APPROVED

Palisades Charter High School

Minutes

Special Board Meeting

Date and Time
Wednesday December 7, 2016 at 5:30 PM

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

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.

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

Trustees Absent
Emily Hirsch

Ex Officio Members Present
Dr. Pam Magee

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Emilie Larew called a meeting to order on Wednesday Dec 7, 2016 at 5:36 PM.
There were no requests for public comment.

C. Public Comment

None

II. Finance

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

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

There have been multiple meetings and written responses since approximately fall of 2015. In September 2016, we received a one day notice about meeting with representatives from the LAUSD Finance Team. PCHS had been working with them since June.
The September notice was to close out their case. The next response we received was this Notice to Cure in November.

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

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

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

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

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

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

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

LAUSD wants the agenda and the minutes from this meeting.

B. Fiscal Policy Related to Baseball Account

Ellen Pfahler made a motion to With regard to the fiscal policies as adopted by the Board on November 17, 2015 we are reaffirming that those policies apply to Baseball.
Andrew Paris seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

C. Fiscal Policy Related to Snack Sales Account

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

D. Fiscal Policy for All Fundraising Activities

Greg Wood relayed that the Board adopted a fundraising policy on April 14, 2016. This fundraising policy was thoroughly discussed by the Board prior to approval and is in place.
Amanda Campbell made a motion to that the Board reaffirm that we passed a policy for all fundraising activities and that the document be provided to LAUSD.
Rocky Montz seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

E. Statements of Estimated Sales & Expenses for Fundraising Events

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

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

Ellen Pfahler mentioned item 4 on the Notice to Cure, the Snack Shack doesn't do this.
Mr. Wood discussed the Traditions Dinner and that the documentation was provided with regard to that event.
Dara Williams suggested that Baseball should have to fill out the same form that the other clubs have to fill out indicating the anticipated costs so that we can have oversight to ensure that the event is not going to lose money.

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

Baseball was not aware that they were supposed to submit this document. Through the Athletic Director it should be communicated to all coaches that this documentation must be submitted.
Leslie Woolley made a motion to require that all sports teams complete Statements of Estimated Sales and Expenses prior to the fundraising event completed and submitted to the EDP.
Robert Rene seconded the motion.
The team **VOTED** to approve the motion.

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

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

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

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

There was consensus among the members that all policies must be applied consistently to all groups.
Leslie Woolley made a motion to adopt the Inventory Monitoring Process for Tracking Movements of Sales and Items Purchased.

Robert Rene seconded the motion.
The team **VOTED** to approve the motion.

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

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

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

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

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

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

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

Leslie suggested modifying the current fundraising policies to the extent they have been modified by our recent discussions.
Members tasked the EDP with have these policies incorporated into the current fundraising policy and bringing the updated policy back to the Board for approval.
Rocky Montz made a motion to provide the audits that we already have and not conduct any additional audits.
Robert Rene seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

III. New Business/Annoucements

A. Reminder: Regular Meeting on December 13, 2016

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

IV. Closed Session

A. Board Chair to announce items for closed session

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

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

For the second part: 7:15pm
Emilie Larew announced the remaining 3 agenda items for this part:
Conference with Legal Counsel: Anticipated Ligitation
Challenge to Pupil Records :Grade Appeal
Public Employee Discipline/Dismissal/Release

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

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

B. Conference With Legal Counsel: Existing Litigation

No action was taken.

C. Challenge to Pupil Records: Grade Appeal

Nothing to report.

D. Conference with Legal Counsel: Anticipated Litigation

No reportable action was taken.

E. Public Employee Discipline/Dismissal/Release

No reportable action was taken.

V. Open Session

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

Closed session adjourned at 9:20 p.m.
No reportable action was taken during closed session.

VI. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
Leslie Woolley