



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday December 12, 2017 at 5:30 PM PST

### **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>.*

### **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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### **Agenda**

## I. Opening Items

### Opening Items

#### A. Call the Meeting to Order

#### B. Record Attendance and Guests

##### Trustees:

Emilie Larew (Chair)	Rocky Montz
Leslie Woolley (Vice Chair)	Andrew Paris
Deanna Hamilton (Secretary)	Robert Rene
David Carini	Camille Schoenberg
Emily Hirsch	Mystic Thompson
Shawn McClellan	

Student Liaison: Taylor Torgerson

##### PCHS Management:

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

#### C. Public Comment

*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

November 7, 2017 Regular Meeting

Approve minutes for Board Meeting on November 7, 2017

## II. Organizational Reports

#### A. Student Report

#### B. Parent Report

- C. Classified Staff Report
- D. Faculty Report
- E. Human Resources Director (HR) Report
- F. Director of Operations Report
- G. Director of Development Report
- H. Chief Business Officer (CBO) Report
- I. Executive Director/Principal (EDP) Report

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

- A. Budget & Finance Committee Report
- B. Academic Accountability Committee Report

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

- A. Audit Committee Report

**V. Academic Excellence**

Academic Excellence

- A. College Center - Review of Services & Class Rankings  
Action Item: Vote on whether to continue use of class rankings
- B. Update Regarding Recent School Closures and Impacts on PCHS
- C. Request for Allowance of Attendance Because of Emergency Conditions
- D. Math Presentation Update

**VI. Governance**

Governance

- A. Board Training: Board Member Recusals Due to Actual or Potential Conflict of Interest

**VII. Facilities / Operations**

- A.** Elevator Repair Project  
Action Item: Approval for elevator repair costs
- B.** Update Regarding Vandalism on Campus
- C.** Campus Security Updates  
Including Fence and Overnight Security Updates
- D.** Intrusion Detection System
- E.** Transportation: Long-Term Viability & Reports

**VIII. Finance**

Finance

- A.** First Interim Financial Report
- B.** Update on Funding/Disbursement Options for Post-Retirement Healthcare Benefits
- C.** Track & Field Loan - Possible Changes to Decrease Interest Paid to Outside Bank
- D.** Fiscal Policies and Procedures Updates, Including Policies & Procedures Manual Update

**IX. Executive Director/Principal (EDP) Support and Evaluation**

**X. Consent Agenda 1: Non-Finance Items**

- A.** Approval of Field Trips

**XI. Consent Agenda 2: Finance Items**

- A.** LACOE Certificate of Signatures
- B.** Approval of reimbursements for Executive Director / Principal

**XII. New Business / Announcements**

- A.** Announcements / New Business  
- Date of Next Regular Board Meeting is Tuesday, January 23, 2017

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

**XIII. Closed Session**

- A.** Conference with Legal Counsel: Anticipated Litigation  
(Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)
- B.** Student Matter: Discipline/Expulsion
- C.** Public Employee Discipline/Dismissal/Release  
(Govt. Code section 54957)

**XIV. Open Session**

- A.** Return to Open Session
- B.** Report Out on Action Taken In Closed Session, If Any.

**XV. Closing Items**

- A.** Adjourn Meeting

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on November 7, 2017

APPROVED



# Palisades Charter High School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday November 7, 2017 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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**Trustees Present**

Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Leslie Woolley, Mystic Thompson, Robert Rene, Rocky Montz, Shawn McClellan

**Trustees Absent**

*None*

**Ex Officio Members Present**

Dr. Pam Magee

**Non Voting Members Present**

Dr. Pam Magee

**Guests Present**

Shelby Ladnier

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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 Nov 7, 2017 at 5:08 PM.

**B. Record Attendance and Guests**

Emily Hirsh was absent

**C. Public Comment**

Mary Wlodek, a parent discussed PCHS Math classes and pulling ineffective teachers from the classroom.

**D. Approve Minutes**

Andrew Paris made a motion to Approve Minutes from the September 26, 2017 Regular Board Meeting. Board Meeting on 09-26-17.

Rocky Montz seconded the motion.

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

**Roll Call**

Emilie Larew	Aye
Rocky Montz	Aye
Deanna Hamilton	Aye
Camille Schoenberg	Aye
David Carini	Aye



**Roll Call**

Leslie Woolley	Aye
Robert Rene	Aye
Andrew Paris	Aye
Shawn McClellan	Aye
Mystic Thompson	Aye

**E. Approve Minutes**

Leslie Woolley made a motion to Approve Minutes from the October 17, 2017 Regular Board Meeting Board Meeting on 10-17-17.

Mystic Thompson seconded the motion.

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

**Roll Call**

Robert Rene	Aye
Emilie Larew	Aye
Leslie Woolley	Aye
Andrew Paris	Aye
Mystic Thompson	Aye
Rocky Montz	Aye
David Carini	Aye
Deanna Hamilton	Aye
Camille Schoenberg	Aye
Shawn McClellan	Aye

**II. Organizational Reports**

**A. Student Report**

Taylor Torgerson reported the following:

- Week of 11/27 Holiday Spirit Week.
- Therapy puppies to help students not stress during finals.
- 11/15 - annual hair drive.

**B. Parent Report**

Parent Robert Rene suggested that we should expect more productive discussions surrounding the Math Department in the next few months. There was an article in the Tide and other parent comments have lead him to this conclusion.

**C. Classified Staff Report**

Andrew Paris reported that employees would like the paychecks to come on the 1st instead of the 10th.

**D. Faculty Report**

Nothing to Report

**E. Human Resources Director (HR) Report**

Amy Nguyen commented that the PCHS will have a booth at the 17th Annual Diversity Employment Day Career Fair to promote PCHS as an outstanding place of employment. Beginning November 14, 2017 through the Spring 2018 semester, insurance brokers will be visiting PCHS providing feedback on pricing for health benefits and answer faculty and staff questions.

**F. Director of Operations Report**

Stands as submitted.

**G. Director of Development Report**

Report stands as submitted. Mike Rawson reported 500 volunteers participated in the Feed My Starving Children service event held on Saturday, November 4, 2017 and 88,000 food packets were made to feed 260 kids every day for an entire year.

**H. Chief Business Officer (CBO) Report**

CBO Report stands as submitted.

Greg Wood reported the 1st Interim Report of Actual Revenue & Expenditures based upon our October 2017 financials and projected full year projections is due Dec 15, 2017 to the CDE.

**I. Executive Director/Principal (EDP) Report**

Executive Director and Principal Report stands as submitted.

Dr. Magee reported and provided kudos to all that participated or involved with the Feed the Starving Children event.

Leslie Woolley inquired about the recruitment and outreach mentioned in Dr. Magee's report. Dr. Lee has ongoing recruitment and how does this work with our over-enrollment issue. Dr. Magee communicated that we have to continue outreach and strive for diversity, because this is a requirement of our Charter. Many students want to attend PCHS, but may not be able to attend because of the lottery. We may want to look at the admissions process when reviewing the Charter.

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

**A. Budget & Finance Committee Report**

Nothing to report, next meeting is scheduled for Monday, November 13, 2017

**B. Academic Accountability Committee Report**

See the State Dashboard: Local Indicators agenda item for report.

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

**A. Audit Committee Report**

Nothing to Report

**V. Academic Excellence**

**A. State Dashboard: Local Indicators**

Monica Iannessa presented a report regarding the State Dashboard: Local Indicators. The AA Team and the Academic Accountability Committee reviewed and worked on the report and concluded all the local indicators were "met" and recommend the Board approve the following indicators:

1. Safe, Clean and Functional: The following measures were used, appropriately assigned teachers, student access to instructional materials and facilities in good repair. Taken out of the School Accountability Report Card (SARC) where the rating was overall good by LAUSD inspection.
2. Implementation of State Academic Standards: The following measure was used: Standards-Survey of Faculty, which is recommended by the County. Eighty-five percent of faculty responded, 110 of 130 teachers. Report described and fit really well with our Professional Learning Communities (PLC).
3. Parent Engagement: Local Measures used: decision making and participation. The report highlights how the parents are being informed and offered opportunity to participate in programs such as Parent Orientation Night, Back-to-School Night and Showcase Night. Information and agenda items are regularly promoted through the school's website, robocalls and parent newsletter.
4. School Climate: The following measure was used: Teacher's Columbia Survey on Staff, Parent, and Student Satisfaction

Board recommended one change to the report wording, under page 2. section #2. Standards-Survey of Faculty. Under the results the sentence " When our Math teachers are separated out from the rest of the teaching population, their confidence shoots up...." The phrase shoots up should be changed.

Leslie Woolley made a motion to approve the state dashboard indicators report with the amendment to the Standards survey of faculty paragraph.

Mystic Thompson seconded the motion.

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

**Roll Call**

Camille Schoenberg	Aye
Andrew Paris	Aye
Robert Rene	Aye
Mystic Thompson	Aye
David Carini	Aye
Emilie Larew	Aye
Shawn McClellan	Aye
Rocky Montz	Aye
Leslie Woolley	Aye

**B. Resolution Regarding Reviewing / Potentially Updating Graduation Requirements**

Emilie Larew reported that the Board had a presentation last year regarding the school and state (A thru G requirements) graduation requires. The Board is responsible for to setting the graduation requirements, so we continue to meet the needs of our students. There was discuss regarding the Board Resolution requiring the requirements be reviewed at least every 5 years. It was recommended that the last stanza read: Further Be It Resolved, that the PCHS Board of Trustees will review and, when appropriate, revise graduation requirements ***at a minimum every 5 years or sooner if conditions warranted*** to ensure that PCHS graduation requirements remain current and appropriate for PCHS students.

Robert Rene made a motion to adopt the PCHS Board Resolution to Review/Potential Revision of Graduation Requirement with the amendment to "...at a minimum every 5 years or sooner if conditions warranted...".

Leslie Woolley seconded the motion.

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

**Roll Call**

Emilie Larew	Aye
Mystic Thompson	Aye
Deanna Hamilton	Aye
Camille Schoenberg	Aye
Leslie Woolley	Aye
Rocky Montz	Aye
David Carini	Aye
Robert Rene	Aye
Shawn McClellan	Aye
Andrew Paris	Aye

**C.**

## **Title IX Presentation**

Mr. Howard presented information on Title IX as it relates to athletics. There is no imbalance at play. In 2016-2017, 321 female student and 490 male students participated in sports. There are 12 female varsity sports teams and 13 male varsity sports teams. ASB provides funding

The biggest issue is shortage of field space. Coaches are very fair in communicating to each, so we have enough space to train and play, but can be challenging due to early starts of seasons and teams with post-season games.

Monica Iannessa/Russel Howard are the Title IX Co-Coordinator and will be listed on the website.

## **VI. Facilities / Operations**

### **A. Campus Security Fence Updates**

Don Parcell noted there continuous to be discussions with the Faculty, Staff and Administration regarding the security fencing. Clarification has been provided on the fence not in front of the flag pole or Mercer. Funding for the fence is ongoing with Dr. Magee and Greg Wood.

### **B. Campus Security Personnel Needs & Budget Update**

Don Parcell discussed that additional 24 hour security is still being considered and we still have not identified funding source for this yet.

### **C. PCHS Transportation Update**

Don Parcell reminded the Board of the need to look at transportation long-term -(2, 3, 5 years). Demographics have not changed, but cost will continue to go up and how will the continued costs reflect on future budgets.

The Board asked for some data on diversity/zip codes when looking at transportation in the future. We must consider if raising transportation cost may influence student diversity.

## **VII. Finance**

### **A. Fiscal Policies and Procedures Manual**

Greg Wood presented the new Fiscal Policies Manual. It includes any discussed and approved policies. It was recommended that following changes to the manual be considered: Remove the word "proposed" from the Travel Policy, create a consistent

format among each policy, add procedures instead of policies only and provide forms and policies on the website.

Camille Schoenberg made a motion to approve the Fiscal Policies Manual.

Leslie Woolley seconded the motion.

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

**Roll Call**

Leslie Woolley	Aye
Andrew Paris	Abstain
Shawn McClellan	Aye
Robert Rene	Aye
Mystic Thompson	Aye
Rocky Montz	Abstain
David Carini	Abstain
Deanna Hamilton	Aye
Camille Schoenberg	Aye
Emilie Larew	Abstain

**VIII. Executive Director/Principal (EDP) Support and Evaluation**

**A. Evaluation Committee Presentation**

Leslie Woolley discussed the process for the Executive Director/Principal. The process starts in Feb/March and includes only non-interested Board Members. The following is considered during the evaluation process: School-wide survey, school goals achievement and feedback from the stakeholders. The general guiding principles for the evaluation process can be changed and suggestions are welcomed.

**IX. Consent Agenda**

**A. Approval of Updated Membership of Board Committees**

No committee members to approve

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

See vote for item below

**C. Approval of Field Trips**

Rocky Montz made a motion to approve consent agenda as submitted.

Andrew Paris seconded the motion.

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

**Roll Call**

David Carini	Abstain
Emilie Larew	Aye
Leslie Woolley	Aye

**Roll Call**

Camille Schoenberg	Aye
Rocky Montz	Aye
Shawn McClellan	Aye
Mystic Thompson	Aye
Andrew Paris	Aye
Deanna Hamilton	Aye
Robert Rene	Aye

**X. Closed Session**

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

Went into close session at 6:37pm

**B. Public Employee Evaluation (Govt. Code 54957)**

**XI. Open Session**

**A. Return to Open Session**

Returned to open session at 7:05pm

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

No action taken. Nothing to Report Out.

**XII. 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 7:05 PM.

Respectfully Submitted,  
Leslie Woolley

# Coversheet

## Human Resources Director (HR) Report

**Section:** II. Organizational Reports  
**Item:** E. Human Resources Director (HR) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_E\_HR Board Report December 12 2017.pdf





# PALISADES

## CHARTER HIGH SCHOOL

### Human Resources Board Report

December 12, 2017

#### Elections/New Hires :

Name	Classification/Position	Funding	Effective Date
Lisa Saxon	Coach – Asst. Athletic Director	General	November 14, 2017
Donzell Hayes	Coach – Varsity Basketball, boys	General	November 14, 2017
Matt Jackson	Coach – JV Basketball, boys	General	November 14, 2017
Darren Morrison	Coach – JV Basketball, boys	General	November 14, 2017
Marshall Webb	Coach – FS Basketball, boys	General	November 14, 2017
Danielle Foley	Coach – Varsity Basketball, girls	General	November 14, 2017
Kari Korver	Coach – JV Basketball, girls	General	November 14, 2017
Dave Suarez	Coach – Varsity Soccer, boys	General	November 14, 2017
Rob Hockley	Coach – Varsity Soccer, boys	General	November 14, 2017
Marvin Lemus	Coach – JV Soccer, boys	General	November 14, 2017
Christian Chambers	Coach – Varsity Soccer, girls	General	November 14, 2017
Gary Truman	Coach – Varsity Soccer, girls	General	November 14, 2017
Kirk Lazaruk	Coach – Water Polo	General	November 14, 2017
Jazzmyne Urquiza	Coach – Water Polo	General	November 14, 2017
Cathye Estes	Coach – Cheer	General	November 14, 2017
Amber Rochon	Coach – Cheer	General	November 14, 2017
Kim Allen	Coach – Cheer	General	November 14, 2017
Aldo Juliano	Coach – Wrestling	General	November 14, 2017
Junior Amazon	Coach – Wrestling	General	November 14, 2017

#### 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

# Coversheet

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** F. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_F\_Operations\_12\_12\_17.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report December 12, 2017**

#### **Security/Safety:**

- Vandalism in early Nov appears to be by the same kids as the early Oct vandalism
- Security Guards on-site 24x7 ever since 2<sup>nd</sup> vandalism incident
- A few incidents of people attempting to walk on campus or parked in front of campus in the middle of the night since Overnight Security in place
- Additional Security Guard coverage at PCHS Campus for Spring Semester recommended, but still needs funding
- Security Fencing as previously proposed still needed – Pending Funding
- Intrusion Detection System (IDS) being presented for discussion/vote
- Active Shooter Drill planned for Mon 12/4 postponed until Jan 2018 due to Internet Outage
- Barricade in Classroom Door Kits setup and distributed
- Sylmar Fire smoke incident on Tue 12/5

#### **Permits & Setups:**

- Total Permit Revenue for Nov at ~\$40,000: Music Video for Freenjoy Productions on 11/9, Carbon 38 on 11/20, Regular Sports Permits, etc.
- Fox Sports filming planned for Sat 12/9
- All Fall Sports Permits finishing up and Winter Permits starting up
- Many Activities Past & Planned such as:
  - Great Gatsby Play
  - Faculty Meeting
  - Coffeehouse Concert
  - 11<sup>th</sup>/10<sup>th</sup> Grade Movie Nights
  - YMCA Youth & Govt, Model United Nations & Senior Tech programs
  - Football Playoffs
  - Thanksgiving Day Turkey Trot
  - Football Banquet
  - Marching Band Banquet
  - SATs

#### **Transportation:**

- Ridership down 5 students from 817 to 812 since Nov Report – All stopped paying after Oct
- Multiple parents found cutting buses off with their cars to prevent bus from leaving their stops on-time so their kids can get on the bus. Matter has been turned over the School Police.
- Some Route & Driver adjustments made to improve timely arrival
- Ridership reports requested at Nov Board Meeting presented for Board review
- Fall Athletic Buses & Field Trips All Going as Planned/Needed



# PALISADES

## CHARTER HIGH SCHOOL

### MGAC/Pool:

- Pool Closed During Fires – Will be open/operating on Sat 12/9 when PCHS Campus reopens
- Winter Breaks Hours Start Tue 12/12
- Waiting on Funding Plan for Possible Improvements of:
  - Shade for Bleachers on Temescal Side of Pool
  - Outdoor Showers Added under Scoreboard
- PCHS should start accruing/saving for major repairs in the 3-5 year timeframe as major pool components start to reach their useful life of 8-10 years.
  1. Replace Lochinvar High Efficiency Heaters (2) that serve all pools (~\$40-\$50k)
  2. Re-Plaster All Pools (~\$160-\$200k)
  3. Replacement Competition Pool Pump (~\$25-\$35k)

### Facilities/Projects:

- Elevator control system broken and beyond repair. Elevator completely out-of-service. Planned repairs by LAUSD tentatively scheduled for Winter Break if PCHS/Board approves \$58k cost estimate.
- School-Wide central heating system not working due to system leak. Repairs postponed until after finals due to campus-wide water & gas shut-off for a few days during repairs.
- Barricade in Classroom Door Kits setup and distributed
- Loading Dock to El Medio/Sunset Staircase Lighting Installed
- J-Building Storage cleanout for J123 teacher storage completed
- J-100 Auto-Shop Storage cleanout planned for Winter Break
- Fire Alarm System Maintenance planned for Winter Break
- Facilities gutters, downspouts and drains checked and cleared for Rainy Season
- Classroom Lighting Upgrades Planned for Winter Break
- Insurance Claim re stolen flatbed cart still pending
- Sanding of door for Art Door painting project to be completed during break
- Fitness Center & Weight rooms detailed cleaned
- **School Accountability Report Card (SARC) Inspection** – Results not yet received
- **Garden Gateway Phase 3** – Feedback received from LAUSD re additional adjustments needed to Landscape plan. Project Landscape Architect working with LAUSD to finalize. Project documentation to be re-submitted to LAUSD when plan revised.
- **Security Fencing** – Security/Safety fencing discussions with Faculty/Staff, Students and Board ongoing. Funding sources still being sought.
- **Gym A/C Project** – Additional meetings with LAUSD construction team. Project pending DSA Approval, then to go out for bid/award. Estimated start of April/May 2018 and completion Oct 2019.

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_G\_Development\_12\_12\_17.pdf



# PALISADES

## CHARTER HIGH SCHOOL



### Development Report Board of Trustees December 12, 2017

#### **Total Funds Raised through 12/6/17: \$197,413**

- **\$114,082 - Donor Brick Campaign (gifts & pledges)**
- **\$16,747 - Athletics**
- **\$10,166 - Classroom Teachers**
- **\$3,879 - Extra Curricular**
- **\$200 - Pali Cares**
- **\$52,339 - The PCHS Fund**
  - \$52,097- Parents
  - \$242 - Faculty/Staff
  - \$0 - Board
  - 14% participation from Parents
  - 4% participation from Faculty/Staff
  - 0% participation from Board

**#Giving Tuesday** was held on Tuesday, November 28th. Giving Tuesday is a worldwide event dedicated to supporting charities. 19 donors totaling \$3,198 was received. Proceeds were dedicated to assist with transportation for students having difficulty getting to school.

**Year-End Giving Campaign** began on Monday, December 4th. 40% of total giving is received during the last two weeks of December for all non-profits. This is the first campaign of its type at PCHS.

#### **Foundation Grants Submitted:**

- Joseph Drown Foundation (\$10,000)
- William C. Bannerman Foundation (\$5,000)
- Caruso Family Foundation (\$5,000)
- Pacific Palisades Women's Club (\$1,000)

**Donor Brick Mail Campaign** has taken place targeting 500 businesses within the Pacific Palisades.

# Coversheet

## Chief Business Officer (CBO) Report

**Section:** II. Organizational Reports  
**Item:** H. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_H\_CBO\_12\_12\_17.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MEETING DECEMBER 12, 2017**

#### **2017-2018**

Cash Balances for PCHS at the end of November were \$7.1 million (\$6.7 million Unrestricted and \$5.34 million in Fund 20.0-Lifetime Benefits Account, excluding outstanding loan from Permit account) compared to \$7.7 million in October 2017 (\$7.4 Unrestricted). December Cash will add an additional \$1.1 million for the Prop 30 Funding.

The updated 2017-2018 Financial projections are attached separately containing both in summary and detail to update new ADA, funding and expense projections. The 1<sup>st</sup> Interim Report of Actual Revenue & Expenditures based upon our October 2017 financials and projected full year projections and accompanying balance sheet are enclosed and will be discussed separately. This report is due to the CDE by December 15, 2017.

#### **Annual Audit**

The Auditors were out the third week of October to perform their on-site year-end audit work for the 2016-2017 School Year. We are the final stages of the PCHS Audit Report due the CDE by December 15<sup>th</sup>. A material adjustment was discussed and will be reflected on the Financials on the new Financial reporting requirements for the Lifetime Health Benefit obligation. They are preparing their report and we will be having a meeting with the Audit Committee when a draft of the report is ready this week prior to submission. The 2016-2017 Audit Report will then be presented to the full Board by our Auditors in January.

#### **Cafeteria**

Cafeteria Operations and participation are still positive. Participation for the month of November averaged 948 meals per day (up 4% for the month compared to 2016-17). Year to date, the participation rate is up 30% in 2016-2017 compared to 2015-2016.

#### **Attendance**

The reported Month 4 attendance and ADA showed 3,039 enrolled (3,045 Month 3-Students Enrolled) (2,973 in 2016/17) and cumulative ADA of 2,946 at 96.7% (2,869 or 96.5% in 2016/17). The combined enrollment included 60 at Pali (Temescal) Academy and 51 in Virtual Academy. The Budgeted ADA for 2017-2018 is 2,854.

#### **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

### **CBO REPORT BOARD OF TRUSTEES MEETING DECEMBER 12, 2017**

#### **Other**

**PaliHigh CBO was the Co-Chair of the Community HoHoHo event on December 1<sup>st</sup>. Pali Choir provided music for the event and Pali Ambassadors did a wonderful job in assisting the Chamber with set up, event assistance and wrap up. The Chamber & community appreciated all the efforts made by the school.**

**Lifetime Benefit cost alternatives are under with our Actuary, who will be engaged to review alternative funding models. A LAUSD Benefit presentation has been included separately which addresses a similar, but much larger funding issue and potential solutions that they are exploring. Additionally, excerpts from a recent Stanford University study addressing the increase and future funding of the State's Pension Costs are also enclosed. The PCHS Multi-Year Projections for the next 3 years are included in the Interim reports section of the agenda and identify those issues needing to be addressed.**

**The four Conversion High Schools (Birmingham, El Camino, Granada & PCHS) convened recently as the initial meeting of the Executive Directors, Chief Business Officers & HR Directors. This was a productive meeting with some of the common issues and future best practices being the focus.**

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**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**

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** II. Organizational Reports  
**Item:** I. Executive Director/Principal (EDP) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_I\_EDP Report\_12\_12\_17.pdf



# PALISADES CHARTER HIGH SCHOOL

## **PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT DECEMBER 12, 2017**

### **Monthly Annual Schoolwide Goal Update:**

***Goal 3: PCHS will increase student success through positive classroom climate and equitable classroom practices.***

One of the ways the Administrative Team is addressing this goal is by gathering information from students and parents. AP English students gave presentations to administrators regarding their recommendations for improving instruction at PCHS. The Curriculum Council comprised of Department Chairs and Program Directors is discussing current homework practices and will revisit this topic at the start of the spring semester when compiling results from an upcoming student survey. Homework practices are key components of the school's developing Grade Policy. Parents of current and incoming students have also been in communication with PCHS administrators. Dr. Chris Lee spoke at length with a group of middle school parents at Paul Revere Middle School after a recent recruitment presentation. We are in the process of designing Professional Development for January 2018, which will incorporate the theme of "education for interruption" focusing on educational equity. PCHS is also initiating a School Quality Review to further analyze systems, structures, processes and procedures pertaining to instruction leading to a focused action plan.

### **LAUSD Conversion Charter High School Collaborative**

Leadership from the four LAUSD conversion charter high schools (Birmingham, El Camino Real, Granada Hills, Palisades) met at Birmingham Charter High School this month. This meeting was designed to be an opportunity for similar schools to network and discuss common issues and concerns. Key areas of discussion included facility maintenance, instructional resources, new school assessment measurements, and budgetary challenges. This group will meet quarterly with the next meeting being at PCHS.

### **Meeting with LAUSD District 4 Board Member Nick Melvoin**

The Los Angeles Advocacy Council has coordinated monthly meetings with Nick Melvoin who represents District 4 on the LAUSD School Board. The meetings are a strong step in the direction of transparency and collaboration with LAUSD. Mr. Melvoin is to be commended for his efforts to support all schools under the LAUSD umbrella. PCHS is included in these conversations and has shared information about facilities maintenance issues on behalf of the independent conversion charter high schools located on LAUSD owned property.



# PALISADES

## CHARTER HIGH SCHOOL

### **Girls Build LA Leadership Summit**

PCHS has been invited to bring a group of 50 young women to participate in this year's Girls Build L.A. Leadership Summit sponsored by the L.A. Promise Fund on December 15 at the Los Angeles Convention Center. Former Secretary of State Hillary Clinton will speak to 5,000 young women from L.A. County public schools about activism and leadership. The event's themes include technology and social impact with appearances from professionals in the technology and entertainment sectors.

## Coversheet

### Request for Allowance of Attendance Because of Emergency Conditions

**Section:** V. Academic Excellence  
**Item:** C. Request for Allowance of Attendance Because of Emergency  
Conditions  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V\_C\_Acad Excell\_Emergency Conditions\_Form J13a\_12\_12\_17.pdf

California Department of Education

Form J-13A

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
BECAUSE OF EMERGENCY CONDITIONS  
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name:

School District (or Charter School) Address:

County-District Code:

County Name:

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

California Department of Education

Form J-13A

### **SCHOOL CLOSURE**

Nature of Emergency (describe):

Name of School(s):  
(if request covers all schools, write "all schools")

School Code(s):

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

California Department of Education

Form J-13A

**MATERIAL DECREASE**

Nature of Emergency (describe):

Name of School:  
(if request covers all schools, write "all schools")

School Code(s):

We request the substitution of estimated days of attendance for actual days of attendance in accordance with the provisions of Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of apportionments for the foregoing school(s) for (dates) \_\_\_\_\_ during which school attendance was materially decreased because of the described emergency.

Estimated attendance for each day (October or May ADA): \_\_\_\_\_ students per day.  
Estimated daily attendance multiplied by number of days of material decrease, yields \_\_\_\_\_ days of attendance requested.

State method of determining estimated daily attendance (October or May ADA):  
ADA for school month beginning on \_\_\_\_\_, 2\_\_\_\_\_ and ending on \_\_\_\_\_, 2\_\_\_\_\_.

Actual apportionable attendance for days of material decrease:

Site	Date	Actual Attendance
------	------	-------------------



California Department of Education

Form J-13A

### **LOST OR DESTROYED ATTENDANCE RECORDS**

We request the use of estimated attendance in lieu of attendance that cannot be verified because of the loss or destruction of attendance records. This request is made in accordance with Section 46391. The entire period covered by the lost or destroyed records commences with \_\_\_\_\_, 2\_\_\_\_, up to and including, \_\_\_\_\_, 2\_\_\_\_\_.

Describe circumstances and extent of records loss or destruction:

Describe how it is proposed to reconstruct attendance records or estimate attendance in the absence of records:

### AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the \_\_\_\_\_  
\_\_\_\_\_ school district, hereby swear (or affirm) that the foregoing  
statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Printed Names	Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
Signature, Title \_\_\_\_\_  
of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

### AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct  
to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_  
Date: \_\_\_\_\_

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.  
Signature, Title \_\_\_\_\_  
of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

**AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the \_\_\_\_\_  
\_\_\_\_\_ charter school, hereby swear (or affirm) that the foregoing  
statements are true and are based on official district records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Names

Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature, Title \_\_\_\_\_

of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

**Approval by Superintendent of Authorized Local Educational Agency (LEA)**

Signature, Title \_\_\_\_\_

of \_\_\_\_\_ (LEA).

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct  
to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature, Title \_\_\_\_\_

of \_\_\_\_\_ County, California

Contact/Individual responsible for preparing this form:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

## Coversheet

### Board Training: Board Member Recusals Due to Actual or Potential Conflict of Interest

**Section:** VI. Governance  
**Item:** A. Board Training: Board Member Recusals Due to Actual or Potential  
Conflict of Interest  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
VI\_A\_Gov\_Recusals Board Member Conflict of Interest\_12\_12\_17\_Additional Materials.pdf



**YOUNG, MINNEY & CORR, LLP**



# **Palisades Charter High School Employee Board Members & Conflicts of Interest**

**Presented by:  
Lisa A. Corr, Esq.  
Young, Minney & Corr, LLP**

**THE CHARTER LAW FIRM**

# Introduction



**The legitimacy of the Board's actions are directly tied to the propriety of its decision-making.**

# Goals



- **Educate the Board on law, environment for charter schools and best practices**
- **Aid Board in adoption of a defensible recusal policy**

# Legal Landscape for Charter Schools & Conflict of Interest Laws





# Political Landscape



- **Charter schools operate with public money**
- **Charter schools are highly scrutinized**
- **Conflicts of interest issues for charter schools can be a basis for civil or criminal prosecution, charter revocation, negative headlines and legislative proposals**
- **Employees on boards raise the greatest number of conflict of interest questions**

# Political Landscape



- **For most public agencies, employees are legally prohibited from sitting on the Board**
- **LAUSD & LACOE do not allow new charter schools to place employees on the Board**
- **Employees on boards can cause internal conflict between Board members and administration**

# California Laws

# Common Law Prohibitions



## Purpose of California Conflict of Interest Laws

**To ensure that those persons charged with conducting “the people’s business” do so without any divided loyalties or personal benefit. In this regard, one court stated, “the duties of public office demand the absolute loyalty and undivided, uncompromised allegiance of the individual that holds the office.”**

**(*Thomson v. Call* (1985) 38 Cal. 3d 633, 648.)**



# Common Law Prohibitions



**A good expression of the common law doctrine is found in Noble v. City of Palo Alto (1928) 89 Cal.App. 47, 51:**

**“A public officer is impliedly bound to exercise the powers conferred on him with disinterested skill, zeal, and diligence and primarily for the benefit of the public.”**

# Common Law Prohibitions



**Public officials must avoid placing themselves in positions in which personal interests may come into conflict with duty to the public.**

- **Mere appearance of impropriety an issue**
- **Applies to non-financial interests as well as financial interests (broader set of interests than other laws)**

# Education Code Prohibitions



## Education Code Section 35107

**“An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.”**

# The Political Reform Act



**“No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.”**

**(Gov. Code § 87100.)**



# The Political Reform Act



## Common (Non-Exhaustive List) Obvious Areas of Conflict:

- **Board member's compensation and benefits**
  - **Includes Board member's individual compensation or salary schedule for all similarly situated employees**
- **Collective bargaining discussions**
- **Board member's immediate family**
- **Hiring, evaluating or discipline/dismissal of co-workers or management**
- **Budget approval**

# The Political Reform Act



**Recusal process must ensure no influence or attempt to influence in any way – this means, if you are a Board member with a conflict of interest, you should leave the room and not speak to Board members or decision-makers outside a Board meeting.**

# Government Code 1090



**“Members of the Legislature, state, county, district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members.”**

# Government Code 1090



**WARNING: SOME PROSECUTORS AND AGENCY OFFICIALS BELIEVE SECTION 1090 APPLIES TO CHARTER SCHOOL BOARD MEMBERS – SECTION 1090 WOULD PROHIBIT ALTOGETHER AN EMPLOYEE FROM SITTING ON A BOARD**

# Corporations Code Duties



## Duty of Loyalty

**“A director [i.e. Board member] shall perform the duties of a director ... in good faith, in a manner such director believes to be in the best interests of the corporation....”**

## Corporations Code Section 5231(a)

# Consequences / Penalties for Violations

# Consequences/Penalties for Violations



- **Civil and Criminal Liabilities for the Individual Board Member**
- **Impugned Reputation**
- **Charter Revocation**
- **Lost Public Trust**
- **Diminished Effectiveness of Board/School**

# Practical Concerns/Hypotheticals



**WHILE NEGOTIATIONS ARE ONGOING FOR A 5% INCREASE IN SALARIES, ONE EMPLOYEE BOARD MEMBER ARGUES TO NOT PURCHASE AN INNOVATIVE STUDENT TECHNOLOGY PACKAGE THAT WILL ASSIST LOW ACHIEVERS.**



# Practical Concerns/Hypotheticals



**BOARD CONSIDERS THE  
DISCONTINUATION OF A COOKING  
CLASS WHICH ONE OF THE  
EMPLOYEE BOARD MEMBER  
TEACHES AS AN ADJUNCT DUTY.**

# Next Steps



## **Board review and possible adoption of Recusal Policy**



**YOUNG, MINNEY & CORR, LLP**

916.646.1400 ■ INFO@MYCHARTERLAW.COM ■ WWW.MYCHARTERLAW.COM



**QUESTIONS AND  
RESPONSES**

**THANKS FOR  
ATTENDING TODAY!**

**SACRAMENTO OFFICE:**

655 UNIVERSITY AVENUE  
SUITE 150  
SACRAMENTO, CA 95825

**LOS ANGELES OFFICE:**

5200 LANKERSHIM BLVD.  
SUITE 370  
NORTH HOLLYWOOD, CA 91601

**SAN DIEGO OFFICE:**

591 CAMINO DE LA REINA  
SUITE 910  
SAN DIEGO, CA 92108

**WALNUT CREEK OFFICE:**

500 YGNACIO VALLEY ROAD  
SUITE 190  
WALNUT CREEK, CA 94596

# Coversheet

## Elevator Repair Project

**Section:** VII. Facilities / Operations  
**Item:** A. Elevator Repair Project  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VII\_A\_Facilities Elevator RepairLAUSD Estimate for PCHS\_12\_12\_17.pdf



# INVOICE

## LOS ANGELES UNIFIED SCHOOL DISTRICT

### Maintenance & Operations

333 S. Beaudry Ave., 22<sup>nd</sup> Floor  
 Los Angeles, CA 90017  
 Phone 213-241-0352



DATE: November 9, 2017  
 Invoice/WO#: 4500339109

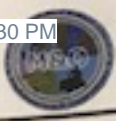
To: Palisades Charter High (8798)  
 15777 Bowdoin Street  
 Pacific Palisades, CA 90272  
 Attn: Don Parcell  
[dparcell@palihigh.org](mailto:dparcell@palihigh.org)

Make all checks payable to:  
Los Angeles Unified School District and send to:  
 LAUSD Maintenance & Operations,  
 attn: Ramy Ibrahim  
 333 S. Beaudry Ave., 22<sup>nd</sup> Floor, 22-155  
 Los Angeles, CA 90017

SITE	PAYMENT TERMS	DUE DATE	PREPARED BY:
Palisades Charter High	Due on receipt	November 17, 2017	Lance Agdigos

DESCRIPTION	AMOUNT
Purchase Order 4500339109 - Elevator Controller Repair	\$57,265.00
<b>GRAND TOTAL</b>	<b>\$57,265.00</b>

<b>Documentation Reviewed</b>	
	
Doug Anderson Area Facilities Services Director Strategic Initiatives Group	Date



**PO NO.:** 4500339109 **Purchase Order**  
**Purchase Req No.:** 417459 **PO Type (from PR or RFQ):** PG

**PO Revision No.:** 0

**PO Date:** 9/5/17 **Vendor:** 1000007709 **Payment Terms:**  
**Requested Delivery Date:** 10/31/17 **Freight Terms:**

**Requestor:** Schaefer, David Mark **Responsible Person:** Norton, Terry  
**PR/RFQ Modified By:** Maxadmin **Area/Region:** C3

**Contract:** 4400005366 **Exp Date:** 2/29/20

**CS-XE - PALISADES CHARTER HS - CONTROLLER REPAIR**

**Vendor:**  
**SAP Vendor:** 1000007709  
**Maximo Vendor:** 1000007709  
**Name:** EXCELSIOR ELEVATOR CORPORATION  
**Address:** 1951 BLAIR AVE  
 SANTA ANA, CA, 92705  
**Phone:** 949-757-1668  
**FAX:**  
**Attention:**

**Ship To:**  
**Name:** PACIFIC PLSDS ES  
**Address:** 800 VIA DE LA PAZ  
 PACIFIC PALISADES, CA, 90272  
**Phone:** 213-745-3348  
**FAX:** 213-745-1595  
**Attention:** Schaefer, David Mark

**Bill To / Invoice To:**  
**Name:** M&O MAINTENANCE CENTRAL 3  
**Address:** 1240 S NAOMI AVE  
 LOS ANGELES, CA, 90021  
**Phone:** 213-745-3348  
**FAX:** 213-745-1595  
**Attention:** Schaefer, David Mark

#	School Name	GL Account / Work Order #
001	PALISADES CHARTER HS	IO-307301879801 27493309

#	School Name	GL Account / Work Order #
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#	Order Qty	Units	Item # / Commodity Group	Acct Line	GL Account / School Name	Description, Mfg. Model, Catalog Code, Notes	Cr	Unit Cost	Tax Code	Line Cost	Total Line Cost
1	1	EA	961000000 96100	001	IO-307301879801 PALISADES CHARTER HS	CONTROLLER REPAIR, MCE		57,265.00	0.00	57,265.00	\$57,265.00

**Cost Center:** 0001879801 **Cost Element:** 580001 **Fund:** **Functional Area:**

**Total Line Cost (before tax):** \$57,265.00  
**Total Tax:** \$0.00  
**Total Shipping & Handling:**

**PO Total Cost:** \$57,265.00

*TR Rodriguez*  
 Rodriguez, Theresa

9/5/17  
 Date

Inspected By (Print Name / Signature / Title)

Date

Received By (Print Name / Signature / Title)

Date

Approved To Pay (Print Name / Signature / Title)

Date

# Coversheet

## Intrusion Detection System

**Section:** VII. Facilities / Operations

**Item:** D. Intrusion Detection System

**Purpose:** Vote

**Submitted by:**

**Related Material:**

VII\_D\_Facilities\_Intrusion Detection System\_12\_12\_17Video Motion Alarm Proposal (Perimeter Only).pdf



WORLD-1 SECURITY SPECIALISTS 1051 CANDACE LANE, LA HABRA, CA 90631

**December 8, 2017**

Dr. Pamela Magee  
Executive Director  
Palisades Charter High School  
15777 Bowdoin Street  
Los Angeles, CA 90272

Dear Dr. Magee,

Alarm-24, a World-1 Security Specialists affiliate, is pleased to submit this proposal for our Video Motion Alarm System and monitoring services to Palisades Charter High School.

Our Video Motion Alarm System uses wireless Motion Viewer units, which will be installed at strategic points to create an alarmed perimeter during unstaffed hours. Each wireless unit is equipped with a video camera. When a unit detects movement, it will instantly alert our central monitoring office, which is open and staffed 24/7. All alerts to our monitoring center will be accompanied by video footage of what triggered the Motion Viewer. We will identify any and all threats, respond promptly by calling authorities, and continue to monitor the movement and activity of the perpetrator until authorities arrive.

Our goal is to keep PCHS safe, and this system can help to greatly reduce the amount of time an intruder would spend causing damage on campus.

Sincerely,

Peter Straka  
World-1 Security Specialists





# Alarm-24

3171 W. Olympic Blvd. #505 Los Angeles, CA 90006  
 (213) 383-1000  
 (213) 383-7739 Fax  
 www.alarm-24.com

LIC. #2873

### PERIMETER ONLY ESTIMATE (MAIN CAMPUS)

CLIENT:	PALISADES CHARTER SCHOOL	DATE	12/8/17
ADDRESS:	15777 Bowdoin St. Pacific Palisades	ZIP	90272
PHONE:		SYSTEM #	ALARM

REQUESTED BY: Don Parcell

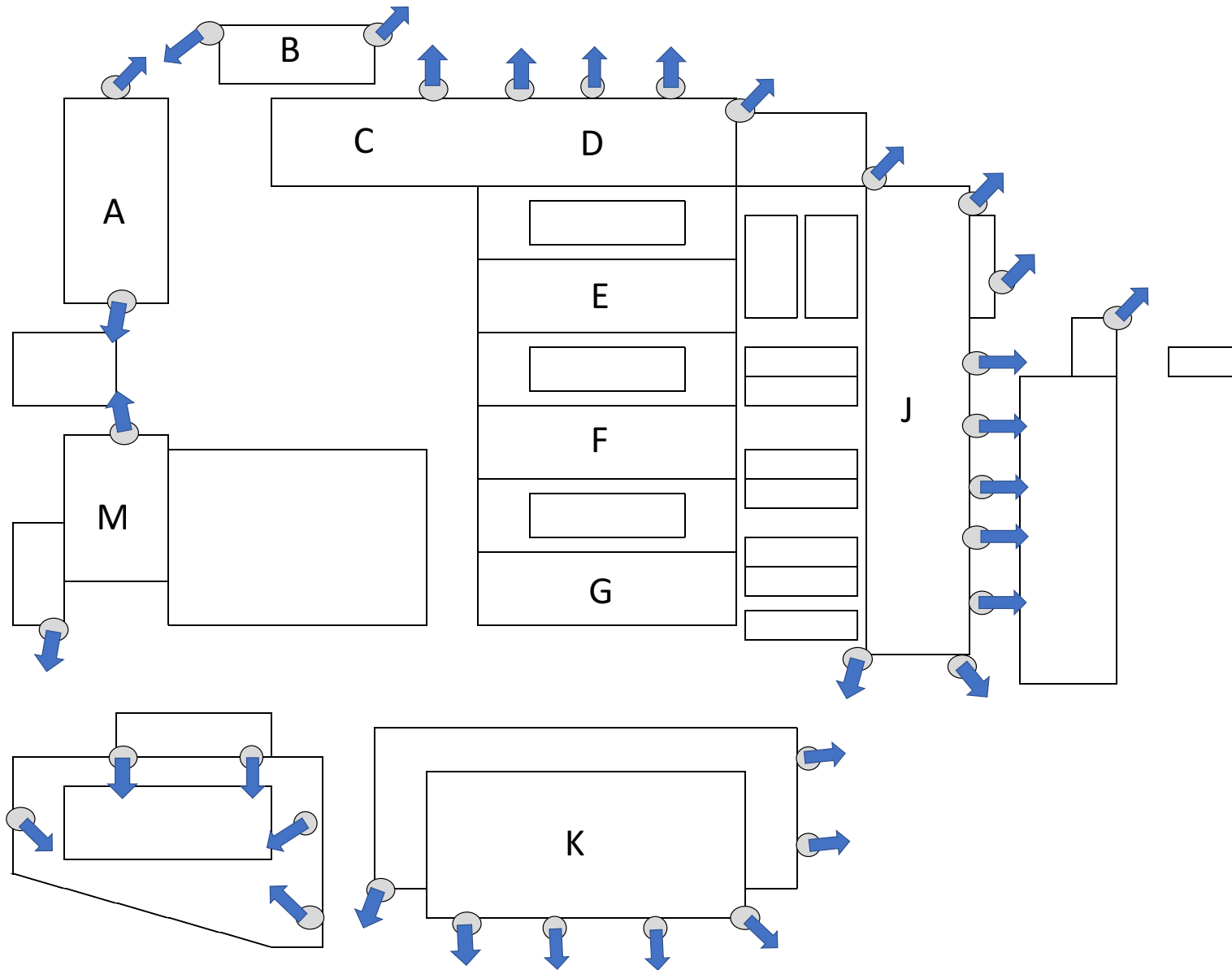
FAX:

E-MAIL: [DPARCELL@PALIHIGH.ORG](mailto:DPARCELL@PALIHIGH.ORG)

ATTN: Don Parcell

QTY	DESCRIPTION OF MATERIAL, SERVICE, LABOR & DIAGRAM	UNIT PRICE	TOTAL
<b>VIDEO MOTION ALARM SYSTEM</b>			
2	Outdoor Panel (wired)	\$ 1,152.00	\$ 2,304.00
2	Keypad	\$ 165.00	\$ 330.00
2	Outdoor Siren / Strobe	\$ 380.00	\$ 760.00
2	Transformer for Outdoor Panel	\$ 68.00	\$ 136.00
2	Lithium Battery Kit for Outdoor Panel	\$ 175.00	\$ 350.00
34	Outdoor Motionviewer (wireless)	\$ 735.00	\$ 24,990.00
	Monitoring fee: \$985 / month (includes preventive maintenance - excludes vandal		
	This proposal excludes time & material to recommission existing IDS system		
<b>TOTAL MATERIAL</b>			\$ 28,870.00

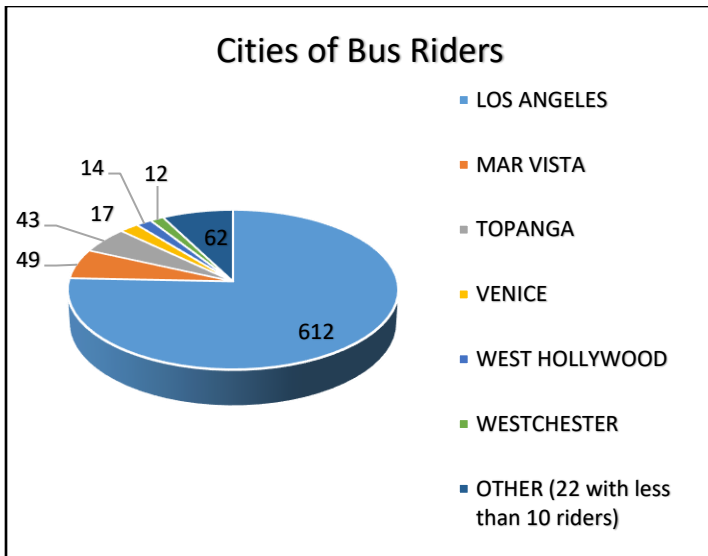
STARTING DATE:	COMPLETION DATE: 10 day project	TAX	\$ 2,742.65
	(electrical power to be provided by school electrician)	<b>SUBTOTAL</b>	\$ 31,612.65
APPROVED BY:		<b>LABOR</b>	\$ 9,100.00
TITLE:		<b>GRAND TOTAL</b>	\$ 40,712.65
SIGNATURE:		<b>DEPOSIT</b>	
DATE:		<b>BALANCE</b>	



# Coversheet

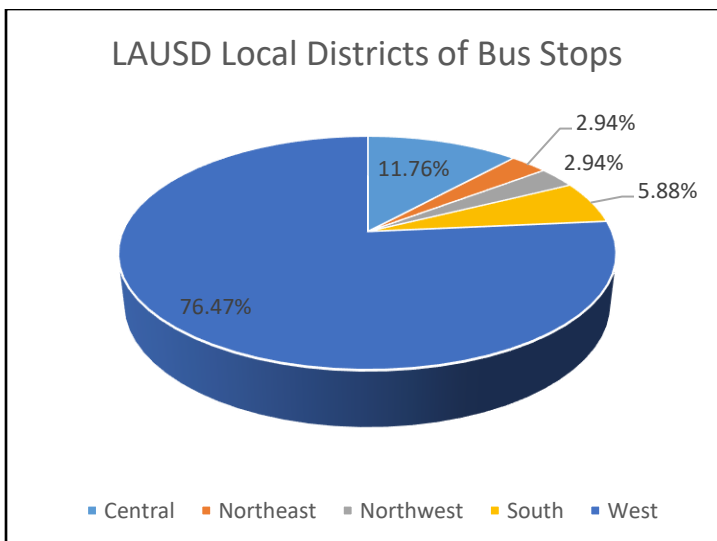
## Transportation: Long-Term Viability & Reports

**Section:** VII. Facilities / Operations  
**Item:** E. Transportation: Long-Term Viability & Reports  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Transportation Reports-Graphs for Nov 2017.pdf



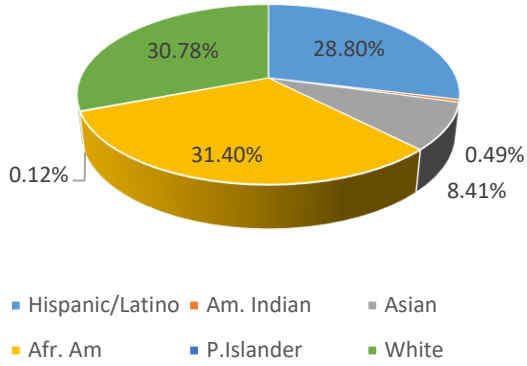
HOME ZIP	COUNT	PERCENT
90043	49	6.06%
90066	49	6.06%
90016	47	5.81%
90290	43	5.32%
90025	40	4.94%
90044	39	4.82%
90024	38	4.70%
90047	37	4.57%
90019	34	4.20%
90008	33	4.08%
90064	32	3.96%
90034	31	3.83%
90018	28	3.46%
90006	26	3.21%
90005	19	2.35%
90037	17	2.10%
90062	17	2.10%
90291	17	2.10%
90020	13	1.61%
90049	13	1.61%
90007	12	1.48%
90045	12	1.48%
90004	11	1.36%
90003	10	1.24%
90011	10	1.24%

CITIES OF BUS RIDERS	COUNT	PERCENT
LOS ANGELES	612	75.65%
MAR VISTA	49	6.06%
TOPANGA	43	5.32%
VENICE	17	2.10%
WEST HOLLYWOOD	14	1.73%
WESTCHESTER	12	1.48%
OTHER (22 with less than 10 riders)	62	7.66%



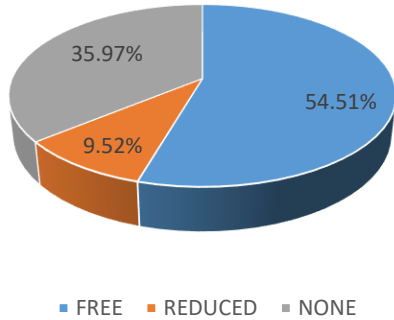
LOCAL DISTRICT	AMOUNT	PERCENT
West	26	76.47%
Central	4	11.76%
Northeast	1	2.94%
Northwest	1	2.94%
South	2	5.88%
TOTAL	34	100%

### ETHNICITY OF BUS RIDERS



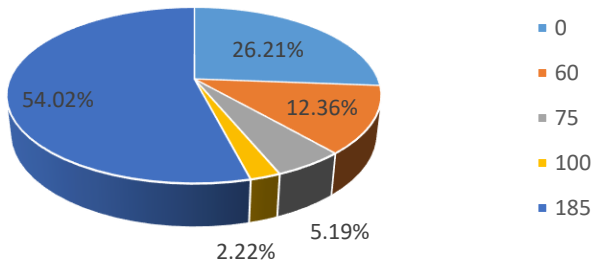
ETHNICITY	AMOUNT	PERCENT
Hispanic/Latino	233	28.80%
Am. Indian	4	0.49%
Asian	68	8.41%
Afr. Am	254	34.40%
P. Islander	1	0.12%
White	249	30.78%
<b>TOTAL</b>	<b>809</b>	<b>100%</b>

### LUNCH PROGRAM



LUNCH	AMOUNT	PERCENT
FREE	441	54.51%
REDUCED	77	9.52%
NONE	291	35.97%
<b>TOTAL</b>	<b>809</b>	<b>100%</b>

### PAYMENT PER MONTH



PAYMENT	AMOUNT	PERCENT
\$0	212	26.21%
\$60	100	12.36%
\$75	42	5.19%
\$100	18	2.22%
\$185	437	54.02%
<b>TOTAL</b>	<b>809</b>	<b>100%</b>

Ethnicity	\$0	\$60	\$75	\$100	Amount
Hispanic/Latino	99	41	18	6	164
Am. Indian	2				2
Asian	8	10	4	3	25
Afr. Am	87	37	15	6	145
White	16	12	5	3	36
<b>TOTAL</b>	<b>212</b>	<b>100</b>	<b>42</b>	<b>18</b>	<b>372</b>

# Coversheet

## First Interim Financial Report

**Section:** VIII. Finance  
**Item:** A. First Interim Financial Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** VIII\_A\_Part 2\_1st Interim Budget Detail\_12\_12\_17.pdf  
VIII\_A\_Part 4\_1st Interim Budget Summary.pdf  
VII\_A\_Part 1\_1st Interim Balance Sheet\_12\_12\_17.pdf  
VIII\_A\_Part 3\_1st Interim MYP\_12\_12\_17.pdf

PALISADES CHARTER HIGH SCHOOL  
2016-2017 Unaudited Actuals 2017-2018 Budget Updates as of 8/16/17

	Unaudited Actuals 8/16/17	Difference- Unaudited Actuals vs. Budget	2017-2018 Budget - Approved 6/20/17	2017-2018 Budget Updates as of 11/3/17	2017-2018 Actuals as of 10/31/17	2017-2018 1st interim updates	Fixed Expenditures	Discretionary Expenditures	Comments
<b>ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA</b>		<b>2,844</b>	<b>2,854</b>	<b>2,916</b>	<b>2,916</b>	<b>2,916</b>			ADA as of Norm Day
		8,997.97	9,212.27	9,220	9,220	9,220			Increase in unduplicated count to 34%
EPA Funding-Prop 30	4,355,534	(246,210)	4,183,522	4,274,404	1,052,599	4,274,404			Per FCMAT Calculator based on new ADA
LCFF Entitlement - State Aid - Current Year	15,236,889	(350,765)	16,428,863	16,573,262	4,464,018	16,573,262			
LCFF PY Adjustments	(216,101)	(216,101)		(46,061)		(46,061)			-5 ADA Adjustment (16/17)
C S Funding In Lieu of PropTax -	6,037,268	654,275	5,677,956	6,037,267	2,052,671	6,037,267			Per LAUSD Spreadsheet
C S Funding In Lieu of PropTax - PY adjustments	213,109	213,109		-					PY Prop Tax Adjustment
<b>LCFF Funding-Total</b>	<b>25,626,699</b>	<b>54,308</b>	<b>26,290,340</b>	<b>26,838,872</b>	<b>7,569,288</b>	<b>26,838,872</b>			
NCLB:T1,Basic School Support	254,804	7,441	256,834	275,975	68,994	275,975			Title I per CDE 8-1-17
Special Ed: IDEA Basic Local Assistance Entitlement	549,373	(3,338)	555,461	555,461	189,334	555,461			
NCLB:TII, Teacher Quality/ESSA	6,797	297	6,903	57,922	14,481	57,922			Title II ESSA Funding - 8/1/17
MAA-Medical Reimbursements	37,823	(7,177)	37,926	37,926	-	37,926			
Perkins	28,120	28,120	24,736	24,736	-	24,736			
DOR-Rehab	13,174	13,174							
AP Fees	13,186	13,186			3,359	3,359			
Child Nutrition Program	287,401	(48,757)	409,325	409,325	24,106	409,325			
<b>Federal Revenues-Total</b>	<b>1,190,679</b>	<b>2,947</b>	<b>1,291,185</b>	<b>1,361,345</b>	<b>300,273</b>	<b>1,364,704</b>			
Prop. 39 energy	108,501	6,497	110,194	151,883	-	151,883			Prop 39 funding as of 10/30/17 Entitlement Letter
State Lottery:Non Prop 20 - Current Year	428,732	71,228	438,082	416,684		416,684			Unrestricted lottery rate @\$146/ADA
State Lottery:Non Prop 20 - PY adjustments	9,060	9,060	9,448	9,448	9,448	9,448			prior year lottery
Child Nutrition: School Programs	24,270	(4,146)	35,662	35,662	1,974	35,662			
Mandated Costs Reimbursement	119,113	(0)	119,478	125,690		125,271			@\$44.04/ADA
Educator Effectiveness Grant (3 year grant)	199,449	199,449	100,000	100,000	-	100,000			
One Time Discretionary Grant (Common Core Focused)	610,704	(61,436)	-	419,538		419,538			one time block grant - as of 8/1/17 @\$147/ADA
State Lottery:Prop 20 Inst Matis-Current Year	138,559	43,597	147,807	136,992		136,992			@\$48/ADA
State Lottery:Prop 20 Ins Matis-PY adjustments	6,970	6,970		14,336	14,336	14,336			prior year lottery
Special Education- AB602	1,619,536	7,262	1,621,942	1,621,942	553,349	1,632,945			@\$72.16/ADA (PER LAUSD CALCULATION)
Student ID/CAHSEE	5,636	5,636	4,992	4,992	4,860	4,860			
CTE Grant	482,174	242,874	368,012	263,214	-	263,214			CTE revenue to match expenses approved during 17/18 budget adoption
College Readiness Block Grant	-	-	133,494	133,494	-	133,494			
LAUSD-Sp Ed Grants	166,207	56,207	130,000	130,000		130,000			
<b>Other State Revenues-Total</b>	<b>3,918,911</b>	<b>583,197</b>	<b>3,209,662</b>	<b>3,563,874</b>	<b>583,967</b>	<b>3,574,327</b>			
Food Service Sales	93,030	(77,276)	194,907	194,907	57,693	194,907			
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,069,682	71,841	1,059,686	1,059,686	428,627	1,059,686			
Interest	111,873	66,873	80,000	80,000	9,801	80,000			Includes interest in Fund 20.0
Lease Revenue- iPad Rentals	1,865	(3,135)							
Fundraising	204,884	54,884	300,000	300,000	77,528	300,000			
<b>Other Local Revenues-Total</b>	<b>1,481,334</b>	<b>113,187</b>	<b>1,634,593</b>	<b>1,634,593</b>	<b>573,649</b>	<b>1,634,593</b>			
<b>Total Revenue</b>	<b>32,217,621</b>	<b>753,638</b>	<b>32,425,780</b>	<b>33,398,684</b>	<b>9,027,177</b>	<b>33,412,496</b>			
Teachers	12,237,584	191,608	13,324,423	13,324,423	3,103,027	12,624,423	12,624,423		
School Admin	865,419	131,888	785,000	785,000	224,838	785,000	785,000		
Librarians	126,493	22,433			32,832	110,000	110,000		
Guidance,Welfare	694,570	199,326			226,281	590,000	590,000		
Other Support/Impact of / Step and Column	-	-	107,235	107,235		107,235	107,235		
New Periods & Teachers (Master Budget- Other - SUBS)	254,773	70,619	289,427	289,427		289,427		289,427	committee to look at decreasing auxiliaries (start at 3-5 auxiliaries -- non classroom based auxiliaries) (per b/f 6/7/17, reduce aux by \$60K-Done by Admin)/Attrition savings on New Hires (\$34000)
<b>Certificated Salaries</b>	<b>14,178,839</b>	<b>615,874</b>	<b>14,506,085</b>	<b>14,506,085</b>	<b>3,586,978</b>	<b>14,506,085</b>	<b>14,216,658</b>	<b>289,427</b>	
Inst'l Aides	1,022,273	153,760			177,162	1,087,732	1,087,732		
Admin. Sal	372,882	27,938	369,631	369,631	170,617	369,631	369,631		
Clerical/Office	1,734,553	(68,871)	3,900,370	3,900,370	420,234	1,720,504	1,720,504		
Maint./Oper (incl. in Clerical/Office)	105,227	38,342			26,266	103,578	103,578		
Food Services	44,666	(2,133)			9,563	48,215	48,215		
Other Classified	858,870	8,040			242,978	940,342	940,342		
Impact Step and Column	-	(35,000)	60,171	60,171		60,171	60,171		
Proposed New Positions/Hours	-	-	92,872	92,872		92,872		92,872	
<b>Classified Salaries</b>	<b>4,138,471</b>	<b>122,076</b>	<b>4,423,044</b>	<b>4,423,044</b>	<b>1,046,820</b>	<b>4,423,044</b>	<b>4,330,172</b>	<b>92,872</b>	
<b>Total Salaries</b>	<b>18,317,310</b>	<b>737,950</b>	<b>18,929,129</b>	<b>18,929,129</b>	<b>4,633,797</b>	<b>18,929,129</b>	<b>18,546,830</b>	<b>382,299</b>	
STRS - Certificated (ER 14.430%)	1,711,339	(8,587)	2,093,228	2,093,228	500,621	2,029,447	2,029,447		

PALISADES CHARTER HIGH SCHOOL  
2016-2017 Unaudited Actuals 2017-2018 Budget Updates as of 8/16/17

	Unaudited Actuals 8/16/17	Difference- Unaudited Actuals vs. Budget	2017-2018 Budget - Approved 6/20/17	2017-2018 Budget Updates as of 11/3/17	2017-2018 Actuals as of 10/31/17	2017-2018 1st interim updates	Fixed Expenditures	Discretionary Expenditures	Comments
<b>ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA</b>		<b>2,844</b>	<b>2,854</b>	<b>2,916</b>	<b>2,916</b>	<b>2,916</b>			ADA as of Norm Day
		<b>8,997.97</b>	<b>9,212.27</b>	<b>9,220</b>	<b>9,220</b>	<b>9,220</b>			Increase in unduplicated count to 34%
PERS - Classified (ER 15.531%)	499,538	50,310	556,424	556,424	134,131	556,424	556,424		
OASDI Regular - Certificated	14,411	1,911	15,000	15,000	2,999	15,000	15,000		
OASDI Regular - Classified	258,209	10,619	274,229	274,229	63,898	274,229	274,229		
OASDI Medicare - Certificated	201,262	9,855	210,338	210,338	51,174	210,338	210,338		
OASDI Medicare - Classified	58,602	2,694	64,134	64,134	15,064	64,134	64,134		
Health & Welfare Benefits - Certificated	2,122,359	(10,915)	2,186,100	2,186,100	717,939	2,186,100	2,186,100		
Health & Welfare Benefits - Classified	983,152	79,473	1,021,221	1,021,221	349,219	1,021,221	1,021,221		
Unemployment Insurance - Certificated	12,869	4,980	7,253	7,253	1,966	7,253	7,253		
Unemployment Insurance - Classified	5,515	2,741	2,212	2,212	843	2,212	2,212		
Workers' Compensation - Certificated	139,186	1,236	132,394	132,394	91,891	144,185	144,185		
Workers' Compensation - Classified	49,351	(2,791)	56,740	56,740	35,378	61,890	61,890		
Other Employment Benefits - Certificated (LT Benefits)	483,000	-	441,000	483,000	68,175	483,000		483,000	Note: Benefit addition made due to assumption of Budget surplus. Adding additional funding would have resulted in deficit for 2016/17
Other Employment Benefits - Classified (LT Benefits)	208,000	-	190,000	208,000	8,591	208,000		208,000	Retained contribution amounts to previously established levels for 17/18
<b>Employee Benefits</b>	<b>6,746,792</b>	<b>141,525</b>	<b>7,250,273</b>	<b>7,310,273</b>	<b>2,041,886</b>	<b>7,263,431</b>	<b>6,572,431</b>	<b>691,000</b>	
<b>Total Salary &amp; Benefits</b>	<b>25,064,102</b>	<b>879,475</b>	<b>26,179,402</b>	<b>26,239,402</b>	<b>6,675,683</b>	<b>26,192,561</b>	<b>25,119,262</b>	<b>1,073,299</b>	
Textbooks	231,344	(26,743)	186,578	186,578	91,339	186,578	186,578		
Instructional Materials	231,873	(22,127)	227,611	227,611	85,130	227,611	227,611		
Non-capitalized Equipment	431,038	381,038	51,555	51,555	75,977	201,555		201,555	
Other Supplies	171,716	59,216	130,694	130,694	98,037	130,694		130,694	
Food Service Supplies	193,188	(103,085)	256,421	256,421	16,963	256,421	256,421		
<b>Books &amp; Supplies</b>	<b>1,259,159</b>	<b>288,299</b>	<b>852,859</b>	<b>852,859</b>	<b>367,445</b>	<b>1,002,859</b>	<b>670,610</b>	<b>332,249</b>	
Personnel Services-Mileage	6,751	1,751	6,500	6,500	366	6,500	6,500		
Travel/Conference	80,918	20,918	75,250	75,250	29,307	75,250	75,250		
Due/Memberships	216,880	(1,186)	205,066	217,000	233,360	235,000	235,000		PD tied to restricted revenue increase subscription budget due to increase in contracts - to match up w/actuals
Insurance	166,675	30,290	143,029	143,029	94,036	143,029	143,029		
Operation and Housekeeping Services	663,083	60,533	650,000	665,000	232,019	665,000	465,000	200,000	keep at 16/17 levels
Rentals/Leases/Repairs & Noncapitalized Improvements	414,179	115,845	400,000	416,000	188,838	416,000	352,287	63,713	keep at 16/17 levels (\$63K in emergency repairs)
Professional Consulting Services & Operating Exp (5800, 5810, 5821, 5850, 5860)	2,554,092	249,402	2,277,698	2,402,698	687,490	2,402,698	1,337,653	1,065,045	estimated increase of \$125K in Uniserve Contract & Security (fixed costs include LACOE PeopleSoft, LACOE fees, recruitment, legal, & fingerprinting, cafeteria contract)
Pupil Transportation	643,324	208,547	576,570	776,570	19,366	926,570	220,051	706,519	estimated increase of \$400K in transportation costs due to new vendor (SpED costs higher)
Communications and Other Expenses	235,387	31,504	190,756	190,756	75,033	190,756	51,982	138,774	
<b>Services, Other Operating Exp</b>	<b>4,981,289</b>	<b>717,604</b>	<b>4,524,869</b>	<b>4,892,803</b>	<b>1,559,814</b>	<b>5,060,803</b>	<b>2,886,752</b>	<b>2,174,051</b>	
Capital Outlay (6100-6500) -Total (Detail Below)	523,685	523,685	983,000	1,136,000	302,012	1,136,000	416,000	695,000	
Sites & Improvement (6100)	45,713	(35,287)	105,000	105,000	20,133	105,000	105,000		
Bldgs & Improvement (6200)	356,028	61,352	247,000	300,000	161,027	300,000	25,000	250,000	increase due to unexpected Capital Repairs (Gas Leak)
Equipment-Technology (6400)	456,074	(594,176)	550,000	650,000	75,219	650,000	286,000	364,000	security camera project
Equipment/Furniture Replacement (6500)	58,778	(22,272)	81,000	81,000	45,633	81,000		81,000	
Depreciation Expense	594,295	(95,350)	574,000	600,000	225,000	675,000	675,000		increase depreciation due to track/field project
Interest	33,314	(0)	33,314	61,869	9,553	61,869	61,869		Pool Loan & Track/Field Interest (\$28,544.91)
<b>Indirect Cost (Total charter school supervisory oversight fees only)</b>	<b>256,297</b>	<b>(9,425)</b>	<b>257,947</b>	<b>257,947</b>	<b>87,141</b>	<b>268,389</b>	<b>268,389</b>		
<b>Total Expenses-Financial Reporting Basis</b>	<b>32,188,456</b>	<b>1,694,658</b>	<b>32,422,390</b>	<b>32,904,880</b>	<b>8,924,636</b>	<b>33,261,480</b>	<b>29,681,881</b>	<b>3,579,599</b>	
<b>Total Expenses-Cash Reporting Basis</b>	<b>32,117,846</b>	<b>806,717</b>	<b>32,831,390</b>	<b>33,440,880</b>	<b>9,001,649</b>	<b>33,722,480</b>	<b>29,422,881</b>	<b>4,274,599</b>	
Financial Reporting Basis-Adjusted for Depreciation	29,165	(941,020)	3,390	493,804	102,540	151,015			
Net Reserve Fund Increase(Reduction)-Cash Basis	99,775	(53,079)	(405,610)	(42,196)	25,528	(309,985)			



**PALISADES CHARTER HIGH SCHOOL  
2016-2017 AUDITED ACTUALS AND 2017-2018 BUDGET UPDATES**

	Unaudited Actuals	Adopted	updates 11/17		
	2016-2017 Updated 8/31	2017-2018 Budget	2017-2018 1st interim	Updated 16/17 vs. 17/18 Incr./Decr.)	
ADA	2,844.00	2,854.00	2,916.00		ADA reported on norm day
LCFF Revenue	25,626,699	26,290,340	26,838,872	4.7%	increase as a result of ADA
Federal Revenue	1,190,679	1,291,185	1,364,704	14.6%	
Other State Revenue	3,918,911	3,209,662	3,574,327	-8.8%	
Local Revenue	1,481,334	1,634,593	1,634,593	10.3%	
<b>Total Revenue</b>	<b>32,217,621</b>	<b>32,425,780</b>	<b>33,412,496</b>	<b>3.7%</b>	

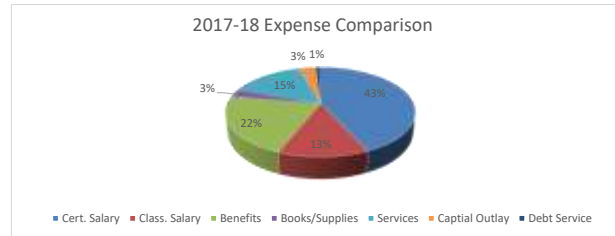
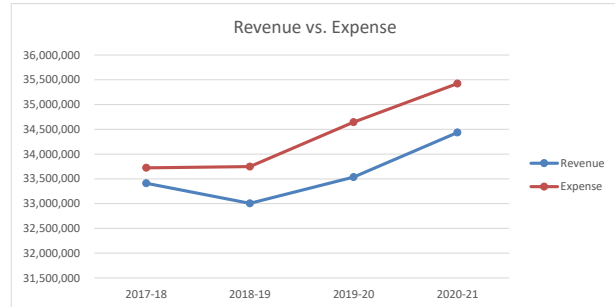
<b>Expenses</b>	2016-2017	2017-2018	2016-2017	2017-2018		
			% OF Total	% OF Total		
Certificated Salaries (Excl. Admin)	13,313,420	13,721,085	13,721,085	41.4%	41.3%	
Certificated Salaries-Admin	865,419	785,000	785,000	2.7%	2.4%	
Classified Salaries (Excl. Admin)	3,765,589	4,053,413	4,053,413	11.7%	12.2%	
Classified Salaries -Admin	372,882	369,631	369,631	1.2%	1.1%	
Benefits	6,746,792	7,250,273	7,263,431	21.0%	21.8%	
<b>Total Salaries &amp; Benefits</b>	<b>25,064,102</b>	<b>26,179,402</b>	<b>26,192,561</b>	<b>77.9%</b>	<b>78.7%</b>	
Books & Supplies	1,259,159	852,859	1,002,859	3.9%	3.0%	
Services & Other Operating	4,981,289	4,524,869	5,060,803	15.5%	15.2%	transportation & consulting increase
Interest	33,314	33,314	61,869	0.1%	0.2%	
Depreciation	594,295	574,000	675,000	1.8%	2.0%	track/field rennovation
District Oversight	256,297	257,947	268,389	0.8%	0.8%	
<b>Total Expenses</b>	<b>32,188,456</b>	<b>32,422,390</b>	<b>33,261,480</b>	<b>100.0%</b>	<b>100.0%</b>	
<b>Fund Balance-Excess/(Deficit)</b>	<b>29,165</b>	<b>3,390</b>	<b>151,015</b>			

1879801	<b>PALISADES CHARTER HS</b>					<b>(0.00)</b>	<b>THIS SHOULD BE ZERO, PLS ZERO OUT BEFORE SUBMISSION</b>
	<b>FY18 1ST INTERIM REPORT</b>						
	<b>FI CHARTER SCHOOL - FUND 62</b>						
	<b>DUE DATE - DECEMBER 08, 2017 - (FRIDAY)</b>						
	<b>BALANCE SHEET - FULL ACCRUAL</b>						
						<b>June 30, 2018 Estimated Actuals</b>	
	<b>A)</b>	<b>ASSETS</b>	<b>Object Codes</b>				
	1)	Cash					
		a) in County Treasury	9110			7,658,917.57	<b>CHECK:</b>
		1) Fair Value Adjustment to Cash in County Treasury	9111			-	-
		b) in Banks	9120			1,247,247.36	-
		c) in Revolving Fund	9130			-	-
		d) with Fiscal Agent	9135			-	-
		e) collections awaiting deposit	9140			-	-
	2)	Investments	9150			-	-
	3)	Accounts Receivable	9200			358,318.11	-
	4)	Due from Grantor Government	9290			68,104.80	-
	5)	Due from Other Funds	9310			-	-
	6)	Stores	9320			-	-
	7)	Prepaid Expenditures	9330			214,390.08	-
	8)	Other Current Assets	9340			-	-
	9)	Fixed Assets:					
		a) Land	9410			-	-
		b) Land Improvements	9420			-	should more than Accum dep
		c) Accumulated Depreciation - Land Improvements	9425			-	input negative number
		d) Buildings	9430			12,751,257.25	should more than Accum dep
		e) Accumulated Depreciation - Buildings	9435			(4,530,099.42)	input negative number
		f) Equipment	9440			2,227,280.39	should more than Accum dep
		g) Accumulated Depreciation - Equipment	9445			(880,510.92)	input negative number
		h) Work in Progress	9450			-	
	10)	<b>TOTAL ASSETS</b>				19,114,905.22	
	<b>B.</b>	<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
	1)	Deferred Outflows Of Resources	9490			-	-
	2)	<b>TOTAL DEFERRED OUTFLOWS</b>				-	
	<b>C.</b>	<b>LIABILITIES</b>					
	1)	Accounts Payable	9500			3,087,336.97	-
	2)	Due to Grantor Governments	9590			-	-
	3)	Due to Other Funds	9610			-	-
	4)	Current Loans	9640			156,832.62	-
	5)	Unearned Revenue	9650			397,402.75	-
	6)	Long-Term Liabilities:					
		a) Net Pension Liability	9663			-	-
		b) Net OPEB Obligation	9664			4,900,014.67	-
		c) Compensated Absences	9665			7,560.96	-
		d) COPS Payable	9666			-	-
		e) Capital Leases Payable	9667			-	-
		f) Lease Revenue Bonds Payable	9668			-	-
		g) Other General Long-Term Liabilities	9669			498,214.96	-
	7)	<b>TOTAL LIABILITIES</b>				9,047,362.93	
	<b>D.</b>	<b>DEFERRED INFLOWS OF RESOURCES</b>					
	1)	Deferred Inflows of Resources	9690			-	-
	2)	<b>TOTAL DEFERRED INFLOWS</b>				-	
	<b>E.</b>	<b>NET POSITION, June 30</b>					
		Net Position, June 30				10,067,542.29	
		(must agree with line F2) (A10+B2) - (C7 +D2)					
		<b>DIFF BET. NET POSITION &amp; FUND EQTY ( this should be zero)</b>				<b>(0.00)</b>	should be zero, please correct before submission

Revenues	2017-18 1st Interim		2018-19		2019-20		2020-21	
	Totals	% change	Totals	% change	Totals	% change	Totals	% change
<b>LCFF</b>								
Federal Revenue	8100-8299	\$ 26,838,872	-0.20%	\$ 26,785,446	1.57%	\$ 27,204,975	2.65%	\$ 27,926,540
Other State	8300-8599	1,364,704	2.15%	1,394,045	2.35%	1,426,805	2.67%	1,463,474.09
One time/New revenue - assumes no add'l one-time mandates in 18/19 & beyond		2,921,295	2.15%	2,984,102	2.35%	3,054,229	2.67%	3,132,722.57
Local	8300-8599	653,032	-77.03%	150,000	-33.33%	100,000	0.00%	100,000
	8600-8799	1,634,593	3.50%	1,691,804	3.50%	1,751,017	3.50%	1,812,302
<b>Total Revenue</b>		<b>\$ 33,412,496</b>	<b>-1.22%</b>	<b>\$ 33,005,397</b>	<b>1.61%</b>	<b>\$ 33,537,026</b>	<b>2.68%</b>	<b>\$ 34,435,039</b>
<b>Change in Revenue</b>								
				\$ (407,098)		\$ 531,629		\$ 898,013
<b>Expenditures</b>								
Certificated Salaries			Increase Factor		Increase Factor		Increase Factor	
Teachers		\$ 13,613,850	102.0%	\$ 13,806,127	100.0%	\$ 13,894,324	100.0%	\$ 13,983,804
Admin		785,000	102.0%	800,700	100.0%	822,749	100.0%	845,119
step & column		107,235	0.8%	110,246	0.8%	111,850	0.8%	112,700
<b>Total Certificated</b>	1000-1999	<b>\$ 14,506,085</b>		<b>\$ 14,717,073</b>	0.76%	<b>\$ 14,828,923</b>	0.76%	<b>\$ 14,941,623</b>
Classified								
Base		3,993,242	102.00%	4,023,172	100.00%	4,071,309	100.00%	4,097,428
Admin		369,631	102.00%	389,058	100.00%	401,092	100.00%	407,622
step & column		60,171	0.7%	60,171	0.7%	32,649	0.7%	32,887
<b>Total classified</b>	2000-2999	<b>\$ 4,423,044</b>	1.12%	<b>\$ 4,472,401</b>	0.73%	<b>\$ 4,505,049</b>	0.73%	<b>\$ 4,537,936</b>
Stat. benefits - Cert								
STRS		2,029,447	18.06%	2,395,940	12.21%	2,688,484	6.15%	2,853,850
Other Certificated Benefits		376,776	28.90%	485,663	0.76%	489,354	0.76%	493,074
Stat. benefits - Class								
PERS		556,424	17.84%	655,699	15.76%	759,011	15.26%	874,823
Other Classified Benefits		402,464	5.57%	424,878	0.73%	427,980	0.73%	431,104
lifetime benefits		691,000	100.0%	691,000	100.0%	691,000	100.0%	691,000
Medical benefits		3,207,321	104.1%	3,338,821	104.5%	3,489,068	104.5%	3,646,076
<b>Total Benefits</b>	3000-3999	<b>\$ 7,263,431</b>	10.03%	<b>\$ 7,992,001</b>	6.92%	<b>\$ 8,544,897</b>	5.21%	<b>\$ 8,989,927</b>
<b>Books &amp; Supplies</b>	4000-4999	<b>1,002,859</b>	3.42%	<b>1,035,157</b>	3.35%	<b>1,069,835</b>	3.02%	<b>1,102,144</b>
<b>Services</b>	5000-5999	<b>5,060,803</b>	3.42%	<b>5,208,667</b>	3.35%	<b>5,383,158</b>	3.02%	<b>5,545,729</b>
<b>Capital Outlay</b>	6000-6999	<b>1,136,000</b>						
<b>Other Outgo</b>	7100-7299							
<b>Indirect</b>	7300-7399	<b>268,389</b>		<b>271,073</b>		<b>276,846</b>		<b>284,183</b>
<b>Interest/Debt Service</b>	7400-7499	<b>61,869</b>		<b>52,213</b>		<b>37,294</b>		<b>21,709</b>
other uses	7610-7699							
<b>Total Expenditures</b>		<b>\$ 33,722,460</b>	<b>0.08%</b>	<b>\$ 33,748,585</b>	<b>2.66%</b>	<b>\$ 34,646,002</b>	<b>2.24%</b>	<b>\$ 35,423,250</b>
<b>Change in Expenditures -Prior Year</b>				26,105		897,417		777,248
<b>Change in unrestricted fund balance-Cash</b>		<b>\$ (309,985)</b>		<b>\$ (743,187)</b>		<b>\$ (1,108,976)</b>		<b>\$ (988,211)</b>
Depreciation		\$ 675,000		\$ 675,000		\$ 675,000		\$ 675,000
<b>Fund Balance Change (financial reporting basis, including fixed assets)</b>		<b>\$ 151,015</b>		<b>\$ (1,418,187)</b>		<b>\$ (1,783,976)</b>		<b>\$ (1,663,211)</b>
salary		\$ 18,929,129		\$ 19,189,474		\$ 19,333,972		\$ 19,479,559
benefit		\$ 7,263,431		\$ 7,992,001		\$ 8,544,897		\$ 8,989,927
% benefit to salary		38.37%		41.65%		44.20%		46.15%
% salary/benefit of expenses		77.67%		80.54%		80.47%		80.37%
<b>Assumptions to Use (Based on Department of Finance figures)</b>								
STRS		14.430%		16.280%		18.130%		19.100%
PERS		15.531%		18.100%		20.800%		23.800%
OASDI		6.200%		6.200%		6.200%		6.200%

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Assumptions made  
Subtotals/Totals



Multi-Year Fund Balance Analysis					
	Reported Total	Unrestricted	Capital Assets	Lifetime Benefits	All Others
<b>Beginning Fund Balance (6/30/15)</b>	\$ 9,304,217	\$ 1,123,035	\$ 5,880,437	\$ 1,756,225	\$ 544,519
Incr./Decr. bef. Capital Outlay/Deprec.	\$ 826,015	826,015	\$ -	\$ -	\$ -
Capital Outlay	\$ -	(1,136,000)	\$ 1,136,000		
Depreciation	\$ (550,000)		\$ (550,000)		
<b>Net</b>	<b>\$ 276,015</b>	<b>\$ (309,985)</b>	\$ 586,000		
<b>Ending Fund Balance, 6/30/16</b>	<b>\$ 9,580,232</b>	<b>\$ 813,051</b>	<b>\$ 6,466,437</b>	<b>\$ 1,756,225</b>	<b>\$ 544,519</b>
Incr./Decr. bef. Capital Outlay/Deprec.	\$ (743,187)	(743,187)	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -		
Depreciation	\$ (550,000)		\$ (550,000)		
<b>Net</b>	<b>\$ (1,293,187)</b>	<b>\$ (743,187)</b>	\$ (550,000)		
<b>Ending Fund Balance, 6/30/17</b>	<b>\$ 8,287,044</b>	<b>\$ 69,863</b>	<b>\$ 5,916,437</b>	<b>\$ 1,756,225</b>	<b>\$ 544,519</b>
Capital Outlay/Deprec.	\$ (1,108,976)	(1,108,976)	\$ -		
Capital Outlay	\$ -	\$ -	\$ -		
Depreciation	\$ (675,000)		\$ (675,000)		
<b>Net</b>	<b>\$ (1,783,976)</b>	<b>\$ (1,108,976)</b>	\$ (675,000)		
<b>Ending Fund Balance, 6/30/18</b>	<b>\$ 6,503,068</b>	<b>\$ (1,039,113)</b>	<b>\$ 5,241,437</b>	<b>\$ 1,756,225</b>	<b>\$ 544,519</b>
Incr./Decr. bef. Capital Outlay/Deprec.	\$ (988,211)	(988,211)	\$ -	\$ -	\$ -

Revenues	2017-18 1st Interim		2018-19		2019-20		2020-21		
	Totals	% change	Totals	% change	Totals	% change	Totals	% change	
Medicare	1.450%		1.450%		1.450%		1.450%		
SUI	0.050%		0.050%		0.050%		0.050%		
WCI	1.800%		1.800%		1.800%		1.800%		
CPI	3.42%		3.35%		3.02%		3.16%		
Stat COLA	1.56%		2.15%		2.35%		2.57%		
PERS Eligibility	81.00%		81.00%		81.00%		81.00%		
Gap Funding	43.97%		71.53%		73.51%		100.00%		
One-Time Discretionary (per ADA)	\$0.00		\$0.00		\$0.00		\$0.00		
Unduplicated Count	853.00		853.00		853.00		853.00		
<b>LCFF Revenue Calculations</b>									
<b>ADA</b>	ADA %age	<b>Enrollment/ADA (P-2)</b>	<b>Enrollment (lower class size)</b>	<b>Enrollment (Project flat from 18)</b>	<b>Enrollment (Project Flat)</b>				
<b>Changes in ADA</b>									
	96.20%	3,025	-	-	0.00%				
			2,910	2,844	2,844		2,844	2,844	
			-2.27%	-2.27%	0.00%		0.00%		
			2,910	2,844	2,844		2,844	2,844	
	COLA Factor		2.15%	2.35%	2.57%				
	<b>Per student funding (9-12) Updated</b>	<b>\$ 9,220</b>	<b>\$ 26,830,200</b>	<b>\$ 9,418.23</b>	<b>\$ 26,785,446</b>	<b>\$ 9,640</b>	<b>\$ 27,414,904</b>	<b>\$ 9,887</b>	<b>\$ 28,119,467</b>
	<b>Total LCFF funding (includes Supplemental, Gap, &amp; Augmentation)</b>		<b>\$ 26,838,872</b>	<b>\$ 26,785,446</b>	2.35%	<b>\$ 27,414,904</b>		<b>\$ 28,119,467</b>	
	<b>Total Current Year LCFF Funding</b>		<b>26,838,872</b>	<b>26,785,446</b>	2.35%	<b>27,414,904</b>	2.57%	<b>28,119,467</b>	

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Capital Outlay	\$ -	\$ -	\$ -		
Depreciation	\$ (675,000)	\$ (675,000)	\$ (675,000)		
2018/19 Incr. (Decr.)					
Net	(1,663,211)	(988,211)	(675,000)		
Ending Fund Balance, 6/30/19	\$ 4,839,858	\$ (2,027,323)	\$ 4,566,437	\$ 1,756,225	\$ 544,519

# Coversheet

## Update on Funding/Disbursement Options for Post-Retirement Healthcare Benefits

**Section:** VIII. Finance  
**Item:** B. Update on Funding/Disbursement Options for Post-Retirement  
Healthcare Benefits  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
VIII\_B\_Part 2\_Excerpts-Stanford University Study on Public Pension Costs 2003-2030\_12\_12\_17.pdf  
VIII\_B\_Part 1\_Excerpts-LAUSD Benefit Cost Study 08.29.17\_12\_12\_17.pdf

**Stanford** | Institute for Economic  
Policy Research (SIEPR)

**Pension Math: Public Pension  
Spending and Service Crowd  
Out in California, 2003-2030**

Joe Nation, Ph.D.

October 2, 2017

Working Paper No. 17-023

SIEPR | John A. and Cynthia Fry Gunn Building | [siepr.stanford.edu](http://siepr.stanford.edu) | @siepr

## Preface

For more than a decade, California state and local governments have faced a growing pension challenge. Public pension plans throughout the state provide generous benefits, yet are funded on the basis of policies and assumptions that can delay recognition of their true cost. This has led to local and state government pension contributions that have already increased substantially, both in dollar terms and as a share of operating expenditures, and that will almost certainly continue to increase over the next one to two decades.

This Working Paper focuses on this challenge through multiple case studies, covering both state and local governments. The case studies demonstrate a marked increase in both employer pension contributions and unfunded pension liabilities over the past 15 years, and they reveal that in almost all cases that costs will continue to increase at least through 2030, even under the assumptions used by the plans' governing bodies—assumptions that critics regard as optimistic. It examines the impacts of increased pension contributions on other expenditures, including services traditionally considered part of government's core mission. Pension costs have crowded out and will likely to continue to crowd out resources needed for public assistance, welfare, recreation and libraries, health, public works, other social services, and in some cases, public safety.

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Comments may be directed to:

Joe Nation, Ph.D.  
Stanford Institute for Economic Policy Research (SIEPR)  
Landau Economics Building, Room 125  
579 Serra Mall  
Stanford, CA 94305-6072  
[joenation@stanford.edu](mailto:joenation@stanford.edu)

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## Executive Summary

For more than a decade, public pension costs have been rising sharply in California. There is contentious debate about what is driving these cost increases—significant retroactive benefit increases, unrealistic assumptions about investment earnings, operational practices that mask or delay recognition of true system costs, poor governance,<sup>1</sup> to name the most commonly cited. But there is agreement on one fact: public pension costs are making it harder to provide services that have traditionally been considered part of government’s core mission.

In an effort to better understand the magnitude and impacts of these costs, this report presents the results of 14 case studies. Each case study looks at a particular California jurisdiction—the state, sample cities, counties, special districts and school districts—and reports on its costs for providing employee pension benefits.

Results cover each Fiscal Year since 2008-09 and each pension valuation date since June 30, 2008, and projected results include each future year through 2029-30 and each future valuation date through June 30, 2029.<sup>2</sup> Each case study includes:

- Employer contributions in dollar terms and as a percentage of the jurisdiction’s payroll and its total operating expenditures
- Funding levels as the ratio of plan assets to accrued liability
- Unfunded accrued liability, expressed in total dollars and in terms of dollars per jurisdiction household
- Analysis of how increasing pension costs may have so far affected and may continue to affect spending on traditional government services.

Each case study reports financial outcomes on two different bases. The *actuarial* measure reflects assets and accrued liabilities *as they are determined by the pension systems themselves*. The *market* measure reflects the market value of assets and discounts future benefit payments *using the yield on 20-year United States Treasury bonds rather than the rate of future investment return that the systems expect to earn*. In addition, each case study includes *baseline* projections under which annual investment returns through 2029 match the rates assumed by the pension systems, and *alternative* projections under which they are 2% less than assumed.

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<sup>1</sup> This broadly includes poor decision making by governing boards, including investment choices and risks, high management fees, lack of financial expertise, and potential board conflicts of interest. For a recent paper, see Aleksandar Andonov, Yael V. Hochberg, Joshua D. Rauh, "Political Representation and Governance: Evidence from the Investment Decisions of Public Pension Funds," Rock Center for Corporate Governance at Stanford University Working Paper No. 226, April 25, 2017, [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2754820](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2754820).

<sup>2</sup> Whenever possible, we also cite contribution results for 2002-03. For items that relate to a year, such as contributions and operating expenditures for the year that ends June 30, 2018, the report cites the year as 2017-18. For items that relate to a specific date rather than a year, such as plan assets and liabilities and number of households as of June 30, 2018, the report cites the date as June 30, 2018 or as 6/30/18—or simply as 2018.

- ☒ The following observations reflect the trends we observed among our case studies:<sup>3</sup>
- • Employer pension contributions (i.e., pension contributions plus debt service on any Pension Obligation Bonds) from 2002-03 to 2017-18 expanded on average 400%, i.e., contributions in nominal dollars are now five times greater.
  - • Employer contributions are projected to rise an additional 76% on average from 2017-18 to 2029-30 in the baseline projection and 117%, i.e., more than double, in the alternative projection.
    - Employer pension contributions from 2002-03 to 2017-18 have increased at a much faster rate than operating expenditures. As noted, pension contributions increased an average of 400%; operating expenditures grew 46%. As a result, pension contributions now consume on average 11.4% of all operating expenditures, more than three times their 3.9% share in 2002-03.
  - • The pension share of operating expenditures is projected to increase further by 2029-30: to 14.0% under the baseline projection—that is, even if all system assumptions, including assumed investment rates of return, are met—or to 17.5% under the alternative projection.<sup>4</sup>
  - • The average employer funding amount expressed as a percent of active member payroll, i.e., the employer contribution rate,<sup>5</sup> has increased from 17.7% in 2008-09 to 30.8% in 2017-18. By 2029-30, it reaches 35.2% under the baseline projection and 44.2% under the alternative projection.
    - On a market basis, the average funded ratio fell from 58.5% in 2008 to 43.0% in 2015.<sup>6</sup> By 2029 it improves to 48.2% in the baseline projection, but falls to 39.0% in the alternative projection.

<sup>3</sup> Under otherwise noted, averages include the state and the remaining 13 agencies included in this report. The averages cited here are not weighted to reflect the different sizes of the included jurisdictions or their pension obligations. We believe that the trends that we note involving these averages are instructive, but not necessarily hold more broadly or for the totality of California public pension plans. Note that some averages reflect truncated time period where data are unavailable, and instead reflect averages that include surrounding years. In some cases, exceptions are noted where employer contributions for 2002-03 were not representative of employer contributions.

<sup>4</sup> Under the baseline projection, the 2029-30 share of operating expenditures consumed by pension contributions is larger than the 2017-18 share for the State of California (10.1%, up from 7.1%), County of Los Angeles (10.2%, up from 8.7%), Pacific Grove (23.2%, up from 22.5%), Palo Alto (13.6%, up from 8.8%), the City of Sacramento (18.0%, up from 12.5%), Stockton (17.7%, up from 12.0%), Vallejo (23.7%, up from 15.2%), BART (13.1%, up from 8.6%), and in the Los Angeles Unified School District and the Mill Valley School District.; it falls slightly in the County of Alameda, the County of Marin, the City of Los Angeles, and the Visalia Unified School District, where it is driven by large assumed annual budget increases due to expected growth in the number of students. Under the alternative projection, the 2029-30 share of operating expenditures consumed by pension contributions is larger than the current share for all 14 jurisdictions.

<sup>5</sup> This includes the state, all counties and cities, one special district, and the CalSTRS and CalPERS Schools Pool employer contribution rates.

<sup>6</sup> Funded ratio metrics includes the state, all counties and cities, one special district, but excludes CalSTRS, the CalPERS Schools Pool, and school districts.

- On an actuarial basis, the average funded ratio fell from 88.7% in 2008, prior to most of the impact of the Great Recession, to 76.0% in 2015. By 2029 it improves to 84.8% in the baseline projection, but declines further to 69.7% in the alternative projection.
- Unfunded accrued liability on an actuarial basis is the difference between plan assets and the liability for future pension payments attributable to employee service already rendered, as measured by the pension systems themselves. On average, this grew more than ten-fold between 2008 and 2015, from \$11.8 billion in 2008 to \$119.8 billion in 2015.<sup>7</sup> On a market basis, the unfunded liability total in 2015 is \$464.4 billion.
- The unfunded liability per jurisdiction household on an actuarial basis also rose from an average \$1,682 in 2008 to \$5,071 in 2015; the unfunded liability per household on a market basis is \$21,491, up from \$9,127 in 2008.
- As pension funding amounts have increased, governments have reduced social, welfare and educational services, as well as “softer” services, including libraries, recreation, and community services. In some cases, governments have reduced total salaries paid, which likely includes personnel reductions.
- While these shifts in budget priorities are relatively small in some cases, they are substantial in others since many state and local expenditures are mandated, protected by statute, or reflect essential services (e.g., Proposition 98, debt service, public safety, etc.), leaving few options other than reductions services that have traditionally been considered part of government’s core mission.

---

<sup>7</sup> Since this report includes only a limited number of case studies, the aggregate for all public pension systems in the state is much higher. Pension Tracker estimates the market unfunded liability for the state in 2015 at \$992.4 billion, with an unfunded liability per household of \$76,884.

Schools Pool. For Los Angeles Unified, we also include results for the separate CalPERS plan that covers current and former safety employees of that district. Finally, each case study briefly discusses how the financial pressure of increased pension contributions may affect the district's ability to meet some of its core obligations.

Some historic contribution amounts are estimated where the relevant data is unavailable. Note that amounts under the alternative projection are significantly constrained by the special CalSTRS funding rules previously described.

Los Angeles Unified School District (LAUSD)

In 2002-03, district pension contributions to CalSTRS, the CalPERS Schools Pool and the CalPERS plan for LAUSD safety employees totaled roughly \$320 million. As shown in Figure 33, in 2008-09 LAUSD contributed more than \$400 million. After reducing over the following few years, this total contribution has increased steadily since 2012-13, to an estimated \$613 million in 2017-18. By 2029-30 it is expected to reach almost \$1.3 billion under the baseline projection, and more than \$1.4 billion under the alternative projection.

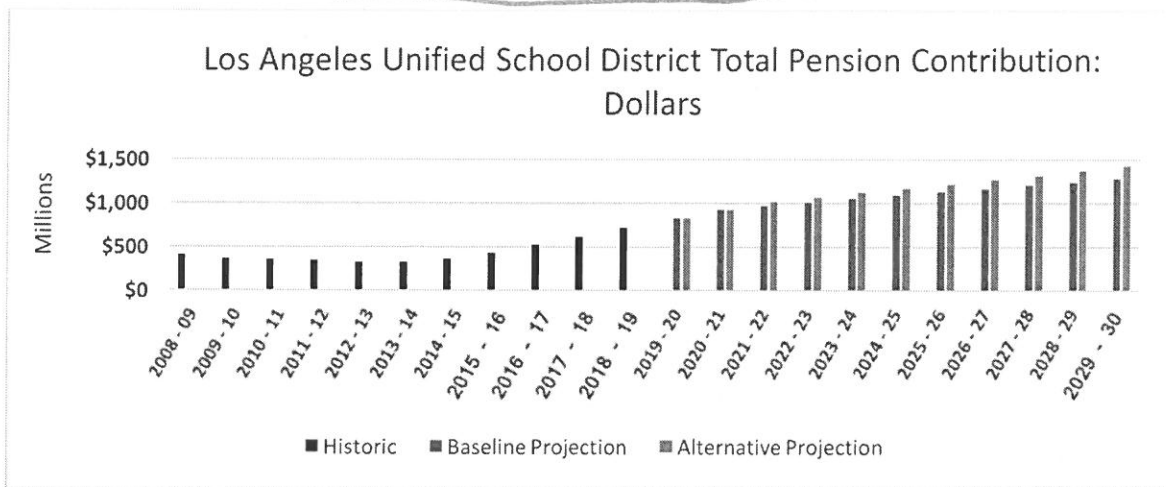


Figure 33—LAUSD Annual Total Pension Contribution: Dollars

This total contribution has also increased when expressed as a percentage of LAUSD's operating expenditures.<sup>151</sup> Annual pension contributions consumed just under 6% of the district's operating expenditures in 2002-03 and also about 6% of operating expenditures during 2008-09 through 2014-15. Since then this measure has grown and will reach almost 9% in 2017-18. By 2029-30,

<sup>151</sup> We assume that operating expenditures (general fund expenditures less debt service) will increase by 3.7% per year after 2014-15. These expenditures fell significantly during our customary lookback period, 2007-08 through 2014-15, due to a drop in enrollment; however, on a per pupil basis these expenditures increased by 2.9% per year during that period. Based on an estimated 0.8% annual growth in the number of covered students, we project annual operating expenditure growth equal to  $1.029 \times 1.008 - 1$ , or 3.7%. Enrollment growth is based on county-wide projections from the U.S. Bureau of the Census for ages 5-17.

pension contributions are expected to comprise 12.0% or 13.3% of district operating expenditures under baseline and alternative projections, respectively.



LAUSD's share of unfunded accrued pension liability has also been increasing.

- On a market basis, it has grown from about \$10 billion in 2008 to \$18 billion in 2017, and is expected to exceed \$25 billion by 2029.
- On an actuarial basis, it has grown from about \$5 billion in 2008 to \$8 billion in 2017, and is expected to be in the range of \$9 billion to \$11 billion in 2029.<sup>152</sup>

#### *Crowd Out by Pension Contributions*

As discussed above, the pension share of LAUSD's operating expenditures has increased over time to about 9% in the current year. This increase has put downward pressure on other district expenditures, including an estimated \$214 million in 2017-18.<sup>153</sup> A detailed budget analysis is beyond the scope of this report, but it appears that higher pension spending has led to reductions in total salaries paid to staff and/or reductions in their number.<sup>154</sup>

Pension expenditures in 2029-30 appear likely to crowd out an additional \$335 million in non-pension spending in the baseline projection. To illustrate this potential impact, accommodating this shift would require a 5% reduction in total salary expenditures (salary reductions and/or reductions in the number of employees) or 3% across-the-board expenditure reductions. In the alternative projection, pensions appear likely to crowd out an additional \$144 million, i.e., a total of \$479 million in 2029-30;<sup>155</sup> accommodating this level of crowd-out would require a 7% reduction in salary expenditures or 4% reductions across the board.

#### Mill Valley School District (MVSD)

As shown in Figure 35, in 2008-09 MVSD contributed a total of \$1.4 million to CalSTRS and to the CalPERS Schools Pool.<sup>156</sup> This total contribution has increased steadily since 2012-13, to

<sup>152</sup> As indicated the Introduction, this report covers only pension obligations, and so does not include costs for retiree health benefits. But it is worth noting here that LAUSD's retiree health obligations were recently estimated at \$6.7 billion. See the LAUSD, "Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2016," p. iv. <https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/328/Fiscal%20Year%202015-16/LosAngelesUnifiedRpt16.pdf>.

<sup>153</sup> This reflects the estimated change in the pension share of operating expenditures between 2002-03 and 2017-18 (5.8% and 8.9%, respectively) and a 2017-18 operating budget of \$6.9 billion, i.e., \$6.9 billion times 3.1%.

<sup>154</sup> According to LAUSD Comprehensive Annual Financial Report documents, the salary share of expenditures fell from 65.9% in 2001-02 to 56.3% in 2015-16. Over the same period, the share of employee benefits, including pensions, rose from 17.4% to 22.2%. See <https://achieve.lausd.net/Page/1679>. Capital outlay and other expenditure categories also fell slightly. The 2002-03 CAFR is not available so this analysis was expanded to cover 2001-02 through 2015-16.

<sup>155</sup> This reflects the estimated change in the pension share of operating expenditures between 2017-18 and 2029-30 (8.9% and 13.3%, respectively) and a 2029-30 operating budget of \$10.7 billion, i.e., \$10.7 billion times 4.4%.

<sup>156</sup> Data prior to 2008-09 were not available.



PCHS

B. Reconciliation of Funded Status at July 1, 2015, Projected to June 30, 2016 and June 30, 2017

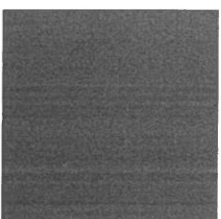
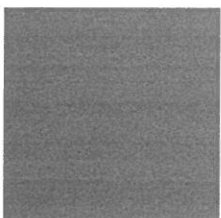
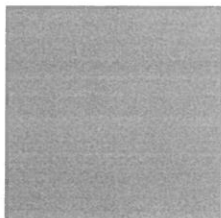
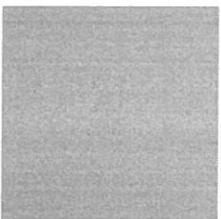
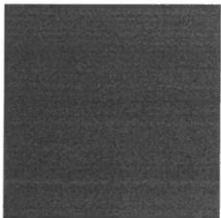
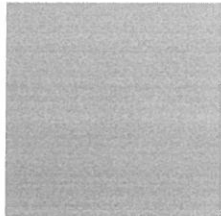
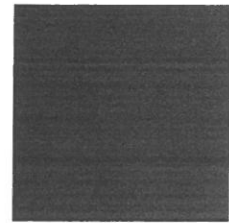
	Actual <u>6/30/2015</u>	Projected <u>6/30/2016</u>	Projected <u>6/30/2017</u>
1. Accumulated Postretirement Benefit Obligation (APBO)			
Actives Not Fully Eligible	(\$ 8,558,757)	(\$ 9,614,699)	(\$10,754,839)
Actives Fully Eligible	( 2,603,778)	( 2,733,967)	( 2,847,550)
Retirees	<u>( 3,684,078)</u>	<u>( 3,715,630)</u>	<u>( 3,698,909)</u>
Total APBO	(\$14,846,613)	(\$16,064,296)	(\$17,301,298)
2. Plan Assets	<u>0</u>	<u>0</u>	<u>0</u>
3. Funded Status	(\$14,846,613)	(\$16,064,296)	(\$17,301,298)
4. Unrecognized Transition Obligation	8,831,294	8,279,338	7,727,382
5. Unrecognized Prior Service Cost	0	0	0
6. Unrecognized Net (Gain)/Loss	<u>670,260</u>	<u>670,260</u>	<u>670,260</u>
7. (Accrued)/Prepaid Postretirement Benefit Cost	(\$ 5,345,059)	(\$ 7,114,698)	(\$ 8,903,656)

C. Net Periodic Postretirement Benefit Cost for Fiscal Year Ending

	<u>6/30/2016</u>	<u>6/30/2017</u>
1. Service Cost	\$ 628,005	\$ 659,405
2. Interest Cost	738,607	797,712
3. Expected Return on Assets	0	0
4. Amortization of Net (Gain)/Loss	551,956	551,956
5. Amortization of Prior Service Cost	0	0
6. Amortization of Transition Obligation	<u>0</u>	<u>0</u>
7. Net Periodic Postretirement Benefit Cost	\$1,918,568	\$2,009,073

D. Benefit Payments for Fiscal Year Ending

	<u>6/30/2016</u>	<u>6/30/2017</u>
1. Actual/Projected Benefit Payments	\$ 148,929	\$ 220,115

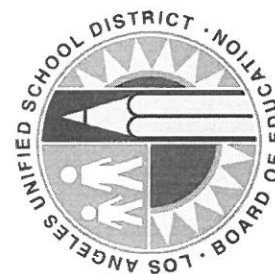


# HEALTH AND WELFARE BOARD RETREAT 08.29.17

**Presented by:**

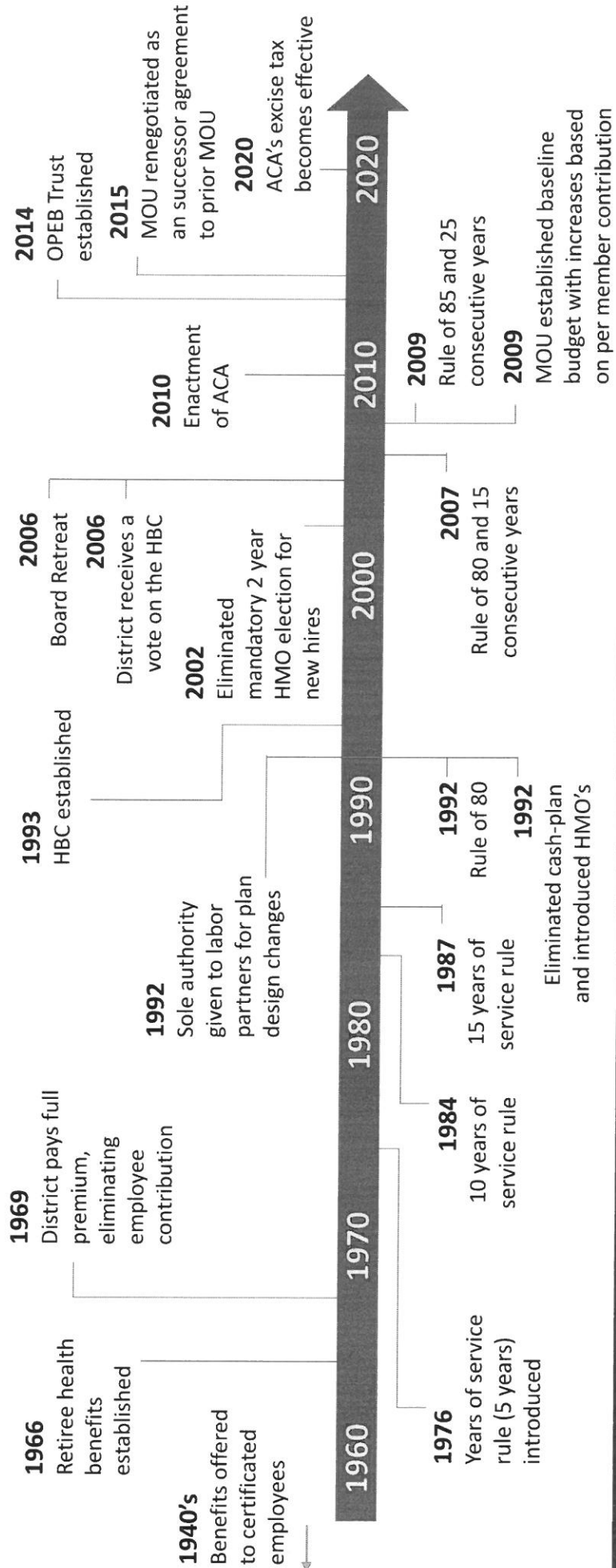
Scott Price, Chief Financial Officer  
Office of the Chief Financial Officer

Janice Sawyer, Chief Risk Officer  
Division of Risk Management and Insurance Services



# How It All Began

## The Evolution of Health & Welfare





# Health Benefits Committee (HBC)

## Structure

- Comprised of bargaining units
- One vote per unit and one vote for the District
- Governing Document: Memorandum of Understanding

## Roles

- Responsible for plan design changes
- Contain cost within the annual budget for health and welfare
- Negotiate all health & welfare contracts

# LAUSD Benefits

Benefits	Paid By		Benefit Provided To			
	District	Employee	Active	Active Dep	Retiree	Retiree Dep
<b>Health Care</b>						
Health (Medical, Dental, Vision)	✓		✓	✓	✓	✓
Health Care Flexible Spending Account		✓	✓			
Dependent Care Flexible Spending Account		✓	✓			
Continuation of Health Coverage – COBRA		✓	✓	✓	✓	✓
<b>Life Insurance</b>						
Basic Life Insurance	✓		✓			
Optional Life Insurance / Accidental Death (AD&D)		✓	✓	✓		
<b>Retirement</b>						
STRS/PERS/PARS	✓	✓			✓	✓
403(b) / 457(b)		✓			✓	✓

# Benchmarks: Active

*How LAUSD compares to other public entities*

Public Entity	Medical Plan Structure	Active Employee Contribution
LAUSD	District pays full premium for eligible employees and their dependents	None
City of Los Angeles	City pays full premium for eligible employees and their dependents	None
Los Angeles County	County pays monthly allowance for eligible employees and their dependents	Varies
San Diego Unified School District	District pays full premium for eligible employees and their dependents	None
Long Beach Unified School District	District pays annual maximum contribution. Currently all plans offered are under the annual max contribution	None
New York City, Dept. of Education	Dept. of Education pays full premium for basic plans. Member required to pay additional premiums for upgraded plans.	Varies
Chicago Public Schools (CPS)	Employees contribute 2-5% of salary depending on plan type and coverage level.	2-5%
City of Detroit	City pays 80% of premium for eligible employees and dependents	20%

# Benchmarks: Retiree

*How LAUSD compares to other public entities*

Public Entity	Medical Plan Structure	Retiree Contribution
LAUSD	District pays full premium for eligible retirees and their dependents.	None
City of Los Angeles	City offers premium subsidy based on years of service. Retiree responsible for remaining balance.	Varies
Los Angeles County	County contributes premium for retiree and dependents based on years of service. Members retired after 07/01/2014 responsible for dependent coverage.	Varies
San Diego Unified School District	Retiree pays full premium. Depending on Bargaining Unit, subsidy may be offered.	Varies
Long Beach Unified School District	District pays annual maximum contribution to age 67	Varies
New York City, Dept. of Education	Dept. of Education pays full premium for basic plans. Retiree required to pay additional premiums for upgraded plans.	Varies
Chicago Public Schools (CPS)	Retiree pays full premium. Depending on Bargaining Unit, subsidy may be offered. Dependent coverage is not eligible for subsidy.	Varies
City of Detroit	Members retired after 01/01/2015 are not eligible for medical coverage.	Full amount

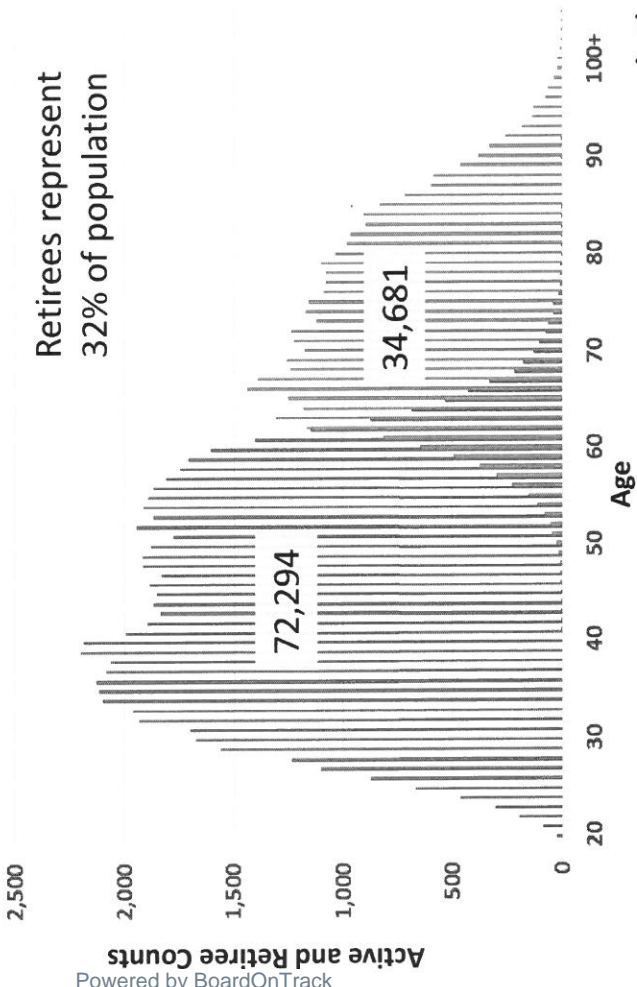
# Health & Welfare (H&W) Population

Medical Plan	Active Employees	Active Employees' Dependents	Retirees <65 Dependents	Retirees >65 Dependents	Retirees <65 Dependents	Retirees >65 Dependents
Anthem Blue Cross EPO	3,651	4,631	829	589	15,735	5,803
Anthem Blue Cross HMO	16,791	25,324	1,216	875	N/A	N/A
Health Net HMO	6,736	9,820	480	327	1,028	511
Kaiser Permanente HMO	28,683	38,556	2,302	1,536	13,402	4,689
United Health Care HMO	N/A	N/A	N/A	N/A	1,061	302
Opt-Out	3,752	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>59,613</b>	<b>78,331</b>	<b>4,827</b>	<b>3,327</b>	<b>31,226</b>	<b>11,305</b>

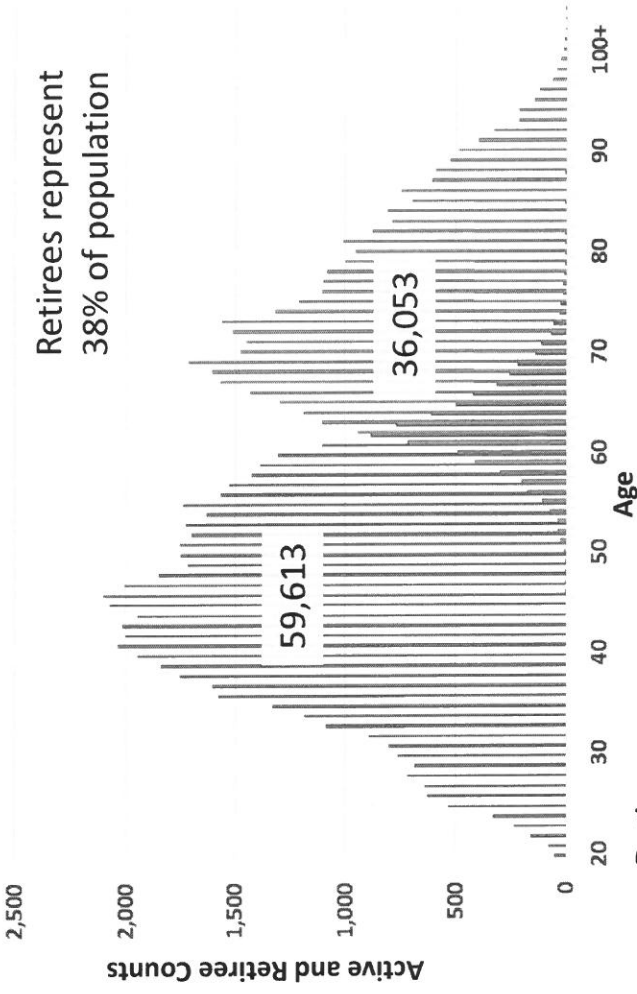
Source: SAP Data as of 03/01/17 and the Office of Data and Accountability

# Actives vs. Retirees

2010

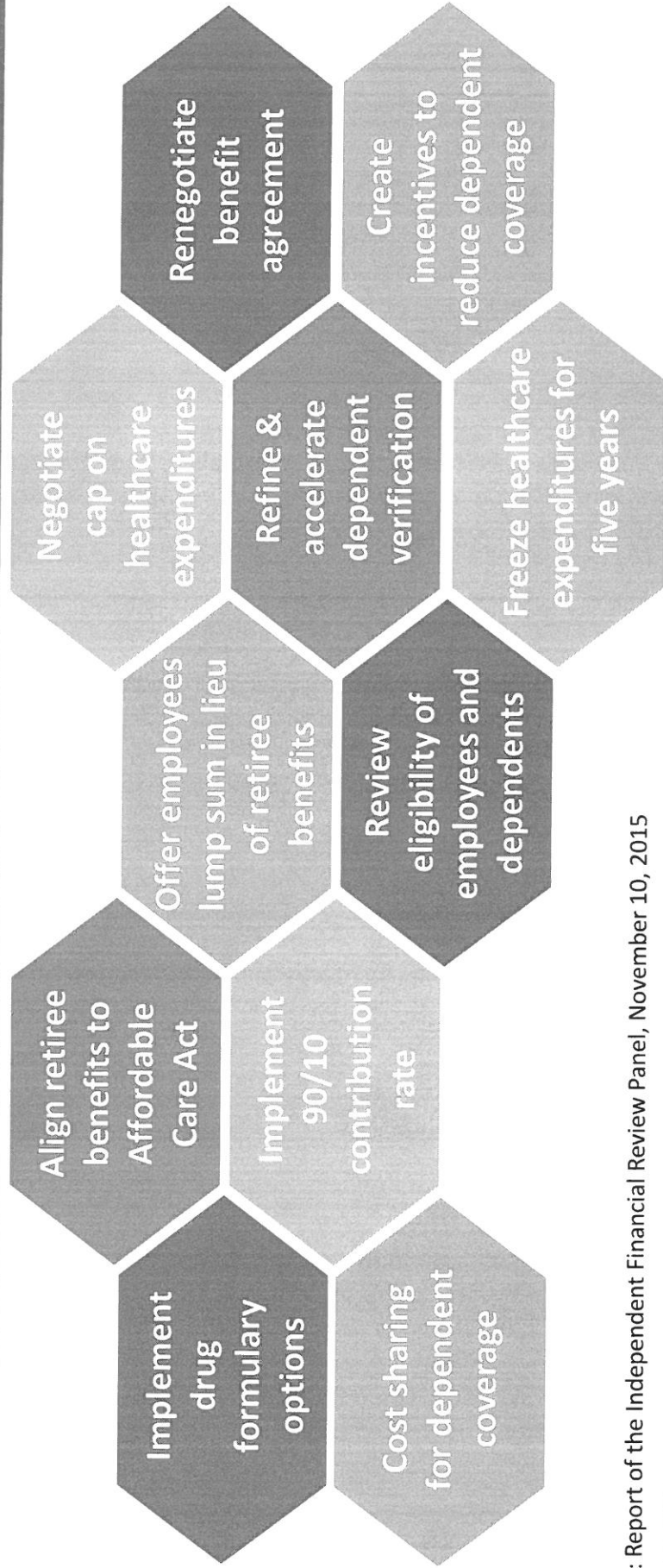


2017



Source: SAP Data as of 01/01/10 and 03/01/17

# Independent Financial Review Panel Recommendations



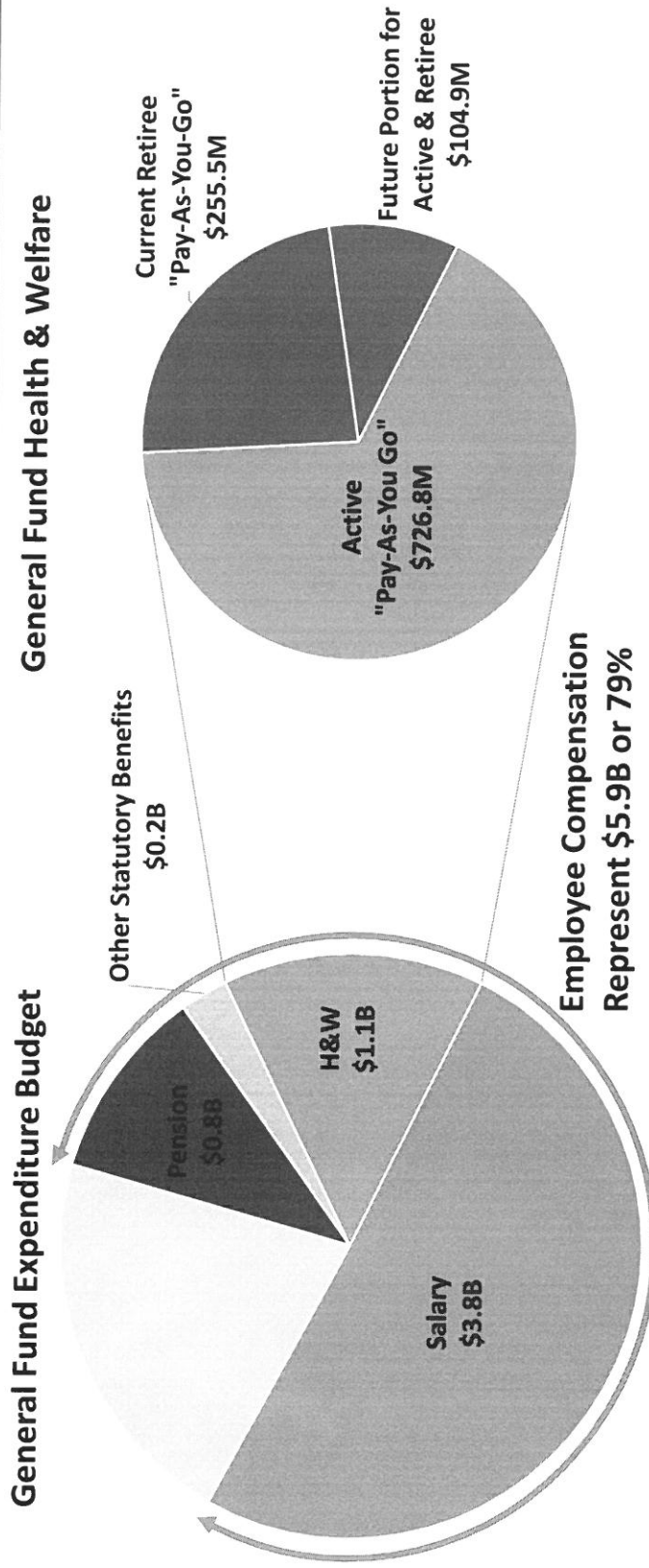
Source: Report of the Independent Financial Review Panel, November 10, 2015

# LAUSD Budget and Local Control Funding Formula

- LAUSD has a structural deficit
- LAUSD has had to provide and implement a fiscal stabilization plan to the County Office for over 5 years
- Local Control Funding Formula (LCFF) is currently funded at 97%
- LCFF is projected to be fully funded in 2020-21
- LAUSD continues to experience declining enrollment of over 2% annually
- Pension and health care costs continue to rise



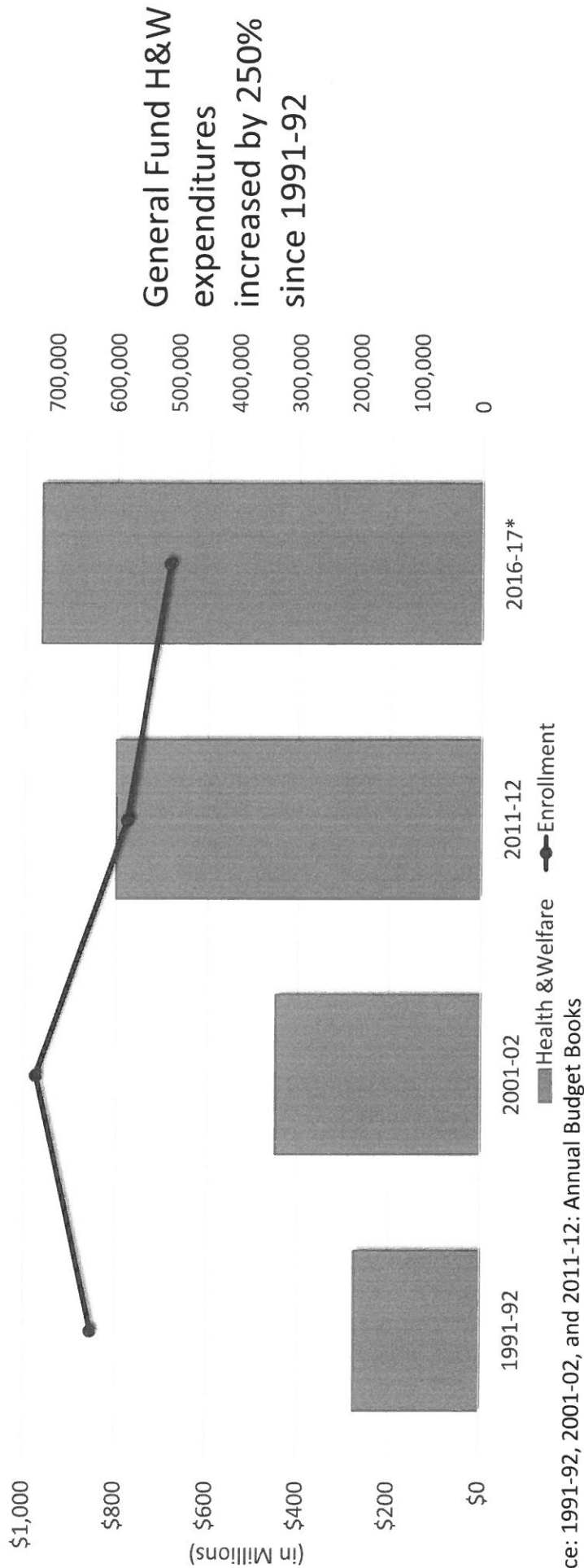
# Employee Compensation and H&W Components



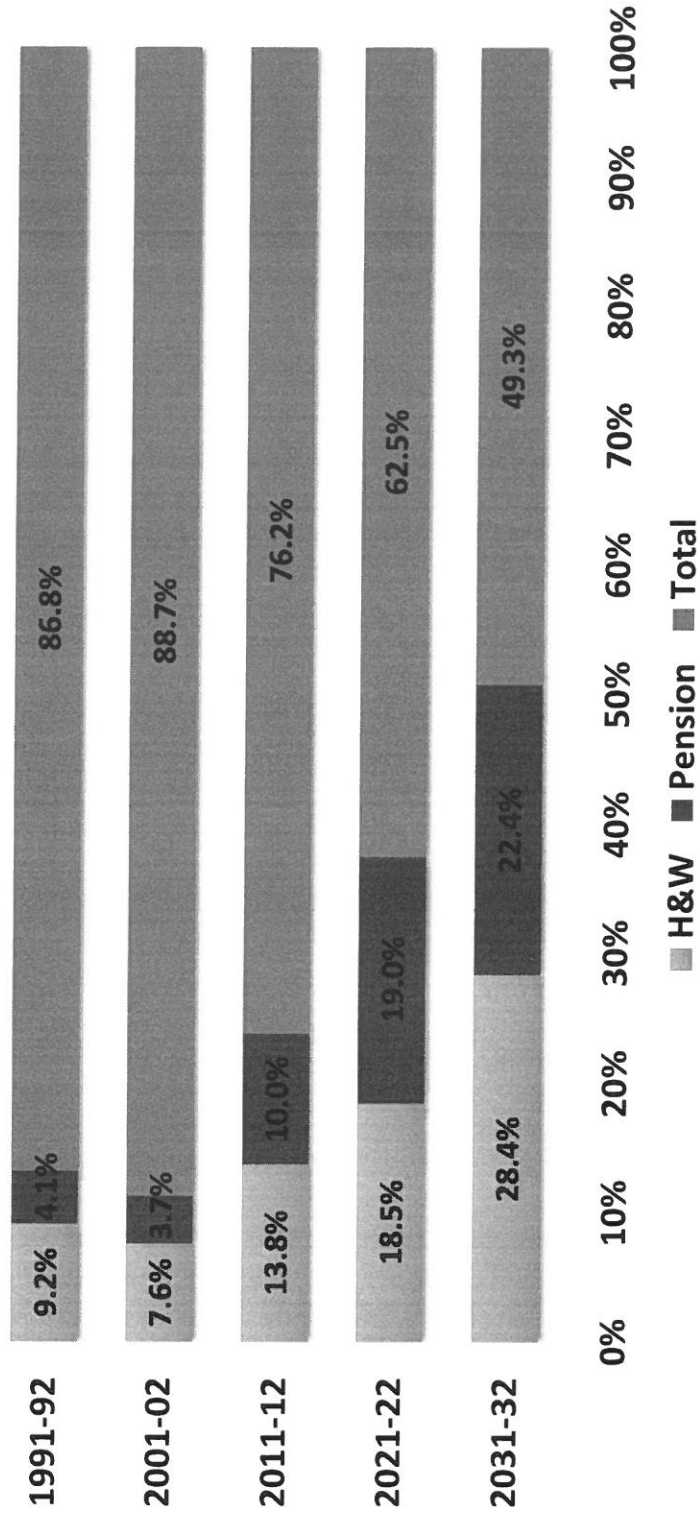
Source: 2017-18 Adopted Final Budget

\* Includes \$104.9 million contribution to OPEB Trust Only (not the Annual Required Contribution)

# H&W Costs and Enrollment



# Increasing Benefit Costs Impact Available Funds

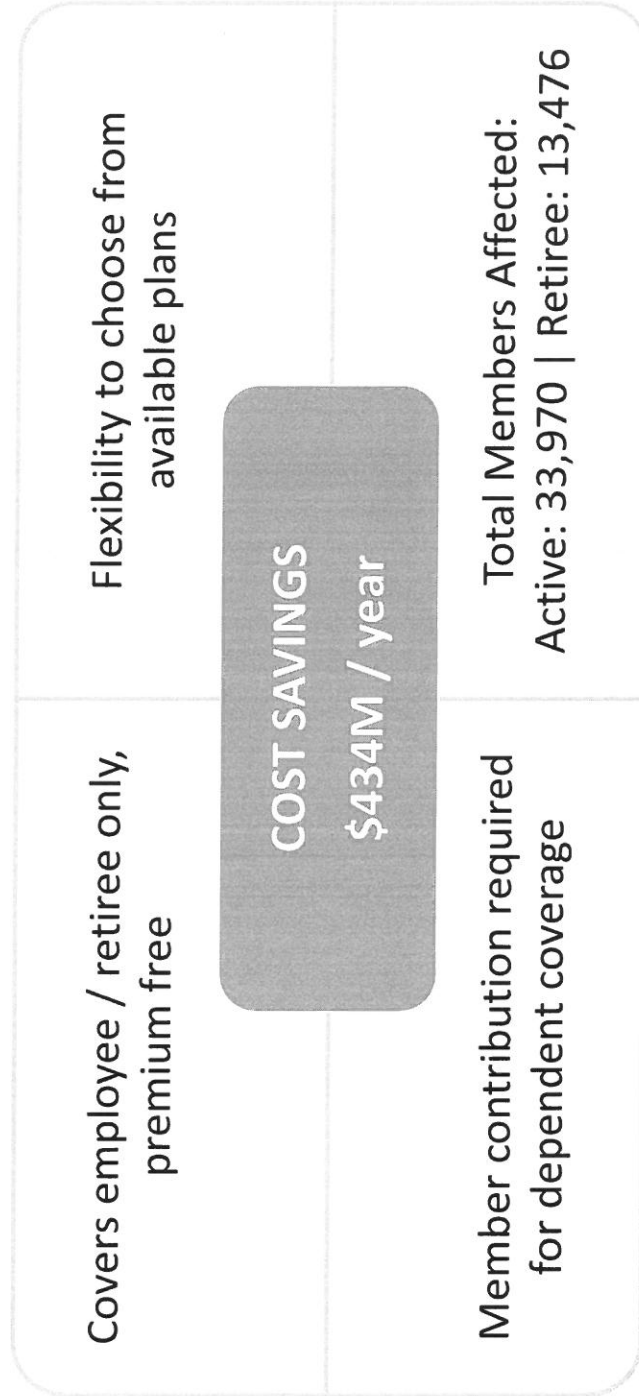


# Cost Saving Opportunities

## Description

- 1 Employee / Retiree Coverage Only
- 2 Employee / Retiree + 1 Dependent Coverage
- 3 20% Premium Sharing
- 4 Lowest Cost Plan
- 5 50 State Medicare Plan

# 1. Employee / Retiree Coverage Only



# 1A. Employee Coverage Only



**Employee Only    Employee + 1 Dep    Employee + Family**

Medical Plan	District Contribution	Monthly Employee Contribution	
		Employee Only	Employee + Family
Kaiser Permanente	\$475.82	\$0	\$870.75
Anthem Blue Cross HMO	\$499.27	\$0	\$998.54
Anthem Blue Cross EPO	\$574.71	\$0	\$1,149.41
Health Net HMO	\$723.88	\$0	\$1,411.52

**Total Savings: 345.9M / year**

# 1B. Retiree Coverage Only



Retiree Only



Retiree + 1 Dep



Retiree + Family

Medical Plan	District Contribution	Monthly Retiree Contribution		
		Retiree Only	Retiree + 1 Dep	Retiree + Family
Kaiser Permanente (<65)	\$798.30	\$0	\$798.31	\$1,460.90
Anthem Blue Cross HMO (<65)	\$808.92	\$0	\$808.92	\$1,617.84
Anthem Blue Cross EPO (<65)	\$1,096.28	\$0	\$1,096.28	\$2,192.56
Health Net HMO (<65)	\$868.01	\$0	\$998.19	\$1,692.60
Kaiser Permanente Senior Adv. (>65)	\$202.73	\$0	\$202.73	\$865.32
United HealthCare (>65)	\$343.00	\$0	\$343.00	N/A
Health Net Seniority Plus (>65)	\$390.25	\$0	\$390.25	\$780.50
Anthem Blue Cross EPO (>65)	\$538.61	\$0	\$538.61	\$1,077.22

**Total Savings: 88.1M / year**

## Coversheet

### Track & Field Loan - Possible Changes to Decrease Interest Paid to Outside Bank

**Section:** VIII. Finance  
**Item:** C. Track & Field Loan - Possible Changes to Decrease Interest Paid to Outside Bank  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** VIII-C - Track and Field Amoritizaton .pdf



Loan Data	
Original Principal	\$ 850,000
Loan Term (Years)	5.0
Annual Interest Rate	4.50%
Payments per Year	12
Payment	15,846.57
Interest Only Period (6 mos)	0.5
Interest Payment	\$ 3,187.50

**County Treasury Rate**

1.39%	per LACOE memo 11/8/17
-------	------------------------

Month	Period	Payment	Interest (7438)	Principal (9610)	Balance	Annual Interest Expense	Annual Principal Payment	Total Annual Loan Payment	County interest Earned @1.39% (Compounded)	Annual County Interest Earned (Lifetime Benefit a/c)	Interest Difference Between Bank and County
0					850,000.00				984.58		
1	Oct-17	3,118.57	3,118.57	-	850,000.00				984.58		
2	Nov-17	2,598.82	2,598.52	-	850,000.00				984.58		
3	Dec-17	2,858.00	2,858.00	-	850,000.00				984.58		
4	Jan-18	3,187.50	3,187.50	-	850,000.00				984.58		
5	Feb-18	3,187.50	3,187.50	-	850,000.00				984.58		
6	Mar-18	3,187.50	3,187.50	-	850,000.00				984.58		
1	Apr-18	15,846.57	3,187.50	12,659.07	837,340.93				969.92		
2	May-18	15,846.57	3,140.03	12,706.54	824,634.40				955.20		
3	Jun-18	15,846.57	3,092.38	12,754.19	811,880.21	27,557.50	38,119.79	65,677.29	940.43	9,757.63	17,799.86
4	Jul-18	15,846.57	3,044.55	12,802.02	799,078.19				925.60		
5	Aug-18	15,846.57	2,996.54	12,850.02	786,228.17				910.71		
6	Sep-18	15,846.57	2,948.36	12,898.21	773,329.96				895.77		
7	Oct-18	15,846.57	2,899.99	12,946.58	760,383.38				880.78		
8	Nov-18	15,846.57	2,851.44	12,995.13	747,388.25				865.72		
9	Dec-18	15,846.57	2,802.71	13,043.86	734,344.39				850.62		
10	Jan-19	15,846.57	2,753.79	13,092.77	721,251.62				835.45		
11	Feb-19	15,846.57	2,704.69	13,141.87	708,109.74				820.23		

Loan Data	
Original Principal	\$ 850,000
Loan Term (Years)	5.0
Annual Interest Rate	4.50%
Payments per Year	12
Payment	15,846.57
Interest Only Period (6 mos)	0.5
Interest Payment	\$ 3,187.50

**County Treasury Rate**

1.39%	per LACOE memo 11/8/17
-------	------------------------

Month	Period	Payment	Interest (7438)	Principal (9610)	Balance	Annual Interest Expense	Annual Principal Payment	Total Annual Loan Payment	County interest Earned @1.39% (Compounded)	Annual County Interest Earned (Lifetime Benefit a/c)	Interest Difference Between Bank and County
12	Mar-19	15,846.57	2,655.41	13,191.15	694,918.59				804.95		
13	Apr-19	15,846.57	2,605.94	13,240.62	681,677.97				789.61		
14	May-19	15,846.57	2,556.29	13,290.27	668,387.69				774.22		
15	Jun-19	15,846.57	2,506.45	13,340.11	655,047.58	33,326.17	156,832.63	190,158.80	758.76	10,112.42	23,213.75
16	Jul-19	15,846.57	2,456.43	13,390.14	641,657.44				743.25		
17	Aug-19	15,846.57	2,406.22	13,440.35	628,217.09				727.68		
18	Sep-19	15,846.57	2,355.81	13,490.75	614,726.34				712.06		
19	Oct-19	15,846.57	2,305.22	13,541.34	601,185.00				696.37		
20	Nov-19	15,846.57	2,254.44	13,592.12	587,592.87				680.63		
21	Dec-19	15,846.57	2,203.47	13,643.09	573,949.78				664.83		
22	Jan-20	15,846.57	2,152.31	13,694.25	560,255.53				648.96		
23	Feb-20	15,846.57	2,100.96	13,745.61	546,509.92				633.04		
24	Mar-20	15,846.57	2,049.41	13,797.15	532,712.76				617.06		
25	Apr-20	15,846.57	1,997.67	13,848.89	518,863.87				601.02		
26	May-20	15,846.57	1,945.74	13,900.83	504,963.04				584.92		
27	Jun-20	15,846.57	1,893.61	13,952.95	491,010.09	26,121.30	164,037.49	190,158.80	568.75	7,878.57	18,242.73
28	Jul-20	15,846.57	1,841.29	14,005.28	477,004.81				552.53		
29	Aug-20	15,846.57	1,788.77	14,057.80	462,947.01				536.25		

Loan Data	
Original Principal	\$ 850,000
Loan Term (Years)	5.0
Annual Interest Rate	4.50%
Payments per Year	12
Payment	15,846.57
Interest Only Period (6 mos)	0.5
Interest Payment	\$ 3,187.50

**County Treasury Rate**

1.39%
-------

per LACOE memo 11/8/17

Month	Period	Payment	Interest (7438)	Principal (9610)	Balance	Annual Interest Expense	Annual Principal Payment	Total Annual Loan Payment	County interest Earned @1.39% (Compounded)	Annual County Interest Earned (Lifetime Benefit a/c)	Interest Difference Between Bank and County
30	Sep-20	15,846.57	1,736.05	14,110.52	448,836.50				519.90		
31	Oct-20	15,846.57	1,683.14	14,163.43	434,673.07				503.50		
32	Nov-20	15,846.57	1,630.02	14,216.54	420,456.52				487.03		
33	Dec-20	15,846.57	1,576.71	14,269.85	406,186.67				470.50		
34	Jan-21	15,846.57	1,523.20	14,323.37	391,863.30				453.91		
35	Feb-21	15,846.57	1,469.49	14,377.08	377,486.23				437.25		
36	Mar-21	15,846.57	1,415.57	14,430.99	363,055.23				420.54		
37	Apr-21	15,846.57	1,361.46	14,485.11	348,570.12				403.76		
38	May-21	15,846.57	1,307.14	14,539.43	334,030.69				386.92		
39	Jun-21	15,846.57	1,252.62	14,593.95	319,436.74	18,585.45	171,573.35	190,158.80	370.01	5,542.10	13,043.35
40	Jul-21	15,846.57	1,197.89	14,648.68	304,788.06				353.05		
41	Aug-21	15,846.57	1,142.96	14,703.61	290,084.45				336.01		
42	Sep-21	15,846.57	1,087.82	14,758.75	275,325.70				318.92		
43	Oct-21	15,846.57	1,032.47	14,814.09	260,511.61				301.76		
44	Nov-21	15,846.57	976.92	14,869.65	245,641.96				284.54		
45	Dec-21	15,846.57	921.16	14,925.41	230,716.55				267.25		
46	Jan-22	15,846.57	865.19	14,981.38	215,735.17				249.89		
47	Feb-22	15,846.57	809.01	15,037.56	200,697.61				232.47		

Loan Data	
Original Principal	\$ 850,000
Loan Term (Years)	5.0
Annual Interest Rate	4.50%
Payments per Year	12
Payment	15,846.57
Interest Only Period (6 mos)	0.5
Interest Payment	\$ 3,187.50

**County Treasury Rate**

1.39%	per LACOE memo 11/8/17
-------	------------------------

Month	Period	Payment	Interest (7438)	Principal (9610)	Balance	Annual Interest Expense	Annual Principal Payment	Total Annual Loan Payment	County interest Earned @1.39% (Compounded)	Annual County Interest Earned (Lifetime Benefit a/c)	Interest Difference Between Bank and County
48	Mar-22	15,846.57	752.62	15,093.95	185,603.66				214.99		
49	Apr-22	15,846.57	696.01	15,150.55	170,453.11				197.44		
50	May-22	15,846.57	639.20	15,207.37	155,245.74				179.83		
51	Jun-22	15,846.57	582.17	15,264.39	139,981.35	10,703.40	179,455.39	190,158.80	162.15	3,098.29	7,605.11
52	Jul-22	15,846.57	524.93	15,321.64	124,659.71				144.40		
53	Aug-22	15,846.57	467.47	15,379.09	109,280.62				126.58		
54	Sep-22	15,846.57	409.80	15,436.76	93,843.86				108.70		
55	Oct-22	15,846.57	351.91	15,494.65	78,349.20				90.75		
56	Nov-22	15,846.57	293.81	15,552.76	62,796.45				72.74		
57	Dec-22	15,846.57	235.49	15,611.08	47,185.37				54.66		
58	Jan-23	15,846.57	176.95	15,669.62	31,515.75				36.51		
59	Feb-23	15,846.57	118.18	15,728.38	15,787.36				18.29		
60	Mar-23	15,846.57	59.20	15,787.36	(0.00)	2,637.75	139,981.35	142,619.10	(0.00)	652.63	1,985.12

# Coversheet

## Approval of Field Trips

**Section:** X. Consent Agenda 1: Non-Finance Items  
**Item:** A. Approval of Field Trips  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** X\_A\_Approval Field Trips\_Part 1\_12\_12\_17.pdf  
X\_A\_Approval Field Trips\_Part 2\_12\_12\_17.pdf

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 / Hatarian Certified [X] Non-Cert.

Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER

- 1. Destination Garden Grove, CA Are admission fees charged? Yes No [X]
2. Dates of Trips 1/13 - 1/14 3. Number of Students 32 Number of adults 3
4. Name and employee number of employee who will go on trip: Brad Kolavo, Peyman Hatarian David Carini
5. Substitute required? Yes No [X] How Many? Source of funds
6. Time schedule required by school: Leave School 7 am Arrive destination 9 am Leave destination 4 pm Return school 6 pm
7. Duration of trip: Less than one day One day [X] Overnight
8. Method of transportation: School bus (indicate number required) Walking [X] 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 compete in social DECA conference
10. Source of funds for trip CTE

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 in progress No
13. If hiking or camping activity:
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 [Signature] 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.

**Palisades Charter High School**

**REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS**

Check the appropriate box:  Field Trip       School Journey       Curricular Trip       Athletic Trip  
 Curricular Buss Tour       OTHER (Describe) \_\_\_\_\_

Name of \_\_\_\_\_ Employee \_\_\_\_\_ Certified  \_\_\_\_\_  
 School: **Palisades Charter High School** Supervising trip Kolavo/Carini Non-Cert. \_\_\_\_\_  
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER \_\_\_\_\_

1. Destination Rabobank Convention Center Are admission fees charged? Yes \_\_\_\_\_ No  \_\_\_\_\_  
 2. Dates of Trips 1/17 and 1/18 3. Number of Students 24 Number of adults 2  
 4. Name and employee number of employee who will go on trip: Brad Kolavo and David Carini

5. Substitute required? Yes  No \_\_\_\_\_ How Many? 2 Source of funds CTE  
 6. Time schedule required by school: Leave School 1/16 at 2:15pm Arrive destination 1/16 at 4:30pm  
 Leave destination 1/18 at 3pm Return school 1/18 at 5:30pm

7. Duration of trip: Less than one day \_\_\_ One day \_\_\_\_\_ Overnight \_\_\_\_\_ (if overnight, how many days?) \_\_\_\_\_  
 8. Method of transportation: School bus (indicate number required) \_\_\_\_\_ 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 compete and participate in the VEI Bakersfield State Conference and Exhibition. During this time, students will also setup a tradeshow booth

10. Source of funds for trip \_\_\_\_\_

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 \_\_\_\_\_ No \_\_\_\_\_  
 12. Have forms for parent's or guardian's permission been obtained? Yes \_\_\_\_\_ No \_\_\_\_\_  
 13. If hiking or camping activity:  
 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 Pam Mafee Date: 12/3/17  
 Board of Trustees\* \_\_\_\_\_ Date: \_\_\_\_\_

\* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.

# Coversheet

## LACOE Certificate of Signatures

**Section:** XI. Consent Agenda 2: Finance Items  
**Item:** A. LACOE Certificate of Signatures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** XI.A - LACOE CERTIFICATE OF SIGNATURES.pdf



**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, 2018 to December 31, 2018

In accordance with governing board approval dated December 12, 2017

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 Deanna Hamilton
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME Leslie Wooley
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME David Carini
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 Richard Montz
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

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

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
<b>President of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
<b>Clerk/Secretary of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
Andrew Paris
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
Camille Schoenberg
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
Mystic Thompson
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
Shawn McClellan
<b>Member of the Board of Trustees/Education</b>
SIGNATURE
TYPED NAME
<b>Member of the Board of Trustees/Education</b>

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
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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

## Coversheet

### Approval of reimbursements for Executive Director / Principal

**Section:** XI. Consent Agenda 2: Finance Items  
**Item:** B. Approval of reimbursements for Executive Director / Principal  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** XI\_B\_Part 2\_Consent Agenda Finance Expense EDP\_12\_12\_17.pdf  
XI\_B\_Part 1\_Consent Agenda Finance Expense EDP\_12\_12\_17.pdf



Expense Report/ Reimbursement Form  
2016-2017

Name: Dr. Pamela Magee Date: 12/12/2017 P.O. # \_\_\_\_\_

Date	Vendor	Description	Office	Classroom	Confer-	Comm/	Business	Rate Per	Total
			Supplies	Materials	ences	Postage	Miles		
			4350	4310	5220	5920	5210		
11/8/2017	Dr. Magee	Simmons deposition Yedidision, Sebr. Yedidision (round trip from PCHS to Beverly Hills)					26.00	0.535	13.91
11/9/2017	Dr. Magee	LAUSD Cop Team Mtg. (round trip from PCHS to Los Angeles Beaudry)					41.80	0.535	22.36
11/16/2017	Dr. Magee	CTE Conference /Rancho Las Palmas (round trip from PCHS to 92270 Las Palmas)					283.90	0.535	151.89
10/23 - 10/24	Dr. Magee	CCSA Conference San Francisco (round trip from Santa Monica to LAX) - CCSA sent a check to cover hotel/mileage. See attached.					17.20	0.535	9.20
								0.535	-
								0.535	-
								0.535	-
								0.535	-
								0.535	-
								0.535	-
								0.535	-
								0.535	-
								0.535	-
Total							368.90	0.535	197.36

Grand Total	\$	197.36
Charged Amount	\$	197.36
Net Due Employee	\$	197.36

Employee Signature: Pam Magee Part 1

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Part 1

Department/Program Name & #: \_\_\_\_\_

\*-Provide full description on amounts in this column to allow for proper identification Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.