCHS student population. There was ultimately no serious discussion of considering start date after Labor Day due to multiple negative impacts on our students with both college and career. The committee's consensus was to recommend that the first semester should end before winter break. Most members felt the best choice for students is really between the earlier start date and the current start date. Also, members strongly felt that financially and for other reasons having the full week off Thanksgiving is very important.

There was clear consensus among Board members that the first semester should end before winter break.

There was an extensive and lively Board discussion about what the stakeholder survey should include.

Survey is to get feedback and is not binding, just to get important stakeholder input. Getting the stakeholder input is important for our school culture. The importance of making it clear that we are gathering input on preferences, not voting. Would like the stakeholder sent out and get it back by the December meeting if at all possible. This would allow for additional discussion and public comment at the December meeting and then vote at the January meeting after stakeholders have had an extended period of time to provide feedback.

The Board consensus was that the survey should be more concise.

R. Rene made a motion to Approve the School Start Date Survey as modified by the Academic Accountability Committee and giving the Dr. Magee the final ability to modify the survey prior to sending out.

Susan Ackerman seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Andrew Paris	Aye
Robert Rene	Aye
Ellen Pfahler	Aye
Dara Williams	Aye
Rocky Montz	Aye
Emily Hirsch	Aye
Susan Ackerman	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Deanna Hamilton	Aye
Emilie Larew	Aye

**B. Technology Update on Chromebook Rollout & Access**

Donna Mandosa shared that Pali has loaned out about 520 Chromebooks, most to 9th graders but there are extras so some have been loaned out to other students - primarily seniors who need them for college essays and applications. The Chromebooks that we have on hand will be used by putting them on Chromebook carts.

[Deanna Hamilton arrived at 5:17. ]

Daily average about 720 users of chromebooks, this includes the Chromebooks on the carts. 1800 users of various apps on the google platform. No set timeframe right now for when we will be purchasing additional Chromebooks with funds raised from the Tech Equity campaign.

Deanna Hamilton arrived late.

**C. 2016-17 Schoolwide Goals - Progress Tracking Metrics & Measurable Outcomes**

Robert Rene arrived late.

[Robert Rene arrived at 5:36 p.m.]

Dr. Magee went over the Goals with a powerpoint presentation.

Goal 1: Communications



Communications have improved tremendously. Working together to achieve this goals and teachers are very involved. A new website is being built out to improve in this area. It should be completed shortly

Goal 2:Horizontal and Vertical Alignment

PLCs are looking at data involving student progress and are working on implementing this goal.

Goal 3: Positive climate for students and increasing student pass rates

Developing school wide grading policy that ultimately will be brought to the Board for approval.

Metrics and Measures for Goals 2 and 3

LCAP goal is to achieve a 3% increase in grades across all departments.

Different metrics and measures are being looked at to make sure everything is aligned.

Some metrics and measures involved are Smarter Balance assessments and college entrance English assessment

Goal 4: Positive School Climate for all stakeholders with concerns for diversity, cohesion, connectedness, and compassion on all levels.

The recent election has actually opened up discussion on this even more - emphasizing that Pal is a safe haven for all.

Goal 5: Sources of funding to be able to fund projects to support PCHS goals.

Tech Equity Campaign and grants are moving forward to support this goal as reported by Mike Rawson.

## IV. Finance

### A.Change in Bank for Depository & Credit Card Relationship

Both banks that presented proposals to us were good proposals. Cathay and California Credit Union.

Cathay has ultimately offered us a better package. Cathay has well developed on-line banking. About a \$600 savings with Cathay Bank

Also the ASB accounts will earn interest. Importance of intangibles related to customer service, etc. as well as costs. Recommendation is that Board adopt Cathay as our deposit bank and credit card issuer.

To avoid any potential conflict of interest, interested members recused themselves.

R. Rene made a motion to Approve Cathay Bank as the PCHS bank for deposits and issuer of our credit.

Ellen Pfahler seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

Emilie Larew	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Ellen Pfahler	Aye
Andrew Paris	Aye
Susan Ackerman	Aye
Deanna Hamilton	Aye

Dara Williams	Aye
Emily Hirsch	Aye
Robert Rene	Aye
Rocky Montz	Aye

### **B. Actuarial Report for Post-Retirement Healthcare Benefits**

Process for report initiated by Greg Wood and Amy Nguyen. Nyart is the company. We started with a different company and then it was acquired by Nyart. This report is done every two years.

Marilyn Jones from Nyhart attended the meeting by phone and presented the information.

Prima is to meet the county requirement that you accrue this liability on the financial statement while the person is working and post-retirement. There should be sufficient assets in trust to pay for these benefits and to determine how much of a contribution has to be made in order to meet these responsibilities.

111 current employees eligible

22 currently receiving benefits

\$20.4 million is the amount needed for future benefits. Only a portion of this liability is accrued because not all employees have met the requirements to be eligible. Details about the amount accruing each year is included in the report. Compared that accrued liability of \$14.8 million to the amount of funds available with a necessary adjustment a total of just over \$16 million as an accrued liability as of July 2016.

We have approximately \$5.9 million in assets. So, we have about 37% of the funds necessary to meet the liability. Page 10 of the report has the funding analysis to show what would need to be contributed to adequately fund this liability. With regard to funding, it's also important to consider how fast we want to satisfy the unfunded liability. At some point the liability will go down because we have a closed group since newer employees are not presently eligible and eventually there will be less retirees whose health care plans we have to pay.

A spectrum of rates of return are included in the report to see the possibilities of the funds available depending on the rate of return.

We may do better as a result of the rate of return, which would reduce the amount we have to fund. The challenge of the organization is how to fund this or are there other options that we can develop to meet our obligation in other ways that will satisfy those who are entitled to this benefit.

To avoid any potential conflict of interest, all interested members recused themselves.

E. Pfahler made a motion to Approve the Nyhart Actuarial Report.

Deanna Hamilton seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Deanna Hamilton	Aye
Susan Ackerman	Abstain
Robert Rene	Aye
Amanda Campbell	Absent
Dara Williams	Aye
Emily Hirsch	Aye

Rocky Montz	Abstain
Andrew Paris	Abstain
Ellen Pfahler	Aye
Emilie Larew	Abstain
Leslie Woolley	Aye

### **C.Accounting Procedures Update**

Budget and Finance committee is providing feedback on various accounting procedures. There will be an effort to go through different policies and procedures to review them and bring them to the Board for approval.

Greg Wood reported that he would like the Board to see any transactions done on the PCHS credit card for transparency purposes. The amount of the charge, who made the charge, and the purpose of the charge. Then this would be included in the Board minutes for transparency purposes. It would be included in the CBO monthly report. Monthly amount on the card varies. The credit card information included in the materials today is an amount that is higher than the typical monthly amount on the card. For some months there are unusual expenses, so it will vary based on need.

Form for the conference request has been updated. Need to develop forms for certain things, such as per diem allowances. For instance different conferences may have different rules about what the school will pay for so that way teachers will know what they can expect will be reimbursed. Ellen Pfahler suggested that the policies be part of the form so everyone who needs to fill out the form has the policies as well.

## **V. Governance**

### **A.Form 700 For New Trustees**

Form 700 for New Trustees. This is a state requirement and an authorizer requirement. For most board members this is fairly straightforward. For employees there is a separate form because the employees receive a salary from PCHS. Some types of financial interests must be disclosed. For returning members we will fill them out again in January because it is an annual requirement.

It also has to be done when leaving the Board.

Assistance is available from Greg Wood and access to our legal counsel can be provided for complex cases.

### **B.Ensuring Brown Act Compliance For Grade Appeal Committee**

Grade appeals need to be agendaized as a closed session item. The Grade Appeal Committee needs to begin posting agendas and meeting all Brown Act requirements for compliance.

### **C.Role of Board Committees and Review of Whether All Committees Still Needed**

The Board has a large number of committees and we need to make ensure that we only have the committees that we need to accomplish specific purposes. Committees that aren't productive or that don't have a specific purpose should be disbanded.

We need to have a reasonable number of committees so we don't completely overwhelm our members with committee participation requirements. We still need to add some members to some of the committees.

Since we have a director of development, fundraising could be an administrative function. Now that we have a fundraising policy in place, which was a board function, there may no longer necessary to have this committee.

The communication committee and fundraising committee are no longer serving the purpose for which they were created. They do not appear to be needed presently.

D. Williams made a motion to Disband the Communications Committee.  
Susan Ackerman seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Amanda Campbell Absent  
Leslie Woolley Aye  
Rocky Montz Aye  
Robert Rene Aye  
Ellen Pfahler Aye  
Emilie Larew Aye  
Andrew Paris Aye  
Deanna Hamilton Aye  
Dara Williams Aye  
Susan Ackerman Aye  
Emily Hirsch Aye

L. Woolley made a motion to Disband the Fundraising Committee.  
Deanna Hamilton seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Leslie Woolley Aye  
Emily Hirsch Aye  
Emilie Larew Aye  
Rocky Montz Aye  
Susan Ackerman Aye  
Amanda Campbell Absent  
Andrew Paris Aye  
Robert Rene Aye  
Ellen Pfahler Aye  
Dara Williams Aye  
Deanna Hamilton Aye

**D.Update Regarding Board On Track**

We are experiencing some logistical challenges, but expect to have the ones with the minutes worked out in time for the next meeting.

**E.Approval Of Updated Membership for Board Committees**

Approval for additions to committees as follows:

Nancy Fracchiolla on Budget & Finance

Paul Mittelbach for Academic Accountability

Paul Mittelbach and Linda Ello-Kay for Post Retirement Healthcare

We would like to have an employee who is not eligible for the retirement healthcare to be on the committee. Members will be sought.

L. Woolley made a motion to Approve the addition of Nancy Fracchiolla to the Budget and Finance Committee, Paul Mittelbach to the Academic Accountability and the Post Retiree Health Care Benefits Committee, and Linda Ello-Kay to the Post Retiree Health Care Benefits Committee.

Andrew Paris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Emilie Larew	Aye
Susan Ackerman	Aye
Ellen Pfahler	Aye
Emily Hirsch	Aye
Rocky Montz	Aye
Andrew Paris	Aye
Dara Williams	Aye
Robert Rene	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Deanna Hamilton	Aye

## **VI. Other**

### **A.Non-School Sponsored Field Trip Policies & Procedures**

The attorneys are helping to develop a policy for non-school sponsored field trips, including rules about what type of planning and discussions about the trip can occur during school hours or on school property. Once a policy is developed it will be brought before the Board.

Dara Williams noted that the World Strides field trip on the Consent Agenda for approval indicated that World Strides does have liability insurance that should protect the school and the board from any liability. Ms. Williams also reported that she went to the Explorica website and they too have insurance that protects the school and school board from liability. Ellen Pfahler wondered whether teachers would be considered as working for the tour operator since their trips are paid for or whether there would there be a possibility of a workers compensation claim if the teacher were injured on the trip.

## **VII. Organizational Reports**

### **A.Executive Director / Principal (EDP) Report**

Report stands as submitted. As an addition, the administration wants to make sure to create a safe space in light the results of the recent elections and of some of the policies that the President-Elect has indicated he will enact or repeal. LAUSD will likely make schools a safe haven. Many students are very afraid for themselves and for their parents and families.

### **B.Chief Business Officer (CBO) Report**

Stands as submitted.

### **C.Director of Operations Report**

Stands as submitted.

Leslie Wooley asked about about the VFD. Mr. Riccardi stated that the VFD resulted in about a \$14,000 refund from LAUSD.

Susan Ackerman asked about installing solar. This is actually under review. Met with Steve Engleman about the possibility of the J buildings as a start, but LAUSD

would definitely want to weigh in and would have the right to weigh in. Ellen and Dara brought up the Tesla tiles.  
Female students are happy about the Dyson hand dryers in the girls' restrooms.

Rocky brought up the track that needs to be replaced.

Emilie noted that those interested in further participation in the discussions and process should consider attending the LTSP Facilities committee meetings where these items are regularly discussed.

#### **D.Human Resources Director (HR) Report**

Quotes went out for timekeeping program - cuts down on mistakes.

ADP is already being used so Workforce now is just a supplement. The other quote is for a new system.

Affordable Care Act reporting has to be turned in. A quote is being sought to have this report done.

Remainder of the report stands as submitted.

#### **E.Director of Development Report**

Tech equity campaign ended on October 20th. It raised \$70,599.21, which covers about 212 chromebooks.

100% of faculty supported Tech Equity Campaign. The Tech Equity Campaign Report is attached as part of the materials. It lists participation by zip code and also by grade level. Many donors have not previously contributed to the school.

Grant Development News/Updates:

6 grants have been submitted and another is in the process of being submitted.

One is for school lunch funding, the remaining 5 are for Tech Equity.

The one that is in the process of being prepared will either be for Tech Equity or Special Education.

Feeder schools get 70-80% participation in fundraisers at the elementary school level. Paul Revere is about 20% participation.

Pali was at 8.6% for Tech Equity. But if we add up the numbers from Booster Club and the other fundraising arms (i.e. sports programs) we are also at about 20%.

Mr. Rawson stated that we are getting our name out in the community and believe that there will be results. Leslie Wooley asked about whether the Chromebooks will be purchased immediately for 1 to 1 technology access. Mr. Rawson reported that the timeline will be determined with the Tech Dept.

We have anecdotal data that if more students had Chromebooks that more students would ask for them. Don't want the social stigma of having to ask for one. We may have to reach a tipping point where more students are using them so that the stigma will not be there in order to convince more students to want to use them.

#### **F.Student Report**

Leadership will be presenting a State of the School Address on the next Activity Day. Dr. Magee and Leslie Magana from Human Rights watch will speak and then Ben Makhani will give the State of the School speech, which is part of the build up for Unity Day next semester. Something that makes Pali really unique.

A survey was given to all students on a previous activity day. Dr. Magee elaborated on the student survey developed by Human Rights Watch. There is a wide range of student perceptions. Ben is using the data collected from the survey as the basis for his State of the School Address. 2500 kids took the survey. The comments were sorted out into different areas. Ben feels that over time the student voices have been heard, but in the survey many students expressed that their voices are not being heard. Ben wants to work more to have students feel their voices are being heard. Possible options include having a student Comment box on campus, having a student advisory board to deal with student issues. Santa Monica High School has something like this.

Holiday grams are coming out.  
Football team is doing very well.

**G.Parent Report**

Nothing to report.

**H.Classified Staff Report**

Nothing to report.

**I.Faculty Report**

Nothing to report.

**VIII. Board Committees (Stakeholder Board Level Committees)**

**A.Budget and Finance Committee Report**

Nothing to report

**B.Academic Accountability Committee Report**

See previous school calendar presentation item.

**C.Charter Committee**

Nothing to report.

**D.Election Committee**

Nothing to Report.

**E.Post-Retirement Healthcare Benefits Committee**

Dara Williams reported that the committee met and discussed the tasks assigned to it. Susan Frank is gathering materials with the assistance of Amy Nguyen. Different options are being looked at including ways to fund the benefits as well as potentially disbanding the fund and distributing the funds to the teachers with some type of investment options. If the fund is to change, the teachers would have to vote on it. Information is being gathered as to what other schools have done with regard to funding this benefit or distributing the funds. The next meeting is in January because it will take some time to get the necessary information and because of winter break.

**IX. Board Committees (Board Members Only)**

**A.Audit Committee**

Audit is being conducted. A telephone conference call was held with the auditors and everything is proceeding as scheduled.

**B.Fundraising Committee**

Nothing to report. Committee is now disbanded.

**C.Survey Committee**

Nothing to report.

**D.Communications Committee**

Nothing to report. Committee is now disbanded.

**E.Grade Appeal Committee**

Nothing to report.

**X. Consent Agenda**

**A.Approval of reimbursements for Executive Director / Principal**

L. Woolley made a motion to Approve the consent agenda.

Rocky Montz seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Dara Williams	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Ellen Pfahler	Aye
Emily Hirsch	Aye
Andrew Paris	Aye
Amanda Campbell	Absent
Rocky Montz	Aye
Susan Ackerman	Aye
Robert Rene	Aye
Emilie Larew	Aye

**B.Approval of Field Trips**

Pam Magee briefly discussed the trip. It is an educational experience so worthwhile for the students to miss some classroom time.

Passed with Consent Agenda. See item above.

**XI. New Business / Announcements**

**A.Board Chair to announce items for closed session, if any.**

N/A

**B.Announcements**

Discussion of deciding who wants to attend the CCSA Conference. There is a discount until December so Board Members should decide if they wish to attend and if so the dates they would like to sign up for. Emilie Larew asked members to think about whether / when they want to attend in time for the December meeting.

**XII. Open Session**

**A.Return to Open Session**



N/A

**B.Report Out on Action Taken In Closed Session, If Any.**

No closed session.

**XIII. Closing Items**

**A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:50 PM.

Respectfully Submitted,  
Emilie Larew

DRAFT



# Palisades Charter High School

## Minutes

### Special Board Meeting

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#### **Date and Time**

Wednesday December 7, 2016 at 5:30 PM

#### **Location**

Library, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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#### *REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:*

*Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.*

#### *SUPPORTING DOCUMENTATION:*

*Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.*

#### *ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:*

*Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.*

#### *DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134*

*Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will calling from an off-site location to participate.*

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#### **Board Members Present**

Amanda Campbell, Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

#### **Board Members Absent**

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Emily Hirsch

**Ex-Officio Members Present**

Pam Magee

**Non Voting Members Present**

Pam Magee

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**I. Opening Items**

**A.Record Attendance and Guests**

**B.Call the Meeting to Order**

Emilie Larew called a meeting of of Palisades Charter High School to order on Wednesday Dec 7, 2016 @ 5:36 PM at Library, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272. There were no requests for public comment.

**C.Public Comment**

None

**II. Finance**

**A.Review of Notice to Cure from LAUSD Charter School Division**

Emilie Larew and Dr. Magee shared information on the history of the Notice to Cure and previous efforts to resolve questions presented by the Charter School Division.

There have been multiple meetings and written responses since approximately fall of 2015. In September 2016, we received a one day notice about meeting with representatives from the LAUSD Finance Team. PCHS had been working with them since June.

The September notice was to close out their case. The next response we received was this Notice to Cure in November.

Greg Wood reported that he had a conversation with the auditors about the items listed in the Notice to Cure and the items have been included in our regular audits, which include ASB, over the last few years.

Members discussed that the policies and procedures being developed and those already in place apply to all fundraising groups, not just the baseball team or other sports groups. The policies and procedures required must be consistent across all groups.

A prior audit report had indicated some concerns with the ASB accounts (accounts for clubs and sports). The 2013-2014 audit report showed that there were five items that needed to be fixed. In the report by the auditor that will be presented next week, there are no remaining issues.

Greg Wood presented information on policies previously approved by the Board on November 17, 2015:

- The Policy relating to deposits
- Instructions for Blue forms for ASB purchases (nicknamed "Bluies")
- Adopted policies for ASB purchase order or issuance of check

Greg Wood suggested that we respond to the Notice to Cure with the policies and procedures that the Board adopted. Greg Wood asked the Board to recognize that the policies procedures adopted on November 17, 2015 for ASB related activities also applies to the baseball team and snack shack.

In April 2016, the Board adopted a fundraising policy and that was provided to LAUSD.

LAUSD wants the agenda and the minutes from this meeting.

### **B.Fiscal Policy Related to Baseball Account**

E. Pfahler made a motion to With regard to the fiscal policies as adopted by the Board on November 17, 2015 we are reaffirming that those policies apply to Baseball.

Andrew Paris seconded the motion.

The team **VOTED** to approve the motion.

#### **Roll Call**

Amanda Campbell	Aye
Leslie Woolley	Aye
Susan Ackerman	Aye
Robert Rene	Aye
Ellen Pfahler	Aye
Rocky Montz	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Dara Williams	Aye
Andrew Paris	Aye
Emily Hirsch	Absent

### **C.Fiscal Policy Related to Snack Sales Account**

The vote with regard to section B (above) applies to this policy as well.

### **D.Fiscal Policy for All Fundraising Activities**

Greg Wood relayed that the Board adopted a fundraising policy on April 14, 2016.

This fundraising policy was thoroughly discussed by the Board prior to approval and is in place.

A. Campbell made a motion to that the Board reaffirm that we passed a policy for all fundraising activities and that the document be provided to LAUSD.

Rocky Montz seconded the motion.

The team **VOTED** to approve the motion.

#### **Roll Call**

Ellen Pfahler	Aye
Leslie Woolley	Aye
Andrew Paris	Aye
Emilie Larew	Aye
Susan Ackerman	Aye
Deanna Hamilton	Aye
Rocky Montz	Aye
Emily Hirsch	Absent

Robert Rene      Aye  
Dara Williams    Aye  
Amanda Campbell Aye

### **E.Statements of Estimated Sales & Expenses for Fundraising Events**

Mr. Wood reported that we are receiving from fundraising activities including Baseball. No expenses are paid out on the honor system. There are documents in place. When money is raised there is a cash count and receipts are submitted. Appropriate documentation is received regarding revenue expenses. We have a document called a revenue potential that the clubs and teams fill out before the fundraising activities. Mr. Wood presented the information regarding the forms used for the student clubs and Arleta Ilyas indicates that the students have to fill out the form.

Documentation indicates that they sell \$75 to \$100 per game and receipts for reimbursement are presented.

Ellen Pfahler mentioned item 4 on the Notice to Cure, the Snack Shack doesn't do this.

Mr. Wood discussed the Traditions Dinner and that the documentation was provided with regard to that event.

Dara Williams suggested that Baseball should have to fill out the same form that the other clubs have to fill out indicating the anticipated costs so that we can have oversight to ensure that the event is not going to lose money.

The document currently used includes estimated costs and estimated sales. The statement should be given to the EDP prior to approval that there is an expectation that the money won't be lost; make at least as much, if not more than the cost of the contract.

Baseball was not aware that they were supposed to submit this document. Through the Athletic Director it should be communicated to all coaches that this documentation must be submitted.

L. Woolley made a motion to require that all sports teams complete Statements of Estimated Sales and Expenses prior to the fundraising event completed and submitted to the EDP.

Robert Rene seconded the motion.

The team **VOTED** to approve the motion.

#### **Roll Call**

Dara Williams      Aye  
Emily Hirsch        Absent  
Leslie Woolley     Aye  
Deanna Hamilton   Aye  
Rocky Montz        Aye  
Ellen Pfahler       Aye  
Andrew Paris       Aye  
Robert Rene        Aye  
Emilie Larew        Aye  
Amanda Campbell Aye  
Susan Ackerman    Aye

### **F.Inventory Monitoring Process for Tracking Movements of Sales and Items Purchased**

An inventory monitoring process form has been developed and Greg Wood is asking that this form be adopted. It would apply to all teams that are run through ASB. 501(c)(3) organizations don't have to do this if the fundraiser is run outside of the school. It was discussed that basketball would have to do it for the snack

shack. The Quarterback Club is a 501(c)(3) so it doesn't have to comply with these rules.

Other 501(c)(3) groups:

All the external 501(c)(3)'s are not subject to the rules

Dara Williams brought up that other 501(c)(3) organizations have had to fill out forms while the Quarterback Club and others have and she pointed out that the same rules should apply to everybody. All 501(c)(3) organizations do not have to deposit funds into the ASB student accounts and so therefore they do not have to fill out these forms.

There was consensus among the members that all policies must be applied consistently to all groups.

L. Woolley made a motion to adopt the Inventory Monitoring Process for Tracking Movements of Sales and Items Purchased.

Robert Rene seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

Leslie Woolley	Aye
Amanda Campbell	Aye
Emily Hirsch	Absent
Andrew Paris	Aye
Deanna Hamilton	Aye
Emilie Larew	Aye
Rocky Montz	Aye
Dara Williams	Aye
Susan Ackerman	Aye
Robert Rene	Aye
Ellen Pfahler	Aye

**G.Determination of Need for Independent Audit of Baseball & Snack Shack Accounts**

Greg Wood doesn't believe that anything over and above what we are doing need to be done. The audit reports acknowledge that there were some issues; however, the items were addressed such that in the last two fiscal years our external auditors are satisfied. Ellen inquired as to whether receipts are provided for reimbursements and Mr. Wood confirmed they are required and are provided.

Ms. Pfahler noted that the ASB audit reports for those years can be given to LAUSD. To go back to do more than that would be difficult and cost prohibitive. It seems reasonable to give them the ASB audits that are now included in the Audit Report for the school, since the items in question are part of the ASB audit.

The Baseball fund is one fund, there is not a separate fund for the snack shack.

There have been allegations and complaints to the Charter School Office regarding Baseball fundraising but there is no evidence of financial impropriety.

We want to be and are being transparent with what we are doing.

Leslie suggested modifying the current fundraising policies to the extent they have been modified by our recent discussions.

Members tasked the EDP with have these policies incorporated into the current fundraising policy and bringing the updated policy back to the Board for approval.

R. Montz made a motion to provide the audits that we already have and not conduct any additional audits.

Robert Rene seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

Andrew Paris	Aye
Amanda Campbell	Aye
Ellen Pfahler	Aye
Rocky Montz	Aye
Emilie Larew	Aye
Dara Williams	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Robert Rene	Aye
Susan Ackerman	Aye
Emily Hirsch	Absent

**III. New Business/Announcements**

**A.Reminder: Regular Meeting on December 13, 2016**

Next meeting will be Tuesday, December 17th at 5pm in Gilbert Hall, which is a return to the usual starting time and location.

**IV. Closed Session**

**A.Board Chair to announce items for closed session**

Emilie Larew announced that closed session would be conducted in two separate parts based on the availability of participants in respect for people's time.

For the first part: 5:40pm

Emilie Larew announced that the item: Conference with Legal Counsel: Existing Litigation would be discussed. The Board went into closed session for this item at 5:40pm and returned to open session at 6:20pm.

For the second part: 7:15pm

Emilie Larew announced the remaining 3 agenda items for this part:  
Conference with Legal Counsel: Anticipated Litigation  
Challenge to Pupil Records :Grade Appeal  
Public Employee Discipline/Dismissal/Release

Emilie Larew also announced that the employee Board members (interested parties) would be recusing themselves as appropriate from any closed session items related to personnel.

Susan Ackerman, Amanda Campbell, Emilie Larew, and Andrew Paris recused themselves and left the meeting for items related to personnel at 7:45pm.

**B.Conference With Legal Counsel: Existing Litigation**

No action was taken.

**C.Challenge to Pupil Records: Grade Appeal**

Nothing to report.

**D.Conference with Legal Counsel: Anticipated Litigation**

No reportable action was taken.

**E.Public Employee Discipline/Dismissal/Release**

No reportable action was taken.

**V. Open Session**

**A.Board Chair to Announce Actions Taken During Closed Session, If Any**

Closed session adjourned at 9:20 p.m.

No reportable action was taken during closed session.

**VI. Closing Items**

**A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:21 PM.

Respectfully Submitted,  
Leslie Woolley



# **COLLEGE READINESS BLOCK GRANT**

## **FISCAL YEAR 2016–17**

### **Conditions:**

**As a condition of receipt of funds, LEAs are required to report to the California Department of Education (CDE) by January 1, 2017, on how they will measure the impact of CRBG funds received on their unduplicated pupils' access and successful matriculation to institutions of higher education, as identified within the plan required to be developed as explained below. LEAs will also report the status of WASC accreditation for their schools on this report.**

**LEAs should be aware that pursuant to *EC* Section 41580(e), a plan shall be developed describing how funds will increase or improve services for unduplicated pupils to ensure college readiness and include in the plan information on how it aligns with their local control and accountability plan. In addition, the plan shall be discussed at a regularly scheduled meeting by the governing board and adopted at a subsequent regularly scheduled meeting.**

**PALISADES CHARTER HIGH SCHOOL**  
**SCHOOL DISTRICT**

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named school district, I certify that the signatures below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts: 35143, 42632, and 42633**  
**Community College Districts: 72000, 85232, and 85233**

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board

These approved signatures are valid for the period of: January 1, 2017 to December 31, 2017  
In accordance with governing board approval dated December 13, 2016

Signature \_\_\_\_\_

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature  
**Column 1**

**Column 2**

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME Emilie Larew
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME Dara Williams
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME Ellen Pfahler
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Deanna Hamilton
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Leslie Woolley
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Emily Hirsch
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Robert Rene
Member of the Board of Trustees/Education

SIGNATURE
TYPED NAME Gregory Wood
Chief Business Officer
SIGNATURE
TYPED NAME Pamela Magee
Executive Director/Principal
SIGNATURE
TYPED NAME Monica Iannessa
Assistant Principal
SIGNATURE
TYPED NAME
TITLE:
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS N/A	ORDERS FOR COMMERCIAL PAYMENTS 2-Incl. LACOE Asst. Superintendent
NOTICES OF EMPLOYMENT	CONTRACTS

**PALISADES CHARTER HIGH SCHOOL  
SCHOOL DISTRICT**

**CERTIFICATION OF SIGNATURES**

**Column 1**

Signatures of Memebers of the Governing Board Continued

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Andrew Paris
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Amanda Campbell
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Richard Montz
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Susan Ackerman
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

**Column 2**

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
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SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS N/A	ORDERS FOR COMMERCIAL PAYMENTS 2-Incl. LACOE Asst. Superintendent
NOTICES OF EMPLOYMENT	CONTRACTS

**PALISADES CHARTER HIGH SCHOOL**  
**AUTHORIZED SIGNATORIES-CATHAY BANK**  
**AGNEDA ITEM #IV. C.**

It is resolved that Palisades Charter High School maintain 4 possible signatories (all checks require 2 signatures) on all Cathay Bank Accounts.

Two of the four signatories would come from the following authorized signers:

Pamela Magee  
Gregory Wood  
Monica Iannessa  
Chris Lee

Rationale:

Having four available signers allows the organization the flexibility to be able to sign checks when Administrators are not on campus.

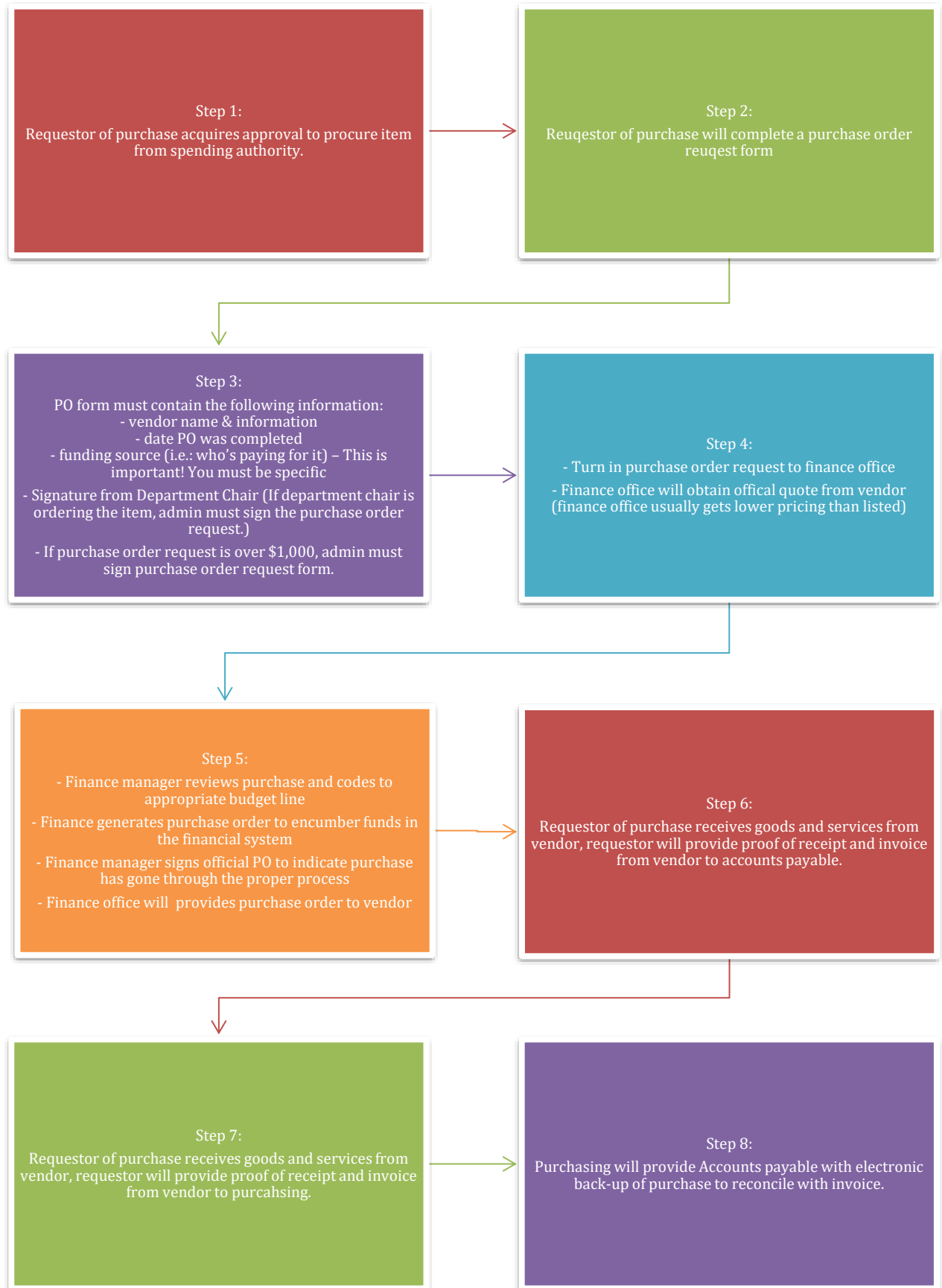
Vote:

Approve: \_\_\_\_\_  
Opposed: \_\_\_\_\_  
Abstained: \_\_\_\_\_

Certified on this 13<sup>th</sup> day of December, 2016.

Signed: \_\_\_\_\_  
Dara Williams-Board Secretary

# Palisades Charter High School – Proposed Purchasing Procedures



## Palisades Charter High School – Proposed Purchasing Guidelines

- All goods or services to be purchased on behalf of Palisades Charter High School require a purchase order request form (PO Request).
- PO request forms should be obtained directly from the finance office or Department/Program chair prior to purchasing the product/service.
- PO request forms for School Wide items approved in the Budget (i.e. Technology, Furniture and Capital) must be approved by the Operations Manager, if technology related and the Executive Director, if not budgeted <\$30,000.
- A completed PO request form, including vendor name, address, contact information, School Year Budget area (Program &/or Department) to be charged, order quantities, order description, unit cost , sales tax, delivery charges and extended costs must all be included on the PO request form. Quotes or estimates should be attached to PO requests. Incomplete PO request forms will be returned to the Department/Program Chair for completion by the requestor.
- Completed PO request form, with any supporting information must be approved by Department/Program Chair prior to order being placed
- Department/Program Chair is responsible for monitoring PO requests received to the Approved Budget amounts. Department/Program Chair is responsible to monitor that the PO being placed meets the needs of PCHS, complies with State standards, as applicable and contributes to the goals and vision established by the Board of Trustees.
- Approved PO request forms should be forwarded to the Purchasing Department for processing (Note: Any PO's for personal reimbursement must include all original receipts, copy of cancelled check, or credit card statement-showing requestor's name and item purchased and other supporting documentation)
- **Reimbursement guidelines:**
  - PCHS strongly encourages employees to purchase on credit from PCHS approved vendors for which payment can be made directly from PCHS to the vendor.
  - No reimbursements for gift cards. Gift cards are considered a gift of public funds and illegal by the State of California constitution.
  - Personal Reimbursements should be within budget and receive prior approval.
  - Any items ordered via personal reimbursement **MUST** be shipped to the school and not a personal home address. If being shipped to personal home address, proof of item received (i.e.: packing slip or shipping label) must be included along with the receipt
  - Any personal reimbursements over \$150.00 and without prior approval will require dual approval from the Department/Program Chair/Direct Supervisor AND a representative from Administrations
- Finance office will convert PO request into an official school purchase order to send to vendor. Department/program chair will receive a copy of official school purchase order form along with order placement confirmation.

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**JUNE 30, 2016**

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**INDEPENDENT AUDITOR'S REPORT**

Governing Board  
Palisades Charter High School  
(A California Nonprofit Public Benefit Corporation)  
Pacific Palisades, California

**Report on the Financial Statements**

We have audited the accompanying consolidated financial statements of Palisades Charter High School (the Charter School) (A California Nonprofit Public Benefit Corporation), which are comprised of the statement of financial position as of June 30, 2016, and the related statements of activities and changes in net assets, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, issued by the California Education Audit Appeals Panel as regulations. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Charter School's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



**Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the respective financial position of Palisades Charter High School, as of June 30, 2016, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

The prior-year comparative information has been derived from the Charter School's consolidated financial statement report dated December 15, 2015, which expressed an unmodified opinion. In our opinion, the comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

**Other Matters***Other Information*

Our audit was conducted for the purpose of forming opinions on the consolidated financial statements that collectively comprise the Palisades Charter High School's basic consolidated financial statements. The accompanying supplementary information as listed on the table of contents are presented for purposes of additional analysis and are not a required part of the basic consolidated financial statements.

The accompanying supplementary information as referenced in the previous paragraph is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic consolidated financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic consolidated financial statements or to the basic consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and other accompanying supplementary information is fairly stated, in all material respects, in relation to the basic consolidated financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2016, on our consideration of the Palisades Charter High School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. . The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Palisades Charter High School's internal control over financial reporting and compliance.

Rancho Cucamonga, California  
December 8, 2016

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
(With summarized financial information at June 30, 2015)

**JUNE 30, 2016**

	2016	2015
<b>ASSETS</b>		
Current Assets:		
Cash	\$ 1,084,191	\$ 1,674,645
Investment - county pool	8,051,506	7,344,434
Accounts receivable	689,670	393,733
Inventory	5,481	7,425
Prepaid expenses and other current assets	276,172	175,889
Total Current Assets	10,107,020	9,596,126
Non-Current Assets:		
Fixed assets	12,386,119	11,737,409
Less: accumulated depreciation	5,331,132	4,860,015
Total Non-Current Assets	7,054,987	6,877,394
Total Assets	\$ 17,162,007	\$ 16,473,520
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts payable	\$ 2,548,940	\$ 2,442,838
Due to student groups	254,839	260,417
Deferred revenue	412,737	37,536
Current portion of long-term obligations	220,115	124,785
Total Current Liabilities	3,436,631	2,865,576
Long-Term Obligations:		
Non-current portion of long-term obligations	3,786,343	4,294,717
Total Liabilities	7,222,974	7,160,293
<b>NET ASSETS</b>		
Unrestricted net assets		
Board designated	1,926,172	1,880,672
General reserves	7,586,760	6,947,309
Total unrestricted net assets	9,512,932	8,827,981
Temporarily restricted	115,099	160,354
Permanently restricted	311,002	324,892
Total Net Assets	9,939,033	9,313,227
Total Liabilities and Net Assets	\$ 17,162,007	\$ 16,473,520

The accompanying notes are an integral part of these financial statements.

**CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION**

**(With summarized financial information for the year ended June 30, 2015)**

**FOR THE YEAR ENDED JUNE 30, 2016**

	Unrestricted	Temporarily Restricted	Permanently Restricted	2016	2015
<b>REVENUE</b>					
Local Control Funding Formula	\$ 24,442,065	\$ -	\$ -	\$ 24,442,065	\$ 21,645,529
Federal revenue	1,118,372	-	-	1,118,372	1,133,892
Other State revenue	4,821,048	-	-	4,821,048	3,630,973
Interest	48,046	-	262	48,308	41,873
Local revenue	2,190,654	208,707	-	2,399,361	2,467,801
Net assets released from restrictions	268,114	(253,962)	(14,152)	-	-
Total Revenues	<u>32,888,299</u>	<u>(45,255)</u>	<u>(13,890)</u>	<u>32,829,154</u>	<u>28,920,068</u>
<b>EXPENSES</b>					
Program services:					
Salaries and benefits	19,696,545	-	-	19,696,545	18,255,327
Student services	2,759,184	-	-	2,759,184	2,259,343
Materials and supplies	624,025	-	-	624,025	422,647
Student nutrition	215,139	-	-	215,139	244,153
Student transportation	401,076	-	-	401,076	349,795
Depreciation	471,117	-	-	471,117	419,179
Non-capital outlay	936,704	-	-	936,704	862,779
Subtotal	<u>25,103,790</u>	<u>-</u>	<u>-</u>	<u>25,103,790</u>	<u>22,813,223</u>
Management and general:					
Salary and benefits	4,512,736	-	-	4,512,736	4,149,747
Insurance	147,225	-	-	147,225	175,357
Operating expenses	2,398,285	-	-	2,398,285	2,554,097
Debt service	41,312	-	-	41,312	58,503
Subtotal	<u>7,099,558</u>	<u>-</u>	<u>-</u>	<u>7,099,558</u>	<u>6,937,704</u>
Total Expenses	<u>32,203,348</u>	<u>-</u>	<u>-</u>	<u>32,203,348</u>	<u>29,750,927</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<u>684,951</u>	<u>(45,255)</u>	<u>(13,890)</u>	<u>625,806</u>	<u>(830,859)</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>8,827,981</u>	<u>160,354</u>	<u>324,892</u>	<u>9,313,227</u>	<u>10,144,086</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 9,512,932</u>	<u>\$ 115,099</u>	<u>\$ 311,002</u>	<u>\$ 9,939,033</u>	<u>\$ 9,313,227</u>

The accompanying notes are an integral part of these financial statements.

**CONSOLIDATED STATEMENT OF CASH FLOWS**  
(With summarized financial information for the year ended June 30, 2015)

**FOR THE YEAR ENDED JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Increase (Decrease) in unrestricted net assets</b>	\$ 625,806	\$ (830,859)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	471,117	419,179
Changes in operating assets and liabilities:		
(Increase) Decrease in assets		
Accounts receivable	(295,937)	1,854,234
Prepaid expenses and other current assets	(100,283)	(131,644)
Inventory	1,944	27,751
Increase (Decrease) in liabilities		
Accounts payable	106,102	(56,595)
Retiree benefit payable	542,071	555,280
Due to students groups	(5,578)	33,376
Deferred revenue	375,201	(554,699)
Net Cash Provided by Operating Activities	<u>1,720,443</u>	<u>1,316,023</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Capital expenditures	<u>(648,710)</u>	<u>(547,178)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Loan principal payments	<u>(955,115)</u>	<u>(175,585)</u>
<b>NET INCREASE IN CASH</b>	116,618	593,260
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>9,019,079</u>	<u>8,425,819</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$ 9,135,697</u></u>	<u><u>\$ 9,019,079</u></u>
<b>Supplemental cash flow disclosure:</b>		
Cash paid during the period for interest	<u><u>\$ 41,312</u></u>	<u><u>\$ 58,503</u></u>

The accompanying notes are an integral part of these financial statements.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

---

***NOTE 1 - ORGANIZATION AND MISSION***

Palisades Charter High School (the Charter School) is a Non-Profit Public Benefit Corporation. The Charter School petitioned for a charter through Los Angeles Unified School District (LAUSD) and was approved in September 1993. The charter was renewed in May 2015 for a period of five years ending on June 30, 2020.

Charter school number authorized by the State: 0037

The Charter School located at 15777 Bowdoin Street, Los Angeles, California, opened as an independent charter on August 1, 2003, and currently serves 2,921 students in grades nine through twelve. The Charter School is a California public charter school, with a mission to empower a diverse student population to make positive contributions to the global community by dedicating resources to ensure educational excellence, civic responsibility, and personal growth.

***NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The significant policies followed by the Charter School are described below to enhance the use of the consolidated financial statements to the reader.

**Financial Statement Presentation**

The Charter School is required to report information about their financial position and activities in three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. The Charter School had temporarily and permanently restricted net assets at June 30, 2016. In addition, the Charter School is required to present a Statement of Cash Flows.

**Accounting Method - Basis of Accounting**

The consolidated financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to non-profit public benefit corporations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the consolidated financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. The Charter School used the accrual basis of accounting. Revenues are recognized when they are earned and expenditures are recognized in the accounting period in which the liability is incurred.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

---

**Revenue Recognition**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted depending upon the existence and/or nature of any donor restrictions.

All donor-restricted contributions are recorded as increases in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, either by the passage of time or the purpose is satisfied, the temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as "net assets released from restrictions".

Government grants are recognized as revenue in accordance with the terms of the applicable grant agreement, which generally require revenue recognition upon incurrence of expenses related to the specified services. Deferred revenue is recorded to the extent cash received on specific grants exceeds qualified expenses.

**Income Taxes**

The Charter School is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these consolidated financial statements. Income tax returns for 2012 and forward may be audited by regulatory agencies; however, the Charter School is not aware of any such actions at this time.

The Charter School has adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the consolidated financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required.

**Cash and Cash Equivalents**

For purposes of the Consolidated Statement of Cash Flows, the Charter School consider cash on hand and in banks an all highly liquid investments which includes investment in the County Pool, with an initial maturity of three months or less to be considered as cash equivalents.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

---

**Donated Property and Equipment**

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation.

Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Charter School reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Charter School reclassifies temporarily restricted net assets to unrestricted net assets at that time.

**Property and Equipment**

Property and equipment are recorded at cost, or estimated fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the accounts in the year of disposal, and any resulting gain or loss is included in the earnings. Management has elected to capitalize and depreciate all assets costing \$5,000 or more; all other assets are charged to expense in the year incurred. The Charter School's policy is to evaluate the remaining lives and recoverability in light of the current conditions. It is reasonably possible that the Charter School's estimate to recover the carrying amount of the property and equipment will change.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from the outstanding balance. Management provides an analysis of the probable collection of the accounts through a provision for bad debt expense and an adjustment to a valuation allowance. At June 30, 2016, management had determined all accounts receivable are fully collectible and no allowance for bad debts has been established.

**Fixed Assets**

It is the Charter School's policy to capitalize individual property and equipment purchases over \$5,000. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Building and leasehold improvements, furniture, and equipment are depreciated using the straight-line method, from two to 30 years. Depreciation expense for the year ended June 30, 2016, was \$471,117.

**Reclassification of Comparative Statements**

The Charter School reclassified certain expenses as program service or management and general for the 2016 fiscal year. Accordingly, these reclassifications have been revised for the presentation of 2015.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Prior Year Comparative Financial Information**

The consolidated financial statements include certain prior year comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's consolidated financial statements for the year ended June 30, 2015, from which the comparative information was derived.

**Use of Estimates**

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities, at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Unrestricted/Designated Net Assets**

Designations of the ending net assets indicate tentative plans for financial resource utilization in a future period. At June 30, 2016, the Charter School had \$1,926,172 in Board designated unrestricted net assets.

**Consolidation**

The consolidated financial statements include the accounts of Palisades Charter High School and the Associated Student Body accounts.

**NOTE 3 - CASH**

Cash at June 30, 2016, consisted of the following:

	<u>Reported Amount</u>	<u>Bank Balance</u>
Deposits		
Cash on hand and in banks	<u>\$ 1,084,191</u>	<u>\$ 1,702,337</u>

The majority of the Charter School's cash is held in non-interest bearing accounts that are not subject to federally insured limits. The Charter School has not experienced any losses in such accounts. At June 30, 2016, the Charter School had a balance of \$1,202,337 in excess of FDIC insured limits in interest and non-interest bearing accounts. Management believes the Charter School is not exposed to any significant risk related to cash.



**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**NOTE 4 - INVESTMENTS**

Investments at June 30, 2016, consisted of the following:

	Reported Amount	Fair Market Value
Los Angeles County Treasury Investment Pool	<u>\$ 8,051,506</u>	<u>\$ 8,060,363</u>

Deposits with county treasurer are an external investment pool sponsored by the County of Los Angeles. County deposits are not required to be categorized. The pool provided the fair value for these deposits.

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Charter School does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Charter School manages its exposure to interest rate risk by investing in the County Pool.

**NOTE 5 - FAIR MARKET VALUE MEASUREMENTS**

The Charter School determines the fair market values of certain financial instruments based on the fair value hierarchy established in FASB ASC 820-10-50, which requires an entity to maximize the use of observable inputs and minimize the use unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 asset and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities. Level 2 assets and liabilities may include debt securities with quoted prices that are traded less frequently than exchange-traded instruments and other instruments whose value is determined using a pricing model with inputs that are observable in the market or can be derived principally from or corroborated by observable market data. This category generally includes U.S. Government and agency mortgage-backed debt securities, corporate debt securities, derivative contracts, residential mortgage, and loans held-for-sale.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation. This category generally includes certain private equity investments, retained residual interests in securitizations, residential MSRs, asset-backed securities (ABS), highly structured or long-term derivative contracts and certain collateralized debt obligations (CDO) where independent pricing information was not able to be obtained for a significant portion of the underlying assets.

Uncategorized - Investments in the Los Angeles County Treasury Investment Pool are not measured using the input levels above because the Charter School's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The Charter School's fair value measurements are as follows at June 30, 2016:

	<u>Fair Value</u>	<u>Uncategorized</u>
Los Angeles County Treasury Investment Pool	<u>\$ 8,060,363</u>	<u>\$ 8,060,363</u>

All assets have been valued using a market approach, with quoted market prices.

***NOTE 6 - ACCOUNTS RECEIVABLE***

Accounts receivable at June 30, 2016, consisted of the following:

Local Control Funding Formula	\$ 129,385
Federal programs	60,621
State programs	7,675
Lottery	320,968
Local and miscellaneous	171,021
Total Accounts Receivable	<u>\$ 689,670</u>

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**NOTE 7 - FIXED ASSETS**

Fixed assets at June 30, 2016, consisted of the following:

Building improvements	\$ 10,446,795
Equipment	1,827,781
Work in progress	<u>111,543</u>
Subtotal	12,386,119
Less: accumulated depreciation	<u>(5,331,132)</u>
Total Fixed Assets	<u><u>\$ 7,054,987</u></u>

During the year ended June 30, 2016, \$471,117 was charged to depreciation expense.

**NOTE 8 - ACCOUNTS PAYABLE**

Accounts payable at June 30, 2016, consisted of the following:

Salaries and taxes*	\$ 1,698,215
Vendors payable	729,871
Due to sponsoring district	<u>120,854</u>
Total Accounts Payable	<u><u>\$ 2,548,940</u></u>

\*Salaries and benefits do not include post-employment benefit payable as in previous years. This liability is reflected in the current and non-current long-term obligations.

**NOTE 9 - DEFERRED REVENUE**

Deferred revenue at June 30, 2016, consisted of the following:

State source	\$ 388,387
Local source	<u>24,350</u>
Total Deferred Revenue	<u><u>\$ 412,737</u></u>

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**NOTE 10 - TEMPORARILY AND PERMANENTLY RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30 are as follows:

	2016	2015
Pool Loan	\$ -	\$ 51,946
Renovation and technology	113,817	107,885
Drama program	1,282	523
Total Temporarily Restricted Net Assets	<u>\$ 115,099</u>	<u>\$ 160,354</u>

Permanently restricted net assets at June 30 are as follows:

	2016	2015
Scholarship Fund	<u>\$ 311,002</u>	<u>\$ 324,892</u>
Total Temporarily and Permanently Restricted Net Assets	<u>\$ 426,101</u>	<u>\$ 485,246</u>

**NOTE 11 - LONG-TERM OBLIGATIONS**

**Postemployment Benefits**

Management has reported \$4,006,458 as long-term obligations for postemployment benefits shown as current of \$220,115 and non-current obligation of \$3,786,343. Additionally, the Charter School has a board designation of postemployment benefits of \$1,926,172 reported in the ending net asset balance.

<u>Repayment Year</u>	<u>Estimated Payments</u>
2017	\$ 220,115
2018	268,927
2019	289,305
2020	326,623
2021	358,775
2022	389,385
2023	421,118
2024	469,834
2025	530,113
2026	609,247
2027	123,016
Total	<u>4,006,458</u>
Less Current Portion	<u>(220,115)</u>
Net Long-Term Obligations	<u>\$ 3,786,343</u>

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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***NOTE 12 - EMPLOYEE RETIREMENT SYSTEMS***

Qualified employees are covered under multiple-employer retirement plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS). The Charter School contributes directly through the Los Angeles County Office of Education (LACOE) for employee retirement programs.

The risks of participating in these multi-employer defined benefit pension plans are different from single-employer plans because: (a) assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and State contribution rates are set by the California Legislature, and (c) if the Charter School chooses to stop participating in the multi-employer plan, it may be required to pay a withdrawal liability to the plan. The Charter School has no plans to withdraw from this multi-employer plan.

The details of each plan are as follows:

**California State Teachers' Retirement System (CalSTRS)**

**Plan Description**

The Charter School contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2015, total actuarial value of assets are \$177 billion, the actuarial obligation is \$242 billion, contributions from all employers totaled \$2.6 billion, and the plan is 68.5 percent funded. The Charter School did not contribute more than five percent of the total contributions to the plan.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2015, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publically available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/member-publications>.

**Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and nonemployer contributing entity to the STRP.

The Charter School contributes exclusively to the STRP Defined Benefit Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2016, are summarized as follows:

	<u>STRP Defined Benefit Program</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0% - 2.4%	2.0% - 2.4%
Required employee contribution rate	9.20%	8.56%
Required employer contribution rate	10.73%	10.73%
Required state contribution rate	7.12589%	7.12589%

**Contributions**

Required member, Charter School and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In accordance with AB 1469, employer contributions into the CalSTRS will be increasing to a total of 19.1 percent of applicable member earnings phased over a seven-year period. The contribution rates for each plan for the year ended June 30, 2016, are presented above and the Charter School's total contributions were \$1,375,220.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**California Public Employees Retirement System (CalPERS)**

**Plan Description**

Qualified employees are eligible to participate in the School Employer Pool (SEP) under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. According to the most recently available Actuarial Valuation Report for the year ended June 30, 2015, the Schools Pool total plan assets are \$57 billion, the total accrued liability is \$72 billion, contributions from all employers totaled \$1.3 billion, and the plan is 79.2 percent funded. The Charter School did not contribute more than five percent of the total contributions to the plan.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2015, annual actuarial valuation report, Schools Pool Actuarial Valuation, 2015. This report and CalPERS audited financial information are publically available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/forms-publications>.

**Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2016, are summarized as follows:

	<u>School Employer Pool (CalPERS)</u>	
	On or before December 31, 2012	On or after January 1, 2013
Hire date	December 31, 2012	January 1, 2013
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	55	62
Monthly benefits as a percentage of eligible compensation	1.1% - 2.5%	1.0% - 2.5%
Required employee contribution rate	7.000%	6.000%
Required employer contribution rate	11.847%	11.847%

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Charter School is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2016, are presented above and the total Charter School contributions were \$406,653.

**On Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the Charter School. These payments consist of State General Fund contributions to CalSTRS in the amount of \$807,687 (7.12589 percent of annual payroll). Contributions are no longer appropriated in the annual *Budget Act* for the legislatively mandated benefits to CalPERS. Therefore, there is no on behalf contribution rate for CalPERS. Under accounting principles generally accepted in the United States of America, these amounts are to be reported as revenues and expenditures. Accordingly, these amounts have been recorded in these consolidated financial statements.

**Post-Retirement Benefits**

The Charter School provides for the continuation of retiree health benefits to eligible employees at retirement. Retiree health benefits include medical, prescription drug, dental and vision coverage. The Charter School currently pays the cost of coverage for the retiree and any covered dependents during the lifetime of the retiree. Eligibility for retiree health benefits varies based on when an employee was hired. All employees hired on or after July 1, 2009 except Palisades Educational Support Personnel United (PESPU) employees hired on or after January 1, 2012, are not eligible for the Charter School paid retiree health benefits.

The Charter School currently provides medical, dental and vision benefits to approximately 111 eligible active employees. Additionally, as of June 30, 2016, there were 22 retirees eligible for benefits.

The Charter School provides health benefits to certain eligible employees at retirement. The retiree health benefits provided are a continuation of the medical including prescription drugs, dental and vision benefits provided to active employees. The retiree health coverage is paid for entirely by the Charter School for the lifetime of the retiree. Survivors of deceased retirees may continue health coverage at their own expense. Eligibility for retiree health benefits requires the following:

Future retiree must be enrolled in health plan prior to retirement date, and must be in receipt of monthly payment from STRS or PERS.



**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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Active employees must meet the following years of service requirements at retirement:

- Hired before March 12, 1984, must have five consecutive years of service just prior to retirement.
- Hired after March 11, 1984, but before July 1, 1987, — must have ten consecutive years of service just prior to retirement.
- Hired after June 30, 1987, but before June 1, 1992, — must have 15 consecutive years of service just prior to retirement or 20 years of service with ten years of consecutive years of service just prior to retirement.
- Hired after March 31, 1992, age + consecutive years of qualifying service at retirement greater than or equal to 80.
- Hired after February 28, 2007, age + consecutive years of qualifying service at retirement greater than or equal to 80 and at least 15 consecutive years of qualifying service at retirement.
- PESPU hired after June 30, 2009, but before January 1, 2012, age + consecutive years of qualifying service at retirement greater than or equal to 85 and at least 25 consecutive years of qualifying service at retirement.

Retiree must be enrolled in Medicare Part A if eligible; and must enroll in Part B.

All employees except PESPU employees hired on or July 1, 2009 (PESPU employees hired on or after January 1, 2012) are not eligible for the Charter School-paid health benefits at retirement. Employees who defer their retirement after separation from service with the Charter School are not eligible for the Charter School-paid health benefits.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Post-Retirement Benefit Plan**

The following information relating to the Charter School's other postemployment benefits is contained in the Actuarial Valuation as of July 1, 2015, and is projected at June 30, 2016.

**Change in Benefit Obligation**

Benefit obligation at beginning of year	\$ 14,846,613
Service cost	628,005
Interest cost	738,607
Change due to plan amendments	-
Change due to gain/loss	-
Benefits paid	(148,929)
Benefit obligation at end of year	<u>16,064,296</u>

**Change in Plan Assets**

Fair value of plan assets at beginning of year	-
Expected/actual return of plan assets	-
Employer contributions	148,929
Benefits paid	(148,929)
Fair value of plan assets at end of year	<u>-</u>

**Funded Status**

Funded balance	(16,064,296)
Unrecognized net gain(loss)	670,260
Unrecognized prior service cost	-
Unrecognized transition obligation	8,279,338
Net amount recognized	<u>(7,114,698)</u>

**Amount Recognized in Unrestricted Assets**

Net actuarial gain(loss)	670,260
Prior service cost	-
Unrecognized net transition obligation	8,279,338
Net amount recognized	<u>8,949,598</u>

**Weight Average Assumptions for Disclosure**

Discount rate	5.0%
Initial healthcare trend rate	7.0%
Ultimate healthcare trend rate	5.0%

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Post-Retirement Benefit Plan, Continued**

The following information relating to the Charter School's other postemployment benefits is contained in the Actuarial Valuation as of July 1, 2015, and is projected at June 30, 2016.

**Components of Net Periodic Benefit Cost**

Service cost	\$ 628,005
Interest cost	738,607
Expected return on assets	-
Amortization of net (gain)/loss	-
Amortization of prior service cost	-
Amortization of transition obligation	551,956
Net periodic postretirement benefit cost	<u>\$ 1,918,568</u>

**Effect of a One Percent Increase in Healthcare Trend**

Benefit obligation	\$ 3,271,207
Total service cost and interest cost	\$ 346,525

**Effect of a One Percent Decrease in Healthcare Trend**

Benefit obligation	\$ (2,595,586)
Total service cost and interest cost	\$ (269,928)

Fiscal Year Ending June 30,	Total
2016 Actuals	\$ 148,929
2017	220,115
2018	268,927
2019	289,305
2020	326,623
2021	358,775
2022	389,385
2023	421,118
2024	469,834
2025	530,113
2026	609,247

The above information relating to the Charter School's Other Postemployment Benefits are contained in the Palisades Charter High School Actuarial Valuation as of July 1, 2015, for the 2015-2016 fiscal year. The Charter School will obtain a new evaluation every two years.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**Post-Retirement Benefit Plan, Continued**

In response to and in anticipation of the post-retirement health benefits described, the Charter School has designated \$1,926,172 of the unrestricted net assets and \$4,006,458 in retiree benefit reported in current and non-current long term obligations to be used to meet the obligation arising from setting up its own post-retirement health benefit plan.

During 2015-2016 the Board approved an internal borrowing agreement to payoff outside debt by transferring designated net assets to unrestricted net assets. . The amount required to pay off outstanding debt on the Aquatics Center project was \$835,000, with monthly payments of \$15,667 and interest of 4.5 percent due April 2021. At June 30, 2016, the Fund (Net Asset) Balance in the account is the combination of \$5,122,548 in cash and Interest Receivable, and \$810,082 of Loan Receivable totaling \$5,932,630.

A summary of the board designations and retiree benefit payable for post-retirement health benefits are as follows:

Balance, July 1, 2015	\$ 5,345,059
Current year additions to benefit payable	691,000
Current year interest revenue earned	45,500
Current year benefits paid	(148,929)
Subtotal	<u>5,932,630</u>
Current year board designation loan	(835,000)
Repayment of loan	24,918
Balance, June 30, 2016	<u><u>\$ 5,122,548</u></u>

***NOTE 13 - CONTINGENCIES***

The Charter School has received State and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any reimbursement, if required, would not be material.

**Litigation**

The Charter School is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Charter School at June 30, 2016.

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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***NOTE 14 - SUBSEQUENT EVENTS***

The Charter School's management has evaluated events or transactions that may occur for potential recognition or disclosure in the consolidated financial statements from the balance sheet date through December 8, 2016, which is the date the consolidated financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year consolidated financial statements.

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*SUPPLEMENTARY INFORMATION*

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**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2016**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	CFDA Number	Pass-Through Entity Identifying Number	Total Federal Expenditures
<b>U.S. DEPARTMENT OF EDUCATION</b>			
Passed through California Department of Education (CDE):			
Improving America's Schools Act/No Child Left Behind			
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	\$ 247,363
Title II, Part A, Improving Teacher Quality	84.367	14341	5,902
Title III, Immigrant Education Program	84.365	15146	444
Individuals with Disabilities Education Act			
Basic Local Assistance, Part B, Section 611	84.027	13379	540,503
Total U.S. Department of Education			<u>794,212</u>
<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>			
Passed through California Department of Health Services:			
Medi-Cal Billing Option	93.778	10013	<u>24,027</u>
<b>U.S. DEPARTMENT OF AGRICULTURE</b>			
Passed through CDE:			
Child Nutrition Cluster:			
Especially Needy Breakfast	10.553	13526	106,721
National School Lunch	10.555	13524	193,412
Total Child Nutrition Cluster			<u>300,133</u>
Total U.S. Department of Agriculture			<u>300,133</u>
Total Expenditures of Federal Awards			<u>\$ 1,118,372</u>

See accompanying note to supplementary information.

**LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**ORGANIZATION**

The Charter School (Charter Number 0037) operates one high school in the Los Angeles Unified School District.

**BOARD OF TRUSTEES**

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM EXPIRES</u>
Emilie Larew	Teacher/Board Chair	June 30, 2016
Allison Holdorff Polhill	Parent/ Vice Chair	June 30, 2016
Leslie Woolley	Community/ Board Secretary	June 30, 2016
Monica Iannessa	Administrator	June 30, 2016
Amanda Campbell	Teacher	June 30, 2017
Greg Nepomuceno	Parent	June 30, 2016
Dara Williams	Parent	June 30, 2017
Torino Johnson	Classified	June 30, 2017
Ellen Pfahler	Community	June 30, 2017
Marcia Haskin	Community	June 30, 2017

**ADMINISTRATION**

Dr. Pamela Magee (Ex-Officio)	Executive Director/Principal
Gregory Wood (Ex-Officio)	Chief Business Officer
Evan Holland (Ex-Officio)	Student Representative

See accompanying note to supplementary information.



**SCHEDULE OF AVERAGE DAILY ATTENDANCE  
FOR THE YEAR ENDED JUNE 30, 2016**

	Final Report	
	Second Period Report	Annual Report
Regular ADA		
Ninth through twelfth	2,842.38	2,827.80
Total Regular ADA	<u>2,842.38</u>	<u>2,827.80</u>
Special Education, Nonpublic, Nonsectarian Schools		
Ninth through twelfth	2.34	1.99
Total Special Education, Nonpublic, Nonsectarian Schools	<u>2.34</u>	<u>1.99</u>
Total Regular ADA	<u>2,844.72</u>	<u>2,829.79</u>
Classroom based ADA		
Regular ADA		
Ninth through twelfth	2,842.38	2,827.80
Total Classroom Based ADA	<u>2,842.38</u>	<u>2,827.80</u>
Special Education, Nonpublic, Nonsectarian Schools		
Ninth through twelfth	2.34	1.99
Total Special Education, Nonpublic, Nonsectarian Schools	<u>2.34</u>	<u>1.99</u>
Total Classroom Based ADA	<u>2,844.72</u>	<u>2,829.79</u>

The Charter School did not operate a Non-Classroom Based Instruction program.

See accompanying note to supplementary information.

**SCHEDULE OF INSTRUCTIONAL TIME**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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Grade Level	1986-87	2015-16	Number of Days		Status
	Minutes	Actual	Traditional	Multitrack	
	Requirement	Minutes	Calendar	Calendar	
Grades 9 - 12	64,800				
Grade 9		66,248	175	N/A	Complied
Grade 10		66,248	175	N/A	Complied
Grade 11		66,248	175	N/A	Complied
Grade 12		66,248	175	N/A	Complied

**RECONCILIATION OF ANNUAL FINANCIAL REPORT WITH AUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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There were no adjustments to the Unaudited Actual Financial Report, which required reconciliation to the audited financial statements at June 30, 2016.

**CHARTER SCHOOL STATEMENT OF FINANCIAL POSITION**  
(With summarized financial information at June 30, 2015)

**JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Current Assets:		
Cash and cash equivalents	\$ 796,722	\$ 1,315,287
Investment - county pool	8,051,506	7,344,434
Accounts receivable	689,057	391,172
Prepaid expenses and other current assets	270,672	168,217
Total Current Assets	<u>9,807,957</u>	<u>9,219,110</u>
Non-Current Assets:		
Fixed assets	12,326,302	11,677,592
Less: accumulated depreciation	5,271,315	4,800,198
Total Non-Current Assets	<u>7,054,987</u>	<u>6,877,394</u>
Total Assets	<u>\$ 16,862,944</u>	<u>\$ 16,096,504</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts payable	\$ 2,528,842	\$ 2,350,316
Deferred revenue	411,117	22,471
Current portion of long-term obligations	220,115	936,224
Total Current Liabilities	<u>3,160,074</u>	<u>3,309,011</u>
Long-Term Obligations:		
Non-current portion of long-term obligations	3,786,343	3,483,278
Total Liabilities	<u>6,946,417</u>	<u>6,792,289</u>
<b>NET ASSETS</b>		
Unrestricted net assets		
Board designated	1,926,172	1,880,672
General reserves	7,564,254	6,938,297
Total unrestricted net assets	<u>9,490,426</u>	<u>8,818,969</u>
Temporarily restricted	115,099	160,354
Permanently restricted	311,002	324,892
Total Net Assets	<u>9,916,527</u>	<u>9,304,215</u>
Total Liabilities and Net Assets	<u>\$ 16,862,944</u>	<u>\$ 16,096,504</u>

**CHARTER SCHOOL STATEMENT OF ACTIVITIES AND  
 CHANGES IN NET ASSETS**

**(With summarized financial information for the year ended June 30, 2015)**

**FOR THE YEAR ENDED JUNE 30, 2016**

	Unrestricted	Temporarily Restricted	Permanently Restricted	2016	2015
<b>REVENUE</b>					
State apportionments					
General Purpose	\$ 18,846,840	\$ -	\$ -	\$ 18,846,840	\$ 16,948,707
Property Taxes	5,595,225	-	-	5,595,225	4,696,822
Federal revenue	1,118,372	-	-	1,118,372	1,133,892
Other State revenue	4,821,048	-	-	4,821,048	3,630,973
Interest	48,046	-	262	48,308	41,873
Local revenue	1,784,068	208,707	-	1,992,775	2,040,209
Net release of restricted fund	268,114	(253,962)	(14,152)	-	-
Total Revenues	<u>32,481,713</u>	<u>(45,255)</u>	<u>(13,890)</u>	<u>32,422,568</u>	<u>28,492,476</u>
<b>EXPENSES</b>					
Program services:					
Salaries and benefits	19,624,181	-	-	19,624,181	18,237,306
Student services	2,736,077	-	-	2,736,077	2,235,498
Materials and supplies	624,025	-	-	624,025	422,647
Student nutrition	215,139	-	-	215,139	244,153
Student transportation	401,076	-	-	401,076	349,795
Depreciation	471,117	-	-	471,117	419,179
Non-capital outlay	936,704	-	-	936,704	862,779
Subtotal	<u>25,008,319</u>	<u>-</u>	<u>-</u>	<u>25,008,319</u>	<u>22,771,357</u>
Management and general:					
Salary and benefits	4,570,791	-	-	4,570,791	4,149,747
Insurance	147,225	-	-	147,225	175,357
Operating expenses	2,042,609	-	-	2,042,609	2,168,547
Debt service	41,312	-	-	41,312	58,503
Subtotal	<u>6,801,937</u>	<u>-</u>	<u>-</u>	<u>6,801,937</u>	<u>6,552,154</u>
Total Expenses	<u>31,810,256</u>	<u>-</u>	<u>-</u>	<u>31,810,256</u>	<u>29,323,511</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<u>671,457</u>	<u>(45,255)</u>	<u>(13,890)</u>	<u>612,312</u>	<u>(831,035)</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>8,818,969</u>	<u>160,354</u>	<u>324,892</u>	<u>9,304,215</u>	<u>10,135,250</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 9,490,426</u>	<u>\$ 115,099</u>	<u>\$ 311,002</u>	<u>\$ 9,916,527</u>	<u>\$ 9,304,215</u>

**CHARTER SCHOOL STATEMENT OF CASH FLOWS**  
(With summarized financial information for the year ended June 30, 2015)

**FOR THE YEAR ENDED JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Decrease in net assets</b>	\$ 612,312	\$ (831,035)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	471,117	419,179
Changes in operating assets and liabilities:		
(Increase) Decrease in assets		
Accounts receivable	(297,885)	1,830,150
Prepaid expenses and other current assets	(102,455)	(127,822)
Increase (Decrease) in liabilities		
Accounts payable	178,526	28,841
Retiree benefit payable	542,071	555,280
Deferred revenue	388,646	(569,764)
Net Cash Provided by Operating Activities	<u>1,792,332</u>	<u>1,304,829</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Capital expenditures	<u>(648,710)</u>	<u>(547,178)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Loan principal payments	<u>(955,115)</u>	<u>(175,585)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	188,507	582,066
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>8,659,721</u>	<u>8,077,655</u>
	<u>\$ 8,848,228</u>	<u>\$ 8,659,721</u>
<b>Supplemental cash flow disclosure:</b>		
Cash paid during the period for interest	<u>\$ 41,312</u>	<u>\$ 58,503</u>

**ASSOCIATED STUDENT BODY FUNDS STATEMENT OF FINANCIAL POSITION**  
(With summarized financial information at June 30, 2015)

**JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>ASSETS</b>		
Current Assets:		
Cash and cash equivalents	\$ 287,469	\$ 359,358
Accounts receivable	613	2,561
Inventory	5,481	7,425
Prepaid expenses and other current assets	5,500	7,672
Total Current Assets	<u>299,063</u>	<u>377,016</u>
Non-Current Assets:		
Fixed assets	59,817	59,817
Less: accumulated depreciation	59,817	59,817
Total Non-Current Assets	<u>-</u>	<u>-</u>
Total Assets	<u>\$ 299,063</u>	<u>\$ 377,016</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts payable	\$ 20,098	\$ 92,522
Due to student groups	254,839	260,417
Deferred revenue	1,620	15,065
Total Liabilities	<u>276,557</u>	<u>368,004</u>
<b>NET ASSETS</b>		
Unrestricted	22,506	9,012
Total Liabilities and Net Assets	<u>\$ 299,063</u>	<u>\$ 377,016</u>

**ASSOCIATED STUDENT BODY FUNDS STATEMENT OF ACTIVITIES AND  
CHANGES IN NET ASSETS**

(With summarized financial information for the year ended June 30, 2015)

**FOR THE YEAR ENDED JUNE 30, 2016**

	2016	2015
<b>REVENUE</b>		
Admissions	\$ 49,049	\$ 64,336
Collections	26,953	31,133
Commissions	17,821	24,918
Merchandise sales	269,930	276,701
Taxable income	-	-
Non-taxable income	33,830	26,188
Other income	9,003	4,316
Cost of sales	(53,617)	(80,069)
Total Revenues	<u>352,969</u>	<u>347,523</u>
<b>EXPENSES</b>		
Program services:		
Salaries and benefits	14,309	18,021
Officials	23,000	23,845
Tournament Fees	107	-
Security	16,656	7,724
Bank charges	379	338
General expenses	285,024	297,419
Total Expenses	<u>339,475</u>	<u>347,347</u>
<b>INCREASE IN UNRESTRICTED NET ASSETS</b>	<u>13,494</u>	<u>176</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>9,012</u>	<u>8,836</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 22,506</u>	<u>\$ 9,012</u>



**ASSOCIATED STUDENT BODY FUNDS STATEMENT OF CASH FLOWS**  
(With summarized financial information for the year ended June 30, 2015)

**FOR THE YEAR ENDED JUNE 30, 2016**

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Increase in unrestricted net assets</b>	\$ 13,494	\$ 176
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Changes in operating assets and liabilities:		
(Increase) Decrease in assets		
Accounts receivable	1,948	24,084
Prepaid expenses and other current assets	2,172	(3,822)
Inventory	1,944	27,751
Increase (Decrease) in liabilities		
Accounts payable	(72,424)	(85,436)
Due to students	(5,578)	33,376
Deferred revenue	(13,445)	15,065
Net Cash Provided by (Used in) Operating Activities	<u>(71,889)</u>	<u>11,194</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	(71,889)	11,194
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>359,358</u>	<u>348,164</u>
	<u>\$ 287,469</u>	<u>\$ 359,358</u>

**NOTE TO SUPPLEMENTARY INFORMATION**  
**JUNE 30, 2016**

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***NOTE 1 - PURPOSE OF SUPPLEMENTARY SCHEDULES***

**Schedule of Expenditures of Federal Awards**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the Charter School and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The Charter School has not elected to use the ten percent de minimis cost rate as covered in Section 200.414 Indirect (F&A) costs of the Uniform Guidance.

**Local Education Agency Organization Structure**

This schedule provides information about the schools operated, members of the governing board, and members of the administration.

**Schedule of Average Daily Attendance**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the Charter School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to local education agencies. This schedule provides information regarding the attendance of students.

**Schedule of Instructional Time**

This schedule presents information on the amount of instructional time offered by each charter school and whether each charter school complied with the provisions of *Education Code* Sections 46200 through 46206, if applicable.

The Charter School must maintain its instructional minutes at the 1986-87 requirements, as required by *Education Code* Section 46201.

**Reconciliation of Annual Financial Report With Audited Financial Statements**

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Unaudited Actual Financial Report to the audited consolidated financial statements.

**Supplementary Financial Statements by Entity**

These consolidated financial statements include an account of each entity operated by the Charter School.

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***INDEPENDENT AUDITOR'S REPORTS***

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Governing Board  
Palisades Charter High School  
(A California Nonprofit Public Benefit Corporation)  
Pacific Palisades, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Palisades Charter High School (the Charter School) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise Palisades Charter High School's basic financial statements, and have issued our report thereon dated December 8, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Palisades Charter High School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Palisades Charter High School's internal control. Accordingly, we do not express an opinion on the effectiveness of Palisades Charter High School's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Charter School's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Palisades Charter High School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Report on Summarized Comparative Information**

The prior-year comparative information has been derived from the Charter School's consolidated financial statement report dated December 15, 2015, which expressed an unmodified opinion. In our opinion, the comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rancho Cucamonga, California  
December 8, 2016

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR  
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Governing Board  
Palisades Charter High School  
Pacific Palisades, California

**Report on Compliance for Each Major Federal Program**

We have audited Palisades Charter High School's compliance with the types of compliance requirement described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Palisades Charter High School's (the Charter School) major Federal programs for the year ended June 30, 2016. Palisades Charter High School's major Federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Palisades Charter High School's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about Palisades Charter High School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of Palisades Charter High School's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Palisades Charter High School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2016.

**Report on Internal Control Over Compliance**

Management of Palisades Charter High School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Palisades Charter High School's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Palisades Charter High School's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Rancho Cucamonga, California  
December 8, 2016

**INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE**

Governing Board  
Palisades Charter High School  
(A California Nonprofit Public Benefit Corporation)  
Pacific Palisades, California

**Report on State Compliance**

We have audited Palisades Charter High School's (A California Nonprofit Public Benefit Corporation) compliance with the types of compliance requirements as identified the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, that could have a direct and material effect on each of the Palisades Charter High School's State government programs as noted below for the year ended June 30, 2016.

***Management's Responsibility***

Management is responsible for compliance with the requirements of State laws, regulations, and the terms and conditions of its State awards applicable to its State programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance of each of the Charter School's State programs based on our audit of the types of compliance requirements referred to above. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. These standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the applicable government programs noted below. An audit includes examining, on a test basis, evidence about the Charter School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinions. Our audit does not provide a legal determination of the Charter School's compliance with those requirements.

***Unmodified Opinion***

In our opinion, the Charter School complied, in all material respects, with the compliance requirements referred to above that are applicable to the government programs noted below that were audited for the year ended June 30, 2016.



*Other Matters*

In connection with the audit referred to above, we selected and tested transactions and records to determine the Charter School's compliance with the State laws and regulations applicable to the following items:

	Procedures Performed
<b>LOCAL EDUCATION AGENCIES OTHER THAN CHARTER SCHOOLS</b>	
Attendance	No, see below
Teacher Certification and Misassignments	No, see below
Kindergarten Continuance	No, see below
Independent Study	No, see below
Continuation Education	No, see below
Instructional Time	No, see below
Instructional Materials	No, see below
Ratios of Administrative Employees to Teachers	No, see below
Classroom Teacher Salaries	No, see below
Early Retirement Incentive	No, see below
Gann Limit Calculation	No, see below
School Accountability Report Card	No, see below
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	No, see below
Transportation Maintenance of Effort	No, see below
 <b>SCHOOL DISTRICTS, COUNTY OFFICES OF EDUCATION, AND CHARTER SCHOOLS</b>	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After School Education and Safety Program:	
General Requirements	No, see below
After School	No, see below
Before School	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control Accountability Plan	Yes
Independent Study - Course Based	No, see below
Immunizations	Yes, see below
 <b>CHARTER SCHOOLS</b>	
Attendance	Yes
Mode of Instruction	Yes
Non Classroom-Based Instruction/Independent Study for Charter Schools	No, see below
Determination of Funding for Non Classroom-Based Instruction	No, see below
Annual Instruction Minutes Classroom-Based	Yes, see below
Charter School Facility Grant Program	No, see below

Programs listed above for local education agencies are not applicable to charter schools; therefore, we did not perform any related procedures.

The Charter School does not operate a before or after school program within the After School Education and Safety Program; therefore, we did not perform any related procedures.

The Charter School does not operate Independent Study – Course Based instruction; therefore, we did not perform any related procedures.

The Charter School was not listed on the immunization assessment reports; therefore, we did not perform any related procedures.

The Charter School does not offer Non Classroom-Based Instruction; therefore, we did not perform any procedures related to Non Classroom-Based Instruction/Independent Study for Charter Schools or Determination of Funding for Non Classroom-Based Instruction.

The Charter School did not receive funding for the Charter School Facility Grant Program; therefore, we did not perform any related procedures.

Rancho Cucamonga, California  
December 8, 2016

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***SCHEDULE OF FINDINGS AND QUESTIONED COSTS***

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**SUMMARY OF AUDITOR'S RESULTS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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**FINANCIAL STATEMENTS**

Type of auditor's report issued:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness identified?	<u>No</u>
Significant deficiency identified?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

**FEDERAL AWARDS**

Internal control over major Federal programs:	
Material weakness identified?	<u>No</u>
Significant deficiency identified?	<u>None reported</u>

Type of auditor's report issued on compliance for major Federal programs:	<u>Unmodified</u>
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Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	<u>No</u>
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Identification of major Federal programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
<u>10.555 &amp; 10.553</u>	<u>Child Nutrition Cluster</u>

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$ 750,000</u>
Auditee qualified as low-risk auditee?	<u>Yes</u>

**STATE AWARDS**

Type of auditor's report issued on compliance for programs:	<u>Unmodified</u>
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**FINANCIAL STATEMENT FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**STATE AWARDS FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2016**

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None reported.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2016**

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There were no audit findings reported in the prior year's schedule of financial statement findings.





# 24th Annual CALIFORNIA CHARTER SCHOOLS CONFERENCE

March 20-23, 2017 • Sacramento, CA  
#CCSACon



- Registration
- Sponsor/Exhibit
- Program
- Schedule
- Networking
- Hotel & Travel
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- Schedule
- General Deadlines
- General FAQs
- Contact Us



**Countdown**  
to the 24th Annual  
California Charter Schools  
Conference in Sacramento!

**104** days  
**2508** hours  
**150517** minutes  
**9031059** seconds



Connect with us



#CCSACon

## 2017 CONFERENCE SCHEDULE

Exhibitor and sponsor information for the 2017 event can be found [here](#).  
*Adjustments will be made to the schedule throughout the year. Registered attendees will be notified of any significant shifts in the schedule that could potentially affect travel plans.*

### Monday, March 20, 2017

- 8:00 a.m.–7:00 p.m. Registration Open
- 9:00 a.m.–5:00 p.m. Pre-Conference Workshops
- 10:00 a.m.–4:00 p.m. School Tours
- 5:00–7:00 p.m. Welcome Reception

### Tuesday, March 21, 2017

- 7:00 a.m.–6:00 p.m. Registration Open
- 8:00–9:30 a.m. Opening Plenary Session, Sacramento Memorial Auditorium
- 9:30 a.m. Exhibit Hall Opens
- 9:45–10:45 a.m. Exhibit Hall Coffee Break
- 9:45–10:30 a.m. Teacher Expo
- 10:45 a.m.–12:00 p.m. Breakout Sessions
- 12:00–1:00 p.m. Lunch in Exhibit Hall
- 12:45–1:30 p.m. Facilities & Funding Expo
- 2:00–3:15 p.m. Breakout Sessions
- 3:15–3:45 p.m. Exhibit Hall Ice Cream Social
- 3:45–5:00 p.m. Breakout Sessions
- 5:00–6:00 p.m. Exhibit Hall Happy Hour Booth Crawl
- 6:00 p.m. Exhibit Hall Closes

## **Wednesday, March 22, 2017**

- 8:00–9:30 a.m. Plenary Session, Sacramento Memorial Auditorium
- 9:30 a.m. Exhibit Hall Opens
- 9:45–10:30 a.m. Operations & Compliance Expo
- 9:45–10:45 a.m. Exhibit Hall Coffee Break
- 10:45 a.m.–12:00 p.m. Breakout Sessions
- 12:00–1:00 p.m. Lunch in Exhibit Hall
- 12:45–1:30 p.m. Blended Learning/Tech/STEM Expo
- 1:45 p.m. Exhibit Hall Raffle Drawing
- 2:15 p.m. Exhibit Hall Closes
- 2:15–3:30 p.m. Breakout Sessions
- 3:30–3:45 p.m. Power Up Snack Break
- 3:45–5:00 p.m. Breakout Sessions
- 5:15–6:30 p.m. Regional Meetings
- 8:00–11:00 p.m. Wednesday Evening Event, Sacramento Masonic Temple

## **Thursday, March 23, 2017**

- 8:00 a.m.–12:30 p.m. Registration Open & Bag Check Available @ Hotels & Sacramento Convention Center
- 8:00–9:15 a.m. Networking Breakfast
- 9:15–10:30 a.m. Breakout Sessions
- 10:45 a.m.–12:30 p.m. Closing Program, Sacramento Convention Center

# **CONTACT US**



## **"Far From the Tree" Author Andrew Solomon Will Be a Keynote Speaker at the CCSA Conference in March**

November 30, 2016

We are thrilled to announce that author Andrew Solomon will be our keynote speaker at the opening plenary session at The 24th Annual California Charter Schools Conference. Solomon will talk about his book "Far From the Tree: Parents, Children and the Search for Identity." Andrew will give his address on Tuesday, March 21 at 8 am the Sacramento Memorial Auditorium.

Acclaimed as a revolutionary feat of journalism, "Far From the Tree" is an examination of the means by which families accommodate children with physical, mental and social disabilities and how these unusual situations can be invested with love. Andrew spent ten years researching the book, interviewing more than 300 families and generating more than 40,000 pages of notes! NPR called the book "a work of genius" and Vanity Fair said, "Andrew Solomon's empathy, heart, and vast intelligence are in abundance in Far from the Tree." Please make sure to register for the conference before our winter deadline on January 27 to get the best rate.

Tags: [conference](#), [conference 2017](#)

[« Older Posts](#) | [Newer Posts »](#)





# 24th Annual CALIFORNIA CHARTER SCHOOLS CONFERENCE



March 20-23, 2017 • Sacramento, CA  
#CCSACon

- Registration
- Sponsor/Exhibit
- Program
- Schedule
- Networking
- Hotel & Travel
- General Info
- Blog

- General Info
- Schedule
- General Deadlines
- General FAQs
- Contact Us

**Countdown**  
to the 24th Annual California Charter Schools Conference in Sacramento!

**104** days  
**2504** hours  
**150291** minutes  
**9017497** seconds

Connect with us



#CCSACon

## GENERAL INFORMATION

The 24th Annual California Charter School Conference will be held at the Sacramento Convention Center located at 1400 J Street, Sacramento, CA 95814, March 20-23, 2017.

### What will I learn?

The mission of the California Charter Schools Conference (CCSA) is to inspire academic excellence, operational integrity and unity among charter schools throughout California. The annual event connects charter school experts from across the country who lead sessions on everything from balancing your budget, obtaining a new facility and creating a safe school environment to building a productive and excellent board and advocating for your school on the local, state and federal level.



### What is the theme of the 2017 conference?

The theme of the CCSA conference in 2017 is "Momentum", which celebrates the incredible growth of charter schools in California and the vision and mission of CCSA to reach one million students in California charter schools by 2022.

### Who should attend?

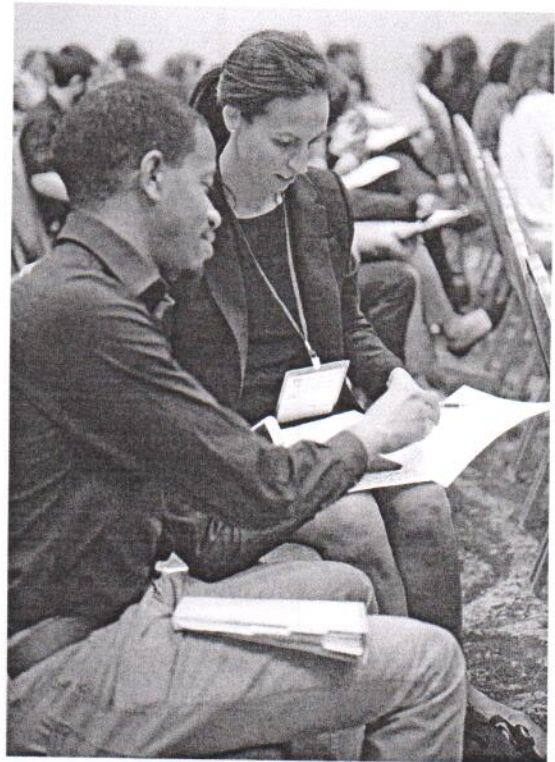
The conference is for charter school leaders, teachers, board members, administrators, business managers, university educators, political leaders, business partners and community stakeholders.

### Who should I contact if I have questions about the conference?

View our [Contact Us](#) page to learn more.

### How do I learn more about CCSA?

CCSA advances the charter school movement through state and local advocacy, leadership on accountability and resources for member schools. CCSA is a trusted source of data and information on California's charter schools for parents, authorizers, legislators, the press and other interested groups.



You can learn more on CCSA's website:

- [About CCSA](#)
- [Vision and Mission](#)
- [Staff](#)
- [Board of Directors](#)
- [Member Council](#)
- [CCSA Families](#)

### How do I learn more about CCSA Advocates?

You can learn more on the CCSA Advocates website:

- [About CCSA Advocates](#)
- [Board of Directors](#)
- [Political Council](#)
- [Staff](#)

### How can I get involved as an Exhibitor or Sponsor?

Visit our [Sponsor/Exhibit section](#) to learn more. Information coming soon!



**PALISADES CHARTER HIGH SCHOOL  
BOARD OF TRUSTEES MEETING  
EXECUTIVE DIRECTOR AND PRINCIPAL REPORT  
DECEMBER 13, 2016**

## **2017-18 School Year Calendar – Surveys**

PCHS is in the process of surveying parents, students, and faculty to determine preferences for the start date of the 2017-18 school year. The options included in the surveys are based on the straw poll from the October faculty meeting on what factors were most important to the majority of teachers. Surveys include three options: August 7, August 14, and August 21 (aligns with LAUSD feeder schools). The results of the surveys will be presented at the January Board of Trustees meeting.

## **PCHS Professional Learning Community (PLC) training (See attached *PLC Progress Newsletter*)**

The Academic Achievement Team held trainings with each PCHS PLC for an entire academic day to explore common formative assessments, set annual goals, take parts of the Common Core ELA test, examine PCHS state assessment results, and renew team norms. In addition, each PLC had time to work on a specific project to improve alignment of content, assessment, and pacing within the team. For example, most Pods developed a common DBQ (Document-Based Question) Essay to supplement their already common *Humanitas* Essay. Other teams worked on pacing and planning of new units (Algebra 2, Environmental Engineering, English 10, Geometry, and Advanced Math Concepts). World Languages developed vertical and horizontal curriculum alignment. English 9 and English 11 created common formative assessments. PE implemented vertical articulation with Paul Revere and English 12 with CSU/UCs and SMC. Each team did something valuable to increase student achievement. PLCs were proud of the work they did; and each team was grateful for the time dedicated to common goals. The Survey Monkey results assessing our trainings provided very good feedback. The trainings were rated good-excellent, and the comments given were overwhelmingly positive:

“This time was fantastic. We were able to spend serious time without distractions creating reliable and valid assessment tools that will give us valuable information and guide our teaching.”

“It's always a magnificent present to be able to have allocated time to meet with my PLC. When will the next PLC pullout be?”

“The most useful time of the pull out was spent working on our formative assessments and common assessment related materials. In a relatively small amount of the day we were able to smoothly and efficiently accomplish so much.”

“This time was fantastic. We were able to spend serious time without distractions creating reliable and valid assessment tools that will give us valuable information and guide our teaching.”

*(Note: Information prepared by PLC Coordinator Sarah Crompton)*

### Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth





**Culture and Climate Updates** (*Goal 4- PCHS will foster a positive school climate by continuing to build trust among students, parents, faculty, staff, administrators, and Board members by educating all stakeholders about the needs and concerns of other stakeholder groups, demonstrating respect for all types of diversity, and increasing cohesion, connectedness, and compassion at all levels.*)

## **Current steps:**

- Hosting on-going “How are We Doing?” brown bag lunch time meetings twice monthly with an administrator and Faculty Senate representatives
- Following up with culture and climate facilitators regarding two-year plan in January 2017
- Implemented activity day schedule to involve and inform students – Topics: 1. School-wide Climate Survey 2. State of the School Address/Student Bill of Rights and Responsibilities 3. Diversity Understanding lesson 4. Unity Day
- Researching school climate survey analysis to guide PCHS in defining values and reaching goals
- Involving stakeholders in decision making processes such as the 2017-18 school year calendar
- Increasing focus on healthy coping strategies and wellness (stress reduction during finals, yoga for students and teachers, mindfulness training and meditation for staff and students, expanded mental health counseling options for students)
- Participating in increased number of high school recruitment fairs to expand diversity of the student body and teaching staff.

## **EDP Professional Development**

### 1. Annual Career Technical Education Conference Rancho Mirage November 16-18

This year’s conference theme “Transforming Career Technical Education” focused on the goal that CTE is continually evolving to improve and innovate. CTE contributions to student educational success, as well as the state and local work force were highlighted throughout the program. Sessions that I attended addressed the following topics:

- CTE 101/overview
- CTE Initiatives
- The Who, What, Why and How of CTE and A-G
- Perkins and CTE Incentive Grants
- Political and Policy Issues facing CTE
- Accessible Equity

### 2. Charter School Development Center Conference San Diego December 8- 9

Highlights of the annual conference for charter school affiliates include keynote presentations from Dr. Howard Gardner speaking on “From Multiple Intelligences to Moral Intelligence” and Dr. Kathy Perez on “Creating a Classroom Culture of Caring, Confidence, and Collaboration”

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I attended the following presentations related to the PCHS 2016-17 School-wide Goals:

- *CSDC's 2016 Leadership Update*  
Key information needed to stay current on charter policy, finance, accountability and practice matters. The presentation covered vital topics, including:
  - fiscal and budget updates,
  - assessment and accountability updates,
  - charter authorizing and renewal updates,
  - legislative and regulatory updates,
  - teacher supply updates,
  - independent study and nonclassroom-based instruction updates,
  - federal policy updates.
- *Out-of-the-Box Nonclassroom-Based Schools Update*

An update on key challenges and opportunities for independent study schools.

1. The latest information on the Anderson v. Shasta lawsuit, including the status of legal appeals, responses by school districts, and how charter schools can evaluate their individual circumstances to respond appropriately;
  2. How the larger political and union relations picture is affecting “out-of-the-box” schools;
  3. Updates on key legal, audit and regulatory matters specific to “out-of-the-box” schools.
- *Improving School Climate for Better Achievement: Examining the Guiding Vision and Values at Your School (The Core of a Sound and Healthy School Climate: A Psychology of Success*

This session presented a research-based approach to school improvement through the Alliance for the Study of School Climate’s School Effectiveness and Improvement “Roadmap,” which predicts schools’ effectiveness based on guiding vision and values.

- *Leadership for Intentional, Targeted Teaching*

Analysis of transformative instructional practices that include:

1. Planning with Purpose
2. Cultivating a Learning Climate
3. Instruction with Intention
4. Assessing with a System
5. Impacting Student Learning

[Our Mission:](#)

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## PCHS PLC PROGRESS

### EXTRA, EXTRA! MORE PLC HEADLINES...

#### MORE TLC FOR YOUR PLC WAS A SUCCESS!

Thank you for the team work....

**Pali's PLCs** learned more about common formative assessments, set goals, examined PCHS state assessment results, and renewed their norms.

**Algebra 2-** Designed new units of study. Created a PLC Google Doc for best practices.

**Advanced Math Concepts-** Designed a student survey and a common summative exam.

**Environmental Engineering-** Planned curriculum for 2<sup>nd</sup> semester.

**Gov/Econ-** Normed grading of Government DBQ with a common rubric.

**Art Pod-** Developed common DBQ prompt and collected source articles.

**English 9, 11-** Created common formative assessments to support common summative assessment.

**Chemistry-** Created common formative Schoology quiz to go with listening to a YouTube video on Size of an Atom.

**Urban Ecology Pod-** Developed common-DBQ prompt and collected source articles.

**Biology-** Organized Biology Curriculum and developed materials in Google and Schoology to share resources. Rick Woodward designed a formative assignment modeled after a Smarter Balanced assessment.

**Beginning Languages-** Set norms and Vertical Curriculum Alignment. Spanish 1 created a common Mastery Manager assessment.

**Advanced Languages-** Vertical Curriculum Alignment

**Drama Pod-** Document Based Query, Student Intervention

**Resource Teachers-** will establish a common way to run classrooms, a graphic organizer for IEP accommodations, monthly meetings, and will send representatives to core PLCs.

**US History-** analyzed data from common assessment, designed a DBQ, aligned curriculum pacing to new history and common core standards, and AP work group graded AP common assessment

**Music Pod-** Found their common theme for semester 1 (propaganda, Stalin, and the Russian revolution) and worked on new theme for semester 2 (love and relationships).

**STEAM Pod-** mapped themes and gathered resources for Semester 1 ELA writing prompts on: Representation, Environmental Justice, Drones, and Tech Addiction. Scaffolded a non-English class reading of Ender's Game to expand ELA beyond the English classroom. Planned Semester 2 cross-curricular project.

**Tech Ed-** Will teach digital citizenship (Common Sense Media) for the first two weeks of Semester 2. Reviewed rubric for common writing project; Compared tech standards at the school, state, and national level.

**Virtual Academy and Temescal Academy-** Developed mission statement: "Online core courses must have assessments aligned with traditional classroom courses;" clarified the roles of Temescal, Virtual, and POP; created "promo" for Temescal Academy.

**English 10-** Created entire unit on **Night**.

**Visual Arts-** Designed a third written common summative to be used the week of Showcase.

**Physical Education-** Revised norms; set goals; planned 2 school visitations, reinstated stand-up department meetings.

**Algebra 1-** Teachers took the Interim Block Assessments The teacher comments overheard were, "Wow, these are really challenging!", "We really need to make sure our students can think about it this way". In response, teachers designed a collection of 18 practice questions to be used as common formative assessments throughout the year.

**English 12-** Created a common assessment that is aligned to the English Placement Tests for CSU, UC, and SMC.

**Geometry-** Developed norms, designed a common warm up/formative, and planned a congruent triangles unit.

Keep celebrating the good work  
we are doing together!

**PLCs are moving forward!**

## WHAT'S NEXT?

### REMAINING PULLOUTS:

ENGLISH 9, P7, 11/14

SPECIAL DAY TEACHERS, P7, 11/15

VAPA-PERFORMANCE, 11/16

SOCIAL JUSTICE, TBD

### 7<sup>TH</sup> PERIOD WORKSHOPS:

1. ACADEMIC CONVERSATIONS (2 SESSIONS)
2. DIFFERENTIATION
3. LESSON PLANNING
4. TECHNOLOGY TOOLS
5. SCHOology/INFINITE CAMPUS
6. HUMAN RIGHTS CURRICULUM
7. SETTING A POSITIVE CULTURE IN THE CLASSROOM

**WATCH FOR SIGN UPS ON A GOOGLE FORM COMING SOON!**

**THANKS TO THE AA TEAM FOR SUPPORTING OUR PLCs!**

### REMINDERS:

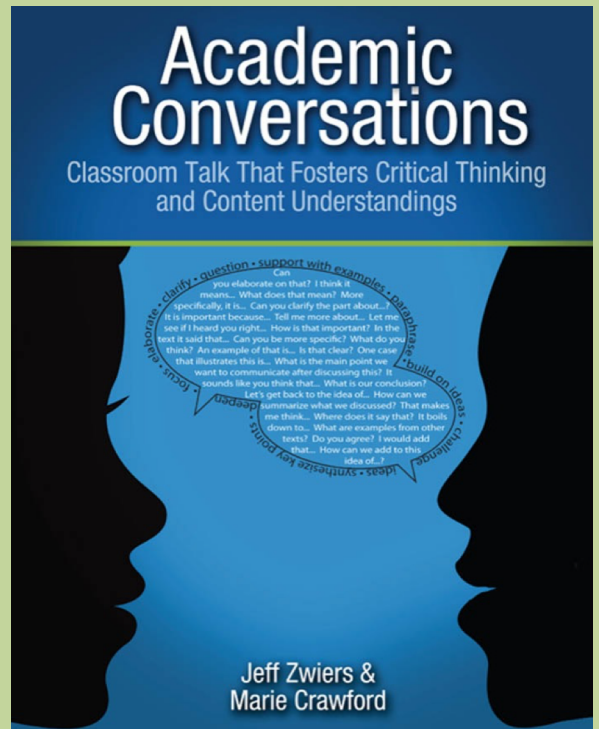
PLEASE LET SARAH CROMPTON KNOW WHEN YOU WOULD LIKE TO SCHEDULE YOUR PLC SPRING SESSION. WE BUDGETED FOR ONE PERIOD FOR EACH PLC. HOWEVER, IF YOU WANT MORE TIME, LET US KNOW!

**EDUCATOR EFFECTIVENESS GRANT \$\$\$\$\$**

NEED MORE TIME? WANT MORE PD?  
SEE MONICA IANNESSA IN THE AA ROOM.  
THIS YEAR, WE HAVE STATE MONEY TO SUPPORT TEACHER PROFESSIONAL DEVELOPMENT.



SLC teachers at work!



Interested in this? I would like to schedule a series of two 7<sup>th</sup> period workshops in January.

There are 7 spaces.

Email Monica if you are interested.





**PALISADES CHARTER HIGH SCHOOL  
BOARD OF TRUSTEES MEETING  
CBO REPORT  
DECEMBER 13, 2016**

## 2015-2016

### Audit

- External Audit Report due to the CDE by 12/15/16 was completed and reviewed by the Audit Committee and included for reference. PCHS received a “Clean Opinion” with no Audit Findings.

## 2016-2017

- Our Total Unrestricted Cash Balances at the end of November 2016 was \$7.1 Million (October 2016 was approx. \$7.9 million). Note: Fund 20-Lifetime Benefits Account has been set up with LACOE and is included in the amounts (\$4.8 million, excluding loan to Civic Center Permit) noted above. Quarterly EPA Funds of approx. \$1.1million will be received in December.

### College Readiness Block Grant Funding

- A new funding grant for the \$133,492 will be received this year will have was created on this funding than can be spent over the next 2 years (2016/17 to 2017/18). Further details on the spending requirements are included separately.

### Enrollment

- The enrollment for 2016-2017 at the end of Month 4 (December 2nd) as 2,966 (2,974 in Month 3). The Attendance Office is monitoring enrollment levels to meet the Budgeted 2,950 Enrollment Average for the 2016-2017 School Year. They will be bringing in approximately 20 students from the waiting list during the semester break in anticipation of check outs for the remainder of the year. Cumulative ADA through Month 4 was 2,872 @ 96.6% (2,871 @96.7% Month 4 in 2015/16). Budgeted ADA for 2016-17 is 2,836.

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## Cafeteria

- Food Service sales results are included and are not at budgeted levels. We have received input from the LTSP Committee and are also looking at other options including issuance of an RFP and possible changes in providers for the 2017/2018 School Year

## Banking

- We have begun meeting with Cathay Bank to move our Depository relationship as approved by Board last month. We will start to migrate the current Bank of the West accounts in January and expect to complete the transition no later than the ending of February.
- We are including our new report with detailed Credit Card transactions initiated in the prior month. This will be a regular report to accompany the CBO report.

## Other

- The First Interim Financial Report with Actual Revenues/Expenditures through October and Full Year multi-year projections for 2016-2017 information, due December 15<sup>th</sup> will be presented at the next meeting.

## 2016-2017 ASB

- Webstore/POS upgrade update: tentative go live by Jan 10th
- Seeking out vending machine vendors
- Soccer Fest (12/9)
- Winter Formal at PCHS (2/11)
- Holiday Boutique Holiday Grams sold (approx. \$100)
- Holiday week fundraisers

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Palisades Charter High School  
 Credit Card Reconciliation Form  
 For the Period of: 11-2-16 - 11-28-16

PLEASE COMPLETE

\*\*For finance use only\*\*

Date	PO#:	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category
10/28/16		PARADISE POINT RESORT	conference- TVN	PAMELA MAGEE	Crystal Adams	(602.84)	No	20150.0	5220
11/2/16	001001	ROCCOS CUCINA	food- human rights workshop	PAMELA MAGEE	Pam Magee	75.76	No	62640.0	4390
11/3/16	000725	KARTING DISTRIBUTORS	STEAM supplies - go karts	GREGORY WOOD	Donna Mandosa	553.50	No	00000.0	6400
11/7/16		CHARTER SCHOOLS DEVELO	conference registration	PAMELA MAGEE	Pam Magee	569.00	Yes	00000.0	5220
11/13/16		TRUMBA CORPORATION	subscription- online calendar system	PAMELA MAGEE	Pam Magee	79.96	No	00000.0	5310
11/13/16		EASYCANVASPRINTS.COM	Photo enlargements/mounting	PAMELA MAGEE	Pam Magee	170.43	No	00000.0	4390
11/14/16		CTC*CONSTANTCONTACT.C	subscription- newsletter	PAMELA MAGEE	Pam Magee	90.00	No	00000.0	5310
11/14/16	001001	STAPLES 00111229	supplies- school tours	PAMELA MAGEE	Pam Magee	24.07	No	00000.0	4390
11/14/16		FLITE TEST	STEAM supplies - rockets	GREGORY WOOD	Donna Mandosa	300.22	No	00000.0	6400
11/16/16		WEB*NETWORKSOLUTIONS	subscription	PAMELA MAGEE	Donna Mandosa	125.91	No	00000.0	6400
11/16/16	000998	STAPLES 00111229	supplies- thanksgiving cards	PAMELA MAGEE	Amy Nguyen	217.88	No	00000.0	4390
11/16/16	fundraise	USH TICKETING ECOMM	special ed - fieldtrip	GREGORY WOOD	Cathye Estes	480.00	No	65000.0	5810
11/17/16	fundraise	USH TICKETING ECOMM	special ed - fieldtrip	GREGORY WOOD	Cathye Estes	1,715.00	No	65000.0	5810
11/19/16		RITZ-CARLTON RNCHO MIR	conference- hotel for CTE conference	PAMELA MAGEE	Pam Magee	316.32	Yes	63870.0	5220
11/23/16		SCHOOL SERVICES OF CAL	subscription- membership to ssc site	PAMELA MAGEE	Pam Magee	305.00	No	00000.0	5310
11/27/16		BC.BASECAMP 3 3348953	subscription - workflow software	PAMELA MAGEE	Pam Magee	79.00	No	00000.0	5310
11/28/16		PURCHASE *FINANCE CHARGE*				69.56			

Grand Total **4,568.77**

**Palisades Charter High School**  
**Cafeteria Revenue Comparisons: Q1 2016 vs Q1 2015**

**15/16**

FEDERAL BREAKFAST	July	August	Sep	Oct	
Free	7.96	3,968.06	9,364.94	11,247.48	
Reduced	-	452.92	1,416.22	1,531.14	
Paid	-	78.30	177.48	178.93	
<b>Total Federal Breakfast</b>	<b>7.96</b>	<b>4,499.28</b>	<b>10,958.64</b>	<b>12,957.55</b>	<b>28,423.43</b>
FEDERAL LUNCH	July	August	Sep	Oct	
Free	169.41	7,560.63	16,747.68	20,549.94	
Reduced	72.63	992.61	2,770.70	3,480.86	
Paid	36.89	328.29	636.43	637.05	
<b>Total Federal Lunch</b>	<b>278.93</b>	<b>8,881.53</b>	<b>20,154.81</b>	<b>24,667.85</b>	<b>53,983.12</b>
STATE BREAKFAST	July	August	Sep	Oct	
Free	0.91	452.84	1,068.73	1,283.57	
Reduced		60.86	190.31	205.75	
Paid		-	-		
<b>Total State Breakfast</b>	<b>0.91</b>	<b>513.70</b>	<b>1,259.04</b>	<b>1,489.32</b>	<b>3,262.97</b>
STATE LUNCH	July	August	Sep	Oct	
Free	11.58	538.91	1,194.09	1,467.07	
Reduced	6.13	83.80	233.91	293.87	
Paid		-	-		
<b>Total State Lunch</b>	<b>17.71</b>	<b>622.71</b>	<b>1,428.00</b>	<b>1,760.94</b>	<b>3,829.36</b>
<b>A la carte sales</b>	<b>748.50</b>	<b>3,295.65</b>	<b>15,166.59</b>	<b>19,306.78</b>	<b>38,517.52</b>
<b>TOTAL 15/16</b>	<b>1,054.01</b>	<b>17,812.87</b>	<b>48,967.08</b>	<b>60,182.44</b>	<b>128,016.40</b>

**16/17**

FEDERAL BREAKFAST	July	August	Sep	Oct	
Free	185.64	3,867.72	8,574.54	9,497.25	
Reduced	-	714.78	1,392.78	1,515.81	
Paid	83.52	207.64	151.09	153.12	
<b>Total Federal Breakfast</b>	<b>269.16</b>	<b>4,790.14</b>	<b>10,118.41</b>	<b>11,166.18</b>	<b>26,343.89</b>
FEDERAL LUNCH	July	August	Sep	Oct	
Free	96.72	7,555.68	15,683.88	18,585.66	
Reduced	152.96	1,623.52	2,691.04	2,974.60	
Paid		362.88	462.72	500.16	
<b>Total Federal Lunch</b>	<b>249.68</b>	<b>9,542.08</b>	<b>18,837.64</b>	<b>22,060.42</b>	<b>50,689.82</b>

**Palisades Charter High School**  
**Cafeteria Revenue Comparisons: Q1 2016 vs Q1 2015**

STATE BREAKFAST	July	August	Sep	Oct	
Free	20.67	414.69	958.59	1,069.87	
Reduced	-	97.42	182.82	200.99	
Paid	-	-	-	-	
<b>Total State Breakfast</b>	<b>20.67</b>	<b>512.11</b>	<b>1,141.41</b>	<b>1,270.86</b>	<b>2,945.05</b>
<b>STATE LUNCH</b>	<b>July</b>	<b>August</b>	<b>Sep</b>	<b>Oct</b>	
Free	4.77	539.59	1,089.17	1,290.38	
Reduced		132.63	219.83	243.00	
Paid			-	-	
<b>Total State Lunch</b>	<b>4.77</b>	<b>672.22</b>	<b>1,309.00</b>	<b>1,533.38</b>	<b>3,519.37</b>
<b>A la carte sales</b>	<b>-</b>	<b>4,773.07</b>	<b>12,244.11</b>	<b>10,259.11</b>	<b>27,276.29</b>
<b>TOTAL 16/17</b>	<b>544.28</b>	<b>20,289.62</b>	<b>43,650.57</b>	<b>46,289.95</b>	<b>110,774.42</b>

**Summary of Changes**

Net % change Breakfast	3167.5%	5.8%	-7.8%	-13.9%	-7.6%
Net % change Lunch	-14.2%	7.5%	-6.7%	-10.7%	-6.2%
<b>Net changes (16/17 - 15/16)</b>	<b>(509.73)</b>	<b>2,476.75</b>	<b>(5,316.51)</b>	<b>(13,892.49)</b>	<b>(17,241.98)</b>
<b>Net % changes (16/17 - 15/16)</b>	<b>-48.4%</b>	<b>13.9%</b>	<b>-10.9%</b>	<b>-23.1%</b>	<b>-13.5%</b>

Palisades Charter High School  
Textbooks Update - 11/30/16

Department	Funding Source	Budgeted Amt	Expended Amt	Enc. Amt	Remaining Amt	% Left
Undistributed	Unrestricted Resources	-77,022.00	-7,088.41	0.00	-69,933.59	90.80
English Department	Unrestricted Resources	30,800.00	20,667.78	0.00	10,132.22	-34.20
Math Department	Unrestricted Resources	10,000.00	0.00	0.00	10,000.00	100.00
Science Department	Unrestricted Resources	22,814.00	0.00	0.00	22,814.00	100.00
Foreign Language	Unrestricted Resources	49,000.00	2,958.69	3,003.15	43,038.16	87.83
Social Studies	Unrestricted Resources	144,864.00	155,783.67	0.00	-10,919.67	-7.54
Technical Education	Unrestricted Resources	10,285.00	0.00	0.00	10,285.00	100.00
Visual & Performing Arts	Unrestricted Resources	12,727.00	3,333.07	2,570.88	6,823.05	53.61
Library	Unrestricted Resources	11,000.00	0.00	0.00	11,000.00	100.00
Academic Achievement	Unrestricted Resources	1,950.00	0.00	0.00	1,950.00	100.00
Temescal Academy	Unrestricted Resources	3,300.00	0.00	0.00	3,300.00	100.00
ESL	LCAP Expenses	0.00	2,698.59	0.00	-2,698.59	0.00
Intervention	LCAP Expenses	1,250.00	0.00	0.00	1,250.00	100.00
Independent Study	LCAP Expenses	14,500.00	12,047.89	0.00	2,452.11	16.91
ESL	IASA: Title I Part A	10,250.00	0.00	0.00	10,250.00	100.00
Summer School	IASA: Title I Part A	0.00	0.00	0.00	0.00	0.00
Special Education	Special Education	12,370.00	0.00	0.00	12,370.00	100.00
<b>Total for Object: 4100-Textbooks</b>		<b>258,088.00</b>	<b>190,401.28</b>	<b>5,574.03</b>	<b>62,112.69</b>	<b>24%</b>



**Palisades Charter High School  
IMA Update - 11/30/16**

Department	Funding	Budgeted Amt	Expended Amt	Enc Amt	Remaining Amt	% Left
Undistributed	Unrestricted Resources	-64,600.00	0.00	0.00	-64,600.00	100.00
English Department	Unrestricted Resources	5,420.00	1,740.88	0.00	3,679.12	67.88
Math Department	Unrestricted Resources	8,800.00	1,140.59	86.40	7,573.01	86.06
Science Department	Unrestricted Resources	89,943.00	22,734.54	421.94	66,786.52	74.25
Foreign Language	Unrestricted Resources	2,600.00	296.29	0.00	2,303.71	88.60
Social Studies	Unrestricted Resources	2,139.00	35.95	0.00	2,103.05	98.32
Technical Education	Unrestricted Resources	10,200.00	3,001.94	107.73	7,090.33	69.51
Visual & Performing Arts	Unrestricted Resources	69,361.00	19,143.11	1,329.69	48,888.20	70.48
Physical Education	Unrestricted Resources	4,000.00	39.44	0.00	3,960.56	99.01
Athletic Director	Unrestricted Resources	300.00	0.00	0.00	300.00	100.00
Counseling Department	Unrestricted Resources	12,000.00	539.88	0.00	11,460.12	95.50
Career Center	Unrestricted Resources	300.00	0.00	0.00	300.00	100.00
Writing Center	Unrestricted Resources	7,550.00	0.00	0.00	7,550.00	100.00
Attendance Office	Unrestricted Resources	5,850.00	1,404.37	687.14	3,758.49	64.25
Study Center	Unrestricted Resources	1,000.00	0.00	305.00	695.00	69.50
Main Office	Unrestricted Resources	0.00	0.00	0.00	0.00	0.00
Nurses Office	Unrestricted Resources	6,050.00	477.31	0.00	5,572.69	92.11
Summer School	Unrestricted Resources	475.00	0.00	0.00	475.00	100.00
Intervention	Unrestricted Resources	0.00	475.54	0.00	-475.54	0.00
Independent Study	Unrestricted Resources	300.00	266.03	0.00	33.97	11.32
MESA Program	Unrestricted Resources	2,300.00	282.56	0.00	2,017.44	87.71
Library	Unrestricted Resources	4,477.00	518.56	0.00	3,958.44	88.42
Deans	Unrestricted Resources	8,360.00	4,266.94	1,071.00	3,022.06	36.15
Academic Achievement	Unrestricted Resources	2,700.00	1,091.63	31.56	1,576.81	58.40
Temescal Academy	Unrestricted Resources	6,500.00	0.00	0.00	6,500.00	100.00
Small Learning Communities	Unrestricted Resources	1,200.00	0.00	0.00	1,200.00	100.00
ACADEMIC DECATHLON	Unrestricted Resources	5,300.00	2,809.15	0.00	2,490.85	47.00
College Center	Unrestricted Resources	4,000.00	1,114.21	0.00	2,885.79	72.14
Tutoring Program	Unrestricted Resources	0.00	0.00	0.00	0.00	0.00
Testing	Unrestricted Resources	500.00	0.00	0.00	500.00	100.00
Undistributed	LCAP Expenses	1,000.00	0.00	0.00	1,000.00	100.00
Summer School	LCAP Expenses	0.00	1,178.11	166.17	-1,344.28	0.00
Intervention	LCAP Expenses	15,075.00	464.27	0.00	14,610.73	96.92
ESL	IASA: Title I Part A	1,200.00	690.10	0.00	509.90	42.49
Undistributed	Special Education	500.00	0.00	0.00	500.00	100.00
<b>Total for Object: 4300-Materials and Supplies</b>		<b>214,800.00</b>	<b>63,711.40</b>	<b>4,206.63</b>	<b>146,881.97</b>	<b>68%</b>
Undistributed	Special Education	39,200.00	1,980.29	717.18	36,502.53	93.12
<b>Total for Object: 4310-Materials and Supplies</b>		<b>39,200.00</b>	<b>1,980.29</b>	<b>717.18</b>	<b>36,502.53</b>	<b>93.12</b>
		<b>512,088.00</b>	<b>256,092.97</b>	<b>31,165.04</b>	<b>224,829.99</b>	<b>43.90</b>



**PALISADES CHARTER HIGH SCHOOL  
 BOARD OF TRUSTEES MEETING  
 HUMAN RESOURCES DIRECTOR REPORT  
 DECEMBER 13, 2016**

**Leave of Absence:**

Name	Classification/Position	Funding Source	Effective Date
Amanda Campbell	Teacher	General	January 9, 2017 – June 9, 2017

**Resignations/Retirement/Release:**

Name	Classification/Position	Funding Source	Effective Date
Sean Passan	Teacher	General	December 16, 2016

Delia Morales and Siquia Harris attended a course by Skill Path on December 8<sup>th</sup>. They were able to take new skills and concepts back to PCHS to use in their positions.

Siquia Harris will be attending a Recruiting and Career Fair at UCLA on January 15<sup>th</sup>, 2017. We are looking forward to a great recruiting season regardless of the tight supply of teachers. We strongly believe the PCHS is a ‘go-to’ destination for teachers and look forward to educating candidates and recent credentialed graduates about all that PCHS has to offer our faculty.

**Open Positions**

**Status**

PE Teacher -

Reference and Background check

ASB Accounting/Purchasing clerk

Interviewing

Facilities, Grounds & Maintenance Supervisor

Interviewing

Social Studies Teacher

**Position Posted**

Internal Posting - Pali Production

Posted – closes on Wednesday, December 14th

**Our Mission:**

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



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<u>Date</u>	<u>Description of Charge</u>	<u>Amount</u>
October 17, 2016	CTE Conference Registration	\$406.85
	CTE Conference Hotel Charges	\$316.32
November 22, 2016	Elevator Impact/Assist Gifts	
	Order # 99H46536A7XA4H7C51CD565DM0	\$45.00
	Order # D674533R26185H6Q66VG9T3W47	\$45.00
	Order # J3F5119EH59F5F8W23RB4C63W2	\$45.00
	Order # 36DEER4AQ7BA418C0526763FD6	\$45.00
	Order # 488A099VV4355H3FB7N11E2CM4	\$45.00
	Order # E42GB71W8MB5N7LV4MC904VE1	\$40.00
November 23, 2016	SSCAL Workshop Registration	\$305.00
	<b><u>TOTAL</u></b>	<b><u>\$1,293.17</u></b>



# PALISADES CHARTER HIGH SCHOOL

*More Than 50 Years of Innovation and Excellence*

December 6, 2016

Dear Parents:

Your son/daughter is seeking to participate in the SoCal DECA Regional Competition on Saturday January 14<sup>th</sup> to Sunday January 15<sup>th</sup> in Anaheim/Garden Grove. Below you will find information about the trip, an itinerary and a permission slip. To confirm attendance, please submit the Field Trip form by: **Thursday, December 15** to me in J120.

**Cost:** The total cost for the trip will be \$60.00 which will contribute towards the cost of meals, club shirt, registration, lodging, and transportation from PCHS and the one-night hotel-stay. The remaining costs will be covered by grants. For group outings, please give cash to your students to make payment easiest.

**Departure:** We will be leaving Palisades Charter High School at 7:30AM sharp on Saturday, January 14<sup>th</sup> at the main entrance. If your child drives that day, he/she may just leave his/her car in the parking lot. We will need to give to the security office license plate, car, and student information. We will be returning from Anaheim/Garden Grove around 1:30PM on Sunday the 15<sup>th</sup>. We will have the student call when we are about 30 minutes from the school.

**Dress Code:** Students will need to be already dressed in business attire for this trip. Once we get to Anaheim, the students will register and immediately compete in their competitive areas. Later that night, they are able to change in to something casual. The next day, the students will need business attire again for the awards ceremony on Sunday morning and be able to change quickly prior to getting on the bus for the ride home to Pali.

**Accommodations:** **Wyndham Anaheim Garden Grove**  
**12021 Harbor Blvd**  
**Garden Grove, CA 92840**

**Future Conferences:** The State conference will be in San Clara, CA from March 2<sup>nd</sup>-5<sup>th</sup> and Internationals will luckily be back in Anaheim, California from April 25<sup>th</sup>-30<sup>th</sup>.

**Chaperones:** I will be 1 of 2 teacher chaperones for the trip. The other chaperone for this trip will be my co-advisor, Peyman Nazarian (Social Studies Teacher). There will also be security at the hotel and other teacher chaperones assisting. School rules will be in affect and parents will be contacted immediately for any rule violations.

Sincerely,

Brad Kolavo  
[bkolavo@palihigh.org](mailto:bkolavo@palihigh.org)  
310-230-6623 x5067

**Our Mission:** PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [X] Field Trip [ ] School Journey [ ] Curricular Trip [ ] Athletic Trip [ ] Curricular Buss Tour [ ] OTHER (Describe) \_\_\_\_\_

Name of School: Palisades Charter High School Employee Supervising trip: Kolavo/Nazarian Certified [X] Non-Cert. \_\_\_\_\_ Telephone Number: (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER: ALL GRADES

1. Destination: Wyndham Anaheim Garden Grove Are admission fees charged? Yes \_\_\_\_\_ No [X] 2. Dates of Trips: 1/14-1/15 3. Number of Students: 19 Number of adults: 2 4. Name and employee number of employee who will go on trip: Brad Kolavo and Peyman Nazarian

5. Substitute required? Yes \_\_\_\_\_ No [X] How Many? \_\_\_\_\_ Source of funds \_\_\_\_\_ 6. Time schedule required by school: Leave School 7:30am on 1/14 Arrive destination 9:00am Leave destination 12:30pm Return school 1:30pm

7. Duration of trip: Less than one day \_\_\_\_\_ One day \_\_\_\_\_ Overnight [X] (if overnight, how many days?) 1 8. Method of transportation: School bus (indicate number required) 1 Walking \_\_\_\_\_ Automobile \_\_\_\_\_ Public Carrier: airplane \_\_\_\_\_ boat \_\_\_\_\_ bus \_\_\_\_\_ train \_\_\_\_\_ other \_\_\_\_\_ (explain) \_\_\_\_\_

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will attend and compete at the regional SOCAL DECA Conference. They will compete in their chosen fields and attend workshops.

10. Source of funds for trip: CTE Grant

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

11. Have the locations of the nearest emergency facilities been obtained? Yes [X] No \_\_\_\_\_

12. Have forms for parent's or guardian's permission been obtained? Yes [X] No \_\_\_\_\_

13. If hiking or camping activity: NO

a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Has the area been checked for potential hazards? Yes \_\_\_\_\_ No \_\_\_\_\_

c. Has the School Police Department been notified of the trip? Yes \_\_\_\_\_ No \_\_\_\_\_

APPROVALS:

Principal or Asst. Principal \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

\* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.