



Palisades Charter High School

Board Meeting

Date and Time

Tuesday February 21, 2017 at 5:00 PM

Location

Library, 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.

Agenda

Purpose Presenter Duration

I. Opening Items

- | | | | |
|--|--|--------------|---|
| A. Call the Meeting to Order | | Emilie Larew | |
| B. Record Attendance and Guests | | | 2 |

Trustees:

Emilie Larew (Chair)	Emily Hirsch
Leslie Woolley (Vice Chair)	Rocky Montz
Dara Williams (Secretary)	Andrew Paris
Susan Ackerman	Ellen Pfahler
Amanda Campbell	Robert Rene
Deanna Hamilton	

Student Liaison: Ben Makhani

PCHS Management:

Dr. Pamela Magee, Executive Director / Principal
Greg Wood, Chief Business Officer

- | | | | |
|--------------------------|--|--|----|
| C. Public Comment | | | 20 |
|--------------------------|--|--|----|

Non-agenda items: No individual presentation shall be for more than two (2) minutes and the total time for this purpose shall not exceed sixteen (16) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. Speakers may choose to speak during the public comment segment and/or at the time an agenda item is presented.

- | | | | |
|-----------------------------------|-----------------|--------------|---|
| D. Approve Minutes | Approve Minutes | Emilie Larew | 2 |
| December 13, 2016 Regular Meeting | | | |
| E. Approve Minutes | Approve Minutes | Emilie Larew | 2 |
| January 17, 2017 Regular Meeting | | | |

II. Governance

- | | | | |
|---|---------|----------------|----|
| A. Update from Culture & Climate Facilitators | Discuss | Dr. Pam Magee | 30 |
| Alan Rasmussen, Richard Tauer, Bev Hempstead | | | |
| B. 2017 Board Election Calendar & Updated Policy Recommendations | Vote | Leslie Woolley | 5 |
| C. Approval Of Updated Membership for Board Committees | Vote | Emilie Larew | 2 |

III. Academic Excellence

- | | | | |
|---|------|-----------------------------|----|
| A. PCHS School Calendar: 2017-2018 and Beyond - School Start Date for Next 2-3 Years | Vote | Dr. Pam Magee, Emilie Larew | 30 |
| Including Survey Results, Faculty Vote Results, & Board Vote | | | |

B. CAASPP Analysis Presentation By Academic Accountability Committee	Discuss	Michael Friedman, Monica Iannessa	20
C. Updates/Revisions to Santa Monica College (SMC) and Career Access Pathways (CCAP) Agreement	Discuss	Jeff Hartman	7
D. Update on Schoolwide Goals	FYI	Dr. Pam Magee	10

IV. Facilities

A. Track & Football Field Status - Replacement Plan & Funding Source(s)	FYI	Rocky Montz	5
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V. Finance

A. College Readiness Block Grant Budget Approval	Vote	Greg Wood	5
B. PCHS Accounting Procedures	Vote	Greg Wood	5
C. 2017-2018 Budget Calendar - Budget and Finance Committee	Vote	Greg Wood	5
D. Completion of Form 700	Discuss	Greg Wood	5
E. CharterSafe Notification - Potential Withdrawal from JPA	Vote	Amy Nguyen	5

VI. Other

VII. Organizational Reports

A. Executive Director / Principal (EDP) Report	FYI	Pam Magee	2
B. Chief Business Officer (CBO) Report	FYI	Greg Wood	2
C. Director of Operations Report	FYI	Dave Riccardi	2
D. Human Resources Director (HR) Report	FYI	Amy Nguyen	2
E. Director of Development Report	FYI	Mike Rawson	2
F. Student Report	FYI	Ben Makhani	2
G. Parent Report	FYI	Dara Williams	2
H. Classified Staff Report	FYI	Andrew Paris	2
I. Faculty Report	FYI	Amanda Campbell	2

VIII. Board Committees (Stakeholder Board Level Committees)

A. Budget and Finance Committee Report	FYI	Dr. Minh Ha Ngo	3
B. Academic Accountability Committee Report	FYI	Michael Friedman	3
C. Charter Committee Report	FYI	Dara Williams	3
D. Election Committee Report	FYI	Leslie Woolley	3
E. Post-Retirement Healthcare Benefits Committee Report	FYI	Dara Williams	3

IX. Board Committees (Board Members Only)

A. Audit Committee	FYI	Dara Williams	1
B. Survey Committee	FYI	Emilie Larew	1
C. Grade Appeal Committee	FYI	Leslie Woolley	1

X. Consent Agenda

A. Approval of Reimbursements for Executive Director / Principal	Vote		1
B. Approval of Field Trips	Vote		1

XI. New Business / Announcements

A. Next Regular Board Meeting is on Tuesday, March 14, 2017	FYI	Emilie Larew	1
B. Board Chair to announce items for closed session, if any.	FYI	Emilie Larew	1

XII. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation (Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)	Discuss	Mark Bresee	20
B. Conference with Legal Counsel: Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9) OAH Case No. 2016110247	Vote	Lisa Corr	7
C. Public Employee Discipline/Dismissal/Release (Govt. Code Section 54957)	Vote	Amy Nguyen	1

XIII. Open Session

- | | | | |
|---|-----|-----------------|---|
| A. Return to Open Session | FYI | Emilie
Larew | 1 |
| B. Report Out on Action Taken In Closed Session, If Any. | FYI | | 1 |

XIV. Closing Items

- | | | | |
|---------------------------|-----|-----------------|---|
| A. Adjourn Meeting | FYI | Emilie
Larew | 1 |
|---------------------------|-----|-----------------|---|

Agenda Cover Sheets

Section: III. Academic Excellence
Item: A. PCHS School Calendar: 2017-2018 and Beyond - School Start
Date for Next 2-3 Years
Purpose: Vote
Key Result:
Submitted by:
Related Material:
Item III A_1_Acad Exc 2017-18 Start Date Survey Email Responses.pdf
Item III A_2_Acad Exc Classified Survey 2017 2018 School Year.pdf
Item III A_3_Parent Start Date Survey Results.pdf
Item III A_4_Student Info Schoology.pdf
Item III A_5_School Calendar Vote 2017_2018_BoT 02_21_17.pdf
Item III A_6_2017-18 Calendar Dates.pdf

Section: III. Academic Excellence
Item: B. CAASPP Analysis Presentation By Academic Accountability
Committee
Purpose: Discuss
Key Result:
Submitted by:
Related Material: Item VIII_B_Acad Acct Comm Report_02_21_17.pdf
Item VII_B_1_Acad Acct Comm Grade Policy Data _2_21_17.xlsx

Section: III. Academic Excellence
Item: C. Updates/Revisions to Santa Monica College (SMC) and Career
Access Pathways (CCAP) Agreement
Purpose: Discuss
Key Result:
Submitted by:
Related Material:
Item III_E_1_APPROVED CCAP Parthways Partnership Agreement- SMC and Palisades-
2016-2019.pdf
Item III_E_2_PROPOSED REVISIONS SMC-Palisades AB 288 CCAP Agreement-Jan
2017.pdf

Section: III. Academic Excellence
Item: D. Update on Schoolwide Goals
Purpose: FYI
Key Result:
Submitted by:
Related Material: Item III_D_Acad Exc_Schoolwide Goals 2016-17.pdf

Section: **V. Finance**
Item: A. College Readiness Block Grant Budget Approval
Purpose: Vote
Key Result:
Submitted by:
Related Material: V-A_1 - College Readiness Block Grant CDE Letter.pdf

Section: **V. Finance**
Item: B. PCHS Accounting Procedures
Purpose: Vote
Key Result:
Submitted by:
Related Material: V-B- Block Grant Policy.pdf

Section: **V. Finance**
Item: C. 2017-2018 Budget Calendar - Budget and Finance Committee
Purpose: Vote
Key Result:
Submitted by:
Related Material: V-C_1 - Proposed Budget Calendar 17-18.pdf

Section: **VII. Organizational Reports**
Item: A. Executive Director / Principal (EDP) Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: Item VII A_1_EDP Report_02_21_17.pdf
Item VII A_2_EDP_PCHS Temperature Survey_02_2017.pdf

Section: **VII. Organizational Reports**
Item: B. Chief Business Officer (CBO) Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: VII_B_1_CBO Report BoT_02_21_17.pdf
VII_B_2_4 year Textbook Average Exp.pdf
VII_B_3_4 year IMA Average.pdf
VII_B_4_Multi Year Projections BoT_02_21_17.pdf
VII_B_5_Credit Card_01_28_16 statement.pdf
VII_B_6_2017_2018 Budget Updates_LACOE 01_30_17.pdf
VII_B_7_Cafeteria Update.pdf

Section: VII. Organizational Reports
Item: C. Director of Operations Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: Item VII_C_Operations BoT_02_21_17_On February 10th.pdf

Section: VII. Organizational Reports
Item: D. Human Resources Director (HR) Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: VII_D_HR Board Report February 21 2017.pdf

Section: VII. Organizational Reports
Item: E. Director of Development Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: Item VII E Development BoT 02_21_17.pdf

Section: VIII. Board Committees (Stakeholder Board Level Committees)
Item: A. Budget and Finance Committee Report
Purpose: FYI
Key Result:
Submitted by:
Related Material: Item VIII_A_BudgetFinance Minh Ngo Report.pdf

Section: X. Consent Agenda
Item: A. Approval of Reimbursements for Executive Director / Principal
Purpose: Vote
Key Result:
Submitted by:
Related Material: Item X Section A_1 Dr Magee Mileage v2.pdf
Item X Section A_2 Dr Magee Corp CC Expenditures.pdf

Section: X. Consent Agenda
Item: B. Approval of Field Trips
Purpose: Vote

Key Result:

Submitted by:

Related Material:

Item X Section B_1 JSA Conference.pdf

Item X Section B_2 St Nat Anaheim Hilton.pdf

Item X Section B_3 Santa Clarita.pdf

DRAFT



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday December 13, 2016 at 5:00 PM

Location

Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272

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Board Members Present

Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

Board Members Absent

Emilie Larew

Ex-Officio Members Present

Pam Magee

Non Voting Members Present

Pam Magee

Guests Present

Mo Zaidi

I. Opening Items

A.Record Attendance and Guests

Called to order at 5:10

Amanda Campbell and Emily Hirsch are not present

B.Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Dec 13, 2016 @ 5:10 PM at Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272.

C.Public Comment

PUBLIC COMMENTS:

1) Nancy Fracchiolla - Was a Pali parent but is also a teacher here. Saw a parent's post that said Pali was pushing for a earlier start date. Before we get crazy, no one was pushing for an earlier start date. There was a straw poll at a Faculty meeting about faculty preferences and discussions have been happening, but there is no secret Board agenda to push this through. Heard that there was an enclave of parents to attack the Board. Board members don't get paid and are not here to ruin public education, here to support students.

2) Beth Abrams - Appreciates what Nancy said. Want us to understand what the parents are seeing from the outside in. Parents assumed that Pali would align with LAUSD as has happened in the past. Received a survey asking about preference for a start date of August 7th or August 14th. Then a second survey came out giving three choices for a start date where the third choice was August 21st was in smaller font. Urge the Board not to do anything until an accurate survey goes out.

3) Beth Price - Has a Freshman here. Familiar with leadership because she is the Booster Club President at a school. Information coming was flawed. It seemed like it was biased. Many parents feel like they don't have enough information. Last weeks of school in middle school are simply spent turning in things so not much is getting done.

4) Randy Tenansnow - Agree with all the speakers so far. Concerned about our communication. Caught by surprise with the survey. The second survey that came out she didn't receive. Believes not everyone received it. And some people who received it didn't know what to do. We should look at all stakeholders and how it affects them. So we need to slow down to take a look.

5) Paige Saltzman - Took a lot for her to come here to verbalize this. When she moved her she looked at the school schedule and it didn't make sense to her. Got an email with regard to the schedule. Tremendously difficult time to stay connected with your kids. To have a chunk of time that is family time and to get them to unplug is very important to her and to other parents. Sees a really crazy schedule that doesn't make sense. Campaign to bring back summer. Sees a compromise of family values and practices which are rooted in summer vacation.

6) Nathalie Brouwer - Agrees with the other speakers. Does understand where we are coming from as she started a Booster Club at elementary school. But it is confusing to get a survey three months after LAUSD decided to start on August 22nd. Then there was a second survey that went out. Math is incorrect on the survey. Urges the Board to redo the survey

7) Tracy Kerkorian - Appreciates all the work that the Board does and understands the importance of academics. Understands that there needs to be time to study for finals and AP tests. Could start later and give the finals during finals week - half of finals this semester were during quiet week. What kids do during their summer time is also important when you talk to college counselors.

8) Phillip Giffin - Thanked the Board members. A lot of times there is a lot of passions in our opinion. Mentions that we all have bias. What they want to make sure of is that they are properly represented and that the voices of the students, parents, and others. Believes that the inaccuracies in the surveys were unintentional.

9) Jennifer Sommer - Has a freshman here. Also has a third grader at Pali Elementary. Considers it important to consider that parents have kids at other LAUSD schools, especially for parents that work. The long winter break is not valuable to the students' education in her opinion. Wants to align.

10) Melanie Speiser - Has two kids here and one at Pali Elementary. Pushed LAUSD with other parents to change the schedule. Assumed that Pali would align with that date. No one said that Pali was not going to align with that date. Parents should have been told that in September. Being in public school you assume that your kids are going to be aligned.

End of public comments.

Emilie Larew provided some clarifications in response to the public comments:

Ms. Larew pointed out that last school year we agreed that we would begin discussing the school calendar early this school year. In August of this year it was agreed that we wanted to begin discuss calendaring possibilities and assigned the Academic Accountability Committee to study this starting immediately. AA Committee agendas and minutes are posted on our website and there is notice in advance of all meetings. Each committee has its own section for postings.

AA Committee did a presentation to the Board on the pros and cons of different start dates at the November meeting. Links to the Dates of upcoming meetings are posted home page of our website under "Events" and the agendas for the Board Meetings and AA meetings get posted to our website in advance of the meetings. The intent has always been to gather stakeholder feedback. School calendar requires faculty approval because it is part of their contract with the

school. The Board approves the calendar after the faculty votes. We are seeking to have survey results before there is a vote on the start date and providing results to faculty members and to the Board. Tonight there will be a discussion on the survey and about how we want to move forward. We are not voting tonight. The original plan was to vote in January; however, due to the challenges with the survey and our desire to get stakeholder input we may need to push the vote back until February.

Dr. Magee mentioned that she appreciates all the comments and the emails that we have received. Looking for a way to make sure we are collecting that feedback. Working to make sure that everyone understands what is happening. The first survey that went out was a survey monkey survey that could be filled out by parents at ANY school and had been shared with parents at other schools. The second survey went out through Infinite Campus. That is the best email database and we will be able to control who gets the survey. Parents need to make sure that you are on Infinite Campus and that you are logging in under your own login, not your student's and to make sure that your email address is accurate.

We want to make sure that everyone has access who should have access.

D.Approve Minutes

L. Woolley made a motion to approve minutes from the Board Meeting on 09-20-16.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Andrew Paris	Aye
Robert Rene	Aye
Leslie Woolley	Aye
Rocky Montz	Aye
Deanna Hamilton	Aye
Ellen Pfahler	Aye
Dara Williams	Aye
Amanda Campbell	Absent
Emilie Larew	Aye
Susan Ackerman	Aye
Emily Hirsch	Absent

E.Approve Minutes

L. Woolley made a motion to approve minutes from the Board Meeting on 10-18-16.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Amanda Campbell	Absent
Rocky Montz	Aye
Ellen Pfahler	Aye
Robert Rene	Aye
Dara Williams	Aye
Emilie Larew	Aye
Emily Hirsch	Absent
Deanna Hamilton	Aye
Leslie Woolley	Aye
Andrew Paris	Aye
Susan Ackerman	Aye

F.Approve Minutes

L. Woolley made a motion to approve minutes from the Board Meeting on 11-15-16.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Susan Ackerman	Aye
Andrew Paris	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Emily Hirsch	Absent
Robert Rene	Aye
Amanda Campbell	Absent
Dara Williams	Aye
Rocky Montz	Aye
Ellen Pfahler	Aye
Leslie Woolley	Aye

G.Approve Minutes

L. Woolley made a motion to approve minutes from the Special Board Meeting on 12-07-16.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Emilie Larew	Aye
Andrew Paris	Aye
Emily Hirsch	Absent
Dara Williams	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Rocky Montz	Aye
Deanna Hamilton	Aye
Susan Ackerman	Aye
Ellen Pfahler	Aye
Robert Rene	Aye

II. Academic Excellence

A.PCHS School Calendar Survey Results (2017-18 & Beyond)

Robert Rene the elected representative of parents who has 2 children here and another at Paul Revere. The restraint being exercised because of laws and the Brown Act. So when we don't engage in conversation it is to comply with the legal requirements. This process is about advocating for all of the stakeholders.

The Board is making a zealous attempt to gather as much information as possible and to balance all of the interests. Was the process right the first time? No. But the Board will access as much information as possible prior to making a decision.

No discussion is done behind the scenes and doesn't know of the other Board members pushing for one particular decision.

Ben discussed collecting data from the students. More leaning toward the later start date. We just need to work more toward getting as much data as possible.

Needs to be done more efficiently and faster.

Emilie Larew stated that we need to look at how to move forward. We need to do another survey and to make sure that we communicate in advance by email blast or other ways to communicate and also in the newsletter. Parents should check their email address in Infinite Campus to make sure it is there and it is accurate. Do another survey that has accurate dates and information. There are pros and cons regarding the start dates and the earlier Board meeting where AA presented has those materials. Best way to do it with a ranking such as 1st and 2nd choice so that it is not an all or nothing scenario and so that it is clear we are seeking preferences and that it is not a vote.

Deanna Hamilton mentioned that we should have an explanation with the survey so that parents understand that it's not a vote and the reasons why we are taking a survey. We could also use the phone system to notify parents to update their Infinite Campus to let them know that the survey is coming. Asked the parents in the audience to let people know. Email addresses for all Board members are on the Pali website under Governance. It was pointed out by Emilie and Dara that questions could be emailed to the entire Board or to individual Board members. Dara reminded Board members not to reply all if a stakeholder address an email to the entire Board. The member can respond to the email and copy Emilie so that she knows the response but replying all can violate the Brown Act.

B.Update on Schoolwide Goal #4

Goals are adopted at the annual retreat. Review goals from the previous year and then adopt goals for the new school year.

Goal is in the materials. Discussion we had tonight shows that we can improve on this goal. But we are making progress. We need to continue to build trust with stakeholders. Dr. Magee has a 'How Are We Doing' Meeting, which is a way for faculty and staff to check in. The Culture and Climate facilitators are coming to address the two year plan that the administration has to improve culture and climate. The students are also involved as Ben mentioned. This exam week there has been a focus on wellness especially for students who are feeling a lot of stress - yoga and a mindfulness/meditation class. Focus on being thoughtful and respectful and to mitigate stress from activities and of course waiting to here from colleges. More to come on culture and climate updates.

III. Finance

A.College Readiness Block Grant

Greg Wood presented. This is a grant we recently received. A budget needs to be done for it. We are required to report on how the school intends to measure success. Greg Wood received input from some of the administrators.

Dr. Magee spoke about some way to measure impact are:

- POP Online Program
- Summer School
- Math Lab
- College Center Staff
- Parent Training such as Pique and FAFSA Training
- Teacher AP Training

Curriculum council will gather information on plan to spend funds and what funds have been expended.

Deanna inquired as to whether this is a continuous block grant. Greg indicated that this is new and it's the first time we received it so it is unknown whether it

will be available in the future. Governor Brown will be releasing financial information for the next school year later including whether there will be continuous funding of this program.

B.LACOE Certificate of Signatures

LACOE requires this from all of the Board members to vote on the people who can sign the LACOE warrants, also known as checks. It's on a calendar year basis so it has to be approved and signed by each Board member. For one account the authorized signatories are Pam Magee, Monica lanessa, and Greg Wood. Dara Williams has to sign twice as Board member and as the Secretary.

R. Rene made a motion to Approve the LACOE certificate of signatures authorizing Pamela Magee, Monica lanessa, and Greg Wood as signatories.

Leslie Woolley seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Ellen Pfahler	Aye
Emily Hirsch	Absent
Amanda Campbell	Absent
Andrew Paris	Aye
Deanna Hamilton	Aye
Robert Rene	Aye
Emilie Larew	Aye
Rocky Montz	Aye
Dara Williams	Aye

C.Authorized Signatories for Cathay Bank

Hoping to have four possible signatories with the necessity of having two signatures on each check.

Pamela Magee, Gregory Wood, Monica lanessa, and Chris Lee.

Rocky Montz inquired as to why these four signatories were chosen and why is it limited.

Convenience is why these people were chosen.

Ellen Pfahler pointed out that it is common to limit it.

E. Pfahler made a motion to authorize Greg Wood, Pam Magee, Monica lanessa, and Chris Lee as Cathay Bank signers.

Andrew Paris seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Dara Williams	Aye
Emilie Larew	Aye
Leslie Woolley	Aye
Robert Rene	Aye
Deanna Hamilton	Aye
Emily Hirsch	Absent
Susan Ackerman	Aye
Andrew Paris	Aye
Rocky Montz	Aye
Ellen Pfahler	Aye
Amanda Campbell	Absent

D.Accounting Procedures Update

Greg Wood presented. Guidelines attached. State standards are taken into consideration and incorporated into the guidelines. The flow chart incorporate procedures that were discussed at the Budget and Finance Meeting. Ellen Pfahler

mentioned that step 3 needs to be edited to state that its a request form rather than a P.O., which will be generated later.

Not listed as having a vote but Greg Wood indicated that we should vote on it next month so it will be on the agenda.

E.2015-16 Audit Results

Alan Tsou presented the audit, which is included in the materials. Supervisor at independent auditors at Vavrinek, Trine, & Day.

Summary of results on page 45. Clean audit report with no material weaknesses or significant deficiencies.

Cash collections, cash disbursements and payrolls all audited.

Audited balance sheet items as well.

Clean Audit in all areas.

They review attendance and ASB as well.

Ellen Pfahler and Dara Williams participated in a phone call prior to the Audit being submitted and the auditors commented that Pali Administration was easy to work with.

The Pool loan is specifically addressed in the audit as well. As the loan gets paid out, the balance will be adjusted. All the information is in the Audit Report.

Audit results show that the surplus from last year offset the deficit we had from the earlier year. The front of the report has all of the financials and towards the end the ASB balances are separated out from the school's. ASB has a healthy balance.

R. Rene made a motion to Accept the 2015-2016 Audit Report.

Deanna Hamilton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Rocky Montz	Aye
Dara Williams	Aye
Andrew Paris	Aye
Amanda Campbell	Absent
Deanna Hamilton	Aye
Robert Rene	Aye
Ellen Pfahler	Aye
Emilie Larew	Aye
Leslie Woolley	Aye
Susan Ackerman	Aye
Emily Hirsch	Absent

IV. Governance

A.Approval Of Updated Membership for Board Committees

Three new members for this committee Mystic Thompson, Blaine Gorelik, and Crystal Adams.

Also the next meeting is January 25th and it conflicts with the LTSP committee meeting.

So Dara Williams requested that Amy Nguyen attend that this committee meeting but that we will push it to 4:30.

Rocky Montz will try to arrange for this committee to meet in the cafeteria.

D. Williams made a motion to add Mystic Thompson, Blaine Gorelik, and Crystal Adams as committee members.

Susan Ackerman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Amanda Campbell Absent
 Susan Ackerman Aye
 Robert Rene Aye
 Ellen Pfahler Aye
 Andrew Paris Aye
 Emilie Larew Aye
 Dara Williams Aye
 Leslie Woolley Aye
 Rocky Montz Aye
 Deanna Hamilton Aye

B.2017 California Charter School Association Conference in Sacramento

Inquiry as to who is interested in going. Tuesday and Wednesday have a "governance academy," which includes presentations directed at governance. Leslie Wooley and Susan Ackerman expressed an interest in going. Rocky Montz may also be interested but the issue may be the ALICE drill. Emilie Larew will attend. Ms. Larew encouraged Board members to think seriously about attending and ensured that all Trustees know that this is something that all Board members have access to if they are interested in professional development to help support their ability to govern effectively. All facets of education are addressed and it allows for attendees to develop knowledge and learn about resources in a variety of areas. Dara Williams inquired as to when the early sign ups are due to get a discount. It is in January. Generally the conference alternates between southern and northern California. Last year it was in Long Beach and this year it is in Sacramento.

C.Potential Excusal of Board Meeting Absences for Trustee Amanda Campbell

Amanda Campbell is absent due to attending a childbirth preparation class. Because she will be on leave we need to decide if we will excuse her absences, otherwise she will be automatically removed from the Board per our bylaws. Discussion included various possibilities such as excusing her for several meetings and then getting an update from her or just excusing her until the end of the year. If Amanda resigns or is removed due to absences when there are less than 6 months left on her term then we don't have to fill the seat and it can filled at the next regular election. Ellen Pfahler inquired as to what the teachers think about her absence. This past year there were two teachers seats and both had only one candidate running unopposed.

The consensus was that Amanda should not be removed from the Board due to meeting absences related to her pregnancy and having baby. Members believed excusing some absences and allowing her to opportunity to return and attend meetings in a few months if she chooses to do so would be an appropriate course of action.

R. Rene made a motion to excuse Amanda Campbell through the March regular meeting and all special meetings.

Susan Ackerman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Andrew Paris Aye
 Amanda Campbell Absent
 Emily Hirsch Absent
 Emilie Larew Aye
 Dara Williams Aye
 Ellen Pfahler Aye
 Leslie Woolley Aye

Rocky Montz Aye
Deanna Hamilton Aye
Robert Rene Aye
Susan Ackerman Aye

V. Other

A.Non-School Sponsored Field Trip Policies & Procedures

Tabled. Will be addressed in January.

VI. Organizational Reports

A.Executive Director / Principal (EDP) Report

Stands as submitted.

Directed us to the PLC report that AA prepared.

They have accomplished some impressive things.

B.Chief Business Officer (CBO) Report

Stands as submitted.

C.Director of Operations Report

Nothing to report.

D.Human Resources Director (HR) Report

Stands as submitted.

E.Director of Development Report

Purchasing Chromebooks with the net proceeds from the Tech Equity Campaign.

Only fees incurred were credit card fees that were taken from the donations. Will be purchasing over 200 Chromebooks. Will first be distributing to the sophomore class.

Booster Club has funded over \$106,000 in grants

\$93,246 from Holiday Boutique, with half going to Pali.

Pali Cares Program is something the Lewis A. Kingsley Foundation would want to fund.

The Ahmanson Foundation is only giving to low income organizations so they declined to contribute to us.

Joseph Drown Foundation said we had a compelling program and encouraged us to reapply.

Alumni Pizza party to engage our alumni and to make connections with our students through college information and career opportunities.

February 2nd for a STEAM night to get information out to parents

Met with Marquez today and has met with the other elementary feeder schools to discuss working collaboratively within the community. Will probably be meeting with the feeder schools early next year. The feeder schools are excited to be working with us.

Robert Rene had some questions. Do we have a sense as to how many students at Pali need a Chromebook that do not have one. We could do a survey but the problem is sometimes the lack of response. But Donna Mandosa and the teachers who work directly with the students have a good idea as to who needs one.

Seniors are really covered so if there is a gap it may be among the juniors. Inquired as to whether we have set up a process to automate following up for his efforts.

Looking for grant writers

We do have access to a database
He can create a template for grant writers on google docs for other grant writers to use.
Wants to create a development committee to network out in the community.
Hall of Fame meeting to honor and acknowledge alumni. Not just athletes but others who have given back to the community.
Talking about other ideas. Maybe a carnival for the community so that we can communicate what the school is doing.
The Lewis A. Kingsley Foundation was impressed with what we are doing and that we do have 34% of our students who are on free and reduced lunch. Was also impressed with Special Education.
Ellen Pfahler brought up that a way to identify kids without a device would be through the counseling office.

F.Student Report

Puppy day for stressed out students.
Yoga and mindfulness.
Working to improve the quality of student messages on campus
Unity Day and Cultural Day being planned.
Winter Formal and Basketball Bash being planned.

G.Parent Report

Nothing other than the survey regarding the school start date for next year.

H.Classified Staff Report

Classified want to know why the staff was not included in the discussion about signing in and signing out especially when the faculty does not have to. The staff would like to know that they have a say in the matter. The lawyer for the union is even saying that they should have been included in this. Amy Nguyen indicated that she did bring this up with two of the four union representatives and that their feedback was positive. She indicated that additional information will be provided to classified staff.

I.Faculty Report

Informal baby shower for Amanda Campbell on Thursday afternoon during 6th period.

VII. Board Committees (Stakeholder Board Level Committees)

A.Budget and Finance Committee Report

Nothing else to report.

B.Academic Accountability Committee Report

Nothing else to report. Meeting this week on CAASPP.
With regard to the survey, the administration will be doing it.
Survey is taking on its own life. People want to participate in the "vote" even though it is not a vote.
Robert Rene inquired as to whether parents should be involved. Dara Williams suggested sending any emails regarding the survey to Pam Magee so that she has that information available to her to include if necessary.
Mo Zaidi pointed out that less than 1% complained and only about 10% responded.

C.Charter Committee Report

Nothing to report

D.Election Committee Report

Nothing to report but may need to review bylaws related to attendance at regular Board meetings and special meetings.

E.Post-Retirement Healthcare Benefits Committee Report

Meeting January 25th at 4:30.

VIII. Board Committees (Board Members Only)

A.Audit Committee

Audit presented earlier in the meeting. Nothing else to report.

B.Survey Committee

Nothing to report.

C.Grade Appeal Committee

Andy Paris has done many more grade appeals than Rocky Montz and Rocky Montz is willing to do more.

Amanda Campbell was the point person in the past. With her on leave, Susan Ackerman will now be the point person and Emilie Larew will be the back up.

IX. Consent Agenda

A.Approval of reimbursements for Executive Director / Principal

D. Williams made a motion to approve all items on the consent agenda.

Robert Rene seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Amanda Campbell Absent

Emilie Larew Aye

Robert Rene Aye

Leslie Woolley Aye

Ellen Pfahler Aye

Dara Williams Aye

Andrew Paris Aye

Deanna Hamilton Aye

Rocky Montz Aye

Susan Ackerman Aye

Emily Hirsch Absent

B.Approval of Field Trips

See above.

X. New Business / Announcements

A.Next Regular Board Meeting is on Tuesday, January 17, 2017

B.Board Chair to announce items for closed session, if any.

In closed session at 7:31 p.m.

Emilie Larew, Susan Ackerman, and Andy Paris participated until their departure at 8:05 p.m.

XI. Closed Session

A.Conference with Legal Counsel: Anticipated Litigation

No reportable action was taken.

B.Public Employee Discipline/Dismissal/ Release

Andrew Paris left early.

Emilie Larew left early.

Susan Ackerman left early.

Non-management employees recused themselves and left the meeting.

XII. Open Session

A.Return to Open Session

At 8:24 the Board went back into open session.

B.Report Out on Action Taken In Closed Session, If Any.

No reportable action taken in closed session.

XIII. 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 8:24 PM.

Respectfully Submitted,
Leslie Woolley



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday January 17, 2017 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.

Board Members Present

Andrew Paris, Dara Williams, Deanna Hamilton, Ellen Pfahler, Emilie Larew, Emily Hirsch, Leslie Woolley, Robert Rene, Rocky Montz, Susan Ackerman

Board Members Absent

Amanda Campbell

Ex-Officio Members Present

Pam Magee

Non Voting Members Present

Pam Magee

Guests Present

Shelby Ladnier

I. Opening Items

A.Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Jan 17, 2017 @ 5:15 PM at Gilbert Hall, Palisades Charter High School, 15777 Bowdoin St., Pacific Palisades, CA 90272.

B.Record Attendance and Guests

C.Public Comment

No public comment.

D.Approve Minutes

Tabled until next meeting.

II. Facilities

A.Visual and Performing Arts (VAPA) Presentation

Supporting an VAPA Complex.

Arts Education is important

Introducing themselves to the new Board.

They realize that it takes an enormous amount of money.

Hoping for bond money, CTE money, grants from various foundations.

Showed a video, which explains the importance of such a complex and how Pali's current facilities.

Presented the renderings for a VAPA Complex

We have students at every top performing arts college.

Ellen Pfahler inquired about their opinion about the designs presented to the Board previously.

Rick Steil indicated that they are happy that a VAPA complex was included in the proposed designs.

The multi-purpose room is really that and not a legitimate theater.

Having a theater makes it more of a destination school.

There are alumni and others who are involved in the Palisades who can be called upon to help. Rick Caruso and JJ Abrams were brought up as examples.

The VAPA faculty want the Board to know how important it is for the school.

Robert Rene arrived at 5:30 p.m.

They have had some events and shown the video but they have not had significant success in fundraising and the presentations Feeling that they may not have presented to the right target audience.

It would benefit the school and the community to have it. And it would also be another rental space.
It was stated that fundraising has been difficult and they are seeking to get support from the Board.
Nancy Fracchiolla pointed out that the field is getting a redo and that other programs need support as well.
Ellen Pfahler brought up that it has to be included in the vision of the school.
Rick Steil brought up that the fact that the renderings included the VAPA Complex made them feel like they were supported.
Sports and the arts are what bring people here.
Emilie Larew thanked all the participants for coming out and did assure them that their input will be sought before any plans will be made.
Monica Iannessa brought up that Vickie Francis is on LTSP and represents the VAPA team.
Susan Ackerman brought up that there is a long list of powerful people in Hollywood who have connections to the school.
Rick Steil brought up that getting the Board behind this is something that can help. And getting one large donation from one of these heavy hitters can get the ball rolling.

B.Track & Football Field Status & Replacement Plan

Presented by Rocky Montz and Dave Riccardi.
Working on a track and field replacement for a couple of years.
The field is collapsing on itself and the track is delaminating.
Met with vendors for field and tracks. Narrowed down to two vendors.
Also looking to upgrade ADA compliance when the modifications are made.
Powerpoint presentation by Rocky Montz
Field was finished in November of 2007, with ribbon cutting by Carl Lewis.
Field lasts 8 to 10 years. It's like a carpet.
Technology is rapidly changing and there is a lot of turnover. Company that installed our track and field is no longer in business.
The track should last longer than the field. But in our case the track did not.
The track may not have been installed properly. If it had been we might be looking at a resurfacing right now but because of the poor installation we are looking at replacement.
Separation, holes, delamination, water getting under the field where the track has separated from the field. Areas that have been fixed have problems. The fixes are obvious and look terrible.
The field seams are being pushed apart. There are holes. There are dips between the track and the field and it is supposed to be level. There is rippling and dimpling. These problems are most likely due to a comprised base cause the it degrading. It is safe enough to play on but not optimal.
The field should not have a G-Max score of over 200g's. Great fields have G-Max scores of 140g's. Our field has a G-Max score of over 200g's for 3 out of the 10 places measured.
Replacement options.
Go back to the grass system for the field only.
Partially replace/repair parts of the field, which would be very patchy.
Completely replace the field and the track.
Price range \$650,000 to \$950,000
Possible companies are:
Astro Turf
Field Turf
TurfMaster
Free Form.

Thinks that we get what we pay for if we go for the lower priced option.
Looking to use organic infill (no crumb rubber).
Concern that black crumb rubber may have health risks, although studies are inconclusive.
Cavalry just put in a field that may have a cork base.
Track replacement
between \$250,000 to \$450,000
Possible companies are:
APT
Beynon
Free Form
Funding options: \$200,000 is in budget for deferred maintenance for the track. A \$300,000 request for this year was denied.
Each year money has been put aside for general deferred maintenance, which amounts to \$600,000.
Meaning that we should have \$800,000 set aside.
Options for fundraising:
Fundraising with possibly a large donor who wants naming rights.
Prior payment plans for groups that rent it.
Bank Loans
Requesting \$1.5 million to finish everything.
Leslie Woolley asked how long we are able to use the current track and field.
Dave Riccardi indicated that he does not believe that we can use it another season.
And it needs to start right after graduation in order to get it done on time.
Groups who permit to use it have been notified that it won't be available over the summer.
Susan Ackerman brought up concussion concerns.
Dara Williams brought up shin splints as a problem.
Ellen Pfahler brought up that it really is a safety issue.
Once the work is completed, it won't be leased out for public non-sporting events.
Leslie Woolley inquired about the maintenance.
Dave Riccari indicated that there are maintenance plans
Track \$7000 year and field \$2000 a year with us doing some of the maintenance.
The better tracks and field require less maintenance.
Warranty on the field and track as well.
Robert Rene brought up as a safety issue we don't really have a choice here. He also brought up that the Budget Committee needs to look long term at these types of items.
Emilie Larew brought up that if we are going to get it done by this summer, we have to vote in February.
Dave Riccardi and Rocky Montz agreed that we should vote in February.
Rocky Montz said that LAUSD fields don't have the crumb rubber but they do have rubber.
To approve it would be best to have it on the Budget Meeting Agenda and to have the documents with the relevant information.
Gregg Wood brought up that what is actually in the deferred maintenance budget is \$425,000, in part because of the pool construction and pool loan.
Last time we got \$500,000 from AYSO and \$200,000 from Pali Blues. AYSO had use of the field for 3 years.
So we see if an organization can pay us up front for the permitted use and that can fund the field, as we did with AYSO.
LTSP has looked at this as well.
Emilie Larew pointed out that we can move forward on it but it is just how it will be funded.
Dara Williams suggested that they also present the bids.
Contractors may be available to come to the Board.

Greg Wood brought up that the prevailing wage issue because if paid for with public funds (general fund monies as opposed to fundraising monies), we have to pay the prevailing wage.

III. Academic Excellence

A.PCHS School Calendar: 2017-2018 School Year and Beyond

Pam Magee indicated that after our discussion learned that LAUSD changed its school year calendar and now indicates that it will start on August 14th or near that date. We have received survey submissions but the survey has been extended to this Friday to give some parents extra time. We have also received emails from parents who may not yet have students at Pali.

Emilie Larew brought up her impressions:

Many families want to align with LAUSD. Most seem to be comfortable with the August 14th start date.

LAUSD has only indicated that it will keep that calendar for one year.

We are possibly looking to adopt a calendar more longer term.

There will be a faculty vote as this effects their employment contract.

Ideally we want to approve of a calendar in February so that all stakeholders can plan for the future.

The teachers will consider a multi-year approach as well.

There is a desire that we not scramble to do this every year.

We can consider changes farther down the road with regard to the breaks even if we choose a multi-year start date.

Robert Rene brought up some of the zeal expressed in the emails. Additionally, some of the emails show that there is a misunderstanding of the process and the reasons for the discussion. Would like to discuss some of the reasons behind things so that we can inform the parents. Want the parents to have a better appreciation for the reasons.

Dara Williams has responded to each of the emails.

Ellen Pfahler has responded to them as well.

Robert Rene believes that we should be explaining the process.

Leslie Woolley brought up that Robert brings up a good point. We have discussed how do we respond to this. It may be helpful to respond in a way that is informative.

Emilie Larew brought up that we have been working on the decision making process and that the communication piece is always a challenge.

Robert Rene didn't know that other Board members were responding and that he thinks this is a problem.

Robert Rene thinks it is important for Pam to respond with a letter to all of the parents.

Pam Magee agreed to do it.

Rocky Montz inquired as to whether the teachers have a date to vote on it. Emilie Larew responded that the teachers do not yet have a date to vote on it. But it will be before the February Board meeting.

Steve Klima is working on putting together the specific calendars, including possibly looking at a multi-year plan.

Rocky Montz brought up that it seems to be an issue bringing it up every year.

Obviously easiest if the Board is on the same page as the teachers. In the past they have been aligned. But not sure about this year.

B.PCHS Alternative Programs

Presented by Pam Magee.

The alternative programs are Virtual Academy and Temescal Academy.

Want to have Temescal align with Pali.

Working with Tom Siler to ensure that we are consistent.
Charter Office wants students to be able to go back and forth.
Credit recovery and health reasons are some reason that students are there.
Some students prefer the smaller learning environment, which is also an advantage of the Virtual Academy.
Cap of 75 but we have about 60. Economic efficiency is better achieved if we are closer to our enrollment cap.
Ways to make parents and students aware of the program.
CTE (Career Tech Ed) can be something that Temescal can also focus on.

C.Update on Schoolwide Goal #4

Goal #4,
Update provided in materials at the meeting.
The Schoolwide Goal Update will be added to the materials for the meeting.
16 different things listed as the progress on the goals.
Dara Williams asked about the SHADES program.
Teen court seems like a great program.
The graffiti incident here went to Teen Court.

D.Potential New Policies/Resolutions - Safe Zone & Suicide Prevention

Pam Magee presented.
Discussed multiple policies, which will be brought to the Board.
Suicide attempts and even suicides have effected the school
Pali does have a crisis management team and policy and procedures in place.
Looking at LAUSD policies and our policies in place.
There will be more to come on this with regard to specific policies.
With regard to a Safe Zone that relates to immigration issues and making sure that our students feel safe.
LAUSD as well as other charter schools are also addressing this.
Want to ensure students feel protected and that this is not a place where students feel that immigration may come.
Safe Zone is more at a completion stage.
It is not on for a vote for this meeting but we can bring it back in February if we need to vote.
Ellen Pfahler asked if LAUSD's policy covers us.
Pam Magee indicated that the charter schools think it needs to be made clear that this is important.

IV. Finance

A.College Readiness Block Grant Budget Approval

Budget & Finance Committee has not met. So we need to table this until they have been able to vet this item.

B.First Interim Financial Report

Greg Wood presented.
Three times a year that the state requires us to submit updated budget information.
First report includes actual expenditures through October. It also requires and added revenue or expenses so that if budget should be updated it can be.
There were modifications to the 1 to 1 Chrome Books, which was funded at a lower amount and a modification to the amount spent on salaries and benefits to

accommodate the new contracts, which included a salary increase for faculty and staff.
Because these were offset, the budget is fairly on track.
Cash surplus was estimated at \$73,000.
We did receive mostly favorable funding updates. Title I increases; lottery monies.
Revenue in total will go down but some of the expenses will also decrease.
Expectation for surplus would go up to \$110,000.
ADA remains strong, which is the major source of our funding.
Trying to offset withdrawals from the 1st semester by adding new students for the second semester,
Overall positive about where we are going and where we will end up.
Obviously long term planning needs to be done for things like the Track and Field and a potential VAPA complex.
2017-2018 and 2018-2019 there will be some significant benefits increase, which may affect the estimated cash surplus.
Governor is talking about revenues slowing down so that could affect the surplus.
Robert Rene commented about the estimated revenue of \$100k+. Inquired about whether encouraged or discouraged about future years. Greg Wood indicated that he is mildly discouraged.
Hoping for positive information from the Governor's proposed budget. The numbers Greg has are fairly conservative.
The May revise is what the Assembly will use to approve the budget. (They usually do.)
That will give us better information and a sense of what one-time funding there is as well as the overall increase in funding.
Employment contract is factored in and that is a three-year contract so that is a known figure and knowing this assists us in planning the budget.
Real privilege to work with a group that can work with a budget that is a moving target.
Leslie Woolley pointed out that is why Greg Wood is winning business award from the Chamber of Commerce.

C.Consolidated Application (CONAPP)

Greg Wood presented.
Title I and Title II funding.
In past Board has given authority to EDP to sign the 2016-2017 Consolidated Application subject to bringing the full application back to the Board.
R. Rene made a motion to Approve the EDP sign the Consolidated Application as requested.
Ellen Pfahler seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Susan Ackerman	Aye
Emilie Larew	Aye
Leslie Woolley	Aye
Robert Rene	Aye
Andrew Paris	Aye
Amanda Campbell	Absent
Rocky Montz	Aye
Deanna Hamilton	Aye
Dara Williams	Aye
Ellen Pfahler	Aye
Emily Hirsch	Aye

D.Aligning PCHS Mileage Rate with Federal/IRS Standards

IRS mileage reimbursement is 53.5 cents.

If the Board will approve that our reimbursement rate is the same as the IRS rate then we won't have to vote on this every year.

Robert Rene indicated that we should zealously manage this because the reimbursement rate is so high.

Greg Wood indicates that there are checks in place (such as google maps) and required documentation.

L. Woolley made a motion to Approve that the Palisades Charter High School mileage reimbursement rate align with the IRS rate.

Susan Ackerman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Emily Hirsch	Aye
Rocky Montz	Aye
Susan Ackerman	Aye
Robert Rene	Aye
Amanda Campbell	Absent
Leslie Woolley	Aye
Andrew Paris	Aye
Emilie Larew	Aye
Deanna Hamilton	Aye
Ellen Pfahler	Aye
Dara Williams	Aye

E.PCHS Purchasing Procedures & Accounting Procedures

This was on the agenda last month but not for a vote.

Now this is an action item to be approved by the Board.

E. Pfahler made a motion to Approve the PCHS purchasing procedures and accounting procedures as presented in the materials.

Robert Rene seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Emilie Larew	Aye
Robert Rene	Aye
Rocky Montz	Aye
Emily Hirsch	Aye
Leslie Woolley	Aye
Deanna Hamilton	Aye
Susan Ackerman	Aye
Andrew Paris	Aye
Amanda Campbell	Absent
Ellen Pfahler	Aye
Dara Williams	Aye

V. Governance

A.Approval Of Updated Membership for Board Committees

No new members to approve.

B.LAUSD Charter School Division (CSD) - Compliance Monitoring Checklist

Compliance with each of the 19 categories.

Very time consuming to prepare this documentation. Time intensive and quite a lot of it.

So big thanks to those who work on this every year.

R. Montz made a motion to Approve the Compliance Monitoring Checklist.
Andrew Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Dara Williams	Aye
Robert Rene	Aye
Deanna Hamilton	Aye
Leslie Woolley	Aye
Emilie Larew	Aye
Susan Ackerman	Aye
Rocky Montz	Aye
Andrew Paris	Aye
Amanda Campbell	Absent
Emily Hirsch	Aye
Ellen Pfahler	Aye

**C.PCHS Student Attendance Policies and School Attendance Review Board (SARB)
Possibilities**

We do not have a Board level attendance policy.

We have looked at it over the years and have tried to work with other charter schools and come up with a plan.

Emilie Larew would like to see us come up with a Board level policy to address this.

So we need to address a policy as to what is considered an attendance problem and how to address it.

Want to look into to addressing this and also the reasons behind the attendance problems.

We do have alternative programs that can possibly address attendance problems and we may need to figure out how to use these programs to perhaps address some of these problems.

Need to look at supporting students with attendance issues where the alternative programs might be a good match.

So need to develop policies as to these alternative programs.

Challenge where we are not part of a district where we have a SARB (School Attendance Review Board).

Getting kids here benefits our ADA.

Emily Hirsch did not realize that we don't have a SARB.

Robert Rene also did not realize that we did not have a SARB. Believes we would benefit from having this.

Lisa Corr has worked on this as well.

Dara Williams brought up that she has had experience with SARB and has sat on boards in the past and currently serves on a SARB.

Leslie Woolley brought up that we have an attendance policies. So we need to figure out what other programs we have to benefit these kids. So inquiring are we talking about the number of days you can miss or how to help these kids succeed.

Dara Williams described some of the aspects of a SARB.

Susan Ackerman brought up that it is not always black and white with the consequences of attendance issues and that maybe it should be. But Emilie Larew brought up that we are not here to micromanage.

Just may want to develop Board general policies so that it is clear to everyone what the policies and processes are.

Currently we don't have these processes in place.

Either a SARB or the equivalent.

Having a student just continuing to fail is not a great option.

Need some level of intervention.

Dara Williams asked that we have a board resolution agenda item that we task Virtual Academy and Temescal to come up with a plan to take students with attendance issues.
Each kid is different.
Leslie Woolley suggested an ad hoc committee.
Dara Williams brought up the Brown Act.
So there will be an administrative committee but Board members can be invited to give input since Emily Hirsch and Dara Williams have expertise in this area.

VI. Other

A.Non-School Sponsored Field Trip Policies & Procedures

Tabled until next meeting.

VII. Organizational Reports

A.Executive Director / Principal (EDP) Report

Report stands as submitted.
PCHS Points of Pride for Fall Semester 2016-2017
Shelby Ladnier is a Pam Magee's new assistant
Louie is also a new front office staff member.

B.Chief Business Officer (CBO) Report

Working with other conversion charters to coordinate with CBOs to combine knowledge and possibly going to LASUD as a group of combined voices.
Other than that the report stands as submitted.

C.Director of Operations Report

Report stands as submitted.

D.Human Resources Director (HR) Report

Report stands as submitted.

E.Director of Development Report

Mike Rawson presented
Summary of funds raised is included in the materials.
Will be reaching out to AYSO and to parents of the students on the various teams that use the track and field in order to raise some of the funding for the field.
He has been attending VAPA meetings and has stressed to them that fundraising efforts need to be coordinated.
There are certainly alumni who we can approach to see about giving donations.
Honoring alumni is something that he is going to do.
Want to find out from the parents with a survey about fundraising, including whether they are being properly thanked and if their feelings about the way fundraising is conducted.
Robert Rene inquired about whether there are any constraints with regard to naming rights.
Pam Magee indicated that there are none. Typically if someone is given naming rights it is for donating half of the cost.

F.Student Report

Students are coming in from break refreshed.
Winter Informal will be in February.

First time doing it at Pali.
Basketball event coming up.
Blood drive coming up on Thursday - small gym 8:00 a.m. to 1:00 p.m.

G.Parent Report

Dara Williams brought up that we have gotten emails from parents about the school calendar.

H.Classified Staff Report

Some grumblings about signing in and out.

I.Faculty Report

Amanda Campbell's baby was born on Christmas Eve.

VIII. Board Committees (Stakeholder Board Level Committees)

A.Budget and Finance Committee Report

Nothing to report.

B.Academic Accountability Committee Report

Nothing to report.

C.Charter Committee Report

February 15th at 3:30 is when the meeting is planned. It will be held in the library.

D.Election Committee Report

Nothing to report.

E.Post-Retirement Healthcare Benefits Committee Report

Meeting is scheduled for January 25th at 4:30 p.m. in the staff cafeteria.

IX. Board Committees (Board Members Only)

A.Audit Committee

Nothing to report.

B.Survey Committee

Nothing to report.

C.Grade Appeal Committee

Nothing to report.

X. Consent Agenda

A.Approval of reimbursements for Executive Director / Principal

L. Woolley made a motion to Pass the consent agenda.
Robert Rene seconded the motion.
The motion did not carry.

Roll Call

Emilie Larew Aye

Andrew Paris	Aye
Rocky Montz	Aye
Emily Hirsch	Aye
Leslie Woolley	Aye
Amanda Campbell	Absent
Susan Ackerman	Aye
Deanna Hamilton	Aye
Ellen Pfahler	Aye
Dara Williams	Aye
Robert Rene	Aye

B.Approval of Field Trips

See above. Consent agenda passed unanimously.

XI. New Business / Announcements

A.Next Regular Board Meeting is on Tuesday, February 21, 2017

B.Board Chair to announce items for closed session, if any.

8:28 going into closed session.

XII. Open Session

A.Return to Open Session

Board went back into open session at 8:48 p.m.

B.Report Out on Action Taken In Closed Session, If Any.

No reportable action taken.

XIII. 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 8:48 PM.

Respectfully Submitted,
Leslie Woolley



BOARD OF TRUSTEES MEETING FEBRUARY 21, 2017

2017-2018 School Calendar Start Date

Results of Email Communications to Board of Trustees / Dr. Magee

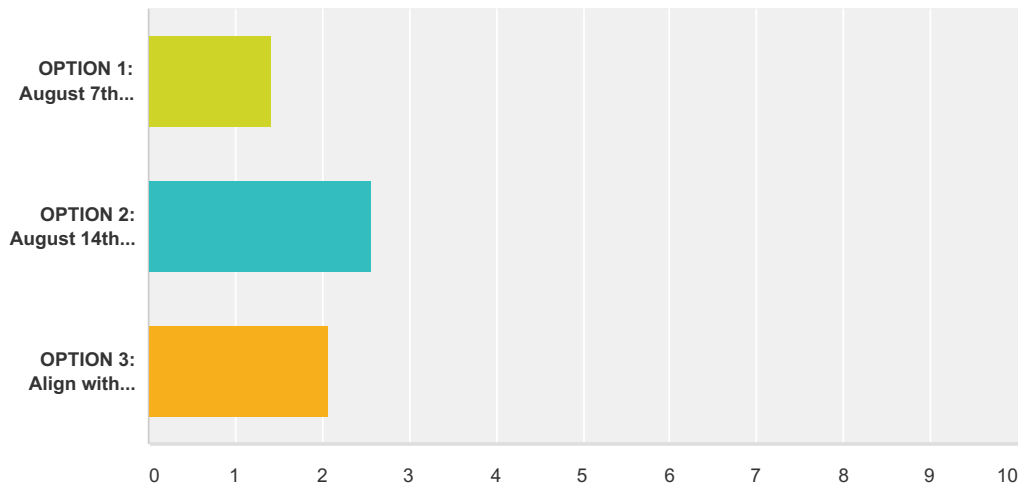
Preferred Start Date	Number of Responses
AUGUST 7	1
AUGUST 14	7
ALIGN WITH LAUSD (INCLUDES BOTH AUGUST 14 & AUGUST 22 DUE TO LAUSD DATE CHANGE)	17
AS LATE A DATE AS POSSIBLE AND / OR AUGUST 22	43

Our Mission: PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth

Classified Survey	Yes	No	No Opinion	
Finish first semester before Winter Br	25	0	0	25
Align with feeder schools	6	11	8	25
Mid-August Start	17	5	3	25
1 Week off for Thanksgiving	25	0	0	25
2 Weeks for Winter Break	15	8	2	25
3 weeks Winter Break	13	9	3	25
2 Weeks spring Break	14	10	1	25
Total	115	43	17	25

Q1 Please rate the options presented to you above as either 1st, 2nd, or 3rd choices.

Answered: 824 Skipped: 9



	1st Choice	2nd Choice	3rd Choice	Total	Weighted Average
OPTION 1: August 7th start date - June 1st end date	11.52% 84	19.75% 144	68.72% 501	729	1.43
OPTION 2: August 14th start date - June 8th end date	59.22% 469	37.37% 296	3.41% 27	792	2.56
OPTION 3: Align with LAUSD calendar	32.55% 249	41.83% 320	25.62% 196	765	2.07



Ivanna Williams



VOTE!!

The Board of Trustees has asked for input from students regarding the 2017-2018 school year start/end dates because all of your contributions to making Palisades Charter High School successful are appreciated and your opinions are valued. Please take a moment to share your opinion with us!

Here are the options:

I prefer the August 7th start date

Start date August 7th: End date...

▼ Show More

- | | | |
|----------------------------------|---------------------------|-----------|
| <input type="radio"/> | Start Date: Aug. 7, 2017 | 145 votes |
| <input checked="" type="radio"/> | Start Date: Aug. 14, 2017 | 579 votes |
| <input type="radio"/> | Start Date: Aug. 21, 2017 | 113 votes |

Refresh

Mon Dec 12, 2016 at 11:47 am [Comment](#) · [Like](#)



+ Create Survey

Create a team to collaborate with others on surveys and share templates, logos, themes and more. [Create a team now](#) →

School Calendar Vote 2017-18 And Beyond

Summary → Design Survey → Collect Responses → Analyze Results



CURRENT VIEW



+ FILTER + COMPARE + SHOW

No rules applied



Rules allow you to **FILTER**, **COMPARE** and **SHOW** results to see trends and patterns. [Learn more](#) »

SAVED VIEWS (1)



Original View (No rules applied)
+ Save as...

EXPORTS



SHARED DATA



No shared data

Sharing allows you to share your survey results with others. You can share all data, a saved view, or a single question summary. [Learn more](#) »

Share All

RESPONDENTS: 124 of 124

Export All Share All

Question Summaries Data Trends Individual Responses

All Pages

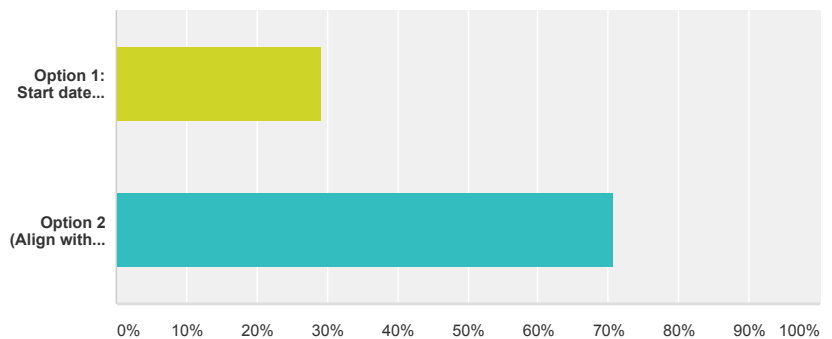
PAGE 2

Q1

Customize Export

What start calendar option would you prefer for the 2017-18 school year and beyond?

Answered: 123 Skipped: 1



Answer Choices	Responses
<ul style="list-style-type: none"> Option 1: Start date August 7th: End date of June 1st. This would be a 9-day difference between semesters (first semester 83 days/second semester 92 days). This would include a one week Thanksgiving Break (November 20th through 24th), a three week winter break (December 18th through January 5th) and a one week Spring Break (March 26th through the 30th). 	29.27% 36
<ul style="list-style-type: none"> Option 2 (Align with LAUSD feeder schools): Start date August 14th: End date of June 8th. This would be a 19-day difference between semesters (first semester 78 days/second semester 97 days). This would include a one week Thanksgiving Break (November 20th through 24th), three week winter break (December 18th through January 5th) and a one week Spring Break (March 26th through the 30th). 	70.73% 87
Total	123

Comments (0)



2017-18 School Year Start Dates/End Dates/Important Dates

August 14th Start Date

August 14: First day for teachers (Professional Development)

August 15: Professional Development Day (No students)

August 16: First day for students (all classes meet)

Sept. 1: Admissions Day (No school)

Sept. 4: Labor Day (Holiday)

Sept. 22: Rosh Hashanah (Unassigned Day)

Nov. 10: Veteran's Day Holiday (Observed)

Nov. 20-24: Thanksgiving Break

Dec. 12-14: Finals (Dec. 14 last day for students)

Dec. 15: Last day for teachers (Pupil Free Day)

Jan. 8: First day of second semester (teacher's only/prof. development)

Jan. 9: First day of second semester for students (all classes meet)

Jan. 15: MLK Day (Holiday)

Feb. 16: Unassigned Day (No school)

Feb. 19: President's Day (Holiday)

Mar. 23: Unassigned Day (No school)

Mar. 26-30: Spring Break

April 2: Cesar Chavez Day (Unassigned Day)

May 28: Memorial Day

June 5-7: Finals (June 7: last day for students)

June 8: Last day for teachers (Pupil Free Day)

Accountability Update: Moving California Forward

Nancy Brownell, Senior Fellow
California State Board of Education

Cindy Kazanis, Director
Analysis, Measurement, and Accountability Reporting Division
California Department of Education



TOM TORLAKSON
State Superintendent of Public Instruction

Accountability and Continuous Improvement Goals

- **Strengthen teaching and learning**
- **Increase the individual capacity** of teachers and school leaders
- **Increase the institutional capacity** of schools, local educational agencies (LEAs), and state agencies to continuously improve
- Carefully **phase in policy changes** as state and local capacity grows
- **Consider federal accountability** requirements relative to the new state system once established

Defining Accountability

- Defining accountability has become more complex
- Expanded purpose of accountability, not simply to identify and punish ineffective schools and districts
- The focus includes capacity building and providing appropriate technical assistance and support (County Superintendents, California Collaborative, California Department of Education), to increase effectiveness.

Foundation of the System – Local Control Funding Formula State Priorities

- **Priority 1** (Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities)
- **Priority 2** (Implementation of State Academic Standards)

Foundation of the System – Local Control Funding Formula State Priorities (Cont.)

- **Priority 3** (Parent Engagement)
- **Priority 4** (Achievement)
- **Priority 5** (Pupil Engagement)
- **Priority 6** (School Climate)

Foundation of the System – Local Control Funding Formula State Priorities (Cont.)

- **Priority 7** (Access to a Broad Course of Study)
- **Priority 8** (Outcomes in a Broad Course of Study)
- **Priorities 9 and 10** (Coordination of Services for Expelled and Foster Youth)

Role of the Evaluation Rubrics

Accountability and Continuous Improvement System

- Local Control and Accountability Plan (LCAP) and Annual Update
- Local Control Funding Formula (LCFF) Evaluation Rubrics
- Support and Assistance System established by LCFF

Three Statutory Purposes for Evaluation Rubrics

- To support LEAs in identifying strengths, weaknesses and areas for improvement;
- To assist in determining whether LEAs are eligible for technical assistance; and
- To assist the Superintendent of Public Instruction in determining whether LEAs are eligible for more intensive state support/intervention.

Indicator Standards for Each Priority

- Priorities 1, 2, 3, 6 – Local Performance Indicators
- Priority 4 – Smarter Balanced scores and English Learner indicator
- Priority 5 – Graduation Rate or Chronic Absence
- Priority 6 – Suspension
- Priority 7 & 8 – College/Career Indicator
- Priority 9 & 10, COEs only – Local performance indicators

Overview Standard Setting

- The California Model uses percentiles to create a 5 by 5 grid (giving 25 results) that combine “Status” and “Change” that are equally weighted to make an overall determination for a “Performance Category” (represented by a color) for each indicator.
- **Status (outcome)** is based on the *current* year performance.
- **Change (improvement)** is the difference between performance from the *prior* year and *current* year, or between the current year and a multi-year average— if available.

Overview of the Standard Setting

Example:

An LEA or school with a “High” **Status** and an “Increase” in **Change** will receive an overall performance of **Green** for most indicators.

Change

Status	Levels	Declined Significantly	Declined	Maintained	Increased	Increased Significantly
	Very High	Yellow	Blue	Blue	Blue	Blue
	High	Orange	Yellow	Green	Green	Blue
	Median	Orange	Orange	Yellow	Green	Green
	Low	Red	Orange	Orange	Yellow	Yellow
	Very Low	Red	Red	Red	Orange	Yellow

Graduation Rate Indicator

Performance categories that LEAs and schools would earn based on their “Status” and “Change” results.

Graduation Change

Graduation Status	Level	Declined Significantly by more than 5%	Declined by 1% to 5%	Maintained Declined or improved by less than 1%	Increased by 1% to less than 5%	Increased Significantly by 5% or more
	Very High 95% or greater	Gray	Blue	Blue	Blue	Blue
	High 90% to less than 95%	Orange	Yellow	Green	Green	Blue
	Median 85% to less than 90%	Orange	Orange	Yellow	Green	Green
	Low 67% to less than 85%	Red	Orange	Orange	Yellow	Yellow
	Very Low Less than 67%	Red	Red	Red	Red	Red

Gray colored cell=Not applicable

Graduation Rate Performance

The number of LEAs and schools in each performance category based on their “Status” and “Change” results.

Total	Red	Orange	Yellow	Green	Blue
LEAs (515)	70 (13.6%)	122 (23.7%)	106 (20.6%)	81 (15.7%)	136 (26.4%)
Schools (1,221)	99 (8.1%)	85 (7.0%)	186 (15.2%)	298 (24.4%)	553 (45.3%)

English Learner Indicator

English Learner Change

(Change in Percent Progressing Plus Reclassified Students)

**English Learner Status
(Percent Progressing Plus
Reclassified Students)**

Level	Declined Significantly by more 10%	Declined by 1.5% to 10%	Maintained Declined or increased by less than 1.5%	Increased by 1.5% to less than 10%	Increased Significantly by 10% or more
Very High 85% or more	Yellow	Green	Blue	Blue	Blue
High 75% to less than 85%	Orange	Yellow	Green	Green	Blue
Median 67% to less than 75%	Orange	Orange	Yellow	Green	Green
Low 60% to less than 67%	Red	Orange	Orange	Yellow	Yellow
Very Low Less than 60%	Red	Red	Red	Orange	Yellow

English Learner Performance

Number of LEAs and schools in each performance category based on their “Status” and “Change” results.

Total	Red	Orange	Yellow	Green	Blue
LEAs (1,076)	150 (13.9%)	314 (29.2%)	231 (21.5%)	283 (26.3%)	98 (9.1%)
Schools (6,598)	1,057 (16.0%)	1,851 (28.1%)	1,262 (19.1%)	1,755 (26.6%)	673 (10.2%)

[Home](#) / [West Chavez Unified School District](#)


West Chavez Unified School District

Enrollment: 2,500 students

Socioeconomically Disadvantaged: 8.8%

Grade span: K-12

Charter School: N





 Blue
  Green
  Yellow
  Orange
  Red

Top-level Display

[Equity Report](#)
[Indicator Cluster Report](#)
[Status/Change Report](#)

State Indicator	Ratings	All Student Groups	Student Groups in Red/Orange
Chronic Absenteeism	--	--	--
Suspension Rate		11	3
English Learner Proficiency		1	0
Graduation Rates		8	7
College & Career Readiness		8	6
English Language Arts Assessment		5	1
Math Assessment		5	4

Local Performance Indicators

Local Performance Indicator	Ratings
Basics (Teachers, Instructional Materials, Facilities)	
Implementation of Academic Standards	
Parent Engagement	
Local Climate Survey	
Narrative	
<p>The narrative text box is provided as an optional feature for local educational agencies to describe their performance on the state indicators and local performance indicators. This option allows LEAs to provide additional information and context as part of the display.</p>	

Report Header

Home / West Chavez Unified School District

West Chavez Unified School District

Enrollment: 2,500 students

Socioeconomically Disadvantaged: 8.8%

Grade span: K-12

Charter School: N

 Blue  Green  Yellow  Orange  Red

Top-level Display

Home / West Chavez Unified School District / English Language Arts Assessment

English Language Arts Assessment

This report provides the color coded rating for a single state indicator, English language arts assessments, for all student groups. A dash (-) in any of the below cells indicates the data was not available.

 Blue
  Green
  Yellow
  Orange
  Red

All

Blue/Green

Red/Orange

American
Indian

Asian

African
American

Eng
Learners

Filipino

Foster
Youth

Hispanic

Homeless

Pacific
Islander

Socio
Disadv

Students
w/Disab

Two/+
Race

White











Home / West Chavez Unified School District / English Language Arts Assessment

English Language Arts Assessment

This report provides the color coded rating for a single state indicator, English language arts assessments, for all student groups. A dash (-) in any of the below cells indicates the data was not available.





 Blue
  Green
  Yellow
  Orange
  Red

American Indian	Asian	African American	Eng Learners	Filipino	Foster Youth	Hispanic	Homeless	Pacific Islander	Socio Disadv	Students w/Disab	Two/+ Race	White
												

[Home](#) / [West Chavez Unified School District](#) / [English Language Arts Assessment](#) / [English Learners](#)

English Learners

This report provides the color coded rating for English learners for all state indicators. A dash (--) in any of the below cells indicates data was not available.

 Blue
  Green
  Yellow
  Orange
  Red

State Indicator	Ratings	Status	Change
Chronic Absenteeism		---	---
Suspension Rate		7.5%	-0.6%
English Learner Proficiency		61.4%	+1.3%
Graduation Rates		84.4%	-4.9%
College & Career Readiness		22.9%	-2.5%
English Language Arts Assessment		30.2%	no change
Math Assessment		19.4%	no change

Local Accountability

- It is still very important for LEAs to continue the work of increasing district capacity to use actionable data to implement and/or revise the actions and services in your LCAP to increase student success.
- Most complex and important changes are happening at the instructional level in classrooms.
- Leadership and a continued focus on improving outcomes for students over time is what continuous improvement means.

Key Dates and Additional Information

KEY DATES

Early 2017: Launch of Initial Phase of Web-based System

School Years 2016–17 through 2019–2020: Memorandum to the State Board of Education: Draft Timeline for the Integrated, Local, State, and Federal Accountability and Continuous Improvement System <http://www.cde.ca.gov/be/pn/im/documents/memo-sbe-aug16item01.doc>

ADDITIONAL INFORMATION

Memorandum to the State Board of Education: Cut Scores for State Indicators <http://www.cde.ca.gov/be/pn/im/documents/memo-dsib-amard-aug16item02rev.doc>

Contact Information

Academic Accountability Unit

Analysis, Measurement, and Accountability Reporting Division

California Department of Education

916-319-0869

aau@cde.ca.gov

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2016-2019**

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as "Agreement" between Santa Monica College District (SMC) hereinafter known as "COLLEGE" and Palisades Charter High School hereinafter known as "SCHOOL DISTRICT".

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Santa Monica College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for three year beginning on August 29, 2016 and ending on June 30, 2019, and requires renewal every three years by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.

- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.6 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SMC and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SMC standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SMC policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3).

Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)

- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.4 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SMC academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.7 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SMC Business Procedure.
- 6.8 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.9 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.10 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SMC guidelines, policies, pertinent statutes, and regulations.
- 6.11 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.12 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high

school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

- 6.13 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and course that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional

responsibilities. Said training shall be approved by and provided by the COLLEGE.

- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SMC.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SMC specifically with regard to their duties as instructors.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SMC policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of

contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)

9.3 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9.4 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

10.1 SMC shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)

10.3 SMC shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)

- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and tit.5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SMC certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SMC will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all

Note: All referenced Sections from AB 288 (Education Code § 76004)

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student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

16. REIMBURSEMENT

- 16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

17. FACILITIES

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SMC or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each

course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

- 17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

18. INDEMNIFICATION

18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

18.2 The SMC agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SMC and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SMC and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

19. INSURANCE

19.1 The SCHOOL DISTRICT, in order to protect SMC, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this

Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend SMC, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

20. NON-DISCRIMINATION

20.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

21. TERMINATION

21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in the CCAP agreement.

21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

Note: All referenced Sections from AB 288 (Education Code § 76004)

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24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of SMC, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on October 18, 2016

By: Emilie Lawe, Board Chair
SCHOOL DISTRICT

By: Louise Jaffe
SANTA MONICA COLLEGE DISTRICT

Santa Monica College District Board Meetings:

- (a) Information Board Meeting Date: August 2, 2016
- (b) Public Comment Board Meeting Date: September 6, 2016

School District Board Meetings:

- (a) Information Board Meeting Date: September 20, 2016
- (b) Public Comment Board Meeting Date: October 18, 2016

APPENDIX

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Jeff Hartman, Assistant Principal	310-230-7224	jhartman@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. **CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2016-2017 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Journalism

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester TOTAL PROJECTED FTES: 10.56

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	12:20-1:50PM	T, Th	Saxon, Lisa	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Media, Gender, Race	Media 10	Spring	12:20-1:50PM	T, Th	Saxon, Lisa	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Editing	Journalism 3	Spring	TBD	TBD	Saxon, Lisa	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Editing the Campus New Paper	Journalism 17	Spring	TBD	TBD	Saxon, Lisa	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Introduction to Photography	Photo 1	Spring	TBD	TBD	Staff	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30 per semester TOTAL PROJECTED FTES: 6.22

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Science	CS 3	Fall/Spring	2:13-3:33PM	T, Th	Marchard, Ken	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Visual Basic Programming	CS 15	Spring	2:13-3:33PM	T, Th	Staff	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)

EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester TOTAL PROJECTED FTES: 11.79

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	12:24-1:44PM	M, W	Mashihi, Karineh	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Digital Imaging for Design	Gr Des 64	Spring	12:24-1:44PM	M, W	Mashihi, Karineh	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
CS 3	Introduction to Computer Systems 2 nd Edition	\$109.50	N/A	
CS 15	Starting out with Visual Basic 2012 1 st Edition	\$114.50	N/A	
Gr Des 18	No text required		N/A	
Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A	

Note: All referenced Sections from AB 288 (Education Code 76004)

Journalism 3	No text required		N/A	
Journalism 17	No text required		N/A	
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A	
Media 10	Race, Gender, Class & Media 2 nd Ed.	\$162.50	N/A	
Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above



**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2016-2019**

This is a College and Career Access Pathway Partnership Agreement (CCAP) hereinafter known as “Agreement” between Santa Monica College District (SMC) hereinafter known as “COLLEGE” and Palisades Charter High School hereinafter known as “SCHOOL DISTRICT”.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Santa Monica College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

1.1 The term of this CCAP Agreement shall be for three year beginning in February 14, 2017 and ending on June 30, 2019, and requires renewal every three years by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.



- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.6 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SMC and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement shall include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.



3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SMC standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SMC policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)



3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.

3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. The SCHOOL DISTRICT defines a “regular school day” as at least 240 minutes of instruction in high school credit only courses.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.



- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.5 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.6 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SMC academic standards.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to



the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SMC Business Procedure.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SMC guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 Site visits by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered in the district are the same as the courses offered on the COLLEGE campus.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of



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Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE and become SMC employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the COLLEGE Board before the start of the course.

7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.

7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.

7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees that extends beyond the college schedule is the SCHOOL DISTRICT's responsibility.

7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)

7.7 The COLLEGE shall have the primary right to control and direct the activities of faculty teaching dual enrollment courses. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.

7.8 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.



- 7.9 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Faculty training shall be approved by and provided by the COLLEGE.
- 7.10 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.11 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SMC.
- 7.12 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.13 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SMC specifically with regard to their duties as instructors.
- 7.14 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.



8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a “W” on their transcript.

8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SMC policies and standards. Sec. 2 (c)(2)

9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)

9.3 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9.4 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)



- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 SMC shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 SMC shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and tit.5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.



- 11.2 SMC certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SMC will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)



12. PROGRAM IMPROVEMENT

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 COLLEGE shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.

- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)



- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

16. REIMBURSEMENT

- 16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

17. FACILITIES

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SMC or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.



17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

18. INDEMNIFICATION

18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT’s performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

18.2 The SMC agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SMC and COLLEGE’S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SMC and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

19. INSURANCE

19.1 The SCHOOL DISTRICT, in order to protect SMC, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.



19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend SMC, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

20. NON-DISCRIMINATION

20.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

21. TERMINATION

21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in the CCAP agreement.

21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.



24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of SMC, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on October 18, 2016

By: _____
SCHOOL DISTRICT

By: _____
SANTA MONICA COLLEGE DISTRICT

Santa Monica College District Board Meetings:

- (a) **Information Board Meeting Date: August 2, 2016**
- (b) **Public Comment Board Meeting Date: September 6, 2016**

School District Board Meetings:

- (a) **Information Board Meeting Date: September 20, 2016**
- (b) **Public Comment Board Meeting Date: October 18, 2016**



APPENDIX

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
College:	Maral Hyeler, Director Instructional Services	310-434-3551	hyeler_maral@smc.edu
School District:	Jeff Hartman, Assistant Principal	310-230-7224	jhartman@palihigh.org

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.



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- 3. CCAP AGREEMENT PROGRAM YEAR FALL 2016-SPRING 2017** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2016-2017 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Journalism

TOTAL NUMBER OF STUDENTS TO BE SERVED: 50 per semester	TOTAL PROJECTED FTES: 10.56
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	12:20-1:50PM	T, Th	Saxon, Lisa	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Media, Gender, Race	Media 10	Spring	12:20-1:50PM	T, Th	Saxon, Lisa	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Editing	Journalism 3	Spring	TBD	TBD	Saxon, Lisa	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Editing the Campus New Paper	Journalism 17	Spring	TBD	TBD	Saxon, Lisa	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS
Introduction to Photography	Photo 1	Spring	TBD	TBD	Staff	<input type="checkbox"/> CC X HS	<input type="checkbox"/> CC X HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30 per semester	TOTAL PROJECTED FTES: 6.22
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Science	CS 3	Fall/Spring	2:13-3:33PM	T, Th	Marchard, Ken	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Visual Basic Programing	CS 15	Spring	2:13-3:33PM	T, Th	Staff	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS

Note: All referenced Sections from AB 288 (Education Code 76004)



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EDUCATIONAL PROGRAM: Graphic Design

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 11.79
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Graphic Design Applications	Gr Des 18	Fall	12:24-1:44PM	M, W	Mashihi, Karineh	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS
Digital Imaging for Design	Gr Des 64	Spring	12:24-1:44PM	M, W	Mashihi, Karineh	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

SCHOOL DISTRICT counselors selected students based on academic readiness and the alignment of the course content to students; educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) alignment with high school pathways and college program of study; 2) the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

4. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
CS 3	Introduction to Computer Systems 2 nd Edition	\$109.50	N/A	
CS 15	Starting out with Visual Basic 2012 1 st Edition	\$114.50	N/A	
Gr Des 18	No text required		N/A	

Note: All referenced Sections from AB 288 (Education Code 76004)



Gr Des 64	Photoshop Cc: Visual Quickstart Guide	\$40.00	N/A	
Journalism 3	No text required		N/A	
Journalism 17	No text required		N/A	
Media 1	Media & Culture 10 th Ed.	\$143.00	N/A	
Media 10	Race, Gender, Class & Media 2 nd Ed.	\$162.50	N/A	
Photo 1	Short Course In Photography: Digital 3 rd Ed.	\$75.25	N/A	

5. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

BUILDING	CLASSROOM	DAYS	HOURS
Palisades Charter HS	TBD	See days above	See hours above



PCHS Schoolwide Goals 2016-2017 **Board Retreat August 27, 2016**

The PCHS Schoolwide Goals are developed annually by the PCHS Board of Trustees and the School Leadership Team. The goals incorporate stakeholder input, the PCHS Long Term Strategic Plan (LTSP), Local Control Accountability Plan (LCAP), and WASC Action Plan. The Schoolwide Goals are revisited monthly in Board and LTSP meetings to ensure that the school is making measurable and meaningful progress.

Goal 1: PCHS will continue to foster:

- 1) Appropriate types of communication for all stakeholders in order to ensure a respectful, well-informed community**
- 2) A sincere consideration of communications**
- 3) An understanding of the appropriate avenues of communication**

- *Ensure transparent and regular communications regarding important school issues – Use multiple methods to communicate when possible*
- *Tailor communication to audience (students/Schoology; parents/email)*
- *Keep all stakeholders on the same page with content*
- *Streamline information on website and in newsletter*
- *Assess marketability: Accessibility and appeal*
- *Gather ongoing feedback regarding effectiveness of communication*
- *Increase levels of annual stakeholder survey participation*
- *Keep participants informed in the decision making process/steps*
- *Tell our charter story before someone does it for us (wider communities)*
- *Include a point person in all communications that go out from the school*
- *Provide translations in meetings and publications.*
- *Provide training on communication and avenues for communication.*

Goal 2: PCHS will continue to ensure that curriculum is aligned vertically and horizontally to ensure student success in all subjects.

Vertical alignment - organizing curriculum from one grade level or content area to the next

Horizontal alignment - across the school and PLCs

- *Develop a multi-year curriculum alignment plan*
- *Map current grading policies to determine commonalities*
- *Develop a schoolwide grading policy that ensures fairness and consistency*
- *Incorporate ongoing student feedback systems*
- *Identify resources needed to move further with goal – Where are we and where do we want to go?*
- *Provide more support for PLCs – (Math and World Language identified in Columbia Stakeholder Survey)*



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- *PLC on the job training and curriculum alignment to standards and PLC content. Instructional support will be offered through coaches.*
- *Incorporate Every Student Succeeds Act (reauthorization of No Child Left Behind)*
- *Determine measurements and SMART goals (Academic Accountability Committee, LTSP, Curriculum Council, Departments, PLCs/SLCs)*
- *Align measurements to the PCHS Local Control Accountability Plan*

Goal 3: PCHS will continue to increase student success through positive classroom climate and increasing student pass rates.

- *Continue to review and revise grading policies/classroom policies*
- *Encourage a growth mindset among all stakeholders*
- *Provide professional development designed to increase positive student/teacher relationships*
- *Encourage differentiation at all levels and provide support for success*
- *Increase diversity in honors/AP classes and provide a continuum of rigor*
- *Collect data to monitor success*
- *Expand summer Dolphin Leadership Academy through broader outreach and early identification*
- *Summer reading – Incorporate inspirational, motivational books that promote positive self-image (Carol Dweck, John Wooden, etc.)*
- *Design, administer, and analyze the results of common assessments in all departments by the first progress report period (10weeks). Results will be analyzed by the PLC coordinator with Director of Academic Achievement with the Administrative Team.*

Goal 4: PCHS will foster a positive school climate by continuing to build trust among students, parents, faculty, staff, administrators, and Board members by educating all stakeholders about the needs and concerns of other stakeholder groups, demonstrating respect for all types of diversity, and increasing cohesion, connectedness, and compassion at all levels.

- *Provide professional development for all employees regarding listening to and understanding student challenges/experiences, responding with compassion and respect*
- *Continue lessons/teaching for students regarding respect/compassion for others (fellow students & other stakeholders)*
- *Provide training for parents regarding school systems, ways to be involved*
- *Schedule meetings at alternate times to accommodate a variety of parent schedules*
- *Provide transportation to assist parents with attending evening and Saturday meetings*
- *Educate all stakeholders on the Student Bill of Rights and Responsibilities and the impetus for creating it, emphasizing responsibilities along with rights*
- *Continue training with culture and climate facilitators as specified in the two-year plan*



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- *Administer stakeholder surveys to assess progress. Work to increase participation in surveys to get a more accurate idea of true level of specific concerns and progress*
- *Promote campus-wide wellness pursuant to the PCHS Wellness Policy*
- *Inclusion of social emotional learning ideas in curriculum*
- *Provide easy access to information for parents about how to assist struggling students and who to contact with concerns*
- *Information sheet for parents regarding who they can contact to speak with someone who can communicate in their native language – Specify language spoken, name, and contact info*
- *Launch a mentor program for student and parents*
- *Analyze/address declining diversity*
- *Transportation access, scholarships, etc.*
- *Review admission process (charter preferences)*

Goal 5: PCHS will identify sources of funding, personalize the fundraising with focused goals and projects, and set measurable short- and long-term goals.

- *Form a grant committee to research and develop grant opportunities*
- *Form a development committee – quarterly meetings*
- *Involve PCHS Alumni Association with fundraising campaigns*
- *Form CTE grant committee to maximize CTE opportunities*
- *Collaborate with Chamber of Commerce and other civic and philanthropic groups*
- *Increase amount of funds raised by 10% over the prior year*
- *Create a culture of giving involving students, staff, and parents*
- *Administer development survey to determine what appeals to potential donors*
- *Provide Annual Fundraising Report with mid-term update*
- *Monitor fundraising activities to ensure compliance with PCHS Fundraising Policy provisions*



Home / Curriculum & Instruction / Grade Spans / Postsecondary

**California Department of Education
Official Letter**

September 1, 2016

Dear County and District Superintendents and Charter School Administrators:

COLLEGE READINESS BLOCK GRANT

Governor Brown signed Senate Bill 828 into law in June 2016. SB 828 authorizes the allocation of a \$200 million College Readiness Block Grant (CRBG), in the 2016–17 fiscal year (FY), to provide California's high school pupils, particularly unduplicated pupils, as defined in *Education Code* sections 42238.01 and 42238.02, additional supports to increase the number of students that enroll at institutions of higher education and complete an undergraduate degree within four years.

The purpose of this letter is to notify local educational agencies (LEAs) that the preliminary entitlements of the CRBG have been posted. The CRBG funding is available to county offices of education, school districts, and charter schools that reported unduplicated pupils in grades nine through twelve during the 2015–16 FY. Eligible LEAs must be currently accredited, or in the process of obtaining accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges. No LEA serving at least one unduplicated pupil in grades nine through twelve during the 2015–16 FY shall receive a total allocation of less than \$75,000.

The California Department of Education will apportion CRBG funds in two installments. The first apportionment reflecting approximately 50 percent of each LEA's entitlement will be released in October 2016. Remaining funds will be released in spring 2017. Funds are available for expenditure or encumbrance through the 2018–19 FY. The CRBG details may be accessed on the CRBG Web page at <http://www.cde.ca.gov/ci/gs/ps/collegereadiness.asp>. Enclosed is a copy of the CRBG Summary Table for reference to timelines and responsibilities.

For allocation questions, please contact Thi Huynh, Education Fiscal Services Consultant, in the School Fiscal Services Division, by phone at 916-324-4555 or by e-mail at thuynh@cde.ca.gov. For program questions, please contact Jose Ortega, Education Programs Consultant, in the College Preparation and Postsecondary Programs Office, by phone at 916-323-6398 or by e-mail at CRBG@cde.ca.gov.

Sincerely,

Tom Torlakson

TT:lfb

Attachment

California Department of Education

September 1, 2016

Attachment

College Readiness Block Grant Summary

NOTE: Please refer to *Education Code* Section 41580 for the language of the College Readiness Block Grant (CRBG). This document is only provided as a summary of the CRBG and may not contain all relevant statutory language.

Item/Responsibility/Timeline	Notes
<p>Item: First Apportionment of CRBG Funds (approximately \$100 million)</p> <p>Responsibility: California Department of Education (CDE)</p> <p>Timeline: Fall 2016</p>	<ul style="list-style-type: none"> ■ The CDE will send out the first apportionment based on preliminary allocations to local educational agencies (LEAs), including school districts, county offices of education, and charter schools (both local and direct funded) that reported at least one unduplicated pupil in grades nine through twelve in the 2015–16 fiscal year (FY). ■ Each eligible LEA will receive a minimum of \$75,000 of funding, based upon the number of unduplicated pupils, as identified in <i>Education Code</i> sections 42238.01 and 42238.02. ■ Schools must be accredited or in the process of obtaining accreditation from the Accrediting Commission for Schools, Western Association of Colleges (WASC). ■ Funds are available for expenditure/encumbrance through the 2018–19 FY.
<p>Item: Develop and Approve Local Plan for CRBG Funds</p> <p>Responsibility: LEA</p> <p>Timeline: Fall 2016</p>	<ul style="list-style-type: none"> ■ As a condition for receiving funds, an LEA shall develop a plan describing how the funds will increase or improve services for unduplicated pupils to ensure college readiness. ■ Plans shall be aligned with the LEAs local control and accountability plan. ■ Plans shall be discussed at a regularly scheduled meeting by the governing board of the LEA and adopted at a subsequent regularly scheduled meeting.

<p>Item: Required Report</p> <p>Responsibility: LEA</p> <p>Timeline: Due on January 1, 2017</p>	<ul style="list-style-type: none"> ■ The CDE will post a link to a brief online report to collect information on how the LEA will measure the impact of CRBG funds and if any school is not accredited or in the process of being accredited by WASC. ■ The report is required as a condition of funding. The LEAs that do not submit the required report will be billed for return of funds paid in the first apportionment.
<p>Item: Second Apportionment of CRBG Funds (approximately \$100 million)</p> <p>Responsibility: CDE</p> <p>Timeline: Spring 2017</p>	<ul style="list-style-type: none"> ■ The CDE will calculate final entitlements and send out the balance of remaining funds to eligible LEAs, adjusted for closed charter schools, LEAs that did not submit the required report, and schools that are not WASC accredited.

Last Reviewed: Friday, October 21, 2016

Block Grant Policy

(approved by the Budget/Finance Committee to recommend to the Board for adoption on 2/13/17)

While most block grants (i.e. Common Core, College Readiness, etc) require us to create a special budget detailing how those funds will be allocated, some are discretionary. I would like for us to have a policy regarding block grants that shows how we are accountable for those funds regardless of whether it is required or not. Block grants are usually a temporary funding source and we should be able to show how we are using these funds. Our block grant policy would require us to report the following to our stakeholders:

- Budget proposal for the intended monies
- Board approval of the budget proposal
- Final statement of funds spent and how they were spent



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

15777 Bowdoin Street
 Pacific Palisades, California 90272
 Phone (310) 230-6623
 Fax (310) 454-6076

FY 17/18 BUDGET CALENDAR - ***DRAFT***

DATE	TASK
01/23/17	BUDGET/FINANCE COMMITTEE MEETS TO FINALIZE BUDGET CALENDAR FOR FY17/18
01/25/17	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/15/17	DISCUSS OVERVIEW/DESIGN OF FY17/18 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/13/17	BUDGET/FINANCE COMMITTEE APPROVES BUDGET CALENDAR FOR 17/18
02/21/17	BOARD APPROVAL OF 17/18 BUDGET CALENDAR
02/28/17	RELEASE FY17/18 BUDGET PACKETS
3/1/17 - 3/14/17	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS.
03/01/17 - 03/20/17	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS.
3/21/17 - 3/31/17	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING.
04/03/17	IMA/TEXTBOOK PACKETS DUE TO FINANCE OFFICE.
04/07/17	FINAL BUDGET WORKSHEETS DUE TO BUSINESS OFFICE - SUBMITTED VIA ONLINE FORM BY YOUR ADMINISTRATOR.
04/18/17	BUSINESS OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/19/17	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY17/18 BUDGETS.
04/26/17	LTSP COMMITTEE RECEIVES FY17/18 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/04/17	BUSINESS OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	BUSINESS OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY17/18 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY17/18 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/08/17	APPROVE TEXTBOOK/IMA BUDGET
05/16/17	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET BY B&F COMMITTEE
TBD	2 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/APPROVE FY17/18 BUDGET
6/6/2017 or 06/13/17	FY17/18 BUDGET SUBMITTED TO BOARD OF DIRECTORS FOR REVIEW & APPROVAL
06/21-06/23/17	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.



**PALISADES CHARTER HIGH SCHOOL
BOARD OF TRUSTEES MEETING
EXECUTIVE DIRECTOR AND PRINCIPAL REPORT
FEBRUARY 21, 2017**

Please note indication of Items related to 2016-17 PCHS School-wide Goals. The goals are included in the meeting materials.

Professional Development Day on February 8 (Goals 3 and 4)

Mental health consultants Kezia R. Miller and Nicole McMahon presented information to faculty and classified staff on **Trauma Informed Schools**. The presentation stemmed from recent studies, which show that traumatic experiences in childhood can impact concentration, memory, language, and organization abilities that students need to succeed in school. Learning about the impacts of trauma can help prevent misunderstandings about the reasons some children are experiencing difficulty with learning, behavior, and relationships. Participants learned about **Adverse Childhood Experiences (ACES)** and ways to create a supportive learning environment for impacted students. At the end of the presentation, participants created a list of recommendations and next steps for PCHS.

School Temperature/Climate Survey Staff Results (Goal 4) – Certificated and classified staff completed a survey on the February 8 Professional Development day designed to assess the school’s progress toward improving culture and climate. The results are gathered from 135 respondents are attached in the meeting materials, and demonstrate positive-growth in the key areas of communication, decision-making, and accountability.

Culture and Climate Facilitators (Goal 4) – PCHS is continuing work with culture and climate facilitators Alan Rasmussen, Richard Tauer, and Beverly Hempstead. The team was available at PCHS on multiple days to meet individually with any staff member who wanted to provide feedback on the school’s progress toward climate improvement. The team continues to work with PCHS on the two-year plan developed to improve communication, decision-making, and accountability.

Communication Updates (Goals 1 and 4)

- Translation services/technology are available for all meetings.
- The newly revised Student/Parent Handbook is fully translated in Spanish.
- A new website is in the final editing stages. The site will launch in the next few weeks.
- Short, online parent surveys are being conducted to gather feedback about specific areas such as date and time preferences for meetings and development efforts.

Peer Mediation Program (Goals 3 and 4)

PCHS is partnering with the Asian Pacific American Dispute Resolution Center to form a peer mediation program **based in restorative justice**. The peer mediation process brings disputants together with peer mediators to talk about the conflict. The peer mediator is a third neutral person that listens to each party, asks questions, and helps the disputants come to a solution.



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The 25 PCHS peer mediators were selected based on teacher recommendation followed by interviews. The peer mediators and adult sponsors participated in a weekend training program. For more information, contact Heather DeWeese – Academic Counselor, Holly Korbonski - Teacher, Kim Theard – Academic Counselor, JoLeta Simmons – Deans Office.

School Attendance Review Board (SARB) discussion (Goals 3 and 4)

PCHS is exploring opportunities to create a School Attendance Review Board to address chronic absenteeism. A SARB is a multidisciplinary team composed of representatives from a broad array of youth and family service agencies. The goal is to create a SARB with expertise on the full spectrum of needs that youth and families encounter, together with a menu of resources that make a difference. Education Code 48290 requires that parents and/or student who continually fail to comply with the laws related to school attendance, and who do not respond to school based efforts to correct the problem be referred to a SARB. The focus of the SARB process is intended to be on intervention, reengagement and support.

Unity Month (Goals 1, 3 and 4) – PCHS will commemorate the first **Unity Month** throughout March. Student Leadership is developing a program, which includes lunchtime activities and informational presentations. Watch for more information about this exciting and inspiring student-led initiative.

Upcoming Events:

Long Term Strategic Planning – Wednesday, February 22

CTE Information Night – Tuesday, March 7

CTE Chamber Mixer – Monday, March 27

8th Grade Parent Information Night – Wednesday, March 29

Facilities Vision and Prop 51 Grant Application (Goal 5) – PCHS is working with facilities consultants to prepare an application for newly released facilities funds through Proposition 51. The proposed plans will be discussed at the Long Term Strategic Planning meeting on Wednesday, February 22 at 3:30pm in the library.

Western Association of Schools and Colleges (WASC) accreditation preparation – PCHS is beginning preparation for the six-year WASC accreditation process. The school earned a six-year clear with a mid-term visit following the 2011-12 study. Assistant Principal Monica Iannessa will coordinate the school-wide self-study. Focus groups with representation from all stakeholder groups will be convened to analyze areas of strength and opportunities for growth at PCHS. The process will culminate with a school review from a WASC visiting team in the spring of 2017.

EDP professional development and training during February

“Verbal Judo” Conflict Resolution Training with Admin Team

Every Student Succeeds Act (ESSA) training through LACOE

Promoting Your School’s Career Tech Education (CTE) Program workshop through LACOE

Charter Operated Programs (COP) Option 3 Executive Council meeting through LAUSD

PCHS Temperature Survey

Friday, February 17, 2017

139

Total Responses

Date Created: Wednesday, February 08, 2017

Complete Responses: 139

	Strongly Agree	Agree	Don't Know	Disagree	Strongly Disagree	Total	Weighted Average
PCHS is providing a high quality service for our students and their families	41.30% 57	53.62% 74	2.90% 4	1.45% 2	0.72% 1	138	1.67
Communication between administrators and staff is effective	15.22% 21	58.70% 81	3.62% 5	18.84% 26	3.62% 5	138	2.37

Q3: To what extent do you agree or disagree with the following? Quality

Answered: 138 Skipped: 1

	Strongly Agree	Agree	Don't Know	Disagree	Strongly Disagree	Total	Weighted Average
I am encouraged to suggest new ideas for improving our school	27.34% 38	51.08% 71	8.63% 12	9.35% 13	3.60% 5	139	2.11
Administration communicates clearly with staff about what it is trying to achieve	17.39% 24	55.07% 76	6.52% 9	18.84% 26	2.17% 3	138	2.33

	Strongly Agree	Agree	Don't Know	Disagree	Strongly Disagree	Total	Weighted Average
I am involved in shaping changes that affect my work / plc / department	36.96% 51	51.45% 71	2.90% 4	7.97% 11	0.72% 1	138	1.84
I deliver a quality education to students and/or service to stakeholders	63.70% 86	34.07% 46	2.22% 3	0.00% 0	0.00% 0	135	1.39

Q5: To what extent do you agree or disagree with the following? Ethics

Answered: 139 Skipped: 0

	Strongly Agree	Agree	Don't Know	Disagree	Strongly Disagree	Total	Weighted Average
I have the support I need to resolve issues and / or frustrations as quickly as possible	24.64% 34	50.72% 70	5.80% 8	13.04% 18	5.80% 8	138	2.25
The administration values my health, safety, and well-being	28.99% 40	47.83% 66	5.80% 8	10.87% 15	6.52% 9	138	2.18

	Strongly Agree	Agree	Don't Know	Disagree	Strongly Disagree	Total	Weighted Average
I feel that I understand the connection between my role and the wider vision of our school	30.22% 42	53.96% 75	10.07% 14	2.88% 4	2.88% 4	139	1.94
I have opportunities to show initiative in my role in order to deliver an excellent educational experience	38.52% 52	47.41% 64	7.41% 10	3.70% 5	2.96% 4	135	1.85



PALISADES CHARTER HIGH SCHOOL

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CBO REPORT FEBRUARY 21, 2017 BOARD OF TRUSTEES

2015-2016

Tax Return

- We have finished the financial information for our IRS Form 990 tax return & sent to our outside auditors. The filing deadline is May 15th but the return will be provided to the Board for their review (in March meeting)

2016-2017

- Our Total Unrestricted Cash Balances at the end of January 2017 was \$8.1 Million (December 2016 was approx. \$8.4 million). Note: Fund 20-Lifetime Benefits Account has been set up with LACOE and is included in the amounts (\$4.8 million, excluding loan to Civic Center Permit) noted above.
- College Readiness Block Grant Funding

This funding grant for the \$133,492 will be received this year (50% received in December) and can be spent over the next 3 years (2016/17 to 2018/19). While we have outlined a number of areas to spend these funds, a full budget will be developed and presented to the Board when stakeholders have had a chance to provide input.

Enrollment

- The enrollment for 2016-2017 at the end of Month 5 (January 20th) was 2,961 (2,966 in Month 4). The Attendance Office is monitoring enrollment levels to meet the Budgeted 2,950 Enrollment Average for the 2016-2017 School Year. Cumulative ADA through Month 5 was 2,868.5 @ 96.5% (2,869 @96.7% Month 5 in 2015/16). Budgeted ADA for 2016-17 is 2,836.

Cafeteria

- A Separate Financial report has been included We have begun to prepare a proposal (RFP) to bid for Cafeteria Services for the 2017-2018 School with the goal of sending out by the end of the month. The RFP is required to be posted for 90 days to allow responses. We plan to have the process completed before the end of the 2016-2017 school year.

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



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CBO REPORT FEBRUARY 21, 2017 BOARD OF TRUSTEES

Consolidated Application (CARS)

- **The application window will be opening this month for the Consolidated Application (CARS) which will be required to be submitted by the end of February 2017. This semi-annual application covers Federal Funding updates for Title I and Title II Programs. Board Approval was approved in January for this application and the completed forms will be made available to all stakeholders when finalized.**

Banking

- **We have held multiple meetings with Cathay Bank to move our Depository relationship as approved by Board in November. We have started to migrate the current Bank of the West accounts this month and expect to complete the transition no later than the end of February.**
- **We are including the detailed Credit Card transactions initiated in the prior month. This will be a regular report to accompany the CBO report.**

Other

- **We will be preparing the Second Interim Financial Report with Actual Revenues/Expenditures through January 2017 to be filed by the March 15th**

2016-2017 ASB

- **Sports Bash fundraiser 2/10.**
- **Valentine's grams**
- **Winter(In) Formal tickets being sold**

2017-2018 Budget

- **PCHS attended a couple of 2017-2018 State of California Budget conferences in the last few weeks. Funding levels will be down from prior years (approx. 2% or less), one-time funding will be lower, and STRS & PERS rates will be increasing significantly (15-18% next year alone). Most of the highlights are attached in the LACOE Bulletin or will be discussed.**

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- **The 2017-2018 Budget Calendar is attached as a separate Agenda item for approval. The Budget Committee is also looking as using and setting IMA & Textbook base Budget levels at 4 year averages (samples of both are attached).**

Our Mission:

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Palisades Charter High School
4 Year Textbook Re-Cap

Department	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017		4 Year Average Textbooks	Point of Contact
	Actuals	Actuals	Actuals	Actuals	Approved Budget	Actuals until 2/10/17		
AA Team					\$ 1,950.00			M. Iannessa
English Department	6,884.48	8,112.51	40,442.06	7,942.52	30,800.00	42,942.11	15,845.39	O. Castro/R. Tenan-Snow
English Learner / Bilingual		10,573.71	1,950.09	6,741.76	10,250.00		4,816.39	M. Cervantes
Foreign Language	7,737.95	8,467.89	34,824.76	26,876.04	49,000.00	19,033.58	19,476.66	M. Nance
Intervention				-	1,250.00		-	M. Iannessa
Library	7,464.58	9,178.89	7,938.51	5,781.10	11,000.00		7,590.77	A. King
Math	3,825.27	1,335.08	517.50	248,475.82	10,000.00		63,538.42	M. Ngo
Science	6,197.39	8,637.12	-	9,439.80	22,813.64		6,068.58	K. Newbill
SLC		11,859.78		-			2,964.95	M. Iannessa
Social Studies	5,207.69	44,400.76	13,011.31	51,800.23	144,864.00	155,783.67	28,605.00	S. Burr/T. Christopher
Special Ed		987.53		4,383.18	12,370.00	808.57	1,342.68	M. Bush
Summer School				3,125.00			781.25	J. Hartman
Tech Ed		7,036.09	4,578.29	6,783.59	10,285.00		4,599.49	P. Kuper
Temescal	287.21	232.95	-	1,788.48	3,300.00		577.16	T. Seyler
VAPA		521.83	690.02	2,673.95	12,727.00	6,018.69	971.45	R. Steil/J. Elson
Virtual Academy (Independent Study)			8,207.50	9,600.00	14,500.00	12,047.89	4,451.88	R. Tenan-Snow/S. Chew
GRAND TOTAL	37,604.57	111,344.14	112,160.04	385,411.47	335,109.64	236,634.51	161,630.06	

Palisades Charter High School
4 Year IMA Re-Cap

Department	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017		4-Year Average IMA	Point of Contact
	Actuals	Actuals	Actuals	Actuals	Approved Budget	Actuals to 2/10/17		
Acadec		-		4,877.22	5,300.00	3,327.80	4,877.22	Greg Strouse
Academic Achievement Team		1,012.93	2,832.99	4,921.98	2,700.00	1,624.39	2,922.63	M. Iannessa
AP/Main Office	6,171.50	7,969.11	4,463.08	260.61	-	-	4,716.08	P. Magee
Athletic Director	4,742.06	2,496.76	908.22	4,040.77	300.00	-	3,046.95	J. Achen
Attendance Office	7,575.52	3,362.75	1,652.78	1,263.00	5,850.00	2,091.51	3,463.51	M. Iannessa
College Center		40.45	39.19	466.61	4,000.00	1,114.21	136.56	R. Grubb
Common Core		24,847.32	6,537.01	-			-	
Counseling Office	5,449.78	5,940.82	8,510.00	3,296.59	12,000.00	1,409.68	5,799.30	J. Hartman
Deans Office (combined with security)	3,833.51	6,600.13	3,891.45	5,453.00	4,750.00	5,490.18	4,944.52	R. Howard
Emergency Supplies/ Safety		1,328.97	5,158.54	-			2,162.50	D. Riccardi
English Department	356.91	2,770.89	2,196.18	2,613.92	5,420.00	2,183.65	1,984.48	O. Castro/R. Tenan-Snow
English Learner / Bilingual (combined with Literacy)	3,594.33	4,297.10	4,854.92	3,524.01	1,200.00	942.19	4,067.59	M. Cervantes
Finance Office				-			-	A. Ilyas
Foreign Language	(1,327.30)	4,466.45	862.34	1,733.58	2,600.00	296.29	1,433.77	M. Nance
Fuerza Unida (see LCAP)				-	450.00	-	-	M. Cervantes
Health Office/School Nurse	2,191.37	2,843.72	3,392.19	4,751.99	6,050.00	1,893.95	3,294.82	M. Bush
HR				-			-	A. Nguyen
Intervention				257.02	15,075.00	958.22	257.02	M. Iannessa
LCAP Summer school			2,120.30	1,932.98		1,344.28	2,026.64	M. Iannessa
LCAP			2,404.35	1,743.41		958.88	2,073.88	Schoolwide/Admin
Library	2,168.29	8,375.79	4,185.01	2,480.34	4,476.87	818.56	4,302.36	A. King
Math	779.33	3,102.01	3,369.77	15,750.88	8,800.00	1,457.46	5,750.50	M. Ngo
Mental Health				-	\$500.00	\$0.00	-	M. Bush
Mesa	1,807.73	3,758.92	451.98	2,597.54	2,300.00	618.10	2,154.04	C. Onoye
Operations				-			-	D. Riccardi
PE	2,390.17	4,347.51	3,312.71	4,540.61	4,000.00	1,173.36	3,647.75	S. Cifonelli
PIQE (LCAP)				-	550.00		-	M. Cervantes
PLC/POD/SLC	1,000.00	-	-	-	1,200.00	-	1,000.00	S. Crompton
Pool				-			-	B. King
Science	46,779.10	44,566.74	67,362.13	82,465.00	89,943.36	31,660.12	60,293.24	K. Newbill
Security (See Dean's budget)				-	3,610.00		-	R. Howard
Social Studies	803.75	1,547.08	1,244.78	3,207.71	2,139.00	5,828.72	1,700.83	S. Burr/T. Christopher
Special Ed	10,019.68	7,893.43	32,879.80	12,841.80	39,200.00	4,588.18	15,908.68	M. Bush
SPED - Section 504 Program				1,244.50	1,000.00	-	1,244.50	J. Tomasi
Study Center/Tutoring	580.86	858.18	564.76	540.32	1,000.00	318.37	636.03	M. Meinen
Summer School (see LCAP Summer school)			1,000.00	-	475.00	-	1,000.00	J. Hartman
Tech Ed	5,385.85	10,675.68	9,169.16	16,310.27	10,200.00	4,385.22	10,385.24	C. Calhoun
Temescal	1,427.75	5,076.53	5,215.53	1,277.17	6,500.00	1,015.85	3,249.25	T. Seyler
Testing	2,413.56	123.23	960.50	134.28	500.00	-	907.89	M. Ngo
The Village Nation				-			-	C. Adams
VAPA	39,010.64	44,702.87	52,426.05	60,201.52	69,361.00	32,635.61	49,085.27	R. Steil/J. Elson
Virtual Academy (Independent Study)		510.72	394.96	64.75	300.00	377.48	970.43	R. Tenan-Snow/S. Chew
Work Experience (Career Center)				-	300.00		-	S. Santana
Writing Center				-	7,550.00		-	M Iannessa
GRAND TOTAL	147,154.39	203,516.09	232,360.68	244,793.38	319,600.23	108,512.26	209,443.47	

**PCHS
16/17 Budget
Multi-Year Projection**

		2016-17 Updates as of 1/09/17	2017-18		2018-19		2019-20	
Revenues		Totals	% change	Totals	% change	Totals	% change	Totals
LCFF		\$ 25,666,020	1.80%	\$ 26,128,009	1.91%	\$ 26,627,741	2.38%	\$ 27,261,223
Federal Revenue	8100-8299	1,122,773	1.80%	1,142,983	2.40%	1,170,415	2.50%	1,199,674.87
Other State	8300-8599	2,779,040	1.80%	2,829,063	2.40%	2,896,960	2.50%	2,969,384.23
One time/New revenue - assumes no add'l one-time mandates in 17/18, 18/19								
8300-8599		1,098,330	-73.49%	291,130	-46.76%	155,000	0.00%	155,000
Local	8600-8799	1,366,147	0.73%	1,376,147	2.50%	1,409,175	2.50%	1,444,404
Total Revenue		\$ 32,032,310	-0.83%	\$ 31,767,331	1.55%	\$ 32,259,290	2.39%	\$ 33,029,686
Change in Revenue				\$ (264,979)		\$ 491,959		\$ 770,396
Expenditures								
Certificated Salaries			Factor		Factor		Increase Factor	
Teachers		\$ 13,065,941	102.0%	\$ 13,324,422	102.0%	\$ 13,676,699	100.0%	\$ 13,764,855
Admin		748,202	102.0%	785,500	102.0%	822,657	100.0%	844,696
step & column		111,669	0.8%	107,235	0.8%	110,195	0.8%	111,033
Total Certificated	1000-1999	\$ 13,925,812		\$ 14,217,157	2.76%	\$ 14,609,551	0.76%	\$ 14,720,583
Classified								
Base		3,796,441	102.00%	3,900,370	102.00%	4,003,314	100.00%	4,028,932
Admin		355,521	102.00%	369,631	102.00%	383,258	100.00%	389,663
step & column		35,000	0.7%	31,171	0.7%	32,022	0.7%	32,256
Total classified	2000-2999	\$ 4,186,962	2.73%	\$ 4,301,172	2.73%	\$ 4,418,594	0.73%	\$ 4,450,850
Stat. benefits - Cert								
STRS		1,730,867	18.53%	2,051,536	15.93%	2,378,435	12.21%	2,668,842
Other Certificated Benefits		354,855	32.21%	469,166	2.76%	482,115	0.76%	485,779
Stat. benefits - Class								
PERS		471,003	16.87%	550,464	21.59%	669,284	16.35%	778,721
Other Classified Benefits		373,801	9.31%	408,611	2.73%	419,766	0.73%	422,831
potential increase								
lifetime benefits		691,000	100.0%	691,000	100.0%	691,000	100.0%	691,000
H&W benefits		3,029,306	104.5%	3,165,625	104.5%	3,308,078	104.5%	3,456,941
Total Benefits	3000-3999	\$ 6,650,832	10.31%	\$ 7,336,402	8.35%	\$ 7,948,679	6.99%	\$ 8,504,114
Books & Supplies	4000-4999	954,611	2.72%	976,826	2.92%	1,005,350	2.60%	1,031,489
Services	5000-5999	4,540,260	2.72%	4,426,736	2.92%	4,555,997	2.60%	4,674,453
Capital Outlay	6000-6999	1,372,587		215,614		-		-
Other Outgo	7100-7299							
Indirect	7300-7399	257,947		263,441		269,052		276,182
Interest/Debt Service	7400-7499	33,314		29,982		26,984		24,285
other uses	7610-7699							
Total Expenditures		\$ 31,922,324	-0.49%	\$ 31,767,331	3.36%	\$ 32,834,206	2.58%	\$ 33,681,956
Change in Expenditures -Prior Year				(154,993)		1,066,875		847,750
Change in unrestricted fund balance		\$ 109,986		\$ (0)		\$ (574,916)		\$ (652,270)
Depreciation		\$ 629,645		\$ 629,645		\$ 629,645		\$ 629,645
Fund Balance Change (financial reporting basis, including fixed assets)		\$ 852,928		\$ (414,031)		\$ (1,204,561)		\$ (1,281,915)
salary		\$ 18,112,774		\$ 18,518,330		\$ 19,028,145		\$ 19,171,433

**PCHS
16/17 Budget
Multi-Year Projection**

Revenues	2016-17 Updates as of 1/09/17		2017-18		2018-19		2019-20				
	Totals		% change	Totals	% change	Totals	% change	Totals			
benefit	\$	6,650,832		\$	7,336,402		\$	7,948,679		\$	8,504,114
% benefit to salary		36.72%		39.62%		41.77%		44.36%			48.17%
% salary/benefit of expenses		77.57%		81.39%		82.16%		82.17%			
Assumptions to Use (Based on Department of Finance figures)											
STRS		12.580%		14.430%		16.280%		18.130%			
PERS		13.888%		15.800%		18.700%		21.600%			
OASDI		6.200%		6.200%		6.200%		6.200%			
Medicare		1.450%		1.450%		1.450%		1.450%			
SUI		0.050%		0.050%		0.050%		0.050%			
WCI		1.800%		1.800%		1.800%		1.800%			
CPI		2.37%		2.72%		2.92%		2.60%			
Stat COLA		0.47%		1.80%		2.40%		2.53%			
PERS Eligibility		81.00%		81.00%		81.00%		81.00%			
Gap Funding		54.18%		23.67%		53.85%		68.94%			
One-Time Discretionary (per ADA)		\$205		\$48.00		\$0.00		\$0.00			
Unduplicated Count		972.86		972.86		972.86		972.86			
LCFF Revenue Calculations											
ADA	ADA %age	Enrollment/ADA (P-2)	Enrollment (lower class size)	Enrollment (Project flat from 16/17)	Enrollment (Project Flat)						
Changes in ADA											
	96.20%	2,948	2,836	0.00%	2,836	0.00%	2,836	0.00%	2,836		
			2,836	0.00%	2,836		2,836		2,836		
	COLA Factor		1.80%		2.40%		2.50%				
	Per student funding (9-12) Updated	\$ 8,578	\$ 24,327,551	\$ 8,931.00	\$ 25,328,629	\$ 9,389	\$ 26,627,741	\$ 9,612	\$ 27,261,223		
	Total LCFF funding (includes Supplemental, Gap, & Augmentation)	\$ 24,327,551	\$ 25,328,629		5.13%	\$ 26,627,741		\$ 27,261,223			
	Additional Factors (Included Above)										
	HS augmentation	\$ 223	\$ 632,437	4.13%	\$ 658,544	5.13%	\$ 692,321	2.38%	\$ 708,792		
	LCFF Supplemental Grant (Adj. Base x Undup # x 20%)	\$ 1,669,039	\$ 1,669,039	0.041151784	\$ 1,737,723	5.13%	\$ 1,826,851	2.38%	\$ 1,870,316		
	LCFF Target	\$ 9,373	\$ 9,373	\$ 9,373	\$ 9,373	\$ 9,373	\$ 9,373	\$ 9,373			
	Gap Funding Per ADA (absent of COLA)	795	\$ 1,221,570	\$ 183	\$ 517,846	\$ 238	\$ 675,025	\$ (11)	\$ (31,426)		
	P/Y Adjustments										
	Total Current Year LCFF Funding		24,327,551	4.11%	25,328,629	5.13%	26,627,741	2.38%	27,261,223		



January 30, 2017

TO: Business Administrators
Los Angeles County School Districts
Regional Occupational Centers/Programs (ROC/Ps), and
Joint Powers Authorities (JPAs)

FROM: Scott Price, Ph.D., Chief Financial Officer
Business Services

Keith D. Crafton, Director
Division of Business Advisory Services

SUBJECT: 2017-18 Governor’s Proposed Budget Updates

GOVERNOR’S PROPOSED 2017-18 BUDGET

On January 10, 2017, Governor Brown introduced his Proposed 2017-18 State Budget (Budget). This Budget proposal includes Proposition 98 funding of \$73.5 billion for 2017-18, a decrease of \$953 million relative to the funding level from the 2016-17 Enacted Budget. The Budget increases funding for the Local Control Funding Formula (LCFF) by \$744 million, with an additional \$2.3 billion going into the State’s Rainy Day Fund.

We continue to remind Districts there is no statutory requirement for an increase in LCFF funding in future years. Any increase depends upon the appropriation, by the Legislature and approval by the Governor, of State funds to provide an increase in LCFF funding. *Therefore, we continue to recommend that districts assign, reserve, or otherwise set aside any increase in LCFF revenues in 2017-18 and beyond. If districts budget this increased revenue and associated expenditures they must have a contingency or alternative plan in place should these funds fail to materialize.*

Local Control Funding Formula (LCFF)

<u>Grade Level</u>	<u>2016-17 Base Grant</u>	<u>2017-18 COLA 1.48 Percent</u>	<u>2017-18 Base Grant per ADA</u>
K-3	\$7,083	\$105	\$7,188
4-6	\$7,189	\$106	\$7,295
7-8	\$7,403	\$110	\$7,513
9-12	\$8,578	\$127	\$8,705

COLAs and Gap Funding Amounts

Statutory COLA increases the Base Grant rates annually. The estimated COLA for 2017-18 is 1.48 percent, 2.40 percent for 2018-19 and 2.53 percent for 2019-20. The *COLA affects only the calculation of the LCFF Target, and does not describe the net increase in funding for each district.*

California Career Technical Education Incentive Grant

The Proposed Budget continues to provide the third and final year of “bridge funding,” of \$200 million for 2017-18 for the transitional California Career Technical Education Incentive Grant (CTEIG) Program. The local match ratio requirement is 2:1 in 2017-18. The expectation is that LEAs will use LCFF and the 9-12 grade span adjustment (GSA) funds to support the program beginning 2018-19.

LCFF Revenue Projections

The County Office recently updated LCFF revenue calculations incorporating these assumptions (Attachment No. 1). We *strongly recommend that districts update their attendance numbers and utilize these County Office LCFF revenue calculations to project their updated revenues and multi-year projections.*

CASH FLOW PROJECTIONS

The Proposed Budget included a one-time deferral or “LCFF cost shift,” which will result in the shifting of \$859.1 million in LCFF expenditures from June 2017 to July 2017. The result will be no Principal Apportionment payments received in June 2017, and two payments received in July 2017. Districts are encouraged to review their June 2017 cash flow to ensure adequate funds are available to meet its obligations or have the ability to delay certain payments.

ONE-TIME FUNDS

One-Time Discretionary Funds (Mandated Cost Reimbursement)

The Proposed Budget included \$287 million in one-time funds continuing to pay down a portion of the debt owed to LEAs for mandated cost reimbursement. The funds may be used for any purpose as determined by the district's Governing Board. Distribution of the mandate reimbursement is on a per ADA basis, estimated at \$48 per ADA.

Mandated Block Grant (MBG)

The 2017-18 Proposed Budget provides \$228 million for the MBG, an increase of \$8.5 million. See the table below for the recommended per ADA rates.

Grade Span	School District Rates	Charter School Rates
K-8	\$28	\$14
9-12	\$56	\$42

Proposition 39: California Clean Energy Jobs Act

The Proposed Budget provides \$422.9 million, an increase of \$24.4 million from 2016-17, bringing the five year total to \$1.795 billion, with only \$977.3 million (54.5 percent) in approved plans to date. The last day to submit Energy Expenditure Plans is August 1, 2017. This is to ensure funds are encumbered by the statutory deadline of June 30, 2018, and that projects are completed by June 30, 2020.

Retirement - CalSTRS Rates

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer	10.73%	12.58%	14.43%	16.28%	18.13%	19.10%

At its February 1, 2017, meeting, the California State Teachers' Retirement System (CalSTRS) Board will entertain a recommendation from its actuarial firm to lower its assumed rate of investment return from 7.5 percent to 7.25 percent. In a move similar to the rate reduction recently made by the California Public Employees' Retirement Systems (CalPERS) Board.

Retirement - CalPERS Rates

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer	11.847%	13.888	15.80%	18.70%	21.60%	24.90%

CalPERS recently reduced its investment return assumption from 7.5 percent to 7.0 percent. CalPERS also estimates that for every 0.25 percent reduction in its assumed rate of return, an additional 1.0 percent increase (based on the 2016-17 Enacted Budget), in employer contribution rate would be required to maintain the funded level of the schools pool.

Based on the estimated increase in CalSTRS and CalPERS contributions, we strongly recommend LEAs plan accordingly for the increased expenses, especially in the out years.

CATEGORICAL PROGRAMS

Lottery

LEAs should use \$144 per ADA unrestricted and \$45 per ADA restricted, for instructional material purchase, for 2016-17, 2017-18, 2018-19 and 2019-20.

COUNTY OFFICE ASSISTANCE

The staff member in the Division of Business Advisory Services assigned to your district (Attachment No. 2) is available to assist you with questions you may have regarding these assumptions.

This bulletin and its attachments are posted on the County Office website at this address:

<http://www.lacoe.edu/Bulletins.aspx>

Use the "Search" function to locate a specific bulletin by number or keyword.

If you have questions regarding this bulletin or the Interim Report process, please contact Keith D. Crafton at (562) 922-6131, Charles W. Faulkner at (562) 922-6132, or your business services consultant.

SP/JY:lc
Attachments

**UPDATED BUDGET ASSUMPTION GUIDELINES (AS OF JANUARY 2017)
PROJECTIONS FOR FISCAL YEARS 2017-18 THROUGH 2020-21**

The guidelines below are provided to assist you with projections for fiscal years 2017-18, 2018-19, 2019-20 and 2020-21.

LCFF REVENUE	2017-18	2018-19	2019-20	2020-21
Statutory COLA / Net Funded COLA	1.48%	2.40%	2.53%	2.66%
Gap Funding ¹	23.67%	53.85%	68.94%	100.00%
SPECIAL EDUCATION AND CATEGORICAL PROGRAMS	2017-18	2018-19	2019-20	2020-21
COLA for Special Ed and Other Categorical Programs Outside of LCFF (on state and local share only)	1.48%	2.40%	2.53%	2.66%
LOTTERY REVENUE	2017-18	2018-19	2019-20	2020-21
Unrestricted	\$144.00/ADA	\$144.00/ADA	\$144.00/ADA	\$144.00/ADA
Restricted for Instructional Materials	<u>45.00/ADA</u>	<u>45.00/ADA</u>	<u>45.00/ADA</u>	<u>45.00/ADA</u>
Total Lottery Revenue	\$189.00/ADA	\$189.00/ADA	\$189.00/ADA	\$189.00/ADA
OTHER FACTORS	2017-18	2018-19	2019-20	2020-21
CalSTRS Employer Rates	14.43%	16.28%	18.13%	19.10%
CalPERS Employer Rates	15.80%	18.70%	21.60%	24.90%
Interest Rate for 10-year Treasuries	2.50%	2.70%	2.90%	2.80%
California Consumer Price Index (CPI)	2.72%	2.92%	2.60%	2.73%
Other Expenses (4000s – 6000s)	2017-18+CPI	2018-19+CPI	2019-20+CPI	2020-21+CPI

¹ There is no statutory requirement to provide Gap funding in any year; when projecting LCFF increases in the “out years” it is recommended that districts assign, reserve or otherwise set-aside any projected increase in LCFF revenues as a result of Gap funding or at least have a contingency plan in place if anticipated revenues do not materialize.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Division of Business Advisory Services
Financial Management Services

FISCAL MONITORING DISTRICT ASSIGNMENTS

Dionisio Brache (562) 922-6133	Vo Chan (562) 922-6226	Rick Chau (562) 922-6505
Arcadia SD Beverly Hills USD Centinela Valley UHSD East Whittier City SD La Puente Valley ROP Las Virgenes USD Lawndale SD Lennox SD Paramount USD Santa Monica-Malibu USD	ABC USD Baldwin Park SD Culver City SD El Segundo USD Hacienda-La Puente USD Mountain View SD Palos Verdes Peninsula USD Pupil Transportation Co-op Redondo Beach USD Torrance USD	Compton USD East San Gabriel Valley ROP Hughes-Elizabeth Lakes USD La Cañada USD Lynwood USD Newhall SD Norwalk La Mirada USD Saugus Union SD Sulphur Springs SD William S. Hart UHSD
Michael Jamshidi (562) 922-6802	Jennifer Kirk (562) 922-6508	Merle Ordoñez (562) 940-1704
Bellflower USD El Rancho USD Garvey SD Hawthorne SD Inglewood USD Little Lake City SD Long Beach USD Lowell Joint SD Montebello USD Tri-Cities ROP	AVSTA Azusa USD Pasadena USD Rowland USD South Pasadena USD South Whittier SD Walnut Valley USD West Covina USD Whittier City SD Whittier UHSD	Burbank USD El Monte City SD El Monte UHSD Glendale USD Monrovia USD Rosemead SD San Antonio ROP San Marino USD Temple City USD Wiseburn USD
Teri Stockman (562) 922-6135	Andrew Surendranath (562) 922-6743	Hoyt Yee (562) 940-1705
Antelope Valley Joint UHSD Castaic Union SD Eastside Union SD Keppel Union SD Lancaster SD Los Angeles USD Palmdale SD Southeast ROP Westside Union SD Wilsona SD	Alhambra USD Downey USD Gorman SD Hermosa Beach City SD Los Nietos SD Manhattan Beach USD PINCO San Gabriel USD Santa Clarita Valley Food Svc Valle Lindo SD	Acton-Agua Dulce SD Bassett USD Bonita USD Charter Oak USD Claremont USD Covina-Valley USD Duarte USD Glendora USD Pomona USD SCROC

**PCHS
CAFETERIA OPERATIONS
2016-2017**

1.03

	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	Year To Date 16/17	Year to Date 15/16	2016-17 BUDGET	Over/Under Dollars	Over/Under %
Cash sales per day	\$ 418.59	\$ 678.64	\$ 629.55	\$ 501.95	\$ 661.30						
Non-Cash Sales											
Cash In Bank											
Revenue											
A La Carte/Paid	\$ 5,023	\$ 12,894	\$ 11,961	\$ 8,533	\$ 7,274						
Total Sales	\$ -	\$ 5,023	\$ 12,894	\$ 11,961	\$ 8,533	\$ 7,274	\$ 45,686	\$ 60,589	\$ 170,306	\$ (14,903)	-25%
Catering Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,863			-100%
State Reimbursements	\$ 25	\$ 1,184	\$ 2,450	\$ 2,804	\$ 2,431	\$ 1,430	\$ 10,325	\$ 11,311	\$ 28,416		-9%
Federal Reimbursements	\$ 519	\$ 14,332	\$ 28,956	\$ 33,209	\$ 28,670	\$ 16,661	\$ 122,347	\$ 130,801	\$ 336,158		-6%
Total Revenue	\$ 544	\$ 20,540	\$ 44,301	\$ 47,974	\$ 39,634	\$ 25,365	\$ 178,358	\$ 208,563	\$ 534,880	\$ (30,206)	-14%
Cumulative	\$ 544	\$ 21,084	\$ 65,384	\$ 113,359	\$ 152,993	\$ 178,358					
Expenses											
Total Salaries & Benefits	\$ 1,298	\$ 5,109	\$ 5,109	\$ 5,109	\$ 5,109	\$ 5,109	\$ 26,842	\$ 26,000	\$ 58,669		3%
Total Sodexo Invoice											
Sodexo Management	\$ 1,209	\$ 8,405	\$ 16,558	\$ 19,839	\$ 20,357	\$ 7,242	\$ 73,611	\$ 89,549	\$ 178,366		-18%
46.1%											
Food Expense	\$ 1,417	\$ 9,846	\$ 19,397	\$ 23,240	\$ 23,848	\$ 8,484	\$ 86,232	\$ 104,902	\$ 296,273		-18%
53.9%											
Total Sodexo Expenses (Invoice)	\$ 2,626	\$ 18,251	\$ 35,955	\$ 43,079	\$ 44,205	\$ 15,727	\$ 159,842	\$ 194,451	\$ 474,639	\$ (34,609)	-18%
Total Expenses (Before Commodity Credit)	\$ 3,924	\$ 23,359	\$ 41,064	\$ 48,188	\$ 49,314	\$ 20,835	\$ 186,684	\$ 220,451	\$ 533,308	\$ (33,767)	-15%
Commodity Credit	\$ (22,315)	\$ (1,471)	\$ (1,718)	\$ (2,266)	\$ (1,961)	\$ (1,354)	\$ (22,315)	\$ (12,572)	\$ (9,743)		77%
Net Expenses	\$ 4,032	\$ 21,888	\$ 39,345	\$ 45,922	\$ 47,353	\$ 19,481	\$ 164,369	\$ 207,879	\$ 533,308	\$ (43,510)	-21%
Net Income/(Loss)	\$ (3,488)	\$ (1,348)	\$ 4,955	\$ 2,052	\$ (7,719)	\$ 5,883	\$ 13,989	\$ 685	\$ 13,304		1944%
Year To Date	\$ (3,488)	\$ (4,836)	\$ 119	\$ 2,171	\$ (5,548)	\$ 336	\$ 13,989	\$ 685	\$ 1,572	\$ 13,304	1944%
Per day profit	\$ (112.36)	\$ 260.80	\$ 108.01	\$ (454.06)	\$ 534.86	\$ (114.75)	\$ (0.59)		23,500	(114)	-19222%
Operating Days	20	12	19	19	17	11					
Operating Days-Cumulative	20	32	51	70	87	98	98	86			
Free Students	36	694	734	671	685	676	676	719			
Reduced Students	2	236	217	197	198	192	192	219			
Total F & R-		930	951	868	883	868	868	938			
Enrollment (Per Infinite Campus)	80	2,986	2,985	2,974	2,975	2,902	2,902	2,972			
F & R %		31.15%	31.86%	29.19%	29.68%	29.91%	29.91%	31.56%			
Meals Served:											
Breakfast											
Free	91	1,826	4,221	4,711	4,164	2,787					
Reduced	0	429	805	885	717	526					
Paid	288	716	523	528	389	611					
Lunch									133,523		
Free	21	2,376	4,796	5,682	4,891	2,580			21,148		
Reduced	0	584	968	1,070	932	402			23,907		
Paid	478	1,134	1,446	1,563	1,144	223					
Total Meals	878	7,065	12,759	14,439	12,237	7,129	54,507	59,843	178,578		-9%
Participation:											
Free											
Breakfast		23.94%	33.74%	44.33%	36.94%	43.89%					
Lunch		28.49%	37.70%	50.67%	41.91%	65.64%					
Reduced											
Breakfast		9.46%	20.33%	24.21%	19.31%	30.78%					
Lunch		13.03%	24.98%	34.57%	28.58%	45.55%					
Paid											
Breakfast & a la carte		1.16%	1.69%	1.65%	1.36%	2.17%					
Lunch		12.79%	15.18%	17.28%	13.80%	21.94%					



PALISADES CHARTER HIGH SCHOOL

More Than 50 Years of Innovation and Excellence

On February 10th, 2017 at 9:30am, a main water line feeding the campus was struck and broken in half by an LAUSD outside contractor that was in to repair one of our hot water lines.

This is the second failure of the exact same area where the contractors performed a previous repair. The water pressure released caused a geyser that reached the second floor of C building. The Operations team scrambled into action to shut down the main feed that comes in from LADWP as quickly as possible.

At one point, the contractor energized an old sprinkler line located at the stadium that had been inactive for nearly ten years. In actuality, this was a good thing it was discovered now before the new track and field go into place this upcoming summer.

The water from the energized sprinkler system pushed gallons of water thru the old system and flooded the track and shot up from under the stadium field.

No significant damage occurred.

The offending sprinkler feed lines have been identified and will be capped and removed where needed so this never becomes an issue in the future.

Restrooms and running water was non-existent until about 12:30pm except at the MAGC and the Stadium by the Sea Visitors and Home-side restrooms.

Staff was dispatched to escort Students and Faculty to the appropriate restrooms and supervision was present at all times.

The District was notified and PCHS was able to immediately load-in 6 portable restrooms within 1.5 hours and stationed them in front of the Main Gym.

LAUSD continues to repair the pipes at the corner of C and D buildings and we expect the lines to be repaired by 17 Feb 17.

A more detailed and extensive retrofit of the underground infrastructure that may extend into the 2017-2018 school year will begin in the Summer of 2017.



PALISADES CHARTER HIGH SCHOOL

More Than 50 Years of Innovation and Excellence

Human Resources Board Report

February 21, 2017

Elections/New Hires:

Name	Classification/Position	Funding Source	Effective Date
Luis Gracias	Campus Aide - Security	General	January 9, 2017

Leave of Absence/Changes:

Name	Classification/Position	Funding Source	Effective Date
Oscar Cabrera	Manager – Facilities, Grounds and Maintenance	General	February 1, 2017
Rueben Nagum	Temporary Social Science Teacher (adjusted from long term substitute)	General	January 9, 2017
Bonnie Collins	Copy Clerk – return from LOA for retirement	General	February 7, 2017

Temporary/Stipend/Coaching positions:

Name	Classification/Position	Funding Source	Effective Date
Lissauer, John	Assistant Athletic Director	General	February 1, 2017
Voelkel, Mike	Head Baseball Coach Varsity	General	February 1, 2017
Sugich, Lee	Asst. Baseball Coach Varsity	General	February 1, 2017
Gumm, Will	Head Baseball Coach, JV	General	February 1, 2017
Buckman, James	Asst, Baseball Coach, JV	General	February 1, 2017
Hernandez, Anthony	Head Track Coach, Varsity	General	February 1, 2016

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth



PALISADES CHARTER HIGH SCHOOL

More Than 50 Years of Innovation and Excellence

Name	Classification/Position	Funding Source	Effective Date
Viscarra, Teyena	Asst. Track Coach, Varsity	General	February 1, 2016
Macias, Bob	Asst. Track Coach	General	February 1, 2016
Taylor, Darryl	Asst. Track Coach	General	February 1, 2016
Miskovic, Radenko	Asst. Track Coach	General	February 1, 2016
Dario, Victoria	Head Softball Coach, Varsity	General	February 1, 2016
Thompson, Mystic	Head Softball Coach, JV	General	February 1, 2016
Ciffonelli, Steve	Head Softball Coach, JV	General	February 1, 2016
Kling, Bud	Head Boys Tennis Coach, Varsity	General	February 1, 2016
Hugill, Ray	Boys Tennis Coach, JV	General	February 1, 2016
Nance, Maggie	Head Swim Coach	General	February 1, 2016
Murphy, Tim	Asst. Swim Coach	General	February 1, 2016
Donovan, Kevin	Head Boys Lacrosse Coach, Varsity	General	February 1, 2016
Campos, Gus	Head Coach Boys Lacrosse, JV	General	February 1, 2016
Economu, Betsy	Head Girls Lacrosse Coach	General	February 1, 2016
Gray, Carlos	Head Boys Volleyball Coach, Varsity	General	February 1, 2016
Woropay, Dustyn	Head Boys Volleyball Coach, Varsity	General	February 1, 2016
Suarez, Dave	Boys Volleyball Coach, Varsity	General	February 1, 2016
Paleno, James	Boys Golf Coach	General	February 1, 2016

Continued on next page: This page is page 2 of 3

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Human Resources Board Report

February 21, 2017

Continued: page 3 of 3

Staffing and Recruitment: Amy Nguyen attended the Recruiting and Career Fair on February 15th, 2017. HR recruited not only faculty and staff for the 2017/2018 year but also for positions that are currently open.

Open positions:

-Purchasing/Accounting ASB Clerk, in the Finance office

-Facilities, Grounds and Maintenance position in the Operations department.

Benefits: As part of due diligence for costs and pricing for current employees as well as retirees: Montage Insurance, Brown & Brown Insurance and SISC are working on completing options and quotes on benefit coverage for our current retirees. In other areas, on January 25th, SISC provided a COSCO Health and Wellness screening program to all of our staff as a part of our benefits program.

Culture & Climate: Consultants Bev Hempstead, Richard Tauer and Alan Rasmussen came to the PCHS campus for three full days to interview staff members and gauge the culture and climate of PCHS. They began on January 26th by meeting with Administrators, UTLA-PCHS and PESPU. They returned on February 9th and 10th for full days and held 30 minute one on one meetings with a large percentage of our staff. All faculty or staff members who were interested in meeting with them were able to sign up for a session.

ACTION ITEM:

BOARD RESOLUTION regarding notification to CharterSafe that PCHS may withdraw from JPA effective July 1, 2017.

APPROVED NOT APPROVED

CLOSED SESSION ACTION ITEM:

Public Employee Discipline/Dismissal/Release (Govt. Code section 54957)

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PALISADES CHARTER HIGH SCHOOL

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Board of Trustees Meeting Development Report February 21, 2017

Total Funds Raised to date \$104,157.18

Pending grants:

- William C. Bannerman (\$10,000) Final notification 3/15 (in second round)
- Caruso Family Foundation (\$50,000) Final notification 1/31 (Have not received)
- Pacific Palisades Women's Club (\$5,000) Final notification 2/28

Letter of Inquiry sent:

- Edwin W. Pauley Foundation (\$20,000) renovation/resurfacing existing tennis courts
- California Community Foundation seeking assistance with the track and field project
- Upcoming grant proposals to the Dart Foundation (STEAM), The Eisner Foundation (Performing arts) and Toyota USA Foundation (Orchestra) due by March 1st.
- Riordan Foundation seeking assistance for ongoing programs. **Foundation only gives to schools with 50% or more free and reduced lunch recipients.**

Other Development News:

- Working with a Graphic Design and Marketing group to create a brand image for PCHS that will be incorporated in all printed materials and marketing materials.
- First meeting of the Palisades Development Council comprising all affiliated charter schools will be held at PCHS on Thursday, February 23rd to increase collaboration, sharing of ideas and outreach to the community.
- Second meeting of the Grant Committee will be held at PCHS on Friday, February 24th to review and delegate research opportunities for upcoming grant proposals.
- CTE Parent/Student Information Night will be held in Mercer Hall on Tuesday, March 7th from 7:00 P.M. – 8:00 P.M.

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Budget/Finance Committee Report to the Board:

- 1) We have begun the process to create a budget for the 17-18 school year. We approved a calendar of dates and deadlines (see attached) for the budget process. We will be freezing spending for this year soon (textbooks – March 1st, IMA – March 31st). We will share with each department, office, or program what their 4-year average spending is and suggest a budget based on those figures as a baseline to simplify the budgeting process for everyone. Major considerations for next year's budget include: the Track & Field project, potentially new cafeteria and transportation contracts, going 1-1 in all grade levels
- 2) The Committee approved a proposal for the accounting for Block Grants. See attached.
- 3) The Committee approved the description of the Budget/Finance Committee that was written in our current charter. See attached.

**Expense Report/ Reimbursement Form
2016-2017**

Name: Pamela Magee

Date: 1/21/2017

P.O. # 001280

Date	Vendor	Description	Office Supplies 4350	Classroom Materials 4310	Conferences 5220	Comm/Postage 5920	Other*	Business Miles	Rate Per Mile	Total Mileage
11/17/16-11/18/16	Dr. Magee	CIE Conference, Rancho Mirage, CA (round-trip from PCHS)						280.00	0.535	149.80
12/8/16 - 12/9/16	Dr. Magee	Charter School Development Conference- San Diego (round-trip from PCHS)						276.14	0.535	147.73
1/18/2017	Dr. Magee	School Services of CA Governor's Budget Workshop, Garden Grove (round-trip from PCHS)						99.60	0.535	53.29
1/19/17 - 1/20/17	Dr. Magee	National Business Institute IEP and 504 plans: A Legal Compliance Guide- Pasadena Sheraton Hotel (2 round trips from PCHS) Sp Ed/504 training						57.40	0.535	30.71
1/27/2017	Dr. Magee	Granada Hills Symposium (round-trip from PCHS) CCSA Los Angeles Advocacy Council (LAAC)						54.80	0.535	29.32
1/30/2017	Dr. Magee	Meeting for February (round-trip from PCHS) ESSA State Plan Stakeholder Input Mtg. Costa Mesa						42.80	0.535	22.90
2/6/2017	Dr. Magee	LAAC Meeting @ CCSA/COP Executive Council, Los Angeles (from PCHS to site(21.4 miles) . Site to Home 13.4)						110.60	0.535	59.17
2/9/2017	Dr. Magee	National Business Institute IEP and 504 plans: A Legal Compliance Guide- Pasadena Sheraton Hotel (2 round trips from PCHS) Sp Ed/504 training PARKING \$12.00 per day						34.80	0.535	18.62
1/19/2017 - 1/20/2017	Dr. Magee	CIE Effectively Formulating Your Program Downey (from home to site 23.9 miles. From site to PCHS, 31.8 miles)						-	0.535	24.00
2/15/2017	Dr. Magee	LAUSD COP Ex Council Mandatory, Downtown Los Angeles (round-trip from PCHS)						55.80	0.535	29.85
2/16/2017	Dr. Magee							39.80	0.535	21.29
		\$32.00 Parking Grand Total \$613.19							0.535	-
Total								1,051.74	0.535	586.68

Grand Total	\$	586.68
Charged Amount	\$	586.68
Net/due Employee	\$	-

Employee Signature: *Pamela Magee*

Approved By: _____

Date: _____

Department/Program Name & #: _____

*-Provide full description on amounts in this column to allow for proper identification
Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [] Field Trip [] School Journey [] Curricular Trip [] Athletic Trip
[] Curricular Buss Tour [] OTHER (Describe) _____

Name of Employee Certified _____
School: Palisades Charter High School Supervising trip _____ Non-Cert. _____
Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

- 1. Destination _____ Are admission fees charged? Yes _____ No _____
2. Dates of Trips _____ 3. Number of Students _____ Number of adults _____
4. Name and employee number of employee who will go on trip: _____
5. Substitute required? Yes _____ No _____ How Many? _____ Source of funds _____
6. Time schedule required by school: Leave School _____ Arrive destination _____
Leave destination _____ Return school _____
7. Duration of trip: Less than one day ___ One day _____ Overnight _____ (if overnight, how many days?) _____
8. Method of transportation: School bus (indicate number required) ___ Walking _____ Automobile _____
Public Carrier: airplane _____ boat _____ bus _____ train _____ other _____ (explain) _____
9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will _____
10. Source of funds for trip students, fundraising, scholarships

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

- 11. Have the locations of the nearest emergency facilities been obtained? Yes _____ No _____
12. Have forms for parent's or guardian's permission been obtained? Yes _____ No _____
13. If hiking or camping activity:
a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area?
Yes _____ No _____
b. Has the area been checked for potential hazards? Yes _____ No _____
c. Has the School Police Department been notified of the trip? Yes _____ No _____

APPROVALS:

Principal or Asst. Principal _____ Date: _____

Board of Trustees* _____ Date: _____

* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [] Field Trip [] School Journey [X] Curricular Trip [] Athletic Trip [] Curricular Buss Tour [] OTHER (Describe) _____

Name of Employee: N. Fracchiolla, Certified [X] School: Palisades Charter High School, Supervising trip: N. Fracchiolla, Non-Cert. Telephone Number: (310) 230-6623, Grade levels (Circle) 9, 10, 11, 12, OTHER

- 1. Destination: STN at Anaheim Hilton, Are admission fees charged? Yes
2. Dates of Trips: March 28-31, 3. Number of Students: 26, Number of adults: 2
4. Name and employee number of employee who will go on trip: Nancy Fracchiolla, Chris Barton, David Carini
5. Substitute required? Yes [X] No, How Many?, Source of funds: Money determined
6. Time schedule required by school: Leave School: 8:00 am, Arrive destination: 10:00 am, Leave destination: 3:00 pm, Return school: 5:00 pm
7. Duration of trip: Less than one day, One day, Overnight [X] (if overnight, how many days?): 4
8. Method of transportation: School bus (indicate number required), Walking, Automobile, Public Carrier: airplane, boat, bus [X], train, other (explain)

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will compete in the STN (Student Television Competition) National Competition. In the past they have won thousands of dollars in equipment and travel and world experience.
10. Source of funds for trip: STUDENTS PAY, BUSSTEPS

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

- 11. Have the locations of the nearest emergency facilities been obtained? Yes
12. Have forms for parent's or guardian's permission been obtained? Yes in process
13. If hiking or camping activity:
a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes No
b. Has the area been checked for potential hazards? Yes No
c. Has the School Police Department been notified of the trip? Yes No

APPROVALS: Principal or Asst. Principal: Pam Mayer, Date: 4/25/17, Board of Trustees*, Date:

* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.

cc: BOT

cc: superintendent

OVERNIGHT

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

Check the appropriate box: [X] Field Trip [] School Journey [] Curricular Trip [] Athletic Trip [] Curricular Buss Tour [] OTHER (Describe) _____

Name of Employee _____ Certified [X] _____
School: Palisades Charter High School Supervising trip Brad Kolavo, P. Nazarian, D. Carini Non-Cert. _____
Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination Santa Clara Marriot Are admission fees charged? Yes _____ No [X] _____
2. Dates of Trips 3/2 - 3/5 3. Number of Students 20 Number of adults 3
4. Name and employee number of employee who will go on trip: Brad Kolavo, Peyman Nazarian, David Carini

5. Substitute required? Yes [X] No _____ How Many? 3 Source of funds CTE
6. Time schedule required by school: Leave School 10:20am from Lax on 3/2 Arrive destination 11:30am San Jose
Leave destination 4:35pm Return school 5:45pm

7. Duration of trip: Less than one day [] One day [X] Overnight 3 (if overnight, how many days?) _____
8. Method of transportation: School bus (indicate number required) [] Walking [] Automobile []
Public Carrier: airplane Southwest boat [] bus [] train [] other [] (explain) _____

9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will compete in their respective competitive areas, attend workshops and seminars, network and participate in team building activities.

10. Source of funds for trip _____

NOTE: It is illegal to charge students or parents for participation in any activity for which ADA will be taken.

11. Have the locations of the nearest emergency facilities been obtained? Yes [X] No _____

12. Have forms for parent's or guardian's permission been obtained? Yes [X] No _____

13. If hiking or camping activity:
a. Have the ranger, sheriff, police or other emergency personnel been notified of intent to be in the area? Yes _____ No _____
b. Has the area been checked for potential hazards? Yes _____ No _____
c. Has the School Police Department been notified of the trip? Yes _____ No _____

APPROVALS: Principal or Asst. Principal [Signature] Date: 1/24/17

Board of Trustees* _____ Date: _____

* ONLY TRIPS INVOLVING SITES NOT ON APPROVED LIST MUST BE PROCESSED THROUGH THE PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES.

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Item VII_B_1 Acad Acct Comm Grade Policy Data _2_21_17.xlsx