

**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**
Minutes of April 18, 2006 Meeting

OPEN SESSION

I. WELCOME

- A. *Call to order – Minh Ha Ngo*
- B. *Roll call – Minh Ha Ngo*

Members Present:

Ann Davenport	Minh Ha Ngo
Patrice Fisher	Mary Red Clay
Victoria Francis	Rene Rodman
Dick Held	Jim Suhr
Bud Kling	Rosalind Wolf
Gretchen Miller	

Ex-Officio Members Present:

Gloria Martinez
Greg Wood
Genevieve Fox

II. CLOSED SESSION (entered at 5:05 pm):

III. PUBLIC SESSION (resumed at 6:00 pm):

- A. *Report of Action taken during Closed Session*
The resignation of a resources teacher was accepted effective May 1st contingent on these conditions:
 - 1) A qualified substitute can be hired to assume her duties for the rest of the school year.**
 - 2) The resource teacher completes the IEPs on her caseload.****(YES: Fisher, Held, Kling, Miller, Ngo, Red Clay, Rodman, Suhr, Wolf
NO: Davenport, Francis)**
- C. *Approval of Minutes*
Minutes from March 21, 2006 were approved unanimously with corrections. See final version of approved minutes on palihigh.org website.

IV. PUBLIC SPEAKERS:

A. *Madeline Abrahams (Parent):*

Mrs. Abrahams is concerned about a PE teacher's policy of assigning a grade of 0 until a student returns the Course Information Sheet even though the student participates in PE activities. Her child was aware of the PE teacher's policy, but thought she had turned in the sheet. She may have turned it in to the wrong teacher (she had a different teacher for a day or two at the beginning of the semester) or she turned one in with the wrong period/teacher name. Also, she asked the teacher to give her a new sheet and he refused so she thought he meant it was ok. So she got trapped deeper for several more weeks. Mrs. Abrahams wants us to fix the policy and help her child as she feels the punishment far outweighs any crime.

B. *Joi Tanita (Teacher):*

Ms. Tanita is requesting that the school reinstate a Period 7 teacher for JV Baseball since the JV and Varsity teams do not play games on the same campus. The current teacher of record is responsible for both JV and Varsity students. Presently, there are no Period 7 teachers dedicated solely to JV teams.

⇒ **The request for a separate JV Baseball Period 7 teacher of record is referred to the HR Committee.**

C. *Wayne Magnusen (Assistant Surf Coach):*

Mr. Magnusen is requesting compensation for his services as an assistant surf coach. He has been volunteering his time to work with the surf team. Mr. Ben Kay (substitute teacher) and Victoria Choi (student) supported Mr. Magnusen's request. While PCHS does offer a surf class, there is currently no stipend for a surf coach, because there is no official surf team. The unofficial surf team that is competing is more like a club sport.

⇒ **The Board is grateful that Mr. Magnusen has voluntarily worked with the surf students, but PCHS will not retroactively pay volunteers. Any requests for a coaching stipend should go through the Human Resources and Budget Committees.**

V. ACTION ITEMS:

A. DISCUSSION AND ACTION ON WHETHER TO APPROVE FUNDING FOR MATH/SCIENCE PLACEMENT TEST FOR INCOMING 9TH GRADERS

In order to provide appropriate math and science placement in the fall, all 9th grade students will be required to take a mandatory math placement test with a limited number of qualified students taking a science placement test. The students will be tested on Saturday, May 20th at PCHS. An attempt was made to arrange for the testing at Revere, but Revere was unable to accommodate the testing. The amount requested is \$10,120.00 (see budget).

⇒ **The Board approved \$11,000 for the testing.**
(YES = All except Ngo, ABSTENTION = Ngo)

B. DISCUSSION AND ACTION ON WHETHER TO APPROVE FUNDING FOR FINANCIAL AUDITORS

The Budget and Finance Committee recommends that the Board approve approval of Vicenti Lloyd & Stutzman as our independent auditors for the 2005-2006 School Year. The estimated cost is \$12800.00.

⇒ **The Board unanimously approved Vicente Lloyd & Stutzman as our independent auditors and the cost of \$12,800.**

C. DISCUSSION AND ACTION TO CHANGE LACOE CERTIFICATE OF SIGNATURES

The LACOE certificate of signatures authorized to sign checks on behalf of PCHS needs to be updated. Greg Wood, the CBO, recommended authorizing Dr. Martinez (Academic Principal), Ms. Ngo (Board Chairperson), and himself (CBO).

⇒ **The Board approved Dr. Martinez, Ms. Ngo, and Mr. Wood for the LACOE Certificate of Signatures.**
(YES = All except Ngo, ABSTENTION = Ngo)

VI. DISCUSSION/INFORMATION ITEMS:

A. DISCUSSION ON EQUAL OPPORTUNITIES (LIFETIME HEALTH BENEFITS, MEETINGS STIPEND, ATTENDANCE INCENTIVE) FOR CLASSIFIED STAFF

On behalf of the classified staff, Cathy Catapano presented a request that they receive the same consideration as UTLA members regarding lifetime health benefits, meeting stipends, and attendance incentives (see letter). They would also like clarification as to whether PCHS will be able to fund lifetime health benefits after the five-year Charter leave is up. The Board assured faculty and staff that the lifetime health benefits are offered to *all* employees who qualify as stated in the charter. PCHS is currently investing \$50,000 a year to fund this and purchasing approximately \$500,000 in a health benefits package (including lifetime health benefits) from LAUSD. The availability of funds for lifetime health benefits is an issue for all employees. An actuarial study will inform us if we are saving enough to fund this commitment. The study must be complete so that LAUSD employees can make an informed decision to resign or not in two years.

As for the meetings stipend and attendance incentive, the issues for classified staff are different than the ones for certificated staff. For example, committee meetings are off-the-clock for teachers, but part of the work day for classified staff and

administrators. In terms of the attendance incentive, we would like to encourage teachers to come to work so that we do not have to hire substitutes. The money saved from paying for substitutes is used for the attendance incentive for teachers. There are no substitutes for classified staff or administrators. The Board again requests that the classified staff and/or administrators submit a proposal that addresses these issues before considering meeting stipends and attendance incentives for classified staff and/or administrators.

⇒ **The Board will ask legal counsel to draft an official statement re-iterating the “me too” for classified staff and administration with respect to lifetime health benefits.**

⇒ **PCHS will engage an actuary to investigate our investment for lifetime health benefits for all qualified retirees.**

⇒ **Staff and/or administrators will submit a proposal for meeting stipends and attendance incentives for Board consideration.**

B. HR COMMITTEE REQUEST TO REVISIT BOARD DECISION REGARDING COLLEGE CENTER

The Human Resources Committee believes that the Board did not follow procedure when it approved the College Center requests without returning the issue to HR for further consideration. Mr. Aaronn Castro, Mrs. Ginger Emerson, and Mr. Alex Shuhgalter expressed their dissatisfaction with Board procedure and its final decision. HR members request the opportunity to explain the full reasoning behind the decision to deny the requests of the College Center in closed session. They also expressed concerns about the Board overturning committee decisions and micro-management. While the Board did not consult the full HR Committee, it did ask for input from Board members that are on the HR Committee. Ultimately, the Board is responsible for hearing committee recommendations and making final decisions. It is rare that the Board has not taken a committee’s recommendation. Whenever possible, parties representing both viewpoints will present to the Board before a decision is made.

⇒ **The Board will hear the HR Committee’s concerns regarding the College Center during closed session at the next meeting.**

C. UPDATE ON EXECUTIVE DIRECTOR SEARCH

The Search Committee met with Rick Castallo to review preliminary qualifications on the 14 candidates who have submitted expressions of interest as of March 29th. The deadline for candidate submissions is mid-April, and the Committee will start the rolling interview process with candidates on April 19th.

D. UPDATE ON RESTUCTURING OF GOVERNANCE

Fourteen teachers returned the survey. There were no significant deviations from the recommendations of the Restructuring Committee. The results will be submitted to the Board.

E. SCHEDULED MEETINGS

There will be a special meeting on May 2nd at 3:30 pm for closed session issues.
The next regular meeting is May 16th from 6-9 pm.

VII. ORGANIZATIONAL REPORTS:

A. *STUDENT REPORT*

- The Leadership class submitted a proposal (see proposal) to improve bathroom conditions. They are working with Mrs. Atlas and Mr. Jefferson to improve the bathrooms.

B. *ACADEMIC PRINCIPAL'S REPORT*

- Angels at Risk meeting on Wednesdays in Room D105. Malibu High School is having a special meeting for the community on May 2nd. All are welcome.
- Dr. Martinez, Mrs. Evans, and Mrs. Davenport are meeting with the Charter Office to discuss next year's enrollment.

C. *CHIEF BUSINESS OFFICER'S REPORT*

(see attached CBO report)

- Attendance & ADA
- Measure R
- STRS/PERS Retirement Update
- Form 700 Compliance

D. *STANDING COMMITTEE REPORTS*

1. EDUCATIONAL PROGRAMMING - See agenda/minutes.
2. FINANCE AND BUDGET - See agenda/minutes.
3. OPERATIONS AND FACILITIES - See agenda/minutes.
4. POLICY - See agenda/minutes.
5. FACILITIES TASK FORCE - See agenda/minutes.

VI. ADJOURNMENT

Board entered closed session.

VII. PUBLIC SESSION

No action was taken during closed session.

Palisades Charter/Magnet High Schools

TO: Budget and Finance Committee
FROM: Ann Davenport, Math Department, Science Department and others
SUBJECT: Request for Funds – Mandatory Testing of Incoming 9th Grade Students
DATE: April 16, 2006

In order to provide appropriate math and science placement in the fall, all 9th grade students will be required to take a mandatory math placement test with a limited number of qualified students taking a science placement test. The students will be tested on Saturday, May 20, at Palisades. An attempt was made to arrange the testing at Revere but Revere was unable to accommodate the testing due to Revere's scheduled activities for the remainder of the school year.

The following is being requested:

Busses	\$600/bus for 7 busses	\$4200.00
Staffing		
Testing	20 teachers ~\$50/hr for 4 hours	\$4000.00
Campus Aides	~\$15/hr for 4 hours (2)	\$ 120.00
Refreshments		\$1000.00
Miscellaneous		\$ 800.00
	Total	\$10120.00

Board Meeting – April 18, 2006

**Lifetime Health Benefits and Consultation with an Attorney
For Classified Staff on Charter School Leave of Absence**

Good evening. My name is Cathy Catapano, and I've worked as a Special Education Assistant for over 20 years, the past 11 at Palisades Charter High. I'm speaking tonight as the representative of the 22 members of the classified staff currently on charter school leave of absence.

Most of the 22 of us, myself among them, have devoted a large portion of our lives to our work, and it has been gratifying. Some of our rewards have come on a daily basis, from our work with the students, and some, of course, have come on a monthly basis – in the form of our paychecks. Some of our rewards are to come after retirement – the lifetime healthcare benefits we were promised by the LAUSD.

Those of us who have been with the District are concerned that, should we choose to permanently separate from it, we will no longer be eligible for those benefits. Our first choice would be that our retiree healthcare benefits remain with the LAUSD. If that is not feasible, we are aware that page 84 of the Charter states, "Palisades CHS will offer healthcare benefits equal to those provided by LAUSD to its employees, including the establishment of a funded PCHS retiree healthcare benefits program to qualified retirees equal to or exceeding the program provided by LAUSD to its retirees."

We need the Charter's reference to "qualified retirees" defined. We are concerned that the new hires may not be great enough in number to take care of the retirees. We have been told that approximately \$50,000 is being put aside annually; we need verification of that, and to know if it is in a protected account. When the number of retirees reaches twenty or so, how will that be funded? With skyrocketing healthcare costs, will we be prepared? How do we know how much will be needed?

UTLA has negotiated on behalf of the teachers for their benefits adding an amendment to the charter school contract on benefits. It states "Benefits: Protects and maintains benefits consistent with the UTLA-LAUSD agreement, including lifetime medical care." Some of us of the classified staff no longer have a bargaining unit. We are requesting a consultation with an attorney who is familiar with our situation to create a similar amendment to our charter contract. We need to know that our rights are being protected on a par with those of the teachers. We need to know what long-range plans are being made, that an actuary is working to ensure that these benefits are funded and in a protected account, and that this account will be sufficiently funded so that these benefits will be available when we will be relying upon them.

The time for those of us of the classified staff to decide whether or not we will permanently leave the district is drawing closer. We want to be able to remain with the charter school – but none of us wants to risk losing the important reward we have each worked so very hard to obtain. We are concerned. We are concerned about our future and our families. We hope you share our concern – and that you will provide us with the answers we seek by the next Board meeting.

Thank you.

Bathroom Proposal

Students have come to the leadership class repeatedly throughout the year with a number of concerns regarding problems with the bathrooms. Parents and students have approached the board of directors, policy and facilities boards looking to solve these faults:

- Mirrors missing in boys bathrooms
- Inconsistently stocked with essential supplies (toilet paper, paper towels, soap, seat covers, etc.)
- No bathroom schedule (times when open made clear to students)
- Stadium bathrooms need doors (multiple stalls are unusable)
- Multiple faucets need to be repaired
- Some stall doors need locks
- A bathroom policy between students and teachers for bathroom use during class time needs to be established

The student leadership class would like to help in any way possible in correcting these problems, but we are asking that action be taken by the school administration and board of directors as well.

Thank you,
The Leadership class

**PALISADES CHARTER HIGH SCHOOL
Chief Business Officer's Report
Board of Director's Meeting
April 18, 2006**

Attendance & ADA

The enrollment and ADA at PCHS through March 31, 2006 is as follows:

			2005-6	
	<u>Current *</u>	<u>Prior Month</u>	<u>Prior Year</u>	<u>Budget</u>
Enrollment	2,649.0	2,663.0	2,594.0	2,601.0
ADA	2,548.7	2,566.8	2,482.5	2,500.0
ADA %	94.6%		95.0%	

*-After 124 days of instruction

Since the beginning of the second semester, PCHS decreased enrollment by a net of 10 students. The current enrollment of 2,649 is comprised of the following students by grade level: 9th- 774, 10th- 734, 11th- 589 & 12th- 552.

Measure R

Measure R funding status has not been updated by LAUSD. Our attorneys have asked LAUSD for a status on our application.

STRS/PERS Retirement Update

A letter was sent to the PCHS employees on March 24th which outlined the status on STRS/PERS contributions and postings. The PERS reporting is current to January 2006 with the subsequent months being in process to send to PERS by LACOE. LACOE still has 5 months that still require updating to STRS (July, November 2004 & April-June 2005). LACOE has confirmed this information and has promised that all of these files will be sent to STRS by April 11th, 2006. This information is being confirmed in writing by LACOE to PCHS and should be received by the next board meeting.

A conference call was arranged between 3 of the administrators and the Assistant Director of LACOE and the Senior Manger of the STRS reporting section. Any questions asked by the administrators were responded to by LACOE. Having the remaining months of STRS postings and have the 2005-2006 STRS & PERS statements reflect up to date information is a priority that must be accomplished. LACOE is working to identify an issue that one administrator had concerning their service credit for 2003-2004.

Form 700 Compliance

Reminder: The Conflict of Interest Forms (Form 700) handed out at the last board meeting is still not in for all of the Board members. I will discuss this matter with individual Board members who have not submitted this information by the next Board meeting.