

PALISADES CHARTER HIGH SCHOOL
Minutes of Regular Board of Directors Meeting
November 16, 2004

7:25pm **Welcome and Roll Call**

Dr. Jonathan Fielding, Board Chair

Members Present:

Ruth Simeon
Dr. Jonathan Fielding
Jack Sutton
Gay Chambers

Minh Ha Ngo
Bud Kling
Edward Kim

Approval of Minutes from

- Minutes of June 15, 2004 regular meeting approved, as amended.
- Minutes of September 21, 2004 regular meeting approved, as amended.
- Approval of October 5, 2004 Special Board meeting Minutes postponed until December meeting.
- Approval of November 4, 2004 Special Board meeting Minutes postponed until December meeting.

Setting of time limits for Agenda items

Instructions for Presentations to The Board by Public speakers

1. Speakers must register in advance
2. A maximum of 8 speakers may speak up to 2 minutes each
3. No names of individuals may be mentioned relating to accusations of problems or wrongdoings (Names should be presented in written form to the Executive Director for follow-up action).
4. Speakers may choose to speak during the public speakers segment or at the time an agenda item is presented, but the same individual may speak only once during the meeting.

Public Speakers

Ann Davenport – A Security Coordinator position has been approved by the Human Resources committee, including an increase in salary from the present amount to reflect expanded responsibilities in fulfilling the need for increased supervision of safety aides. The position will apply to both the summer and the school year. Clarified to be same issue as raised in Budget Committee meeting on 11/15/04.

A. Presentation of preliminary audited financial statements

Greg Wood

Outlined as a requirement in the PCHS Charter, the Board had previously approved an audit firm of from VICENTI, LLOYD and STUTZMAN (VLS) to test the school controls and to review, test, and report on the school's financial statements. The audit began in August and was completed last week.

Guest speaker- James Linthicum, CPA from VLS was introduced to discuss the highlights of the 2003-2004 Audited Financial Statements, which were presented in draft form to the Board.

1. Final audited results are pending confirmation of expenses billed to PCHS from LAUSD.
 - PCHS is aware of an outstanding charge in excess of \$300,000 from LAUSD for deferred maintenance which has not been billed to the school. PCHS is asking for confirmation of all liabilities with LAUSD as of June 30,2004.
2. Page by page review of “Audited Financial Statements” was performed with the following highlights:
 - Independent audit report – financial statements are fairly stated which is an “Unqualified Opinion”.
 - Balance Sheet and Statement of Operations review which currently show unrestricted net assets in excess of \$1,900,000 for the 2003-2004 school year subject to any pending LAUSD claims.
 - Notes to financial statements re: significant accounting policies, nature of a charter school, how to capitalize fixed assets, bank accounts and investments, STRS/PERS amounts held by PCHS for deposit to Los Angeles County Office of Education (LACOE) and Fees with LAUSD
 - Audit disclosed that PCHS is in compliance with all state regulations.

Question from the Board: What is VLS’s opinion of what percentage of revenue should be put on reserve for potential contingent liabilities?

RESPONSE- State requires that the school keeps 3 %, most schools shoot for 5 %; the Board’s position should be that there is a certain amount of money reserved with a specific purpose indicated (a particular project or purpose must exist).

A higher general reserve amount might be recommended due to the amount of accounts receivable from last year– maybe \$1,000,000. Separate reserves would need to be established (with a documented purpose).

Deadline for the final audited financial statements to the State of California, LACOE and LAUSD is December 15, 2004. No action is currently required to approve pending statements.

B. Standing Committee reports and Ratification of Standing Committee action items

1. Assessment and Accountability – (Rich Simon)

Committee did not meet in October due to lack of a quorum; the next meeting is tomorrow (11/17/04). A demo will be shown of a technology program for efficient class assessments hopefully to be used for supportive intervention.

2. Communications – (Margaret Evans)

- Committee did not meet in November due to holiday.
- Minutes from June- September have not been available to post on the website, giving the community the impression the Board had not met. Minutes from all the committee meetings should be put on the web in a timely manner.
- Mr. Sutton asked the Board if it should post unapproved minutes noted as “draft” during the month until it is approved. Discussion was in favor of this.

- Mr. Fielding recommended that when individual standing committee minutes are in “draft”, the committee chair should quickly approve them so they can be marked draft and put on the web.

Action →

Within two days of Board meetings, Sarah Greenstein will forward all drafts of Board meeting Minutes, reviewed, approved and returned by Jack Sutton, to Margaret Evans for website posting. Upon Board approval, final Minutes will be updated and posted.

3. Educational Programs –

- Minutes from the November 3 meeting will be made available as soon as they are received from the acting secretary.
- The committee received reports of the Duck, Duck, Goose and Academic Watch programs. Academic Watch began on November 15, 2004. Close to 40 parents and students, out of the 70 students identified for the program for having 4 or 5 “F” grades, have already submitted their commitment forms and have started attending the 7th period Academic Watch class.
- Possible Bridge summer program was discussed.
- Mike Cohen reported on the life skills class and how to relate it to all students; a task force was put together to look at the course.

4. Finance and Budget- (Rich Simon)

Minutes from the meeting on November 11, 2004 will be forwarded this week.

Budget report:

- IMA Budget submissions for Media and Special Education departments were finalized and added to the budget.
- Human resources submissions were approved to forward to the Board for approval because the dollar amount was felt to be beyond the committee’s scope. The committee tabled other HR issues b/c the forum was not appropriate.
- UTLA contract proposal fiscal analysis is scheduled for a special meeting –. Will report re: implications of special meeting at next Board meeting in December.

Board discussion:

- Mr. Sutton identified classified staff salary as a “short term issue” to be dealt with immediately regarding the gap between job classifications and actual responsibilities being performed. A procedure needs to be clarified regarding classified staff salary within the context of the broader budget.
- Board agreed that expert, professional assistance with HR issues is needed because it’s hard to discuss personnel issues in committees’ open session.
- Dr. Fielding: No decision re: full time employee should be made without the approval of the Board. Maybe the charge of the HR committee should be discussed.
- Clarification was provided on how the need for a new teacher is determined. It is based on increases in student enrollment.
- Board agreed that teaching, clerical/support, and corporate entities should be distinct for HR and hiring policies in order to alleviate all hiring procedures passing through the HR committee. Procedures to be discussed further.

- The HR committee used district information as a baseline for comparison for job analysis and wage assessment.
- Mr. Fielding- requested class size effect analyses from committee. What would be the impact of reducing class size by 20%?

Action →

- **Committee chairs will meet with HR committee chair to devise strategy for addressing how to approach salary increases and number of employees within total budget.**
- **Budget and Finance committee will conduct an objective, comprehensive analysis of class size effect to determine the consequences of consistently smaller classes.**

5. Grants and Fundraising

- It will be on the next Finance and Budget committee meeting's agenda to establish this as an active subcommittee.

6. Human Resources

- Davenport: several positions were presented and some were approved and others rejected.
- Confusion was expressed about role re: Mr. Sutton. Which positions have to come through the committee vs. through Mr. Sutton or somebody else?

Action →

- **Mr. Sutton and Mr. Wood will attend the next HR committee meeting for role clarification.**

7. Operations and Facilities

Technology sub-committee- (Mr. Warren)

- Minutes were provided and reviewed re: meeting on October 21, 17–11–2004.
- Updates since the last meeting were provided:
 - A/V Survey-long term goal is to get projectors to tie into computers.
 - Immediate: to respond to needs with A/V cards with TV, VCR and maybe to connect to computers. Could potentially tie into the computer.
 - Of the \$275,000 technology monies— \$43,000 was approved to be specifically allocated for school wide televisions and one projector/dept. This amount has not been spent.
 - In response to immediate needs/requests in the classroom, a better strategy has been identified to provide more projectors in rooms as needed with a long- term strategy of projectors in every room. Survey responses indicated a 2 to 1 preference for projectors over TVs.
 - Suggestion made for teachers to visit high-tech high schools for models and ideas to bring back to the Board for a purchasing decision.
 - A staff development piece was identified as an essential component of the technology growth process. An idea was presented to first equip the teachers that

know how to and will use the projectors and then have them educate their colleagues.

- “Educational Networking”. Mr. Warren strongly recommended proceeding with this content management program that will design and host the school website. Cost will be \$3,600 annually- it was not originally in the budget, but has been approved. There may not be a need for *Teacher Web* once it is in place. Discussion reflected that members of the Board were in support of this program.
- New ISP has been added—Palihigh.org is working.
- Key chain drives will be available this week- identification of recipient must be documented.

Action →

- **Mr. Warren will visit classrooms to ask teachers if they need quick tutorials on any aspect of computer, technology use and will consider weekly 7th period teacher technology tutorials.**
- **A one-hour introduction to the new e-mail system will be included in the staff development day on December 6, 2004.**
- **A team of teachers will visit high technology schools to elicit ideas for TV and projector configuration and use options.**

8. Policy

- Policy for drop date procedure will be discussed/ finalized on November 29th to hopefully be presented to the Board at the next meeting.
- Committee is working to develop a school wide policy for traveling teachers.
- Issues of hiring coaches related to children were raised. Parents of students were being hired and there was an equity issue regarding this.

General Standing Committee Discussion

- A suggestion was raised for sub-committees to rotate order on the agenda.
- Openings for committees need to be recognized and advertised to parents as both parents and community members are needed on some committees.
- The Educational Programs committee: needs traveling parents.
- Eddie Kim – *Student feedback*:
- Leadership Class does not have control re: participation in specific committees.
- Discussion in class in favor and against later drop dates is occurring. Opposing views include that expectations of classes are not clear and momentum is disrupted. There is a student on the policy committee that is considering these issues.

C. Executive Director’s Report – INFORMATION

Dr. Jack Sutton

- Parent letter from the Board is ready to go out pending information on needs for parents on different committees. Deadline is Monday for parent letter to go out.
- Question – how to distribute letter to parents??? Changes need to be submitted by Friday in order to be sent to a mailing house on Monday for quick distribution.

- Bill Ouchi might present to the Board, teachers, and parents in early December re: research findings as external bit of information to have. Important to make the distinction between charter school finances and accountability of the school to parents. Set a date for this- possibility for end of the day on Dec 6 Staff Development Day.
- Charter renewal- minimum day on Dec. 2 to look over a draft of the charter, disseminate and get significant feedback on draft. Each committee should review the various sections subsequently. Need to ensure stakeholder feedback on the charter. Pali Charter Renewal Task Timeline, dated 10/25/04 was distributed.

B. Principal's Report – INFORMATION

Dr. Gloria Martinez

- Dr. Martinez was not present. Mr. Sutton highlighted the Academic Watch program. Teachers for the Academic Watch classes are Mary Redclay, Robert King and Carole Smith (more details recorded above as reported in Educational Programs committee).

CLOSED SESSION: 9:21pm

- Personnel issues
- Student disciplinary issues
- Labor negotiations issues (teachers have recused themselves from this section of the meeting)

OPEN SESSION: (11:45pm)

- Board reported out no specific actions taken during closed session
- Board unanimously approved “For the 2004-2005 school year, PCHS will pay for illness days in excess of illness days in a teacher or staff member’s PCHS account to reach the 20-day threshold that allows access to that teacher or staff member’s LAUSD banked illness days. For example, if a teacher has 11 PCHS days and has an extended illness, PCHS will pay the nine days for which the teacher does not have PCHS coverage until reaching 20 days when their LAUSD banked illness days can be accessed.

Next Board of Directors Meeting

- Due to holiday schedule the regularly scheduled Board of Directors meeting for December will be held on Tuesday, December 14, 2004 in the PCHS Library.

V. Adjournment – 12:00 am