APPROVED

Palisades Charter High School

Minutes

Board Meeting

Date and Time
Tuesday January 15, 2019 at 5:00 PM

Location
Gilbert Hall, 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
Andrew Paris, Brooke King, Camille Schoenberg, Dara Williams, Emily Hirsch, Jeanne Saiza, Larry Wiener, Leslie Woolley, Reeve Chudd, Shawn McClellan, Susan Ackerman

Trustees Absent
None

Ex Officio Members Present
Dr. Pam Magee, Greg Wood

Guests Present
Abby Fisher, Amy Nguyen, Shelby Ladnier

I. Opening Items

A. Call the Meeting to Order

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Jan 15, 2019 at 5:11 PM.

B. Record Attendance and Guests

C. Public Comment

D. Approve Minutes (12/11/18)

p. 11 Motion did carry
p. 12 Motion did carry
p. 14 Motion did carry

p. 13 $674,000 cash basis (approximately $700,000)

p. 12 discussed (article attached)

Dara Williams made a motion to approve minutes from the Board Meeting on 12-11-18 with the noted corrections Board Meeting on 12-11-18.
Camille Schoenberg seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Emily Hirsch	Abstain
Dara Williams	Aye
Andrew Paris	Aye

Roll Call

Leslie Woolley	Aye
Reeve Chudd	Aye
Camille Schoenberg	Aye
Jeanne Saiza	Aye
Brooke King	Aye
Larry Wiener	Aye
Susan Ackerman	Aye
Shawn McClellan	Aye

II. Organizational Reports

A. Student Report

Another blood drive on January 23rd.
February planning another community day for Valentine's Day along with a memorial for the Parkland shootings
Spring semester dance attendance has been dropping so leadership is planning other spring semester events.
For the blood drive, students, parents, and staff can participate. Only students have to sign up ahead of time and those under 17 need parental consent. The drive is In the small gym.

B. Parent Report

Nothing to report.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

Some teachers are going to Marquez in support of the teachers there. Some are going to other local schools as well.
Some are picketing and some are helping with donations in solidarity.
Going on their own time.

E. Human Resources Director (HR) Report

Report stands as submitted.

F. Director of Operations Report

Report stands as submitted.

G. Director of Development Report

Mike Rawson presented

Wants to highlight a couple of items for clarification purposes:
Restricted donations $5000 up
Mara Breech Foundation $5000 for professional development
Cathay $5000 for ESL program
Another $5000 for scholarship
Applying for the CTE Center grant - focus to maintain the delivery of CTE programs
Strong Workforce program grant is another grant we are applying for that is completely new.
Looking at the potential to fund health sciences

The state has really changed our dashboard
Soon we will need to show our career results because they want kids to be career and college ready
Financial literacy/readiness as part of the Economics class; about 8 hours of financial readiness

Looking as special groups; kids who may have physical or learning disabilities and training them while making the special adjustments they need

Looking to increase internships
Tremendous support from our local groups including the Rotary Club with a focus on career readiness and the local Optimists Club, which is helping with science career pathways
Alumni pizza party had about 30 attendees, including some faculty/staff who are alumni
April 24th Career Day and Fair with opportunities for students to speak with as well as a speaker panel

Susan Ackerman inquired about some of the grants that we didn't receive
They grantors were looking at details on outcomes and we didn't have that information
We have an application for a grant with the Los Foundation for a digital lightboard and John Vieira has provided materials for that and we are now in the second round
We did receive a $1000 grant for soccer equipment

For these grants, we really need the teacher input
Financial literacy part of the course is part of what Reeve Chudd suggested.

H. Chief Business Officer (CBO) Report

Greg Wood presented. Governor Newsome will be making statements tomorrow about the funding of education. The state may help out with STRS. Less sure about his intent with giving one-time funding to school districts. So that could give us more funding. Any funding for pensions would help us but no expectation of assistance with the lifetime health benefits. There will be another set of updates in May that will include what the legislature has passed. The legislature has proposals to provide more monies to education and to raise per-pupil spending. So if the governor wants to increase education funding, the legislature is likely to go along with it.

I. Executive Director/Principal (EDP) Report

The report stands as submitted.
We have great attendance even with the rain.
Pam Magee discussed that she finds herself explaining to people what it means to be a charter school. And that she mentions it is important to note that there are different types of charter school.

All charter schools are not created equal. We do contribute monies toward LAUSD that help to pay for their overhead. So we are not contributing to their money problem.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Updates

Meeting scheduled for January 31st. Looking at the instructional time and how it can be organized to make it the most effective.
Lesley Wooley asked about instructional time addressed in the audit report. The instructional time we are missing is due to the emergency days. But we could be sanctioned for instructional minutes if we don't have sufficient instructional minutes.

B. Budget & Finance Committee Updates

Sarah Margiotta presented
Committee met yesterday.
Financials are on target.
Conversations on IMA (instructional materials) and textbooks.
Freeze date for textbooks and IMA was implemented. Textbook freeze is February 11th because everything should be have purchased by that date. There is $57,000 now in the textbook budget

IMAs should be submitted by April 1st.
No exception to these freeze dates, the only exception is book purchases for the library.
ASB is operating in the red and is down about $16,000. Looking at how to remedy.
Student store sales were down (but cafeteria sales are up).

C. Charter Committee Updates

Draft minutes were included with the materials.
The charter committee would like to be tasked with addressing changes to the governance rules as well.
Dara Williams made a motion to to task the charter committee with addressing changes in governance policies and by-laws.
Emily Hirsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Leslie Woolley	Aye
Emily Hirsch	Aye
Shawn McClellan	Aye
Susan Ackerman	Aye
Brooke King	Aye
Andrew Paris	Aye
Camille Schoenberg	Aye
Jeanne Saiza	Aye
Larry Wiener	Aye
Dara Williams	Aye
Reeve Chudd	Aye

D. Election Committee Updates

We did not have a quorum so we did not hold the meeting on December 14th.
Meeting January 25th at 2:15 in the pool office.
We could use additional members but not anyone who is running.

E. Post-Retirement/Lifetime Healthcare Benefits

There has not been a meeting. We now have the actuarial report and a meeting will be scheduled.
Dara Williams will provide some Los Angeles articles that she brought up that address issues of lifetime health benefits in California.

IV. Board Committees (Board Members Only)

A. Audit Committee Updates

Board members are concerned that the audit report was late.

Dara Williams raised the fact that the actuarial report was only received a week prior to the due date for the audit report and this was a significant financial liability that had to be addressed.
Auditors did send a draft of the report to comply with the state due date.
LAUSD was vague about whether we had an extension. LAUSD asked for the report by January 11th and knew it was being turned in that day and we received the notice to cure on January 10th.

B. Grade Appeal Committee Updates

16 grade appeals for the spring semester last year, and 2 grades were changed.
Students have 5 weeks to submit appeals for this past semester.

V. Academic Excellence

A. School Calendar Update

We have typically coincided with the LAUSD start date. LAUSD is reconsidering their start date but we voted on a three-year calendar and we are sticking with the three-year calendar was voted on. We will not change it even if LAUSD changes there start date.

B. School-wide Goals Update

Working on different matrices to track the school-wide goals. This year we adopted goals for several years. Pam Magee will be doing a webinar with Board on Track, which may help with the metrics for our goals.

We have 2 school nurses as well as psychological counseling services, which the administration believes are very important for the health and well being of the students and to provide the best learning environment.
Our multi-year technology program is something that has to be figured out and incorporated into our budget plan.

Peer mediation and conflict resolution class is transcendent. Focusing on these strategies have changed the discussion and brought things to a new level.

Link crew for new students is a very structured program to help new students adjust and navigate.
More parent meetings are scheduled for the second semester, including AP readiness and other issues that parents would like to be more informed about.

Working on adopting consistent policies academics.

Will be able to end the contract with Schoolzilla for academic data.

PCHS Did meet the goal of adding students for the second semester.

A ten minute break was taken at 7:03.

VI. Facilities/Operations

A. Update - Bus Transportation

Registration for the bus in now in line with the enrollment period so that everyone is aware of the transportation costs. This is being advertised. Metro added a second bus late in the semester because the one bus we had could not handle all the students who needed it. The bus already went by here but now stops here.
Big Blue is going to run a Pali express bus that will start from the train station at 4th street in Santa Monica. It will come directly to Pali without stopping. And there will be and express bus from here back to the train station. It will cut the time approximately in half. If we did need a second bus that we could fill they might be willing to designate one.

B. Update - Social Media - Social Sentinel

Operational. Needs to be optimized. Expect it to be fully configured and operational by February. Need to input terms that are unique to Pali in order to optimize it. One hit so far but it was a false positive.

VII. Finance

A. 2017-2018 - Audit Report

Michael Klein presented. The report was provided to all board members and is attached to the materials.
Overview of audit process. (1) Getting an understanding of school organization - process and procedures; (2) Verify balances to make sure that they are materially accurate and that there are no material misstatements or omissions and (3) compliance testing.

Reeve Chudd asked him to explain a yellow book letter - what government auditing requires
Independent Auditor's Report - what the report covers

Yellow Book is actually a yellow book that details auditing procedures and must be followed

Able to obtain enough evidence through their procedures that substantiates the balances we have.
The second page of the Independent Auditor's Report has the opinion.
Combined Statement of Financial Position as of June 30, 2018, included in the report on page 3.
Includes unrestricted, temporarily restricted, and permanently restricted funds
The Post-Employment benefit long-term liability increased and caused our long-term liabilities to increase

Combined Statement of Activities is essentially a statement of income and expenses
There was an increase of about $1.3 million in revenue
Loss of $2 million in 2017-2018 total

Combined Statement of Cash Flows, shows where the cash is going

Substantial equipment purchase was primarily the track and field

Combined Statement of Functional Expenses
Expenses by type.
2017-2018 about $35 million in total expenditures
Rents include equipment related expenses (like Chrome Books, per Greg Wood).
Charter Schools are usually between 75 and 80% of costs are program services.
Donors want to see more going to programs, as opposed to administrative costs.
CSAM - coding manual so there is a standardized way to code these things for accounting purposes.
Reeve asked if he was comparing our financials to those of other charter schools in the area.
With charter schools, there is a bit more of an emphasis on local fundraising, with state aid started to flatten but personnel costs are on the rise. Reeve Chudd asked where we compare in the financials with other charter schools with regard to our expenditures
Want to pay attention to our assets and our liabilities - our liquidity is good because we have a 2.5 to 3 ratio
But need to look at the long-term as well, but that is more of a solvency question. So the issue is tackling the long-term debt.
Our unique challenge is the post-retirement liability which most other charters do not have.

There are some schedules attached to the report, which are state required.
ADA is close to our enrollment number, depends on attendance. Most of the state funding is dependent on these ADA figures.
We have some non-classroom based programs, Virtual Academy.

Page 25 Schedule of Instructional Time

Our state required minutes for instructional time are below the state standards but we have 3 emergency days so we have a waiver for that.

Page 27 details by Federal Progam what was spent, lays it out by program number and the amount spent

Page 34 Statement of Financial Position - Other Postemployment Benefits Adjustment
This shows that the long-term negative effect on financials is due to the Other Postemployment benefits

Pages 43 to 47: No findings is a good thing.

Letter at the end, these are not related to findings, it simply discusses areas for improvement for best practices.
With fundraisers, there should be an item for what is the expected amount that the student group expects to raise

Best practices with payroll and personnel files. Look to make sure that changes in pay are verified as far as authorization. There were just a couple of instances where it couldn't be verified but management did confirm the change in pay. So the administration just needs to make sure that all of these things are verified and documented.

Leslie Woolley inquired as to why the report was late because we received a notice to cure from LAUSD.
Letter to the Board explains some difficulties that they did have with the audit.
The main issue was the actuarial report because it affected the post-employment figures.
The actuarial report was received a week before the audit was due. So that was the main reason for the delay.
An extension was requested because we knew that the report was coming in late.
This firm has requested an extension before and it is not uncommon.
This was the first year that they did our audit so it does take additional time when it is the first year.

Reeve Chudd made a motion to approve the audit report as presented.

Camille Schoenberg seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Leslie Woolley	Aye
Jeanne Saiza	Aye
Larry Wiener	Aye
Dara Williams	Aye
Brooke King	Aye
Emily Hirsch	Aye
Camille Schoenberg	Aye
Reeve Chudd	Aye
Andrew Paris	Aye
Shawn McClellan	Aye
Susan Ackerman	Aye

VIII. Governance

A. Public Hearing on Initial Proposal from PESPU for 2018-19 School Year Negotiations

Postponed this so this is tabled until February meeting.

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

A. Update - Evaluation Committee

Meeting is scheduled for February 4th for all the non-interested board members.

X. Consent Agenda 1: Non-Finance Items

A. Approval of Field Trips

Dara Williams made a motion to approve the field trip to California Adventure.
Emily Hirsch seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Larry Wiener	Aye
Leslie Woolley	Aye
Dara Williams	Aye
Camille Schoenberg	Aye
Andrew Paris	Aye
Jeanne Saiza	Aye
Susan Ackerman	Aye
Reeve Chudd	Aye
Emily Hirsch	Aye
Shawn McClellan	Aye

Roll Call

Brooke King	Aye

XI. New Business / Announcements

A. Announcements / New Business

Survey committee meeting this Thursday, January 17th at 3:15
Next board meeting is February 12th.

B. Announce items for closed session, if any.

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 7:33 PM.

Respectfully Submitted,
Leslie Woolley