



Palisades Charter High School
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**PALISADES CHARTER HIGH SCHOOL
BOARD OF DIRECTORS**

Minutes of May 16, 2006 Meeting

OPEN SESSION

I. WELCOME

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

Members Present:

Ann Davenport
Patrice Fisher
Victoria Francis
Dick Held
Bud Kling
Gretchen Miller

Ex-Officio Members Present:

Gloria Martinez
Greg Wood
Genevieve Fox

- C. *Approval of Minutes*

Minutes from April 18, 2006 were approved unanimously by all present with corrections. See final version of approved minutes on palihigh.org website.
(YES: Davenport, Fisher, Francis, Miller, Ngo, Red Clay, Suhr)

II. PUBLIC SPEAKERS: (None)

(Some items were moved to the top of the agenda to accommodate visitors.)

V. ORGANIZATIONAL REPORTS:

- A. *STUDENT REPORT*

- There will be a carnival on May 26th from 3-7 pm.

- Costs for bathroom mirrors are being assessed. Mrs. Atlas was present to answer questions regarding facilities projects: elevator, small gym, baseball lights, new marquee, and rooms J122 and J123.

III. ACTION ITEMS:

D. DISCUSSION AND POSSIBLE ACTION ON ACTUARIARY PROPOSAL REGARDING EMPLOYEE LIFETIME HEALTH BENEFITS

We have received a proposal from Epler Company to perform actuarial work on lifetime benefits for all employees at PCHS. Epler has previously performed a limited review for PCHS (last year for administrators) during which time other actuaries were considered. Epler has done this type of review for over 40 other school districts and has previously performed a similar review for LAUSD in 2004-2005 so they are familiar with the request we are making. Their fee is reasonably based upon prior proposals received and may be reduced due to Granada Hills wanting to do a similar study and we would receive a discount from our \$7,500 quote. We have already started to prepare some of the data that they have provided. The timing of 4-6 weeks for their review from the receipt of the data is included in the proposal.

⇒ **The Board unanimously approved the Epler Company to perform actuarial work on lifetime benefits for all employees.**

Moreover, legal counsel has prepared a draft of a resolution as requested by staff reaffirming the Board's commitment to provide lifetime health benefits to ALL qualified employees. How employees qualify still need to be specified.

⇒ **The Board will agendaize approval of the resolution for the next meeting.**

E. DISCUSSION AND POSSIBLE ACTION ON MEETINGS STIPEND FOR CLASSIFIED STAFF

Because the participation of classified staff is as vital as that of the teachers, the HR Committee recommends approving the proposal for classified staff to receive the same compensation as teachers for participating as members on standing committees. The proposal is for a \$50 stipend for a maximum of one committee meeting per month effective July 1, 2005. Employees would be responsible for completing any necessary work during that day without overtime compensation.

⇒ **The Board unanimously approved the proposal subject to legal review.**

IV. DISCUSSION/INFORMATION ITEMS:

B. UPDATE ON ENROLLMENT REQUIREMENTS

Ms. Lisa Corr, our legal counsel, and Mr. Peter McNair from the Charter Office were present to clarify district enrollment requirements. LAUSD is only

interested in maintaining its integration program. They account for 1327 of our 2760 seats with PWT, Public School Choice, and Magnet programs. As for the remaining 1433 seats, PCHS can determine how to enroll students. Because of the increase interest in Pali, we have more students who wish to attend than seats. Assuming that students submit applications in time, the suggested proposal is to accept students who are in the original neighborhood/residence boundary areas, then those from the historical sending schools, and then up to 5% from family of staff. The district is agreeable because it would mean they would not have to bus students out of Pali to nearby schools, an obligation they have if there is no space at Pali. This would also mean that a Revere student would not automatically matriculate to Pali. If a student does not submit an application in time, we are not obligated to enroll the student. We are only subject to the Crawford Court Order. The district Integration Office also has a goal of 70% minority and 30% white for schools. The proposal would not change the diversity at Pali.

Mr. McNair also confirmed that we would not have to increase our capacity if we brought bungalows onto campus. We would have to negotiate capacity though with School Management Services. There will be a meeting in October to further discuss enrollment and possibly reducing capacity in October.

⇒ **The Board will need to decide on the enrollment priorities.**

III. ACTION ITEMS:

- A. NCLB POSTING REQUIREMENT: APPROVAL OF MR. GRANT SMITH TO BE EMPLOYED ON THE BASIS OF A PROVISIONAL INTERNSHIP PERMIT TO TEACH RESOURCE CLASSES FOR STUDENTS IN GRADES 9-12

Mr. Smith will assume Priscilla Lee's position as a resource teacher for the remainder of the school year. The position will be open in the fall to the most qualified candidate.

⇒ **Board unanimously approved the hiring of Mr. Grant Smith on the basis of a provisional internship permit to teach resource classes for students in grades 9-12.**

- B. DISCUSSION AND POSSIBLE ACTION ON REVISED HUMAN RESOURCES HIRING PROCEDURES RECOMMENDATION DISCUSSION

The Human Resources Committee has agreed to all of the Board's revisions except one. They maintain that there should be a member of HR on every interviewing committee so that candidates are given the correct information. Concerns about the availability of HR members for interviews, why an administrator (required on all interviewing committee) would not suffice, and

whether the HR member would be a voting or non-voting member were raised. It was suggested that an HR member be invited, but not required for all interviews.

⇒ **The Board approved the motion that an HR member would not be required to sit on every interviewing committee.**

(YES = Fisher, Held, Miller, Ngo, Rodman, Suhr, Wolf, NO = Kling, ABSTENTION = Davenport, Francis, Red Clay)

C. DISCUSSION AND POSSIBLE ACTION TO WITHDRAW FROM JOINT POWERS OF AUTHORITY BOARD FOR SPECIAL EDUCATION

The JPA is requesting more financial support for the 2006-07 school year than the approved \$9000. The amount is now approximately \$23,000 based on our ADA. The recommendation from Mary Bush, our special education coordinator, is to withdraw our participation at this time. It would be more beneficial to commit our resources to improve services at PCHS. We may have the option to join later.

⇒ **Board unanimously approved the withdrawal of PCHS from the Joint Powers of Authority Board for Special Education.**

D. DISCUSSION AND POSSIBLE ACTION ON ACTUARIARY PROPOSAL REGARDING EMPLOYEE LIFETIME HEALTH BENEFITS

See above.

E. DISCUSSION AND POSSIBLE ACTION ON MEETINGS STIPEND FOR CLASSIFIED STAFF AND ADMINISTRATORS

See above.

IV. DISCUSSION/INFORMATION ITEMS:

A. UPDATE ON EXECUTIVE DIRECTOR SEARCH

After individual all-day visits with stakeholders, the three candidates will be available on May 18th from 6-7:30 pm. Stakeholders will have half an hour to speak with each of the candidates. The Board will meet soon after to review the feedback and select an Executive Director.

B. UPDATE ON ENROLLMENT REQUIREMENTS

See above.

C. SCHEDULED MEETINGS

There will be a special meeting on May 23rd at 3:30 pm to select an Executive Director and on June 13th to approve the 06-07 Budget. The next regular meeting will be on June 20th from 3:30-6 pm.

V. ORGANIZATIONAL REPORTS:

A. *STUDENT REPORT*

See above.

B. *ACADEMIC PRINCIPAL'S REPORT*

- Dolphin Days applications are being mailed.
- PCHS has received a 6-year accreditation with a 1-day review from the WASC committee.
- STAR Testing is in progress.

C. *CHIEF BUSINESS OFFICER'S REPORT*

(see attached CBO report)

- Measure R issues are still not resolved. We do not know why we did not receive funding. A meeting has been called to discuss Measure R. We were encouraged to reapply next year.
- STRS/PERS Retirement Update
- Financial and Enrollment Update

D. *STANDING COMMITTEE REPORTS*

1. EDUCATIONAL PROGRAMMING - See agenda/minutes.
2. POLICY - See agenda/minutes.
3. FACILITIES TASK FORCE - See agenda/minutes. The task force is working on getting bungalows for the campus. They request that we set aside funds in the budget for the task force. They are reaching a point where professional help will be necessary.

VI. ADJOURNMENT

Board entered closed session.

VII. PUBLIC SESSION

D. LABOR NEGOTIATIONS REOPENERS WITH PCHS-UTLA (TEACHERS HAVE RECUSED THEMSELVES FROM SECTION ISSUES RELATED TO UTLA NEGOTIATIONS)

The negotiation team will include the new Executive Director, the CBO, and Mrs. Davenport.

**CLASSIFIED STAFF PROPOSAL FOR MEETING STIPEND
MAY 8, 2006**

As stated in the UTLA agreement, "Every bargaining unit committee member shall be compensated \$50 per meeting attended for a maximum of one committee meeting per month effective July 1, 2005."

We, the hourly classified staff, hereby request consideration equal to that of our fellow professionals, retroactive to the above date.

The hourly classified staff employees, whose work schedules vary, are currently attending meetings on their own time. Although the workday ends as early as 1:30 for some of us, attendance at these meetings can necessitate our remaining until 6 p.m. or later.

We believe that our participation in meetings is as vital as that of the teachers. However, the current disparity in compensation would seem to diminish the equality necessary for us to be perceived and act as effective committee members.

We understand that employees will be responsible for completing any work during that day without overtime compensation.

We ask that this be remedied.

Thank you.

_____ Approval from Human Resources

DRAFT

**RESOLUTION OF THE GOVERNING BOARD OF THE
PALISADES CHARTER HIGH SCHOOL**

**CONCERNING THE AVAILABILITY OF LIFETIME HEALTH
BENEFITS FOR ALL EMPLOYEE GROUPS**

WHEREAS, the matter of a long-term employee's interest in receiving the security of health benefits following employment is of critical importance; and

WHEREAS, the Governing charter for PCHS provides the following commitment to employee benefits, including retiree health benefits:

"PCHS is strongly committed to provide its employees with benefits comparable to or greater than those provided by LAUSD to its current employees. While recognizing that an independent charter school may not be able to offer the same range of choices available to the District, subject to collective bargaining agreements, PCHS will offer health care benefits equal to those provided by LAUSD to its employees, including the establishment of a funded PCHS retiree health care benefit program to qualified retirees equal to or exceeding the program provided by the LAUSD to its retirees." (See Page 83); and

WHEREAS, the LAUSD-UTLA Agreement grants certain retiree health benefit rights to qualified certificated employees of conversion schools, and certificated employees working at PCHS are working under a collective bargaining agreement which enumerates the rights and benefits of such employees and reiterates the commitment of PCHS to a future program of retiree health benefits; and

WHEREAS, to date the PCHS Board has set aside \$129,665, and is committed to setting aside \$50,000 annually into a separate fund for a future retiree health benefits program; and

WHEREAS, while the Board is mindful of its duty to ensure the School remains fiscally sound and a retiree health benefit program could have a significant impact in the School's finances in the future, all employee groups of LAUSD working at PCHS are important; and

WHEREAS, all employee groups will soon need to decide whether to resign from LAUSD or to continue working at PCHS,

NOW, THEREFORE, THE PCHS BOARD RESOLVES THAT:

1. PCHS will remain committed to all employee groups (certificated, classified and management) to hold the funding, pursuit, establishment and maintenance of a fiscally viable retiree health benefit program as a serious and high priority; and

2. At a minimum, the Board will establish eligibility requirements for all employee groups and it will continue to set aside \$50,000 per year toward this program for a retiree health benefit program comparable to that provided by LAUSD to its employees; and
3. Each year, by June 30, at a regular Board meeting, a status report will be provided to all employees concerning the School's planning and progress for retiree health benefits; and
4. PCHS will continue to work with qualified experts as it plans for a viable retiree health benefit plan for all qualified employees from all employee groups at PCHS.

I CERTIFY that the above resolution, proposed by Trustee _____ and seconded by Trustee _____, was duly passed and adopted by the Governing Board of the Palisades Charter High School of Los Angeles County, California, at an official and public meeting thereof held on May 16, 2006, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

DATED: _____

GOVERNING BOARD OF THE
PALISADES CHARTER HIGH SCHOOL

By: _____

Title: _____

Update to the Palisades Charter High School Board of Directors
on
Joint Powers of Authority
May 2, 2006

Since I approached you last regarding Pali becoming a member of the JPA and committing resources (both money and personnel), the following concern me greatly and I would like the Board to determine whether we still want to move forward.

Expense:

It was originally my understanding that the \$9000 requested from member charter schools was being requested to front load the funds to enable the JPA to begin a search for an executive director of the Southern California JPA.

It later became clear that the \$9,000 was for the 2005-06 school year and additional monies would be due in September, 2006. Additionally the total grant monies awarded were much less than the 5 million originally anticipated.

Financial commitment for Pali would be \$9,000 for this year (due now) and an undetermined amount for 2006-07 school year and a ceiling of \$22,000 that was discussed; however, the JPA executive committee would meet to determine a base amount for schools for the 2006-07 school year.

This has raised concern that we commit \$9,000 for this school year and do not know the amount required for next school year.

Time:

After realizing the amount of time required to develop independent special education monitoring and review procedures that would need to be implemented in addition to those currently required by LAUSD, this will be a great strain given the current special education staffing at Pali.

It would seem more fiscally responsible and more beneficial for our students for Pali to commit its resources to bolster the infrastructure and programs within the special education department to improve service delivery than to take on the creation of a JPA at this time.

While, I wholeheartedly support the vision of the Joint Powers of Authority, and the freedom from LAUSD dictates it may offer in the long run, I feel we should wait until we have an executive director and a more developed infrastructure to join. We can always revisit this in a year or two.

Respectfully submitted by Mary Bush, Special Education Coordinator

**PALISADES CHARTER HIGH SCHOOL
Chief Business Officer's Report
Board of Director's Meeting
May 16, 2006**

STRS UPDATE

I have invited and 2 PERS representative from LACOE will be coming to PCHS on May 25th to discuss STRS reporting and individual access process to the PCHS employees' STRS accounts when the accounts are posted. This meeting will be held during the lunch period.

FINANCIAL/ENROLLMENT UPDATES

See the attached PCHS Monthly Operating Report for Financial & Enrollment Updates.

**PALISADES CHARTER HIGH SCHOOL
BALANCE SHEET
MARCH 31,2006**

Cash- County Treasury	\$ 5,534,954
Cash- Bank of America	206,895
Cash-CD's	301,587
Cash-Restricted	333,333
Total Cash	<u>\$ 6,376,770</u>
Other Assets (Prepays/Accounts Receivable)	93,294
Total Assets	<u>\$ 6,470,064</u>
Liabilities (Incl. Taxes, Fundraising & Benefits Payable)	<u>\$ 1,881,167</u>
Beg. Fund Balance(Audited)	<u>\$ 2,378,752</u>
2005-2006 Increase To Fund Balance	<u>2,210,144</u>
Fund Balance	<u>\$ 4,588,896</u>
Total Liabilities & Fund Balance	<u>\$ 6,470,064</u>

**PALISADES CHARTER HIGH SCHOOL
PROFIT & LOSS
9 MONTHS ENDED MARCH 31,2006**

		Projected Full Year
Total Revenue	\$ 14,447,036	<u>\$ 18,886,244</u>
Total Salary & Benefits	9,285,739	14,053,236
Instructional Expenses (a)	575,490	1,062,500
Operational Expenses (b)	804,905	1,164,825
Capital Expenses	639,791	1,000,000
Other (LAUSD) Expenses	930,966	1,398,994
	<u>\$ 12,236,891</u>	<u>\$ 18,679,555</u>
Net Increase to Fund Balance 2005-2006	<u>\$ 2,210,144</u>	<u>\$ 206,689</u>

(a)- Expenses include IMA, Textbook & Food

(b)- Operational Expenses include Rentals, Utilities, Insurance, Pupil Transportation and Professional fees

(c)-Amounts for full year estimates were provided to State of California on 2nd Interim Report

Note: The Financial Statements presented are unaudited. This information is intended to present the relative Financial Position of PCHS at a point in time. These statements are prepared on a cash basis and as such contain those revenues and expenses that have been received or incurred to date.

Enrollment/ADA Updates

	Current *	Budget
Enrollment	2,649.0	2,601.0
ADA	2,548.7	2,566.8
Projected ADA at Year End		<u>2,550.0</u>

*-After 124 days of instruction

Enrollment (as of 3/31/2006)

	Charter	Magnet	Spec. Ed.	Total
9th	626	130	18	774
10th	594	118	22	734
11th	450	119	20	589
12th	440	97	15	552
Total	<u>2,110</u>	<u>464</u>	<u>75</u>	<u>2,649</u>