

**PALISADES CHARTER HIGH SCHOOL  
CBO REPORT  
July 17, 2012  
BOARD OF TRUSTEES MEETING**

**2011-2012 Updates**

**Attendance**

- **ADA- At the end of Month Ten (175 days of instruction), our final annual enrollment was 2,806 (2,831 last month). Final Annual ADA was 2,741.31 (2,674.21-2010/11) students. PCHS' cumulative funded P-2 ADA was 2,762.01 (at 96.2%). Budgeted ADA for the Year is 2,743. The Final ADA report for 2011-2012 was submitted in July to the CDE & LAUSD.**

**Funding**

- **The State of California Finalized the 2011-2012 P-2 per ADA Funding Update for School Districts (including Charter Schools) was just received from the CDE in July.**
- **Based upon the new P-2 information, 2011-2012 Budget forecast is currently being updated and will be made available at the Board meeting. Unbilled expense updates will still need to be made for LAUSD charges that will not be billed in addition to outstanding vendor expenses and other forms of revenue.**
- **The CBO had previously contacted LAUSD Accounting and has now verified that we received \$144,100 in TIIG funding for 2011-2012 in June 2012. PCHS is the only Charter School that received TIIG funding.**
- **June 2012 State of California Revenues were on track or slightly ahead of the Governor's May Revise projections. This is favorable news in light of previous State of California Revenue information received.**

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**2011-2012 Updates-Continued**

- **The 2011-2012 Deferral Reimbursement Schedule was issued by the CDE in July. Our Total State Deferral will be approximately \$5.5 million and estimated payment schedule is attached. This compares to State Deferrals of \$4.4 million in 2010-2011. Total Unrestricted Cash (Cash in LA County Treasury represents \$2.7 million of total) amounted to \$3.15 million (including Designated Lifetime Benefit Amount) at the end of June 2012. Payroll and other Expenses being paid in July 2012 will utilize temporary borrowing from the Designated Lifetime Benefit Account, as previously approved by the Board of Trustees. Any temporary borrowing will be fully restored when Deferrals are received.**

**2012-2013 Budget Updates**

- **The 2012-2013 Budget was approved by the Legislature by the June 30, 2012 deadline. The approved 2012-2013 budget has reduced per ADA funding to \$5,623 (impact of Approx,\$76,000-per CCSA 07/12 analysis-see attached). There will be similar favorable revenue offsets for Economic Impact Aide (EIA) funding which has increased due to the higher level of Disadvantaged students enrolled. These revised estimates will be included on the 2012-2013 Budget Update.**
- **The 2012-2013 Revised Consolidated Application (Part I) is being finalized this month and will be submitted to the CDE. This form will be included for your review at the next Board Meeting.**

exceed amounts specified. However, this option is only available for properties designated surplus during the 2012-13 fiscal year, unless the provision is extended.

**Next Steps**

The Legislature and the Governor have agreed to the budget proposal assuming the passage of The Schools and Local Public Safety Protection Act this November. However, the budget also contains automatic mid-year trigger cuts that will be imposed if that initiative fails.

**Budget Planning Projector**

The figures noted on the following tables offer an estimate of potential revenues for charter schools. We have provided two estimates of the general purpose block grants: 1) assuming the ballot initiative passes; and 2) assuming the 2012-13 "trigger" cuts are enacted. These rates are based on the 2011-12 second principal apportionment (P-2) certified by CDE on July 3, 2012. Rates are subject to change throughout the year as revenue estimates and enrollment projections are revised. In addition to the estimated funding rates, schools should pay close attention to the apportionment schedules and deferrals for their significant impact on monthly cash flow.

<b>2011-12 Estimate Block Grant Rates (Based on CDE certified P-2 Rates, July 3, 2012)</b>				
	<b>K-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9-12</b>
General Purpose Block Grant	\$ 5,076	\$ 5,153	\$ 5,308	\$ 6,141
Categorical Block Grant	\$ 398	\$ 398	\$ 398	\$ 398
Economic Impact Aid (per eligible pupil)	\$ 325	\$ 325	\$ 325	\$ 325
Categorical Block Grant supplement for schools starting in 2008-09 and later	\$ 127	\$ 127	\$ 127	\$ 127
<b>2012-13 Budget Act Block Grant Rate Estimates</b>				
	<b>K-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9-12</b>
General Purpose Block Grant (If Initiative Passes)	\$ 5,076	\$ 5,153	\$ 5,308	\$ 6,141
<i>General Purpose Block Grant (If Initiative Fails)</i>	\$ 4,648	\$ 4,718	\$ 4,860	\$ 5,623
Categorical Block Grant	\$ 400	\$ 400	\$ 400	\$ 400
Economic Impact Aid (per eligible pupil)	\$ 325	\$ 325	\$ 325	\$ 325
Categorical Block Grant supplement for schools starting in 2008-09 and later	\$ 127	\$ 127	\$ 127	\$ 127

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**Certification of the 2011-12 Second Principal Apportionment**  
**Monthly Payment Schedule Summary by Local Educational Agency**

County District Code	School Code	Charter Number	Fund Type	Local Educational Agency (LEA)	LEA Type	Second Principal Apportionment (P-2) Total	Paid to Date (Includes First Principal Apportionment (P-1) Deferred Amounts)	P-2 Balance Due (P-2 Total minus Paid to Date)	February, April, and May P-1 (See P-1 Certification for details)		March P-1 Deferral to August (See P-1 Certification for details)		April and May P-1 (See P-1 Certification for details)	
									SCO Pay Date: 7/26/12	SCO Pay Date: 7/26/12	SCO Pay Date: 8/23/12	SCO Pay Date: 8/23/12	SCO Pay Date: 8/24/12	SCO Pay Date: 8/24/12
19	64733	1931047	1119	D	Birmingham Community Charter High	CHARTER	\$ 11,380,075	\$ -	\$ 1,551,806	\$ 626,697	\$ 1,177,126	\$ 1,551,806	\$ 626,697	\$ 1,177,126
19	64733	1932623	1314	D	El Camino Real Charter High	CHARTER	\$ 6,907,079	\$ 754,475	\$ 2,167,822	\$ 875,474	\$ 1,644,406	\$ 2,167,822	\$ 875,474	\$ 1,644,406
19	64733	1933746	0572	D	Granada Hills Charter High	CHARTER	\$ 21,767,582	\$ 1,989,045	\$ 2,737,522	\$ 1,105,547	\$ 2,076,553	\$ 2,737,522	\$ 1,105,547	\$ 2,076,553
19	64733	1935154	0965	D	Alain Leroy Locke High	CHARTER	\$ 2,061,059	\$ -	\$ 227,123	\$ 91,723	\$ 172,284	\$ 227,123	\$ 91,723	\$ 172,284
19	64733	1995836	0037	D	Palisades Charter High	CHARTER	\$ 14,797,647	\$ 13,575,224	\$ 1,222,423	\$ 1,984,104	\$ 801,280	\$ 1,505,046	\$ 1,984,104	\$ 801,280
<b>STATE TOTALS</b>						\$ 25,383,810,688	\$ 22,395,025,881	\$ 2,988,784,807	\$ 3,219,020,000	\$ 1,300,000,000	\$ 2,441,794,000	\$ 1,300,000,000	\$ 2,441,794,000	

\* Reflects latest information available from the State Controller's Office (SCO) and is subject to change.

Prepared by:  
 California Department of Education  
 School Fiscal Services Division  
 July 2012



# SPECIAL EDUCATION SUMMIT 2012

AUGUST 2, 2012

Sponsored by LAUSD Charter Operated Programs

KEYNOTE: Rick Lavoie: The Motivation Breakthrough  
Plus an array of breakout sessions offering concrete strategies on behavior, instruction, discipline and more...

Location: *Center for Healthy Communities*  
1000 N. Alameda St., Los Angeles, CA 90012  
<http://www.calendow.org/chc/mapdirections.html>

*Registration is free and open to COP Members only  
Parking, breakfast & lunch is included*



**Register online at:**  
[Conference Website](#)

*Registration is limited to 300 COP members.  
[Registration waiting list.](#)*

 Find us on [Facebook!](#)



## DEPARTMENT OF STUDENT SUPPORT SERVICES

Board Report  
7/12/12

### **Special Education:**

#### 2012 Graduates:

RSP	23
SDP	21

#### Aged Out:

SDP MD	2
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#### Returning Students 2012-13:

RSP	145
SDP	41
SDP MD	8

#### Incoming 2012-13 (estimated):

RSP	40
SDP	8
SDP MD	2

Extended School Year is being offered from July 9<sup>th</sup> through August 3<sup>rd</sup>. We have 17 students enrolled in our non-severe classes and 8 enrolled in our severe class. Students are able to recover up to 5 credits in a content area through Independent Study or earn 5 elective credits through Acellus remedial programs in reading and math provided on site.

To increase opportunities for collaboration between special and general education teachers, six of our seven Resource Specialists will each be assigned to a 9<sup>th</sup> grade pod and share a common conference period with pod teachers.

Our Learning Center is a go!!! Through the generous contribution of Kathleen Kennedy, we will begin remodeling of J121 to create a state of the art Learning Center. Architectural renderings of the new space have been approved and construction should begin within the next two weeks to have the Center completed by August 14<sup>th</sup>. The space in J121 will be converted to create new offices for Director of Student Support Services and the Special Education Clerk, a new special education conference room, a special education classroom and the Learning Center. Technology has been purchased through a grant from the Charter Operated Programs Division of the SELPA and partially through donations from Looking Beyond LA Non-Profit Organization. Additional technology will be provided through Ms. Kennedy.

Under a new requirement from the California Commission on Teacher Credentialing, special education teachers are required to complete an Autism Spectrum Authorization (a supplement to their credential) by October 1, 2013. We are informing our teachers of an opportunity to complete the authorization through an online program for a special rate of \$750 for COP Charter Schools. We are in the process of securing a 'coupon code' from Project Optimal, Wiseman School District, CCTC approved course of study, to allow our teachers to enroll at this reduced fee.

15777 BOWDOIN STREET PACIFIC PALISADES CA 90272

Tel: (310) 230-6623 Fax: (310) 454.6076 Web: [www.palihigh.org](http://www.palihigh.org)



### **English Language Learners:**

LAUSD approved a new Title III Master Plan for English Learners. Mary and our EL Coordinator for 2012-13 pending ratification through UTLA will be attending a three day conference in August to learn more about this plan and implementation at Pali. They are reviewing the new manual to inform Pali regarding best practices in supporting our English Learners.

### **Intervention:**

We are looking at having Linda Ello return to Coordinate Student Intervention Teams next year continuing our efforts to expand progress monitoring of our struggling students. Counselors will continue to monitor the success of students on their caseloads with Linda coordinating Student Intervention Team meetings and monitoring success of interventions implemented.

The Learning Center will be an added support for this program offering skill remediation in reading and math to students identified as not progressing within the general education setting. For 9<sup>th</sup> graders, this would be available to students for whom Literacy and/or Math Essentials classes are not sufficient to build needed skills.

Credit recovery may also be an option for students through the Learning Center using the Acellus Curriculum. Mary Redclay will be the teacher overseeing credit completion for this program.

### **Section 504 Coordinator:**

John Tomasi will return as Section 504 Coordinator. There is a growing trend toward students requesting Section 504 Accommodation Plans.

### **Professional Development:**

The Second Annual Charter Operated Programs Summit will be held August 2<sup>nd</sup> at the Center for Health Communities. The conference Keynote is Rick Lavoie of Fat City and Last One Picked, First One Picked On fame). He is a wonderfully entertaining and poignant speaker and advocate of students with disabilities. Breakout sessions will offer concrete strategies on behavior, instruction, discipline, and more. Teachers are offered a stipend to attend.

Respectfully Submitted by

Mary Bush, Director, Student Support Services

## Human Resources Report July 17, 2012



A CALIFORNIA DISTINGUISHED SCHOOL

### Elections:

Name	Classification/Position	Effective Date
Lily Pierre	Temp Information System Analyst	7/2/2012 -12/14/2012
John Achen	Athletic Director	7/2/2012
Emilie Larew	Probationary 11 Teacher, Special Education	8/13/2012
Arwen Hernandez	Probationary 11 Teacher, VAPA	8/13/2012
Catherine Villagran	Probationary 11 Teacher, VAPA	8/13/2012
Blaine Gorelik	Probationary 11 Teacher, Technical Education	8/13/2012
Randy Aguirre	Probationary II Teacher, Physical Education	8/13/2012
Velvet McReynolds	Probationary I Teacher, English	8/13/2012
Evelyn Rivera	Probationary I Teacher, English	8/13/2012

### Resignation:

Name	Classification/Position	Effective Date
Ann Powell	Office Assistant	7/16/2012

### Unpaid Leave of Absence

Name	Classification/Position	Effective Date	Union
Elizabeth Mendez	Teacher-English	8/13/2012 -6/5/2013	UTLA

CTC Approved  
**Autism  
Added  
Authorization**

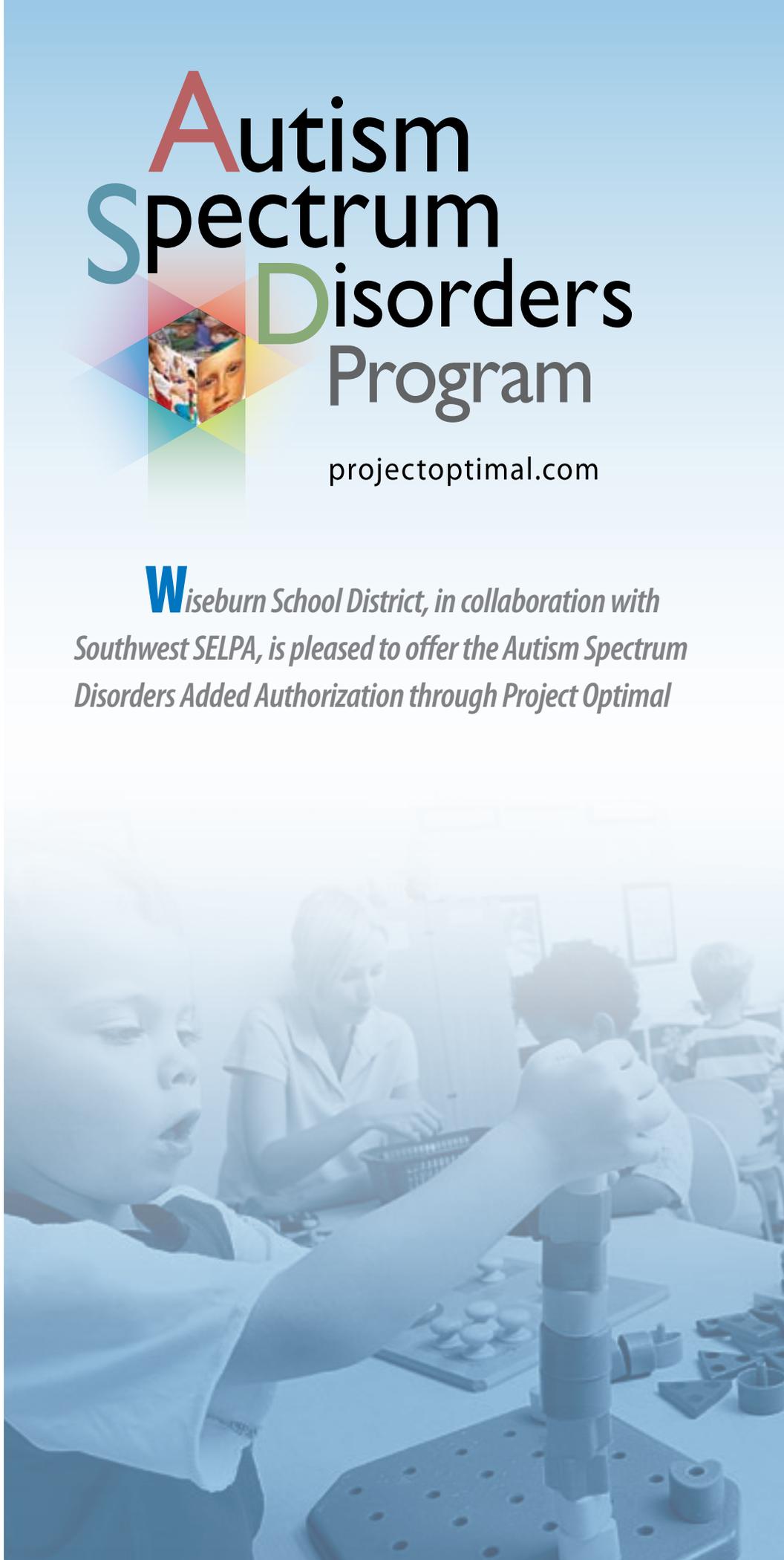
# Autism Spectrum Disorders Program

[projectoptimal.com](http://projectoptimal.com)

**W**iseburn School District, in collaboration with  
Southwest SELPA, is pleased to offer the Autism Spectrum  
Disorders Added Authorization through Project Optimal

*The Project Optimal®*

*Autism Spectrum Disorders Program  
was created to provide an affordable,  
accessible, and credible educational  
program for California Education  
Specialist credential holders needing  
to add expertise in the areas of special  
education that were not part of their  
original credential authorization.*



# Who Needs this Course?

The Added Authorization in ASD is required by the CTC for teachers who (1) work with students with autism spectrum disorders; and (2) have one of the following credentials:

- ✓ Level I or Level II Mild/Moderate credential
- ✓ Level I or Level II Deaf and Hard of Hearing credential
- ✓ Level I or Level II Visual Impairments credential
- ✓ Level I or Level II Physical and Health Impairments credential

- ✓ Old Learning Handicapped (LH), Physical Handicaps (PH), Communication Handicaps (CH), Visual Handicaps (VH) credentials (Ryan)

Teachers in the above categories do not need the Added Authorization unless they are specifically working with (or want to be qualified to work with) students with autism spectrum disorders, or if required for employment.

Other credentials are also eligible, please go to **projectoptimal.com** for more information.

*Source: CTC July 2010*

# Benefits & Features

The **Project Optimal™ Autism Spectrum Disorders Program** is an online self study program made up of 19 topic areas and equivalent to 120 hours of face to face training. Candidates will learn about and understand Autism Spectrum Disorders. In addition they will be able to conduct a Functional Behavioral Assessment and then develop, implement, and monitor a Positive Behavioral Intervention Plan using person-centered approaches.

Using Applied Behavior Analysis and Positive Behavior Supports, candidates will be able to apply specific support strategies such as Discrete Trial Teaching, Pivotal Response training and create optimal learning environments for the students they teach.

As a candidate moves through the program these competencies are presented and then

tested, building upon one another to ensure a solid foundation in the understanding and application of the specific support and teaching strategies for children diagnosed with Autism Spectrum Disorder.

Advantages of the program include:

- ✓ Access on *your* schedule
- ✓ Outstanding learner outcomes
- ✓ Onscreen note taking
- ✓ Digital library
- ✓ FAQs
- ✓ Glossary
- ✓ Live chat rooms
- ✓ Peer-to-peer messaging system, and more

The Project Optimal Autism Spectrum Disorders Program will prepare any teacher for working with the most challenging of students while attaining their autism added authorization.

# Tuition & Fees

Project Optimal uses multiple measures in the admission process. Applicants must provide the following before being moved from provisional status to admission to the entire program.

- ✓ Completed online application form.
- ✓ Three letters of recommendation—one from the applicant's evaluator, and two others from administrators of choice, focusing on the applicant's qualifications, experience working with children, sensitivity to California's diverse population, communication skills, and prior experience working with students diagnosed with Autism.
- ✓ Proof of eligibility for, or valid possession of, a preliminary education specialist teaching credential.

Applications are reviewed by Project Optimal Leadership team members. If necessary, applicants will be contacted for further clarification.

Price for the full added authorization program is \$900. Candidates who have previously completed the Foundations in Autism Spectrum Disorders (FASD) online course can receive a 3 unit credit and a \$25 rebate, resulting in a final fee of \$875.

Upon successful completion of all program requirements, Professional Development Credits for salary advancement are available through Brandman University.

For more information, call **(805) 691-9367** or email **info@projectoptimal.com**.



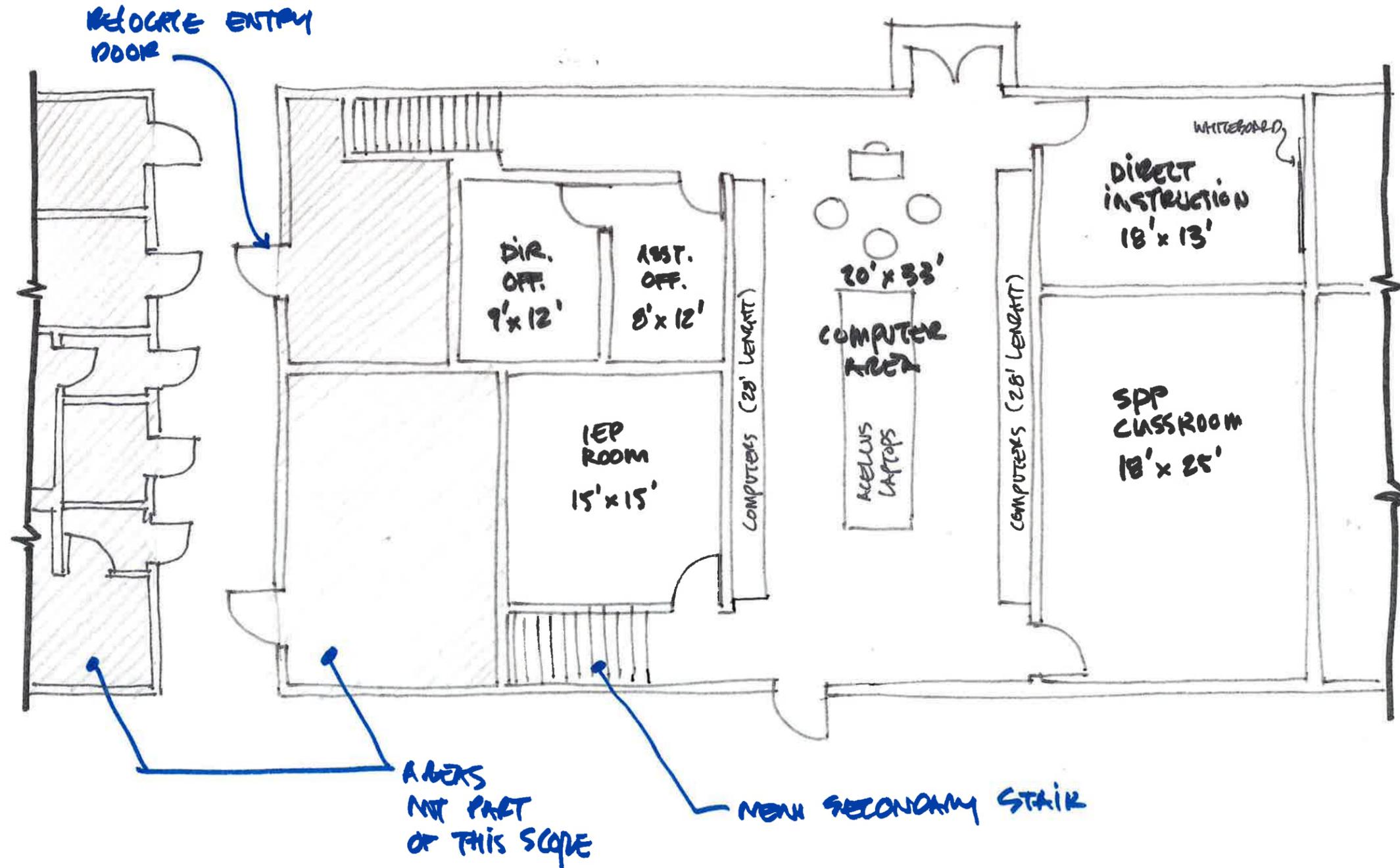
Wiseburn School District is the Program Sponsor for the Project Optimal Autism Spectrum Disorders Program.

# PAUL SHOES HIGH SCHOOL - SPECIAL EDUCATION LEARNING CENTER

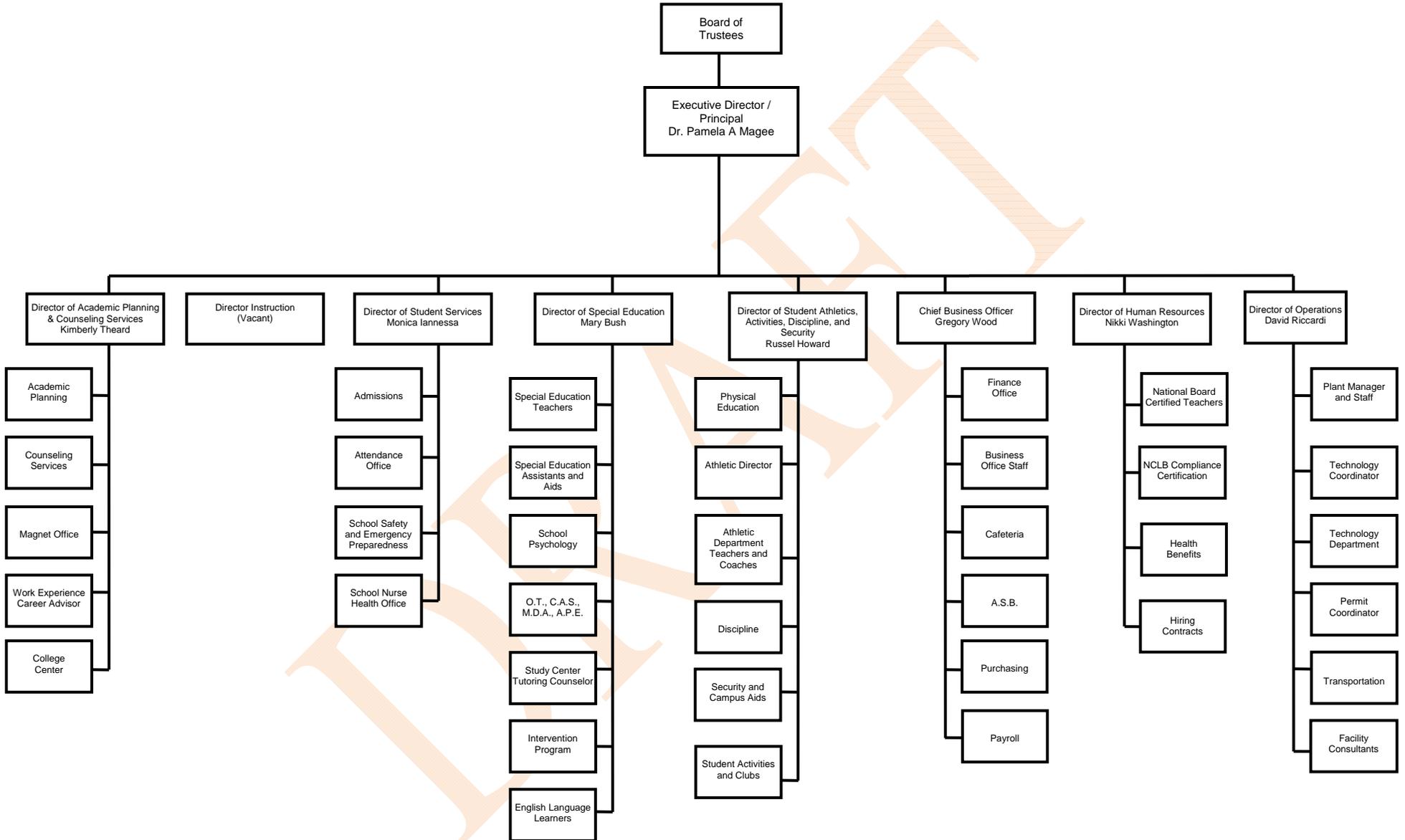
## OPTION B - LARGER MEZZANINE

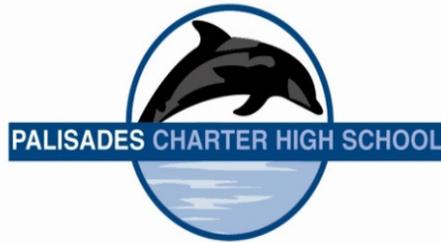
2012.06.26

1/8" = 1'-0"



# PALISADES CHARTER HIGH SCHOOL EXECUTIVE MANAGEMENT 2012 – 2013





1. Mercer Complex and Gilbert Hall renovation - The first phase of the Rose Gilbert Grant Mercer Complex and Gilbert Hall renovation has begun. This past week we saw the demo of the backstage areas and the clean out and removal of 50 years of accumulation from the entire complex. The false top stage was demolished down to the original stage for preparation of restoration back to its natural state. Temporary storage units have been moved on site and are located behind the gym. Crews will be working thru the weekend to secure the Mercer building for Monday, July 16th when the asbestos removal begins. Gilbert Hall asbestos abatement to begin on Tuesday July 17th the buildings will be locked down and off limits until at least July 23rd while the asbestos flooring and tile is removed. Crews will then be allowed back into the buildings to begin phase 2 of modernization construction.

A detailed listing of the complete changes, upgrades, and construction schedule to follow.

Included in this build out will be upgrades to music rooms adjacent to Mercer complex.

Also, detailed artist renderings of new facilities may be available for board review on Tuesday.

2. Thanks to another generous gift from Rose, the new Scoreboard for the MGAC has started. All of the support steel work is in production and should be on site within 2 weeks. Scoreboard expected in place before start of new school season.

3. IT infrastructure upgrades have begun campus wide and will continue for next 4 weeks. This includes server network and improved Wifi enabling.

4. Telephone system "Shoretel" undergoing network upgrades.

5. Existing main PA system undergoing extensive upgrades and repairs.

6. Communication upgrades for radio reception improvement should be in place from a donation that will enable the school to install a new radio repeater and base station for improved radio safety communications.

7. New traffic flow pattern signs are in place and ready for new school year.

8. Filming at Pali included 2 recent shoots within the last two weeks.

9. The booster club has provided resources to remodel/paint counseling offices. Currently coordinating this over the next few weeks.

10. "j" building electrical deficiencies have been identified and we are currently in the process of immediate repairs and addressing concerns from LAUSD.

11. New Special Ed lab has been green lighted by Kathleen Kennedy. Detailed plans for renovation and construction of the J120 - J121 buildings for Mary Bush learning lab will be here next week. Construction to begin shortly.

12. Bowdoin road to be shut next week for short time while LA City repaves and repairs the existing street.

13. Classroom changes will be identified and initiated over next few weeks.

**PALISADES CHARTER HIGH SCHOOL**  
**BOARD OF TRUSTEE'S MEETING**  
**EXECUTIVE DIRECTOR AND PRINCIPAL'S REPORT**  
**JULY 17, 2012**

**UPDATES:**

Website - Construction of the new PCHS website is well under way. The redesigned site will feature streamlined organization for easier user access to information, photographs and videos, along with an extensive calendar and facilities reservation system.

Parent Information – At the start of the school year PCHS implement a weekly parent update to be sent out via email every Monday. The parent bulletin will include information previously distributed by the Parent Liaison. In addition, PCHS will continue to produce the monthly Parent Newsletter.

Student Information System/Infinite Campus - PCHS is working with the Infinite Campus team to complete the system's implementation plan and conduct multiple trial runs of the data conversion before introducing the school staff to the program. Due to the shortened summer session and time available to complete the data conversion, PCHS will fully implement the system at the beginning of second semester.

Collective Bargaining/Negotiations - Ongoing negotiation discussions with UTLA and PCHS continued on July 10. PCHS has proposed language for an MOU addressing the potential need for five furlough days to create a balanced school budget in the event that Governor Brown's tax initiatives do not pass in November. The MOU states that no furlough days will be implemented if the November election is successful. If the potential furlough days are not approved through the bargaining process, additional reductions in auxiliary assignments will be necessary to balance the budget. Negotiations are scheduled to continue on July 20. The stakeholder groups involved in the budgeting process have established that they will meet after the November election to determine next steps depending on the outcome of the tax initiatives.

Representatives from PCHS and PESPU, the classified employee group, met on July 12 to begin discussion of contract terms for the 2012-13 year. Discussions will continue on August 10.

Upcoming Important Dates

Preregistration - August 6-8

9<sup>th</sup> grade Orientation - August 9

First day of school - August 14

Tentative Calendar (pending UTLA approval) posted on website

## **Board Meeting Agenda Information Sheet**

**Date:** July 17, 2012

**Topic:** Permanent Board Financial Audit Committee

**Presenter:** Stephanie Inyama

**Recommendation:** That the Board create a permanent Board Financial Audit Committee with the following responsibilities-

- Make recommendations to the Board as to the selection of its outside auditor.
- Quarterly dialogue with the outside auditor regarding any concerns or deficiencies.
- Review school financial and internal controls policies.
- When appropriate, recommend to the Board supplementary audits, review of internal controls, etc. that it deems prudent in order for the Board to fulfill its fiscal oversight responsibilities.
- One or more committee members are named as “outsider” recipient(s) of confidential whistleblower complaints.

**Costs:** none

**Background:**

Financial Audit Committees are considered an important component of good governance. While many non-profits are required to have an audit committee, educational institutions, hospitals and religious institutions are exempt from this requirement.

PCHS 2010-2011 Tax Return Part XII 2c: Does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements, and selection of an independent accountant?

PCHS’ answer was Yes.

**Relevance to PCHS’ mission:**

A Board Financial Audit Committee will give the Board improved oversight over the school’s finances, and is in line with good governance practices.