



Palisades Charter High School

Board Meeting

Date and Time

Tuesday June 6, 2017 at 5:00 PM PDT

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.

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

Trustees:

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

Student Liaison: Ben Makhani

PCHS Management:

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

C. Public Comment

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

May 16, 2017 Regular Meeting

Approve minutes for Board Meeting on May 16, 2017

II. Organizational Reports

A. Student Report

B. Parent Report

- C. Classified Staff Report
- D. Faculty Report
- E. Human Resources Director (HR) Report
- F. Director of Operations Report
- G. Director of Development Report
- H. Chief Business Officer (CBO) Report
- I. Executive Director / Principal (EDP) Report

III. Board Committees (Stakeholder Board Level Committees)

- A. Budget and Finance Committee Report
Update on Progress of Budget Development & Need for Postponement of Vote Until Next Regular Board Meeting for 2017-2018 Budget Approval
- B. Academic Accountability Committee Report
- C. Charter Committee Report
- D. Election Committee Report
- E. Post-Retirement Healthcare Benefits Committee Report

IV. Board Committees (Board Members Only)

- A. Audit Committee
- B. Grade Appeal Committee
- C. Survey Committee

V. Governance

Governance

- A. Potential Change of June 20, 2017 Board Meeting Date to June 19, 2017
- B. Resolution: PCHS Employee Training Regarding Child Abuse Reporting Obligations

VI. Academic Excellence

Academic Excellence

- A. Progress Update on Schoolwide Goal #2
- B. Non-School Sponsored Field Trip Policies & Procedures
- C. Youth Suicide Prevention Policy
- D. Local Control Accountability Plan (LCAP) & LCAP Survey Updates

VII. Facilities / Operations

- A. Student Transportation Contract
Including discussion regarding subsidies and scholarships
- B. Track & Football Field Repair/Resurfacing Contract
Also see associated item under Finance section
- C. Janitorial Services Contract
- D. Security Services Contract
- E. Cafeteria Food Service Contract

VIII. Finance

Finance

- A. PCHS Track & Field Repair Loan Approval
- B. Updated Schoolwide Fundraising Policies and Procedures Approval
- C. 2017-2018 Insurance Policy Approval
- D. College Readiness Block Grant Approval
- E. Approval of Capital Item Modifications for 2016-2017 Budget
- F. PESPU MOU Approval
- G. 2017-2018 Instructional Materials (IMA) & Textbook Budget
- H. Contract for Operations Consultant (Interim Dir. of Operations) - Extend Service to June 30, 2017
- I. Director of Development Position - Conversion from Temporary to Mid-Management Position
- J. Adjustment of Salary Scale for Technology Supervisor/Coordinator Position

K. Adjustment of Salary Scale for Operations Liaison Position

L. Adjustment of Salary Scale for Director of Human Resources Position

IX. Executive Director/Principal (EDP) Support and Evaluation

A. Evaluation Committee Update

X. Consent Agenda

A. Approval of reimbursements for Executive Director / Principal

B. Approval of Field Trips

XI. New Business / Announcements

A. Announcements / New Business

- Date of Next Regular Board Meeting

- PCHS Graduation is on June 8, 2017

- Board Legal/Governance Training is on Saturday, June 17, 2017

- Determination of date for Board "Pass the Baton" social event

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

XII. Closed Session

A. Public Employee Discipline/Dismissal/Release

(Govt. Code Section 54957)

XIII. Open Session

A. Return to Open Session

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

XIV. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on May 16, 2017

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday May 16, 2017 at 5:00 PM

Location

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

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Trustees Present

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

Trustees Absent

None

Trustees who arrived after the meeting opened

Robert Rene

Trustees who left before the meeting adjourned

Emily Hirsch

Ex Officio Members Present

Dr. Pam Magee, Greg Wood

Non Voting Members Present

Dr. Pam Magee, Greg Wood

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 May 16, 2017 at 5:11 PM.

Robert Rene will be arriving late.

B. Record Attendance and Guests

C. Public Comment

No public comment.

D. Approve Minutes

Leslie Woolley made a motion to approve minutes from the Board Meeting on 02-21-17 Board Meeting on 02-21-17.

Andrew Paris seconded the motion.

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

Roll Call

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

E. Approve Minutes

Leslie Woolley made a motion to approve minutes from the Board Meeting on 03-14-17
Board Meeting on 03-14-17.

Andrew Paris seconded the motion.

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

Roll Call

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

F. Approve Minutes

Leslie Woolley made a motion to approve minutes from the Board Meeting on 04-18-17
Board Meeting on 04-18-17.

Andrew Paris seconded the motion.

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

Roll Call

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

II. Organizational Reports

A. Student Report

ASB mixer today with ASB students from
Senior Carnival June 2nd
Senior Picnic also being planned
Prom this Saturday

B. Parent Report

Parents are planning the Senior Carnival and Picnic.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

Important to prioritize student's mental health, especially during this time of year.

E. Human Resources Director (HR) Report

Test food results will be published tomorrow.

Finished PEPSPU negotiations today.

Better benefits options and comparison analysis is being reviewed. Some cheaper options for benefits with different providers. Our benefits provider is coming back to talk to us about options with their plan. The Board will be asked to review new possible benefit options.

F. Director of Operations Report

Stands as submitted.

Ms. Deanna Hamilton asked about "safety committee" concerns. Students may want to give feedback about ALICE drill improvement. Maybe get the students more involved. Per Rocky, we try to get as much feedback from students, staff, and faculty "as possible."

There should be a review of the "water main line" early dismissal. Can we improve the communication? Dr. Magee stated that we have analyzed and have since put better procedures in place. Don Parcell is new and is assisting in developing better processes and clearer communications.

How to educate parents and avoid confusion.

Track and field up grade will be on next month's agenda.

G. Director of Development Report

Stands as submitted.

Grant proposals were not submitted due to lack of teacher submissions, so we were unable to meet some submission deadlines. The more compelling our grant policy the better our chance of getting it. So we need the information from the teachers because they can give us the compelling information about what we need. Leslie Woolley asked if we can get some volunteering to help with grant processing so we don't lose some opportunities.

Leslie Wooley had a question about the a grant proposal for which we missed the deadline. Michael Rawson indicates that we missed the deadline because we needed input from the teacher(s) and it was not provided. Leslie Wooley wants to know how we can avoid this going forward. Susan Ackerman inquired as to whether there is a way to task certain faculty members with collecting the data.

Dara Williams suggested holding a meeting for which the teacher would be given a stipend for attending the meeting and then during the meeting the teacher would work on collecting the data and providing it to Michael Rawson during the meeting time.

To date he has presented the information needed to the Department Chair and then gotten a recommendation of the specific teacher to whom it should be tasked.

H. Chief Business Officer (CBO) Report

Stands as submitted.

LAUSD Audit/Review was postponed due to family issues. It has been postponed to a later date.

Tasting for Cafeteria Account is taking place. Proposals will be submitted by May 24th or 25th and then will be brought to Budget Committee. CDE also wants to look at the proposal to make sure it is compliant with state rules. Then the proposal will be brought to the Board for a vote.

I. Executive Director / Principal (EDP) Report

Stands as submitted.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Report

Michael Friedman gave updates us on Grading policy based on various meetings, scales for their grading, and reached a close 90% consensus. Still waiting to get some last minute agreement.

Some changes about changing or updating grading policy are being implemented. There are a list of items that got updated. Everyone in each department are getting positive consensus.

EDCO and all other documents are to be combined.

Combine language so we have a one master source.

We should look at designing a separate grading policy for summer school. Should we have a separate policy for "summer school?"

Certain aspects of a CELES that teachers try to keep consistent. We need to iron out some loose ends to let students/teachers know certain things will be established during the process of summer school.

Proposed "make up" policy - maybe change and standardize the wording in policy, and make it more committal, e.g., should vs. shall.

We want to have policies that support our vulnerable students.

Vote - pass the changes in the Grading Policy

Task Dr. Magee

Review whether a grading policy for summer school is needed.

Emilie Larew made a motion to pass makeup policy and change the wording should to shall. Susan seconds it. Robert abstained. No one opposed. Everyone else passes.

Paragraph #.

Next AA meeting is August 24. Emilie Hirsch would like to join the upcoming new meetings.

B. Budget and Finance Committee Report

IMA Textbook - no recommendations came out of the committee.

All day Budget Finance committee meeting 5/31 & 6/1 will be conducted to finalize the 21017/2018 Budget and present to the Board.

C. Charter Committee Report

Trying to get the next meeting scheduled for 6/6 prior to the Board Meeting.

D. Election Committee Report

Voter Registration Process was interesting:

93 out of 142 faculty voted for this last Election. Only 3 1/2 % parents voted. Next time, let the closing time to vote go until 10pm.

We should find other ways to communication so we can get more parents involved.

Maybe have some of our sub-committees to help us with the process.

Every year we have about 6 seats up for election and its challenging to get people to run.

We may want to have more public exposure of Board members. Current Board member to occasionally attend school or public events to market the Board Committee and educate the public.

Maybe change the election cycles - have the Election & Charter Committee(s) look at rules and perhaps change some of the rules to improve our uncontested seats. Change one year term to 3-5 year rolling years term.

E. Post-Retirement Healthcare Benefits Committee Report

Next meeting is on 6/7 @ 3:30pm in Faculty Cafeteria.

IV. Board Committees (Board Members Only)

A. Audit Committee

Nothing to report.

B. Grade Appeal Committee

Last two grade appeals were yesterday. For the entire year only one grade was changed.

C. Survey Committee

Survey went out to employees, students are doing it on the activity day, and the link went out on the 6th and the link will close on the 20th. Hoping for higher participation especially from students.

V. Academic Excellence

A. Progress Update on Schoolwide Goals

Handout on School Wide Goals was handed out as part of the materials and will be posted.

We have been working on goals throughout the year based upon the goals that were set at the Board Retreat in August.

The website will be updated over the summer to refine it and make improvements.

Throughout the school year we work on creating a clear road map and we're always trying to readjust our goals accordingly.

We've been working hard to tell the Pali story, in a unique time, in a unique way during so much upheavals going on about Charter schools and politics.

In the summer months, we will be enhancing our website platform. Current communications coordinator started recently and so there has been some adjustment period but things are running very smoothly now.

Current events have allowed Pali to focus on bringing the community together. Pali has been attending conferences throughout the state and country and presented information on what is special about Pali. This has caused LAUSD to take notice of us and actually have wanted to learn from some of our successes. Things such as the Student Bill of Rights and the peer mediation program
Better job of listening and being responsive to students and parents.
Focus on student and adult emotional health.
Charter School Conference showed us that we are on the forefront of where schools need to be with implementation of programs to improve the student experience.
Rocky Montz said that many of the production companies that come here have noticed and been impressed with how nice people are here and how many different and innovative things are happening on campus.

B. Non-School Sponsored Field Trip Policies & Procedures

Vote tabled as we need the materials.

C. Schoolwide Grading Policy

Michael Freidman presented.
Math Department has reached a consensus.
Social Sciences Department has reached a consensus.
RSP Department has reached a consensus.
VAPA Department has reached a consensus.
Science Department has reached a consensus.
World Languages Department has reached a consensus.
Tech Ed Department has likely reached a consensus.
English Department working on reaching a consensus.
PE Department is working on reaching a consensus.
There is some anxiety based on this being new.
The Current Grading Policy and the New Proposed Changes to the Grading Policy are included in the materials.

Some concerns about whether this is the same policy for summer school. Summer school has unique aspects including that it is shorter so the number of absences make a difference. Also students do work at home so it is not necessary for the students to come everyday. Grading is done through a different system.

Also, should there be a separate policy for Virtual Academy?

There is a vote as to the recommendations to the Board.

Emilie Larew brought up that the word "should" about the at least one class makeup policy might not be strongly worded enough and that perhaps the word "shall" or "must" should be used.

Michael Friedman indicated that sometimes there are student athletes that miss multiple class periods and so there can be an issue with the amount of time given to make up the test.

Emily Hirsch brought up the student athlete problem and that it is not something in their control. Of course there will always be the kid who takes advantage of the system.

Emilie Larew brought up that we need to protect the students who may not have someone to speak up for them.

Michael Friedman also made a comment about the grading policies in general. He pointed out that consistency and transparency need to be part of the grading policy.

Some of the largest policies are be overlooked or ignored

Cell phone usages

Cheating

Homework

Use of assessments

We have spent an immeasurable about of time addressing policies that only effect a few people.

Should have no testing on AP testing days to even the playing field.

We should work on grading policies in order to even the playing field for all students, not just those in Special Ed or AP classes.

Emilie Larew made a motion to to pass the grading policy with a change of the word "should" to "shall" with regard to the reasonable makeup schedule in the highlighted portion of the proposed language in the 7th line.

Susan Ackerman seconded the motion.

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

Roll Call

Susan Ackerman Aye

Emily Hirsch Aye

Dara Williams Aye

Emilie Larew Aye

Leslie Woolley Aye

Andrew Paris Aye

Robert Rene Abstain

Deanna Hamilton Aye

Rocky Montz Aye

Ellen Pfahler Aye

Robert Rene arrived.

D. Youth Suicide Prevention Policy Draft

Administration has been talking about this for the past couple of months. We are mandated to have a policy in place by July. The materials for tonight came from the state. Would like to get feedback from next month with thoughts on the policy.

There has been a focus on student mental health and this time of the year there is always a rise in stress due to transitions.

There will be a vote on this in June.

E. Policy Regarding Student Teaching at PCHS

These agreements are essentially the same agreements that we have with other schools. These two schools we are voting on are CSUN and Pepperdine. There is also a policy proposal that the teachers who have a student teacher must have taught for 5 years and be in good standing. The Board Resolutions are so that these schools can take the agreement back to their Board. These agreements give Dr. Pamela Magee the authority to accept these student teachers. Dr. Magee thinks that these student teachers are good but must be assessed on a case by case basis.

Rocky made a motion to approve documents as presented. Ellen Pfahler seconded.

Emily Hirsch absent. Passes unanimously.

VI. Governance

A. Certification of Board Elections & Information Regarding Mandatory Board Legal/Governance Training

Results of the elections are in the materials. There was only one election between two candidates. The rest of the candidates were unopposed. Thinking that there may be a need to modify procedures for the student election for the faculty member elected by the students. These elected Board members are now considered part of the Board so we need to comply with the Brown Act with regard to those elected members. Students were allowed to vote for the Community Member seat but there was no way for the students to vote. But the seat was unopposed so there is no harm in this case. The student election for Mystic Thompson was held earlier. So there should be some coordination to run the elections of the faculty representative for the student and the community member for whom the students are eligible to vote should occur at the same time.

Certifying the elections - Emilie Larew can send the information out and encourage new elected Board members get invited to upcoming Board meetings before they start at their seat.

Send the New Board Members a "thank you." The new Board members should be invited to the June 17th Board Training and given links to the Board Legal Training (audio).

Dara Williams made a motion to Approve the election results for the election of Mystic Thompson, David Carini, Andy Paris, Shawn McClellan, Emily Hirsch, and Camille Schoenberg.

Leslie Woolley seconded the motion.

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

Roll Call

Emilie Larew Aye

Roll Call

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

Emily Hirsch left.

Voting was statistically low among the stakeholders.

Parents were the lowest. Suggestions were that voting close later in the evening with a warning that day.

Part of the problem may be that people knew that the seats were uncontested.

Emilie Larew brought up that the municipal election today will have low voter turnout.

Robert Rene brought up that there should be an exploration as to how to get more stakeholder involvement.

Dara Williams asked Mr. Rene for any suggestions that he might have to do this.

Emilie Larew brought up that we just have so few people volunteering even to run for these seats.

Rocky Montz has suggested that Board Members go to Back to School Night or other public functions.

Emilie Larew also pointed out that there is rarely anyone here at the Board Meetings and that tonight there is no one here even for public comment.

Deanna Hamilton brought up that incoming parents be given a packet explaining the Board's function and how to get involved.

Robert Rene brought up that many incoming 9th grade parents want to participate but they can't. Dara Williams brought up that this was considered by the election committee and that it was decided we would not change that. Perhaps more thought should be given to this.

B. LAUSD Charter School Division (CSD) Oversight Visit

Will come in on Friday to meet with faculty and staff and then on Monday to review documentary materials. Binders have been made.

If anyone has availability on Friday at 10:30 to meet with them let Pamela Magee know.

C. California Legislation Potentially Impacting Charters

SB 808 caught everyone's attention, it would allow any district to close down a charter school if it has a budgetary impact on the district. It has been put on hold until this summer. There will be some discussions in Los Angeles. LAUSD representatives came to speak in support of the bill. But Dr. Magee has not heard any real strong reasons to support it.

Need to have an awareness of legislation being passed that could impact our autonomy or our governance policies.

Emilie Larew brought up that LAUSD has supported some legislation including Government Code section 1090 ,which would prohibit employee board members from serving on the Board and other legislation. Board members running for LAUSD Board were here and they were asked about this. Zimmer was not even aware of it. Capputo and Melvoin spoke about it as well.

D. Potential Revision of Approved 2017-2018 Board Meeting Dates

For the June 17th Board meeting because it is in the current term we do need a majority of current Board members to attend.

The September 19th meeting conflicts with a Jewish holiday. So the proposal is to move that meeting to September 26th.

Robert Rene made a motion to Change the date of the September 19th Board Meeting to September 22nd and approve the revised Board Meeting Schedule.

Deanna Hamilton seconded the motion.

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

Roll Call

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

E. Potential Change of June 20, 2017 Board Meeting Date

June 17th is confirmed

Board Retreat in August is confirmed.

Sept 21 - do we want to move it - to accommodate holiday? Sept 12/26?

Make a motion Robert Rene, Deanna Hamilton second.

Sept 26th is approved.

June 20th we need to have our non employee Board members present. Ellen, Leslie, Deanna can attend.

Dara Williams and Robert Rene cannot attend the June 20th Board Meeting.

For now leave the meeting on that date and if we decide to change it we will address it on June 6th.

VII. Facilities

A. Track & Football Field Modernization Update

Michael Rawson presents. Don Parcell, Rocky Montz, and he have been working with LAUSD on approval for this. Things seem to be going well. Our campaign to raise the funds needed is underway. There was a visual presentation showing the proposed track and field. Virtual reality video will be presented. There is no room for handrails so they can't be placed there. It has been a long process but Mike feels like we are getting close.

Pamela Magee pointed out that this really has been a team effort and all parties are doing everything possible to move things forward. Still hoping for the summer. May impact part of the football season but not all of it. There are options to play home games as away games if it comes to that.

VIII. Finance

A. 2017-2018 Budget Update

News for the January budget -

We were planning on NO One time funding. They are reestablishing some One time grants.\$600K one time funding, so we may get some money for next year.

We have lots of expenses that are increasing coming up, and we are looking for ways to reduce costs to offset these costs. We want to look at categories of expenses and change what we can. What can we change in our budget process is a constant question. We will know more at the end of May 2017.

May revision to Governor's Budget Proposal

Going to a workshop this Friday to discuss details of the Governor's plan and possible increases in funding.

Planning on no one time funding but there is a possibility of some one-time funding grants that may or may not be restricted. So we are hopeful about that.

Handout in the materials from CCSA -- Important Budget Information

Some minimal flexibility in the budget but not much.

So any focus needs to be on things that we can change.

By the 1st the Budget Committee will have a better idea of what the Budget for the next two years will look like.

Budget Meetings on May 31st and June 1st from 8:00 to 3:00 in the Faculty Cafeteria.

B. Student Transportation Contract

Tabled to June.

C. Update on Development of Local Control Accountability Plan (LCAP)

Discussions in conjunction with Budget planning. Short survey on LCAP that will go out to parents soon. Mandated to get feedback from all stakeholders groups. Survey should go out in the next week. LCAP has to be approved prior to the Budget so that will be on the June 6th Agenda. Employee members can be involved in the discussion but do not take part in the vote.

D. Employee Health Plan Updates

Amy Nguyen presented information on Health Care Provider Plans. Likes what SISC gives us. They do have increases this year, including about 10% for the Retiree Health Program. \$100 co-pay for ambulance rides for PPO. Life insurance no change. Dental will go down by 4%. Some active employee rates are going up by 6-9% depending on the plan.

Montage presented as well. They could not give us better medical rates but could give us better dental rates.

There are 4 healthcare plans are free and a couple of silver plan options where the employee pays for the difference between the free plan and the silver plan. We have to give the same or comparable to LAUSD and LAUSD does not have employees contribute. Only way to change that is through negotiations with UTLA and PEPSPU.

We have agreed that if employees wants to choose a bronze plan we have agreed to share the cost savings with the employee. If we change a prescription plan that goes along with one of our plans would give us a cost savings. Any changes will go out to a vote.

Follow up to the Benefits Mtg. last week.

Great free help. Great call in medical/nurse plans. 16 week weight loss programs. SISC is great. SISC Self Insured Schools C

Retiree program is 10% increase.

\$100.00 copay for ambulance plan

Dental plan and rates improve

Big increases in medical.

We have 4 plans that are free

Cadillac plans - at a cost (\$)

Our Charter mandates we have to match LAUSD's plan, so we have investigated and will come up with some final choices.

E. Schoolwide Fundraising Policies and Procedures

There are questions and guidelines for non profits we have identified and are creating changes to address issues that have arise.

Our gift and donation acceptance policies

Some restrictions

Drive online donations - to alleviate coaches having to hold on to checks.

Working with our Booster Club - grant process in place to go to the Executive

Director/Principal and work more smartly and being good statisticians and prepare better for our own annual funds.

Goal of development mitigate our marketing budge and support our budget and keep things flowing.

This is for the Boards review and consideration.

PCHS Fund

Brand image

Athletic programs

This will come back for future meeting and approval.

Presented by Michael Rawson. Updated policy to include non-school sponsored fundraising activities. Conditions for non-profit 501(c)(3) corporations regarding use of the website and also for fundraising approval. Gift and donation acceptance policy is also updated to ensure that there are no ulterior motives in the gifts so that we can be sure the gift is to truly benefit the school. Trying to minimize confusions with clubs and sports teams and have things centrally organized. Donations would also be able to be made on the school website to streamline donations and also make auditing easier with regard to these clubs and outside organizations. Also, Booster Club would work more collaboratively with the school by presenting things to Pamela Magee to make sure there is no overlap. Instead of the Ed Foundation we will have the PCHS Fund for donations to go to that fund. Also if teachers are seeking funding they would also get approval, rather than for instance starting a Go Fund Me Page.

Ellen Pfahler also brought up how the funds from Booster and other 501(c)(3)s would be transmitted to the school. The funds won't be deposited into the school funds but rather the Booster Club and sports teams need to coordinate through the school. An example of team uniforms being changed often and inconsistency in the uniform colors was brought up.

Arleta will present to the sports teams with a powerpoint presentation and a short version of the policy for ease of use.

IX. Executive Director/Principal (EDP) Support and Evaluation

A. Evaluation Committee Update

No updates.

Underway, nothing to report at this time.

B. Columbia Survey Report Update

If we move the June meeting up, we have to have the Columbia evaluations first so we can review. We take all this into consideration and present it at the August Board Mtg. Hoping to get raw data by mid-June for use in the EDP Evaluation. Then the finalized survey results will be ready by August.

X. Consent Agenda

A. Approval of reimbursements for Executive Director / Principal

Rocky Montz made a motion to motion to approve, passes unanimously with all those present.

Robert Rene seconded the motion.

The motion did not carry.

Rocky Montz made a motion to Approve the consent agenda.

Robert Rene seconded the motion.

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

Roll Call

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

B. Approval of Field Trips

XI. New Business / Announcements

A. Announcements / New Business

Graduation is on June 8th.

Board Training on Governance is on June 17th.

If anyone cannot attend, we will make arrangements for those members to get the training so that they are aware of the relevant laws.

Andy Paris brought up the possibility of an end of the year social gathering.

Susan Ackerman said that we could use her house for the party.

At the next meeting we can look at dates for the pass the baton party.

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

XII. Closed Session

A. Public Employee Discipline/Dismissal/Release

Went into Closed Session at 5:13 p.m.

XIII. Open Session

A. Return to Open Session

Return to Open Session at 5:39 p.m.

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

In closed session, attended only by non-interested members of the Board, by a vote of 6 to 0, the Board approved a resignation agreement with a certificated employee.

XIV. 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,
Emilie Larew

Coversheet

Human Resources Director (HR) Report

Section: II. Organizational Reports
Item: E. Human Resources Director (HR) Report
Purpose: FYI
Submitted by:
Related Material: II_E_Org Report_Human Resources_06_06_17.pdf



PALISADES CHARTER HIGH SCHOOL
More Than 50 Years of Innovation and Excellence

Human Resources Board Report

June 6, 2017

Elections/New Hires:

Name	Classification/Position	Funding	Effective Date
Laura Bachrach	Teacher – World Language, Spanish	General	August 14, 2017
Patty Earhart	Accounting Clerk - ASB	General	June 1, 2017
Danielle Foley	Teacher = Physical Education	General	August 14, 2017
April Foster	Teacher – Social Science	General	August 14, 2017
Peter Gunny	Teacher – Physical Education	General	August 14, 2017

Temporary/Consultant:

Name	Classification/Position	Funding	Effective Date
Taylor Hanson	Library Assistant (Temporary)	General	August 1, 2017

Benefits: We are in the final phase of determining whether to switch our dental coverage from Delta Dental to Cigna dental. Faculty and staff will participate in a vote to make the final determination.

Staffing and Recruitment:

POSITIONS IN HIRING PROCESS

<u>Position</u>	<u>Status</u>
Teacher – English	Candidate selected, in hiring process
Teacher – Social Science (2)	Candidates selected, in hiring process
Teacher - STEAM (2)	Candidates selected, in hiring process
Teacher – Special Education RSP	Candidate selected, in hiring process

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

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OPEN POSITIONS 2017/2018

<u>Position</u>	<u>Status</u>
Teacher – Special Education RSP	Re-posted
Teacher – Special Education, Transition Specialist	Re-posted, possibly contract out if necessary
Management -_Director of Operations	2 nd Interviews
Classified -_Tutor/Paraprofessional – Math	2 nd Interviews

Negotiations with PESPU were mutually positive and productive. We have a Memorandum of Understanding regarding ‘the use and purpose of the recently implemented time clocks for PESPU members.’ *(MOU attached)*

Action item:

Approve the MOU for PESPU ___ Approved ___ Not Approved

Action item: Recommend approve additional contract for the Independent Operations Management Consultant. This position is acting as the Interim Director of Operations. The current contract has reached the maximum approval level of the Executive Director/Principal. The additional contract would extend funds to complete the month of June, 2017 *(previous contract attached and new contract awaiting approval attached)*

Action item: ___ Approved ___ Not Approved

Action item: Recommend approve conversion of the Director of Development position from temporary contract to an ‘at-will’ position included on the Unrepresented Mid-Management Salary Scale *(unrepresented mid-management salary scale attached)*

Action item: ___ Approved ___ Not Approved

Action item: Recommend approval of the adjustment of the salary scale for the Director of Human Resources position to the accurate level based on comparison report *(Administrative salary scale attached)*

Action item: ___ Approved ___ Not Approved

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Action item: Recommend approval of the adjustment of the salary scale for the Technology Supervisor/Coordinator position to accurate level based on comparison (*unrepresented mid-management salary scale attached*)

Action item: ___ Approved ___ Not Approved

Recommend approval of the adjustment of the salary scale for the Operations Liaison position to reflect increased level of responsibility (*unrepresented - salary scale attached*)

Action item: ___ Approved ___ Not Approved

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Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: F. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: II_F_Org Report_Operations Report_06_06_17 Additional Materials.pdf



PALISADES CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report June 6, 2017

Transportation:

- Negotiating with vendors on pricing and contracts for Transportation Services for 2017-18
 - Discussion needed at Board level re PCHS Contribution and Family Contribution
- Continued behavioral problems on same bus route – Dean’s Office continuing to address with multiple students

Permits & Setups:

- All of May had a Very High volume of setups/takedowns: AP Exams, Mercer Performances, etc.
- A significant ~\$30k film shoot expected to start Mon 6/12
- AYSO Soccer activity slowing down for summer break
- Club Volleyball continuing into July as usual
- Senior Carnival a major setup and success
- Graduation Setup Planned & Underway

Safety:

- New Fence installed in Stadium Parking Lot to replace aging unsafe fence
- Actual Fire Alarm sounded from cooking class in E106. All students evacuated to Stadium. No significant damage incurred. Incident replaced final fire drill planned for week of 5/23.
- Working on 2017-18 Drill Schedule at final 2016-17 Safety Meeting
- Safety Survey sent in late May – Low volume of responses to date
- Classroom & Campus-Wide Emergency Supplies Inventoried and part of Teacher/Staff Checkout
- Continuing annual self-compliance efforts for summer LAUSD Safety Inspection
- Safety/Security Fencing being considered for front and parking lot side of school
- Additional Safety/Evacuation Gates being contemplated for perimeter locations
- Additional Cameras for Video Surveillance System anticipated to be CapEx Project Approved

MGAC/Pool:

- Waiting on Final Bids for Possible Improvements of:
 - Shade for bleachers on Temescal side of pool:
 - Outdoor Showers added under Scoreboard:
- PCHS should start accruing/saving for major repairs in the 3-5 year timeframe as major pool components start to reach their useful life of 8-10 years.
 1. Replace Lochinvar High Efficiency Heaters (2) that serve all pools (~\$40-\$50k)
 2. Re-Plaster All Pools (~\$160-\$200k)
 3. Replacement Competition Pool Pump (~\$25-\$35k)
- Pool user heckling from neighbor continuing.



PALISADES

CHARTER HIGH SCHOOL

Operations & LTSP:

- Gathered Final Requests & Rankings for 2017-18 CapEx Budget items from LTSP, Operations, Admins, etc.
- Discussions re 2017-18 CapEx with Admins and Budget & Finance Committee ongoing
- Finalizing Operations 2017-18 Budgets
- Planning/Finishing Out 2016-17 CapEx and Operations Projects

Facilities Activities/Issues:

- Girl's visitor side restroom in the stadium fixed and fully functional. Facilities finishing repairs and touch-up for Graduation use.
- Gas Leak near the E101 corner of the E-Bldg has been investigated by LAUSD and is tentatively scheduled by LAUSD for repair over summer break.
- Upper Parking Lot Teacher/Faculty parking stalls labeled as "STAFF" to better designate Student vs. Teacher/Staff Parking
- Johnson Tree trimmed trees to allow PCHS lighting to more thoroughly hit pathways and parking lots. Additional lighting needed and planned for 2017-18.
- Gutter repairs underway (some done) for several areas near Mercer and cafeteria
- Unused and Abandoned Cars removed from parking Lots
- Continued process of replacing old metal soap dispensers and old toilet paper dispensers
- Continued effort to replace old toilet paper dispensers with jumbo roll dispenser for longer stocking and reduced cost of supplies
- Started to replace old light fixtures with LED non occupancy sensors
- Continued effort of maintenance of Temescal Academy swamp. Scraped, power washed, etc. on a every other week basis
- LAUSD replace broken/missing tiles in multiple locations around campus
- LAUSD fixing a number of leaking/cracked pipes around campus
- Preparing for LAUSD Annual Inspection
- A detailed list of the week-by-week repairs conducted campus-wide is available upon request.

Facilities Projects:

- **Stadium Repair** – Still planning on Summer 2017 repair project for both Track and Field. Also still working through LAUSD review/approval process, which may or may not involve a DSA submittal. Bidding process continues with multiple bidders involved.
- **4th of July Events** – Conducted meetings with PAPA parade members re Concert and Fireworks planning in the new Baseball Field location
- **Garden Gateway Phase 3** – Suisman Architects re-designing and re-scheduling project following our DSA advisor's review. Waiting on Structural Engineer's drawings. Revised & Complete plans to be submitted to LAUSD for their review and approval once final plans are received. Revised schedule for start is dependent on timing of LAUSD's approval of the project.
- **Fence Repair** - New Fence installed in Stadium Parking Lot to replace aging unsafe fence
- **Summer Project Planning Underway**

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: G. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: II_G_Org Report_Development Report_06_06_17.pdf



PALISADES

CHARTER HIGH SCHOOL



Board of Trustees Meeting Development Report June 6, 2017

Total Funds Raised to date \$145,000

Grants received:

- \$5,000 from the Lewis A. Kingsley Foundation for senior scholarships

Pending grants:

- Joseph & Dorothy Goldberg Charitable Trust (\$15,000) Tech Equity grant is still pending

Pending Stadium Repair Project:

- Campaign appeal to be sent out pending approval to proceed with the project.
- Donor Legacy Brick Campaign marketed to current parents, past parents, alumni and AYSO Region 69.
- Separate appeal to donors for the last track & field project
- Corporate sponsorships and naming rights
- Shared used permit prospects
- Received financial commitment to support the project from AYSO Region 69 and the Westside Soccer Club.

Revised Schoolwide Fundraising Policies and Procedures Policy

- A revised copy of the original policy approved in May 2016 was previously submitted. Since then there have been a couple of revisions, specifically wording regarding audits for our 501 (c)(3) organizations.

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: H. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: II_H_Org Report_CBO_06_06_17.pdf

PALISADES CHARTER HIGH SCHOOL
2016-2017 Estimated Actuals 2017-2018 Proposed Budget

	2015-2016 Unaudited Actuals	2016-2017 Budget- Approved 06/7/16	2016-2017 2nd Interim Updates	2016-2017 Estimated Actuals (based on 5.31 data)	2017-2018 Projected Budget	Changes from 16/17 to 17/18	Fixed Expenditures	Variable Expenditures	Comments
ADA ESTIMATES/ACTUAL FUNDED	2,844.70	2,836.04	2,844.47	2,844.47	2,849.00				
LCFF FUNDING PER ADA	8,595.00	9,016.95	8,997.97	8,997.97	9,212.27				
LCFF HIGH NEEDS PER ADA									
EPA Funding-Prop 30	4,544,749	4,601,744	4,518,502	4,518,502	4,176,192				
LCFF Entitlement - State Aid - Current Year	14,430,199	15,587,654	15,482,242	15,482,242	16,391,316				
High Needs Grant (Included in LCFF Entitlements)									
LCFF PY Adjustments			(251,395)						
C S Funding In Lieu of PropTax -	5,494,861	5,382,993	5,594,045	5,594,045	5,677,956				
C S Funding In Lieu of PropTax - PY adjustments	100,364	-	251,395						
LCFF Funding-Total	24,442,065	25,572,391	25,594,789	25,594,789	26,245,464	673,073			
NCLB:T1,Basic School Support	247,363	247,363	252,889	252,889	256,834				
Special Ed: IDEA Basic Local Assistance	540,503	552,711	546,929	546,929	555,461				
Entitlement	5,902	6,500	6,797	6,797	6,903				
NCLB:TII, Teacher Quality	24,027	45,000	37,343	37,343	37,926				
MAA-Medical Reimbursements	444			28,120	24,736				
Perkins									
Child Nutrition Program	300,133	336,158	301,158	301,158	409,325				
Federal Revenues-Total	1,118,373	1,187,732	1,145,116	1,173,236	1,291,185	103,453			
Prop. 39 energy	123,596	102,004	102,004	108,501	110,194				
State Lottery:Non Prop 20 - Current Year	426,595.58	357,504	415,394	432,082	438,082				
State Lottery:Non Prop 20 - PY adjustments	19,650		16,688						
Child Nutrition: School Programs	26,093	28,416	18,416	18,416	35,662				
Mandated Costs Reimbursement	117,306	119,113	119,478	119,478	119,478				
Educator Effectiveness Grant (3 year grant)			199,449	99,449	100,000				
One Time Discretionary Grant (Common Core Focused)	1,478,258	672,140	610,339	610,339					
State Lottery:Prop 20 Inst Mattis-Current Year	141,786.09	94,962	137,151	147,807	147,807				
State Lottery:Prop 20 Ins Mattis-PY adjustments	11,969	-	10,656	-					
Special Education- AB602	1,629,296	1,612,274	1,597,028	1,597,028	1,621,942				
Student ID/CAHSEE	8,850	-	4,915	4,915	4,992				
CTE Grant	917	239,300	379,711	379,711	368,012				
College Readiness Block Grant					133,494				
LAUSD-Sp Ed Grants	107,588	110,000	113,973	148,218	130,000				
Other State Revenues-Total	4,091,906	3,335,714	3,725,203	3,665,944	3,209,662	(126,052)			
Food Service Sales	145,425	170,306	135,306	135,306	194,907				
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,059,516	997,841	997,841	990,000	1,059,686				
Interest	54,524	45,000	70,000	70,000	80,000				
Lease Revenue- iPad Rentals	16,954	5,000	5,000	1,865					
Fundraising	150,263	150,000	200,000	200,000	300,000				
Other Local Revenues-Total	1,426,683	1,368,147	1,408,147	1,397,171	1,634,593	266,446			
Total Revenue	31,079,026	31,463,984	31,873,255	31,831,140	32,380,904	916,920			

PALISADES CHARTER HIGH SCHOOL
2016-2017 Estimated Actuals 2017-2018 Proposed Budget

	2015-2016 Unaudited Actuals	2016-2017 Budget-Approved 06/7/16	2016-2017 2nd Interim Updates	2016-2017 Estimated Actuals (based on 5.31 data)	2017-2018 Projected Budget	Changes from 16/17 to 17/18	Fixed Expenditures	Variable Expenditures	Comments
Teachers	11,606,993	12,045,376	11,897,168	11,897,168	13,324,423		13,324,423		Amounts for auxiliaries included in total, some potentially variable costs
School Admin	738,131	733,531	748,202	748,202	785,000		785,000		
Librarians	120,846	104,060	123,867	123,867					
Guidance,Welfare	749,833	495,244	768,579	768,579					
Other Support/Impact of / Step and Column		108,945	111,669	111,669	107,235		107,235		
New Periods & Teachers (Master Budget- Other)		184,154	276,327	276,327	377,927		377,927		
Certificated Salaries	13,215,803	13,671,910	13,925,812	13,925,812	14,594,585	922,675	14,216,658	377,927	
Inst'l Aides	857,960	868,513	868,513	868,513					
Admin. Sal	351,521	344,944	355,521	355,521	369,631		369,631		
Clerical/Office	1,832,242	1,803,424	1,932,948	1,932,948	3,900,370		3,900,370		
Maint./Oper (incl. in Clerical/Office)	121,333	66,885	123,718	123,718					
Food Services	43,432	46,799	43,432	43,432					
Other Classified	842,827	850,830	850,830	850,830					
Impact Step and Column & (Retro 3% 2015-16 Budget year only)		35,000	35,000	35,000	31,171		31,171		
Proposed New Positions/Hours		(23,000)	(23,000)	(23,000)	92,872			92,872	
Classified Salaries	4,049,315	3,993,395	4,186,962	4,186,962	4,394,044	400,649	4,301,172	92,872	
Total Salaries	17,265,118	17,665,305	18,112,774	18,112,774	18,988,629	1,323,324	18,517,830	470,799	
STRS - Certificated (ER 12.58%)	1,375,220	1,719,926	1,730,867	1,730,867	2,105,999		2,105,999		
PERS - Classified (ER 13.888%)	406,653	449,228	471,003	471,003	552,776		552,776		
OASDI Regular - Certificated	13,579	12,500	14,079	14,079	15,000		15,000		
OASDI Regular - Classified	247,657	247,590	260,010	260,010	272,431		272,431		
OASDI Medicare - Certificated	187,859	191,407	194,961	194,961	211,621		211,621		
OASDI Medicare - Classified	58,164	55,908	59,036	59,036	63,714		63,714		health benefits are negotiable, amounts could change if negotiated
Health & Welfare Benefits - Certificated	2,012,766	2,133,274	2,100,000	2,100,000	2,186,100		2,186,100		health benefits are negotiable, amounts could change if negotiated
Health & Welfare Benefits - Classified	923,017	903,678	981,000	981,000	1,021,221		1,021,221		health benefits are negotiable, amounts could change if negotiated
Unemployment Insurance - Certificated	7,401	7,890	7,890	7,890	7,297		7,297		
Unemployment Insurance - Classified	3,154	2,775	3,233	3,233	2,197		2,197		
Workers' Compensation - Certificated	145,185	137,950	137,925	137,925	132,394		132,394		
Workers' Compensation - Classified	50,511	52,141	51,521	51,521	56,740		56,740		
Other Employment Benefits - Certificated (LT Benefits)	483,000	483,000	483,000	483,000	483,000		483,000		While PCHS has committed to fund lifetime benefits amount, total reflects build-up & not actual payroll made to retirees
Other Employment Benefits - Classified (LT Benefits)	208,000	208,000	208,000	208,000	208,000		208,000		While PCHS has committed to fund lifetime benefits amount, total reflects build-up & not actual payroll made to retirees
Employee Benefits	6,122,166	6,605,267	6,702,526	6,702,525	7,318,489	713,222	6,627,489	691,000	
Total Salary & Benefits	23,387,284	24,270,571	24,815,300	24,815,299	26,307,118	2,036,547	25,145,319	1,161,799	
Textbooks	374,231	258,088	200,000	224,263	186,578		186,578		
Instructional Materials	249,793	254,000	200,000	178,183	227,611		227,611		
Non-capitalized Equipment	40,000	50,000	50,000	50,000	51,555		51,555		
Other Supplies	168,882	112,500	116,250	130,389	130,694		130,694		
Food Service Supplies	215,139	296,273	246,273	246,273	256,421		256,421		
Books & Supplies	1,048,046	1,405,637	812,523	829,108	852,859	(552,779)	670,610	182,249	
Personnel Services-Mileage	5,990	5,000	5,000	6,500	6,500		6,500		includes special ed mileage
Travel/Conference	65,042	60,000	90,000	73,006	75,250		41,214	34,036	\$41K of conferences tied to revenue sources

PALISADES CHARTER HIGH SCHOOL
2016-2017 Estimated Actuals 2017-2018 Proposed Budget

	2015-2016 Unaudited Actuals	2016-2017 Budget-Approved 06/7/16	2016-2017 2nd Interim Updates	2016-2017 Estimated Actuals (based on 5.31 data)	2017-2018 Projected Budget	Changes from 16/17 to 17/18	Fixed Expenditures	Variable Expenditures	Comments
Due Memberships	218,936	218,066	218,066	207,872	218,066		218,066		includes subscriptions to infrastructure related items (i.e. networking)
Insurance	155,867	136,385	166,442	166,675	143,029		143,029		
Operation and Housekeeping Services	553,775	602,550	675,000	650,976	650,000		650,000		per b/f committee (amounts potentially reduced w/energy saving initiatives)
Rentals/Leases/Repairs&Noncapitalized Improvements	308,028	298,334	475,000	425,000	400,000		336,287	63,713	\$63K in emergency, one time repairs
Professional Consulting Services & Operating Exp (5800, 5810, 5821, 5850, 5860)	2,676,091	2,304,690	2,353,217	2,365,448	2,318,496		1,330,464	988,032	fixed costs include LACOE PeopleSoft, LACOE recruitment, legal, & fingerprinting, cafeteria contract
Pupil Transportation	47,528	434,777	550,000	559,179	576,570		70,051	506,519	b/f recommends \$576K as transportation placement costs (scholarships, athletics transport, fundraise campaign) 6/1/17 - total expenditures allocated between legally required spec (\$70K) & all other transportation (\$506K)
Communications and Other Expenses	310,227	203,883	150,000	190,756	190,756		51,982	138,774	keep at 16/17 levels - postage/communications fixed, other expense are variable. Some of the variable expenses have revenue offsets
Services, Other Operating Exp	4,341,485	3,828,909	4,682,725	4,645,412	4,578,667	749,757	2,847,593	1,731,073	
Capital Outlay (6100-6500) -Total (Detail Below)		1,506,976	850,000	916,592	983,000	(523,976)	316,000	667,000	
Sites & Improvement (6100)		81,000	75,000	45,713	105,000		105,000		Prop 39 has revenue stream
Bldgs & Improvement (6200)		294,676	275,000	356,028	247,000		25,000	222,000	\$25K funded by CTE
Equipment-Technology (6400)		1,050,250	425,000	456,074	550,000		186,000	364,000	\$186K funded by CTE
Equipment/Furniture Replacement (6500)		81,050	75,000	58,778	81,000			81,000	
Depreciation Expense	471,117	689,645	550,000	541,650	574,000		574,000		add \$24K for depreciation 17/18 (purchases ago, depreciation already made)
Interest	47,528	33,314	33,314	32,243	33,314		33,314		interest is fixed
Indirect Cost (Total charter school supervisory oversight fees only)		265,722	257,947	257,269	257,947		257,947		indirect cost is fixed
Total Expenses-Financial Reporting Basis	29,539,960	30,493,798	31,151,809	31,120,980	32,603,905	2,110,106	29,528,783	3,075,121	
Financial Reporting Basis-Adjusted for Depreciation		31,311,129	31,451,809	31,495,923	33,012,905	1,701,775	29,270,783	3,742,121	
Net Reserve Fund Increase(Reduction)-Cash Basis	1,539,067	970,186	721,446	710,160	(223,001)	(1,193,186)	(29,528,783)	(3,075,121)	
		152,855	421,446	335,217	(632,001)	(784,855)	(29,270,783)	(3,742,121)	look at add'l & new items

Coversheet

Executive Director / Principal (EDP) Report

Section: II. Organizational Reports
Item: I. Executive Director / Principal (EDP) Report
Purpose: FYI

Submitted by:

Related Material:

II_I_Org Report_EDP_Part 5_SR Awards and recipient List 2017 Final.pdf
II_I_Org Report_EDP Report_Part 1_V2_Additional Materials.pdf
II_I_Org Report_EDP_Part 3_Early Release Reunion Form_06_06_17.pdf
II_I_Org Report_EDP Report_Part 7_emergency card English Spanish FINAL_Additional Materials.pdf
II_I_Org Report_EDP_Part 2_Early Release V6_06_06_17.pdf
II_I_Org Report_EDP Report_Part 6_Non Early Release_06_06_17_Additional Materials.pptx
II_I_Org Report_EDP_Part 4_Schoolwide Summer Reading_06_06_17.pdf



PALISADES

CHARTER HIGH SCHOOL

Palisades Charter High School Senior Awards - 2017

Adrian C. Kanaar Memorial Scholarship Award		Emma Sims	
American Legion Post 283 Scholarships		Sophia Eberlein Griffin Silverman Leah Timmerman	Dane Elkins August Sylk
Ariz-Seggelke Award – Students Striving for Success		Diego Malczynski	Ailyn Ventura
Berkshire Hathaway Scholar Athletes		Female: Nicole Figueroa	Male: Ray Yang
California Credit Union Scholarship		Casey Longstreet	
Charter Schools Foundation Scholarship		Ben Makhani	
Compass Education Group Scholarship		Luis Valdivia	
Convey-Egan-Mortensen Memorial Scholarships		Jorge Ortiz Flores	Renata Robins
Dick and Debbie Held Scholarships Leadership:		Eiman Abdoalsadig Amindi Frost Skyler Kirkpatrick Max Vaupen	Zoe Capanna Shannon Lee Christian Okpala
	VAPA:		
Dillon Henry Memorial Scholarships		Ana Benitez Sophia Eberlein	Halley Chan Jillian Wong
James A. Mercer Scholar-Athlete Award		Jacqueline Au	
Lion- Merry Richards Scholarships		Juliette Lerner Nancy Sanchez	Amanda Nakama
Memorial Masonic Scholarships	Masonic:	Jacqueline Au	Spencer Au
	Community:	Eiman Abdoalsadig Jaqueline Hendriks	Halley Chan Jackson Wurth
M.A.T.H. Award		Aaron Rad	Luis Valdivia
MESA – Math, Engineering & Science Achievement		Karla Aleman Ana Benitez Krisia Martinez Renata Robins Candace Yee	Alain Argueta Daniela Davalos Eva Perez Rebecca Shiler
Michele Misetich-Friedlander Memorial Award		Gabriel Galef	
National Hispanic Recognition Program		Valeria Apolinario Samantha Glazer Luis Valdivia	Judith Carbajal Harrison Larkins Amanda Nakama Camila Paleno
National Merit Commended Students	Ethan Aquino	Aaron Buell	Lindsey Chapman
Aran Cho	Clara Epstein	Samuel Goldman	August Hartwell
Anjali Jain	Julia Klotz	Alex Krakovsky	Harrison Larkins
Sam Melamed	Joseph Nahm	Jake Procino	Nina Rachmanony
Jordan Seibel	Gene Tanaka	Lea Toubian	Ben Wolman
			Justin Wolman
			Candace Yee
National Merit Finalists		Caroline Bamberger	Dylan Hachmann
			Jacob Pollack
National Merit Scholarship Winner		Gabriel Fuligni	



PALISADES

CHARTER HIGH SCHOOL

Pacific Palisades Historical Society Award	Shannon Lee		
Pacific Palisades Library Association - Mitzi Blahd Award	Jake Procino		
Pacific Palisades Woman's Club Exceptional Young Women Awards	Leadership:	Lea Toubian	
	Journalism:	Clara Epstein	
PCHS Booster Club: Exceptional Athletes	Erika Agege Justin Hirschberg Calypso Peraticos	Brandon Castro Nick Itkin RJ Sands	Paulette Ely Kaila Osorio
Exceptional VAPA	Ashley Andrade Audrey Hobert Kimberly Rios	Jacqueline Au Trevor Meseroll Gene Tanaka	Mel Bell Diane Park Matthew Thomas
Anita Stephens Memorial Scholarship	Leslie Magana		
PCHS Human Relations Scholarship	Leslie Magana		
Palisades Optimist Foundation Scholarships	Sophia Eberlein Jackson Wurth	Renata Robins	Zoie Stanton
Palisades Rotary Scholarship Awards	Athletic: Fiction Prize: Poetry Prize: Rotary Scholarship: Scholar of the Year: Cleveland Community Service:	Kian Brouwer Charlie Sandy Sofia Conti Jose (Andres) Garcia Abigail Schleichkorn	Katherine Nuckols Sabrina Jikal
<i>Palisadian-Post</i> Outstanding Athlete Awards	Female: Chelsey Gipson	Male:	Dane Elkins
PTSA Community Service Scholarships	Aaron Ehsanipour Renata Robins	Clifford Ramos Nancy Sanchez	Lewis Ramos Tomo Sato
Outstanding Attendance - 4 years		Wyland Lau	Hansae Park
Posse Foundation Scholars	Galaan Abdissa	Alex Manrique	Emma Maxwell
Rose Gilbert Memorial Scholarships:			
Acadec "Most Inspirational Competitor" Award.		Caroline Bamberger	Samantha Glazer
Academic Excellence:	Valedictorian: Ben Wolman	Salutatorian:	Gene Tanaka
Academic Promise Scholarship:	Anthony Davis Dolphin Sarah Walton Burrell	Jonathan Flores	Griffin Silverman
First Generation Scholarship:	Emily Canas	Brian Piche	
Maggie Gilbert "Courage" Award:	Eliana Bono		
Maggie Gilbert Memorial Scholarship for All-Around Achievement:	Julia Ide		
"Mama G" Award for Excellence in English Literature:	Fei Ewald		Michael Ware
Rose Gilbert Award for Academic Performance:	Bridget Lee		Rebecca Shiler
Woman Scholar Athlete Award:	Angel Echipue		Katy Wilkes
Travis de Zarn Memorial Scholarship Award	Spencer Au		



PALISADES

CHARTER HIGH SCHOOL

**PALISADES CHARTER HIGH SCHOOL
BOARD OF TRUSTEES MEETING
EXECUTIVE DIRECTOR AND PRINCIPAL REPORT
JUNE 6, 2017**

**Class of 2017 Commencement Ceremony
Thursday, June 8
Stadium by the Sea
5:30pm**

Ticket Required – Watch the Pali Production live stream!

LAUSD Charter Division Visit – PCHS Leadership Team met with representatives from the Charter Division this week to receive preliminary feedback on the annual authorization review. Areas identified as strengths include the work done to address campus culture and climate, the addition of new programs to support students including Peer Mediation, Teen Court, and Mindfulness for staff and students, and additional mental health services. PCHS rates very high in state and district comparisons of graduation rates, attendance, and overall suspensions. Areas for growth discussed included using data analysis especially in math, closing the achievement gap in math, and timely child abuse training reporting. The full report will be forthcoming and will be shared with the school community at an upcoming board meeting.

Update on California tenure legislation – AB 1220 (www.leginfo.ca.gov)

The PCHS Board of Trustees has discussed teacher tenure in previous meetings. Currently California law grants tenure after a two-year probationary period. New legislation proposed by Assembly member Shirley Weber of San Diego would provide new teachers with an additional year of probation with the option to add another one or two years with access to additional mentoring. AB 1220 would also align California's teacher tenure laws with those of forty-two other states where tenure is granted after three to five years.

Protocol for early release/reunification in the event of non-emergency situation impacting facilities

Earlier in the school year broken water main lines causing campus-wide water shut off resulted in the need to release students before the end of the school day. This incident revealed the need to develop protocols for similar situations which could result due to aging infrastructure or inclement weather. If faced with the need to release students early from campus, PCHS has a particularly challenging situation in that many students do not live in the immediate area. The new protocol will be implemented at the start of the 2017-18 school year when parents submit registration information. The Emergency Card included in registration paperwork requires parents to indicate if they want their child to be released from school or remain at school in the event of school release. **Materials are included in the meeting packet.**



Upcoming Professional Development for 2017-18

Next year PCHS will continue our focus on ensuring equity across the campus. We have selected summer reading to provide a foundation for the work we will be doing throughout the school year. Each staff and board member will receive a copy of the summer reading material, the November issue of *Educational Leadership* with the theme of "Disrupting Inequity". The lead article is "Unconscious Bias: When Good Intentions Aren't Enough". **The summer reading assignment and supplemental materials are included in this meeting's packet.** The materials also include more information on hidden bias from *Teaching Tolerance* and a "Hidden Bias Test" from Project Implicit. Back to School Professional Development on Tuesday, August 8 will be based on the reading and addresses ways to incorporate these ideas into classrooms and offices.

"Disrupting Inequity." *Educational Leadership*, November 2016, vol. 74, Number 3.



Palisades Charter High School

REUNION FORM

Student Name: _____

ID check

Parent/Guardian Name: _____

.....

Location:

Released to:

Signature



Dear Parents/Guardians: Various types of emergencies may occur during the school day. A student may become ill or get injured at Palisades Charter High School, or a disaster strikes, such as a major earthquake. During an emergency, we may need to reach you or your designated representative urgently, or your child may require immediate medical attention.

By preparing in advance, PCHS can minimize injury and confusion, and expedite effective treatment. For PCHS, having a completed emergency information card on file is essential to proper emergency preparation. Please complete an Emergency Information Card for each child attending PCHS, and return it to the Health Office as soon as possible. Thank you for your prompt attention to this important matter.

II. EMERGENCY INFORMATION

PLEASE PRINT LEGIBLY

STUDENT INFORMATION

Last Name		First Name	Grade
Home Phone	Home Language		Birth Date
Home Address (Number & Street) :			Apt. No.
City			Zip Code

PARENTAL/LEGAL GUARDIAN INFORMATION

Mother/Guardian Last Name		First Name	Daytime Phone
Email	Cell		
Business Address			
Father/Guardian Last Name		First Name	Daytime Phone
Email	Cell		
Business Address			

IN CASE YOU ARE UNABLE TO REACH ME DURING AN EMERGENCY, YOU ARE AUTHORIZED TO CONTACT AND, IF NECESSARY, RELEASE MY CHILD TO ANY OF THE FOLLOWING:

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

DOES YOUR CHILD HAVE ANY SIBLINGS ATTENDING PALISADES CHARTER HIGH SCHOOL:

Last Name	First Name	Grade
Last Name	First Name	Grade

I. AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

The undersigned, as parent/legal guardian of _____, a minor, hereby authorizes the principal or designee, into whose care the aforementioned minor pupil has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist.

It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to Palisades Charter High School to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to PCHS. I understand that the PCHS, its officers and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examinations, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.

Doctor	Daytime Phone
Insurance Plan	Group or Policy Number

My Child is allergic to the following:

Any Medications Used:

Signature of Parent/Guardian

If a situation develops during the day, and it is determined that an early dismissal is in the best interest of the student, parents will be notified via the automated phone, email and text system based on the contact information supplied to the school office(s).

Check this box to allow for early release from campus, **which may include early school bus release.**

Check this box if you do not want your child to be released in this situation and we keep them on campus until 2:15pm. **Regular school bus departure may be affected.**

IN A MAJOR EMERGENCY, IT IS THE SCHOOL'S POLICY TO RETAIN STUDENTS AT PCHS FOR THEIR SAFETY. THE INFORMATION ON THIS CARD MAY BE USED BY PCHS TO RELEASE STUDENTS.



II. INFORMACIÓN DE EMERGENCIA

POR FAVOR ESCRIBA LEGIBLE

INFORMACIÓN DEL ESTUDIANTE

Apellido	Nombre	Grado
Teléfono de casa	Primer Idioma	Fecha De Nacimiento
Dirección de casa: (Número & Calle)		Número De Apartamento
Ciudad	Código Postal	

INFORMACIÓN DE LOS PADRES/O GUARDIANES LEGALES

Apellido de Madre/Guardián	Nombre	Teléfono durante el día
Correo Electrónico (Email)	Teléfono Móvil	
Dirección del Trabajo		
Apellido del Padre/Guardián	Nombre	Teléfono durante el día
Correo Electrónico (Email)	Teléfono Móvil	
Dirección del Trabajo		

EN CASO DE QUE USTED NO PUEDE LOCALIZARME EN CASO DE EMERGENCIA, USTED ESTÁ AUTORIZADO A CONTACTAR Y, SI ES NECESARIO, DEJAR SALIR A MI HIJO/A CON CUALQUIERA DE LAS SIGUIENTES PERSONAS:

Nombre	Relación	Teléfono
Nombre	Relación	Teléfono
Nombre	Relación	Teléfono
Nombre	Relación	Teléfono

¿SU HIJO/A TIENE UN/A HERMANO/HERMANA QUE ASISTE A LA ESCUELA SECUNDARIA PALISADES CHARTER HIGH SCHOOL?

Apellido	Nombre	Grado
Apellido	Nombre	Grado

Estimados Padres / Guardianes:

El día escolar. Un estudiante puede enfermarse o resultar herido en la escuela, u otra urgencia o desastre, como un terremoto. Durante una emergencia, es posible que necesitemos comunicarnos con usted o con su representante designado si su hijo/a requiere atención médica inmediata.

Prepararnos de antemano, puede minimizar lesiones y confusión, y acelerar el tratamiento efectivo de su hijo/a. Para Palisades Charter High School, tener una tarjeta de información de emergencia completada en el archivo es esencial para prepararse para una emergencia. Por favor complete una Tarjeta de Información de Emergencia para cada hijo/a que asiste a PCHS, y devuélvala a la Oficina de Salud tan pronto como sea posible. Gracias por su pronta atención a este importante asunto.

I. AUTORIZACIÓN PARA TRATAMIENTO MÉDICO DE EMERGENCIA

El firmante de abajo, como padre / tutor legal de _____, menor de edad, por medio del presente autoriza al director o persona designada, habiéndose encomendado el cuidado del alumno, a acceder a cualquier análisis con radiografía, anestesia, diagnóstico, médico o quirúrgico, tratamiento y/o atención en un hospital para el alumno/a, según lo especifique un médico acreditado y/o dentista.

Estoy conciente que esta autorización se extiende a cualquier diagnóstico, tratamiento o atención necesaria en un hospital y otorgo la autoridad y facultad a Palisades Charter High School, de dar consentimiento a cualquier diagnóstico, tratamiento, o atención en el hospital con un médico acreditado o dentista conforme se determine necesario. Esta autorización se extiende de acuerdo con el Artículo 49407 del Código de Educación de California, y seguirá en vigencia hasta que se revoque por escrito y dicha revocación se entregue a PCHS. Entiendo que PCHS, sus funcionarios y empleados no asumen responsabilidad de cualquier índole en relación al transporte del alumno. También estoy al tanto de que el costo del transporte, de paramédicos, hospitalización, análisis, radiografías, o tratamiento que se proporcione en relación con esta autorización será responsabilidad exclusivamente mía, como padre/tutor del alumno/a.

Doctor	Teléfono durante el día
Plan de Seguro	Número de grupo o de póliza

Mi hijo/a es alérgico a lo siguiente:

Medicamentos que usa o toma?:

Firma del Padre / Guardián

Si ocurre una emergencia durante el día, y se determina que un despido temprano es en el mejor interés del estudiante, los padres serán notificados a través del sistema automatizado de teléfono, correo electrónico y texto basado en la información de contacto suministrada a la oficina(s).

Marque esta casilla para permitir la salida anticipada de la escuela, **que puede incluir que el autobús escolar salga de la escuela temprano.**

Marque esta casilla si no desea que su hijo/a sea soltado/a de la escuela en caso de una emergencia y se quede en la escuela hasta las 2:15 pm. **La salida regular del autobús escolar puede ser**

EN UNA EMERGENCIA MAYOR, ES LA POLÍTICA DE PCHS RETENER A LOS ESTUDIANTES EN LA ESCUELA POR SU SEGURIDAD. LA INFORMACIÓN EN ESTA TARJETA PUEDE SER UTILIZADA POR EL PERSONAL PARA DEJAR SALIR A LOS ESTUDIANTES.



Early Release/Reunification Process

Admin:

Team will evaluate the situation and make the early release decision.

Pam Magee will be the Lead/IC for non-emergency process & communication

Teachers:

Once an early closure has been called please –

- Stay in/return to your classroom – All students will be send back to class for the release process – you are still personally liable
 - **Take roll**
 - **do not dismiss until indicated to do so**
- Report to PSA (covered eating area) if you have a conference period
- Listen to PA/Intercom announcements
- Release students with self-checkout privileges (they will have a special ID) enter picture of ID. If they do not have their ID, check IC, a flag will appear on your section rosters and Infinite Campus accounts
- If possible, show students their set of instructions (below) to ensure the process goes smoothly, either by printing copies or showing it on your overhead/board
- Hold all other students in your classrooms until you get notified by Pali Staff via phone, intercom or runner to release a specific student.
- Students will need to report to Mercer Hall to be reunited with their Parent/Guardian
- Limit the use of Hall passes to emergencies only

Staff:

All staff members without SERT assignments need to report to PSA (Amy and Siquia) by the covered eating area for assignments (greeters, phones, infinite campus checking, runners, etc).



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Parents:

Starting with the 2017-18 school year Pali will provide you with a self-release option for your student.

In the case of an early school closure due to an unforeseen event (i.e. Inclement Weather, Loss of Utilities) you will be notified by one or all of the following methods: email, Schoology, text, and/or phone call.

- If you checked the self-checkout box on the school emergency card, your student will be released on their own recognizance at the early release time determined by administration
- If you checked “hold my student on campus”, your student will be held until the normal release/dismissal time
 - Or you or one of the person(s) authorized by you on your student emergency card will need to report to the school main entrance (flag pole) with a government issues picture ID (driver’s license, Passport, Military ID, etc.)
 - *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Process:

- Report to main entrance by the flag pole with your ID
- Greeters will direct you to the right place to start the reunification process
- At the tables set up at the front of the school we will verify that you are authorized to pick up the student(s) you are requesting (tables are set up in alphabetical order by students’ last names) and hand you the claim ticket.
 - Do not lose this claim ticket. After you and your student(s) are reunited they will have a carbon copy of the one(s) you have and we will collect them as you leave to keep track of who left with whom
- You will be asked to move to reunion gate (Mercer Hall side exit) to wait for your student
- Last step – once your students arrives at the reunion gate you will be called to be reunited and staff will check and collect your tickets.



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This process may seem onerous, but it exists to ensure we are not releasing students to people who are not authorized per the emergency card. We thank you in advance for your patience should we have to go through with this process.

Students:

In an early release event, you will report to all your classes as usual until the release process begins, failure to do so will result in disciplinary action. Security will continue checking for hall passes for students out of class.

1. Once release begins, your teacher will check all students' IDs or Infinite Campus accounts to determine who can leave on their own.
2. If your parent asked that we not release you on your own, you will wait in class until regular release or until your parent(s) check you out. *
3. You will be given a reunification slip that needs to be matched with your parent or guardians' slip in order for you all to be allowed to leave
4. If you do not have your slip, you will be redirected to the ID station to be verified. This is for your safety so that someone who is not on your emergency card does not take you.
5. *School-coordinated transportation and school bus schedules may be affected depending on the situation – more information will be provided on that day

Internal Procedures:

As we prepare for parent arrival (steps 1 – 3 in the following section) students whose parents allow for their child/children to leave on their own (as indicated on the emergency card) are processed at one of two checkpoints.

1. We rely on teachers to check IDs (and infinite campus for students without their IDs) to ensure the student is indeed allowed to leave.
 - a. A flag/system to allow this to happen will be created
2. Students then proceed to either the pool or the Gilbert Hall side parking lot where security checks IDs to make sure they are allowed to leave

Processing of parents/students who are picking up/being picked up



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1. Students not released by parents on their emergency card and awaiting pick up are held in their classrooms.
2. Folding tables will be set up between Mercer Hall and the A building, from these tables we will both check parents' IDs and create a physical barrier to help maintain control of campus.
3. Greeters will hand parents reunification slips (2 per students, connected to form an original and a carbon copy). Greeters ask how many students they are picking up and give them one set of slips per student.
 - a. Greeters direct parents to fill out just the student's name (legibly in print) on the forms and to get their IDs out to be checked at ID check tables
4. Tables are labeled alphabetically (A-G, H-P, for example) by STUDENTS' last name
5. At these tables, using binders and/or laptops, we are checking parent IDs to ensure they are the parent of the student they are claiming and that they are authorized to take these students.
6. Parents are sent to Mercer Hall (outside or inside depending on weather) to wait for their students
 - a. If inside, tables will be set up as a barrier to prevent students, parents from leaving without being checked
7. Meanwhile: original slips with student name on them are sent to the A building where we are checking Infinite campus for the students' location
8. Runner sent or phone call made to classroom to retrieve student
 - a. If runner: runner gives slip to student, and tells them to keep it because they need it to be allowed to leave
 - b. If phone/other: student slips are run to mercer and students held at covered eating area to get slip before being sent through mercer
9. Student and parents reunite at Mercer Hall
10. As they leave we take both slips to ensure they match before they leave
11. We staple slips back together to keep for records

Students whose parents elected not to come pick them up or release them will be held until the normal time either for pick up or for the buses to take them home.

Depending on the situation evening activities or sports may or may not be cancelled.

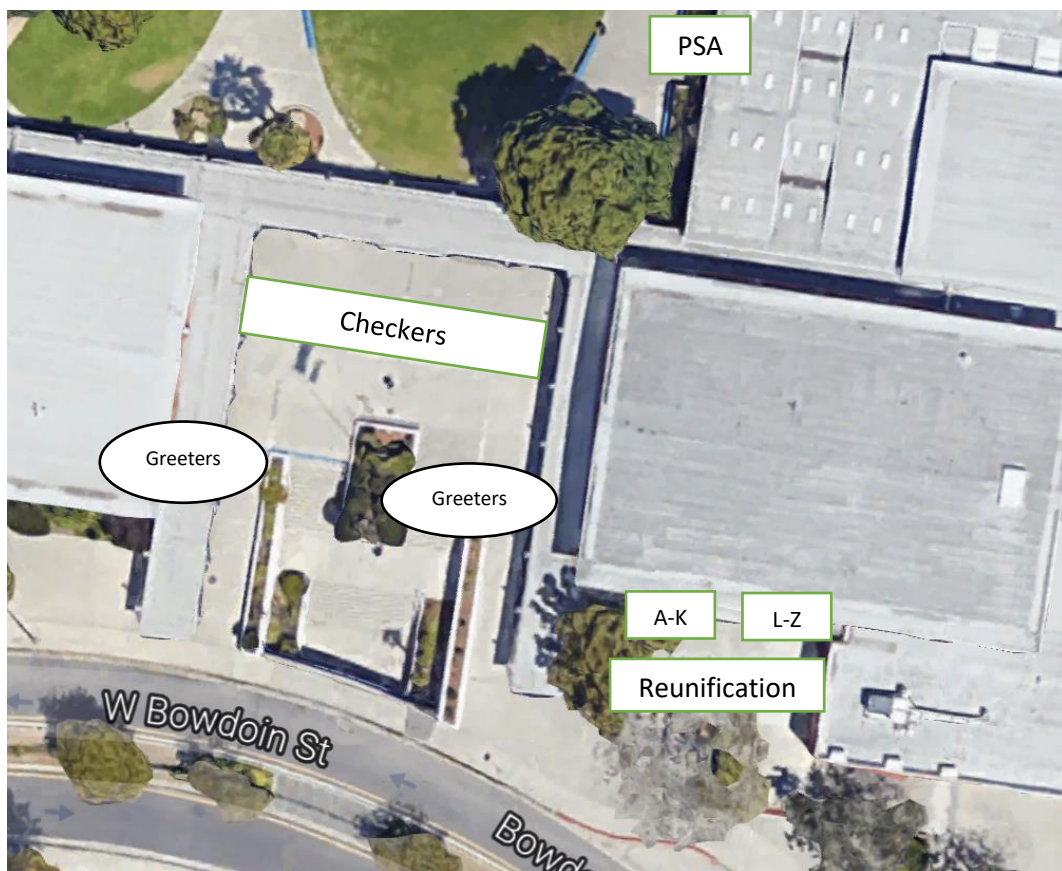


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We need:

- Updated emergency cards with the checkbox
- Updated IDs with some indication of if they are allowed to leave on their own
- Alpha Signage for the tables/mercer
- Enough binders/laptops for those checking names/infinite campus
- Folding tables





Security Checkpoints –
Checking for student ID with
proof to leave

Greeters – Handing out
reunification forms

Checkers – Checking ID vs.
Emergency Card

Reunification Area – After ID
Check and receipt of student
call slip, Last Name lines of
A-K & L-Z

Student Check-in

Personnel Staging Area –
Available staff report for
assignment

Schoolwide Summer Reading Assignment:

Educational Leadership: Disrupting Inequity November 2016 | Volume 74 | Number 3

- Read the whole magazine! It is compelling reading...
- Take one or more (1+) Hidden Bias Test (from Project Implicit): <https://implicit.harvard.edu/implicit/takeatest.html> (you may be asked to register).
- Join us for the optional PD on Tuesday, August 8, where we will be focusing on Disrupting Inequity.

More on hidden bias from *Teaching Tolerance*:

Test Yourself for Hidden Bias

Psychologists at Harvard, the University of Virginia and the University of Washington created "Project Implicit" to develop Hidden Bias Tests — called Implicit Association Tests, or IATs, in the academic world — to measure unconscious bias. To take Project Implicit's Hidden Bias Tests, [click here](#). You may be asked to register.

About Stereotypes and Prejudices

Hidden Bias Tests measure unconscious, or automatic, biases. Your willingness to examine your own possible biases is an important step in understanding the roots of stereotypes and prejudice in our society.

The ability to distinguish friend from foe helped early humans survive, and the ability to quickly and automatically categorize people is a fundamental quality of the human mind. Categories give order to life, and every day, we group other people into categories based on social and other characteristics.

This is the foundation of stereotypes, prejudice and, ultimately, discrimination.

Definition of Terms

A *stereotype* is an exaggerated belief, image or distorted truth about a person or group — a generalization that allows for little or no individual differences or social variation. Stereotypes are based on images in mass media, or reputations passed on by parents, peers and other members of society. Stereotypes can be positive or negative.

A *prejudice* is an opinion, prejudgment or attitude about a group or its individual members. A prejudice can be positive, but in our usage refers to a negative attitude.

Prejudices are often accompanied by ignorance, fear or hatred. Prejudices are formed by a complex psychological process that begins with attachment to a close circle of acquaintances or an "in-group" such as a family. Prejudice is often aimed at "out-groups."

Discrimination is behavior that treats people unequally because of their group memberships. Discriminatory behavior, ranging from slights to hate crimes, often begins with negative stereotypes and prejudices.

How do we Learn Prejudice?

Social scientists believe children begin to acquire prejudices and stereotypes as toddlers. Many studies have shown that as early as age 3, children pick up terms of racial prejudice without really understanding their significance.

- Subjects who had a stronger hidden race bias had more activity in a part of the brain known to be responsible for emotional learning when shown black faces than when shown white faces.

Leading to Discrimination?

Whether laboratory studies adequately reflect real-life situations is not firmly established. But there is growing evidence, according to social scientists, that hidden biases are related to discriminatory behavior in a wide range of human interactions, from hiring and promotions to choices of housing and schools.

In the case of police, bias may affect split-second, life-or-death decisions. Shootings of black men incorrectly thought to be holding guns — an immigrant in New York, a cop in Rhode Island — brought this issue into the public debate.

It is possible unconscious prejudices and stereotypes may also affect court jury deliberations and other daily tasks requiring judgments of human character.

People who argue that prejudice is not a big problem today are, ironically, demonstrating the problem of unconscious prejudice. Because these prejudices are outside our awareness, they can indeed be denied.

The Effects of Prejudice and Stereotypes

Hidden bias has emerged as an important clue to the disparity between public opinion, as expressed by America's creed and social goals, and the amount of discrimination that still exists.

Despite 30 years of equal-rights legislation, levels of poverty, education and success vary widely across races. Discrimination continues in housing and real estate sales, and racial profiling is a common practice, even among ordinary citizens.

Members of minorities continue to report humiliating treatment by store clerks, co-workers and police. While an African American man may dine in a fine restaurant anywhere in America, it can be embarrassing for him to attempt to flag down a taxi after that dinner.

A person who carries the stigma of group membership must be prepared for its debilitating effects.

Studies indicate that African American teenagers are aware they are stigmatized as being intellectually inferior and that they go to school bearing what psychologist Claude Steele has called a "burden of suspicion." Such a burden can affect their attitudes and achievement.

Similarly, studies found that when college women are reminded their group is considered bad at math, their performance may fulfill this prophecy.

These shadows hang over stigmatized people no matter their status or accomplishments. They must remain on guard and bear an additional burden that may affect their self-confidence, performance and aspirations. These stigmas have the potential to rob them of their individuality and debilitate their attempts to break out of stereotypical roles.

What You Can Do About Unconscious Stereotypes and Prejudices

Conscious attitudes and beliefs can change.

The negative stereotypes associated with many immigrant groups, for example, have largely disappeared over time. For African-Americans, civil rights laws forced integration and nondiscrimination, which, in turn, helped to change public opinion.

But psychologists have no ready roadmap for undoing such overt and especially hidden stereotypes and prejudices.

Learned at an Early Age

The first step may be to admit biases are learned early and are counter to our commitment to just treatment. Parents, teachers, faith leaders and other community leaders can help children question their values and beliefs and point out subtle stereotypes used by peers and in the media. Children should also be surrounded by cues that equality matters.

In his classic book, *The Nature of Prejudice*, the psychologist Gordon Allport observed children are more likely to grow up tolerant if they live in a home that is supportive and loving. "They feel welcome, accepted, loved, no matter what they do."

In such an environment, different views are welcomed, punishment is not harsh or capricious, and these children generally think of people positively and carry a sense of goodwill and even affection.

Community Matters

Integration, by itself, has not been shown to produce dramatic changes in attitudes and behavior. But many studies show when people work together in a structured environment to solve shared problems through community service, their attitudes about diversity can change dramatically.

By including members of other groups in a task, children begin to think of themselves as part of a larger community in which everyone has skills and can contribute. Such experiences have been shown to improve attitudes across racial lines and between people old and young.

There also is preliminary evidence that unconscious attitudes, contrary to initial expectations, may be malleable. For example, imagining strong women leaders or seeing positive role models of African Americans has been shown to, at least temporarily, change unconscious biases.

'Feeling' Unconscious Bias

But there is another aspect of the very experience of taking a test of hidden bias that may be helpful. Many test takers can "feel" their hidden prejudices as they perform the tests.

They can feel themselves unable to respond as rapidly to (for example) old + good concepts than young + good concepts. The very act of taking the tests can force hidden biases into the conscious part of the mind.

We would like to believe that when a person has a conscious commitment to change, the very act of discovering one's hidden biases can propel one to act to correct for it. It may not be possible to avoid the automatic stereotype or prejudice, but it is certainly possible to consciously rectify it.

Committing to Change

If people are aware of their hidden biases, they can monitor and attempt to ameliorate hidden attitudes before they are expressed through behavior. This compensation can include attention to language, body language and to the stigmatization felt by target groups.

Common sense and research evidence also suggest that a change in behavior can modify beliefs and attitudes. It would seem logical that a conscious decision to be egalitarian might lead one to widen one's circle of friends and knowledge of other groups. Such efforts may, over time, reduce the strength of unconscious biases.

It can be easy to reject the results of the tests as "not me" when you first encounter them. But that's the easy path. To ask where these biases come from, what they mean, and what we can do about them is the harder task.

Recognizing that the problem is in many others — as well as in ourselves — should motivate us all to try both to understand and to act.

Source: "Test Yourself for Hidden Bias." Teaching Tolerance. <http://www.tolerance.org/Hidden-bias>.

Coversheet

Resolution: PCHS Employee Training Regarding Child Abuse Reporting Obligations

Section: V. Governance
Item: B. Resolution: PCHS Employee Training Regarding Child Abuse Reporting Obligations
Purpose: Vote
Submitted by:
Related Material: V_B_Governance_Resolution PCHS Emp Training Child Abuse.pdf
V_B_Governance_Child Abuse Training_Additional Materials.pdf

**BEFORE THE BOARD OF TRUSTEES OF
PALISADES CHARTER HIGH SCHOOL
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

RESOLUTION

TRAINING REGARDING CHILD ABUSE REPORTING OBLIGATIONS

WHEREAS, one of Palisades Charter High School’s top priorities is to ensure the safety of PCHS students; and

WHEREAS, Education Code section 44691 (enacted by Assembly Bill 1432) requires that charter schools provide annual mandated reporter training and “[d]evelop a process for all persons required to receive training pursuant to this section to provide proof of completing the training within the first six weeks of each school year or within the first six weeks of that person’s employment;” and

WHEREAS, the Board of Trustees is committed to ensuring that PCHS complies with the requirements of Education Code section 44691, as one of many means of ensuring student safety.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that all PCHS employees are expected to and shall comply with the requirements of Education Code section 44691, including but not limited to the requirement that the training be completed within the first six weeks of each school year or within the first six weeks of employment; and

BE IT FURTHER RESOLVED that employees who fail to meet the requirements of Education Code section 44691 within the first six weeks of each school year, or within the first six weeks of employment, shall be precluded from working until training is completed and may be subject to disciplinary action; and

BE IT FURTHER RESOLVED that the Executive Director and Principal or her designee shall ensure that training compliant with Education Code section 44691 is made available to employees, and that employees are notified of the requirement to complete the training and the consequences of failing to complete the training within the first six weeks of each school year or within the first six weeks of employment; and

BE IT FURTHER RESOLVED that the Executive Director and Principal or her designee shall forthwith develop a written policy implementing the requirements of Education Code section 44691 and the information contained in this Resolution.

PASSED AND ADOPTED the 6th day of June, 2017 by the Board of Trustees of the Palisades Charter High School of Pacific Palisades, California, by the following vote:

AYES: _____
NOES: _____
ABSENT _____
ABSTENTIONS: _____

IN WITNESS WHEREOF, I, Dr. Pamela Magee, Executive Director and Principal and Clerk to the Board of Trustees of the Palisades Charter High School of Pacific Palisades, California, certify that the foregoing is a full, true, and correct copy of Resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the Resolution is on file in the office of said Board.

DR. PAMELA MAGEE
Executive Director and Principal

DATE

Current Process

2016/2017

1. Early August send out an email notification to all faculty, staff and coaches regarding what training is required and letting them know to watch for a link that will be emailed from SafeSchools/PCHS
 - a. Training is sent out to 250 faculty, staff and coaches
 - b. Training is a total of 5 hours – 301 minutes
 - c. Training includes 7 different courses
 - i. Mandated Reporter – Child Abuse Training (HR)
 - ii. Blood Borne Pathogens (HR)
 - iii. Bullying Awareness & Prevention (HR)
 - iv. Sexual Harassment Prevention (HR)
 - v. Slips, Trips & Falls (Operations/Safety)
 - vi. Chemical Spills (Operations/Safety)
 - vii. Safety Reporting (Operations/Safety)
2. Early August send out an email notification to all faculty, staff and coaches from SafeSchools with the training link
3. Begin receiving notifications of those who have completed the training, those who have not completed the training will begin receiving weekly reminders to have that completed
4. Monday, August 14th, the first day back for faculty & staff, training was introduced during the meeting. After the professional development in the morning, staff are given the afternoon to work in their room as well as complete their training
5. Employees and Coaches who have not completed the training continue to receive weekly reminders to complete the training
6. At the four week mark (this year that was September 16th, 2017) each employee who has not completed the training we sent an individual email and their administrator was copied on this email stating that they must complete the training

Email Copy HERE:

You are receiving this email because you have not yet completed the online trainings. The trainings can be found by searching SafeSchools in your email inbox. Please be aware that all school employees are required by law (California Assembly Bill AB1432) to complete the training within 6 weeks of the start of the school year.

The end of the six weeks is next Friday, September 23rd, 2016. If you have not completed the training by the end of Friday, September 23rd, 2016 you will be required to come into the HR office and use a school computer to complete the trainings. That day will be noted as a personal day and will come out of your illness/personal day bank.

Thank you for your cooperation.
7. For the 2017/2018 year we are proposing to have the faculty & staff complete the training online together – and it will be used as the check-out to leave on that first Monday.

Certificate of Completion

Palisades Charter High School

Employee Name

has completed

Mandated Reporter: Child Abuse and Neglect (Full Course California)

a training program requiring 39 minutes

on

Monday, August 8, 2016

• 5 hours total training
• almost 250 faculty, staff, and coaches.



safesCHOOLS
TRAINING

Training Coordinator's
Signature

Employee's Initials: _____

David Carini O103N062-9Q00

Coversheet

Progress Update on Schoolwide Goal #2

Section: VI. Academic Excellence
Item: A. Progress Update on Schoolwide Goal #2
Purpose: FYI
Submitted by:
Related Material: VI_A_Acad Excellence_Schoolwide Goals No2_06_06_17.pdf



PALISADES

CHARTER HIGH SCHOOL

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 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*)

- a. **Alignment of curriculum** (both vertical and horizontal) is a focus for all PLCs. In addition to monthly PLC meetings, all PLCs have been allotted “pull out” time during fall and spring semesters. This time has been dedicated to completing goals identified by the PLC which include curriculum alignment. Instructional coaches work closely with each PLC to support growth. PLCs have also been granted paid time to work on specific curriculum goals through summer mini-grants. This is an ongoing practice to ensure PLCs have the time necessary to evaluate and revise curriculum. The World Language, English, Math, Social Science, and Technical Education departments have reached goals of course development and alignment.
- b. **Grading practices and policies** – UTLA representative’s surveyed teachers about grading policies and practices receiving responses from 100% of the faculty. The Academic Accountability Committee charted these practices to identify common procedures and outliers. Members of the Academic Accountability Committee presented findings to the faculty, listening to comments and concerns. The presenters also provided “Grading Malpractices” and the proposed school-wide grade policy. The proposal was also vetted through the LTSP Academic Achievement Group as well as Curriculum Council and Department Chairs. The policy was presented and approved during the PCHS Board of Trustees May meeting.
- c. **Goals and measurements** are being re-aligned to meet the requirements of the new Local Control Accountability Plan. (*LCAP plan presented in June 19 budget meeting*)
- d. **Ongoing student feedback** – The Columbia Stakeholder Survey was administered to all students during the May 25 Activity Day time. The survey asked specific questions about subject areas and courses. This was the third survey administered to all students during activity days to gather student feedback about campus culture and climate.
- e. **Where do we want to go? How will we get there?**
 - Articulation with feeder middle schools starting with June 12 math leaders meeting
 - Support for math teachers and students: paraprofessionals in math classrooms to provide more individualized assistance



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- World Languages - Maggie Nance will serve as a coach part time out of the classroom for the World Languages department to work with the department on curriculum and instruction.

Coversheet

Non-School Sponsored Field Trip Policies & Procedures

Section: VI. Academic Excellence
Item: B. Non-School Sponsored Field Trip Policies & Procedures
Purpose: Vote
Submitted by:
Related Material:
VI_B_Acad Excellence_NonSchool Field Trip Policies Draft_06_06_17.docx



PALISADES

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FIELD TRIPS AND EXCURSIONS POLICY

The Board of Trustees recognizes that field trips and excursions are important components of a student's education, and thereby encourages such activities. In addition to supplementing and enriching classroom-learning experiences, such trips encourage new interests among PCHS students, make them more aware of community resources, and help them relate their school experiences to the outside world.

Field trips and excursions include all approved activities under the supervision of school employees which occur at locations other than the school site of attendance and which include students as participants. They may be conducted in connection with courses of instruction or school-related social, educational, cultural, athletic, or performing arts activities. The Board also recognizes and acknowledges that, at times, trips or excursions are planned by school staff, students and/or parents that involve PCHS students, but are not school-sponsored or approved by the Board. For all trips, careful planning and specific, clear communication is necessary to ensure participant safety, protect the school, clearly convey whether the trip is school-sponsored or non-school-sponsored, and enhance the value of all such trips.

All teachers/trip organizers shall ensure that he/she/they:

1. Develop plans which provide for the best use of students' learning time while on the trip;
2. Clearly convey, at all times, whether or not the trip is school-sponsored;
3. Provide appropriate instruction before and after the trip, when applicable;
4. Develop plans which provide for the safety of students and their proper supervision by certificated staff, other school employees, and chaperones, including, when appropriate, requiring attendance at preparatory training sessions and/or meetings; and
5. Comply with all the applicable procedures related to the trip, including obtaining the approval of the Executive Director/Principal and, when applicable, the Board.

All trips conducted under the supervision of school personnel must be approved by the Executive Director/Principal.

Approval by the Board is required for all of the following school-sponsored trips:

1. Trips that involve out-of-state travel;
2. Trips that involve overnight stays;
3. Trips to locations not previously approved by the Board;
4. Trips that involve unusual hazards, as determined by the Executive Director/Principal.

Non-school-sponsored trips do not require Board approval.

In accordance with state law, for school-sponsored trips and excursions no student may be excluded from participation because of lack of sufficient funds.

Pursuant to state law, all persons making a field trip or excursion “shall be deemed to have waived all claims against ... a charter school ... for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.” (Education Code § 35330(d).) Written consent of parents and/or legal guardians must be obtained for every student participating in any trip, school-sponsored and non-school-sponsored, which shall include but not be limited to a signed acknowledgment of this state law-based waiver, and that participation in the trip constitutes a waiver all any and all claims against PCHS for any injury, accident, illness, or death during or by reason of the trip or excursion.

While conducting a school-sponsored trip the organizing teacher, employee or agent of the school shall have a school-issued First Aid Kit in his/her possession or immediately available.

PCHS shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Students on approved, school-sponsored trips are under the jurisdiction of the Board of Trustees and subject to school rules and regulations. Teachers or other personnel shall accompany students on all trips, and shall assume responsibility for their proper conduct. Before any trip, teachers/staff shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities. Chaperones shall be 21 years of age or older, should be assigned a prescribed group of students, and are responsible for the continuous monitoring of these students’ activities. Teachers/staff and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

Procedures

As is noted above, for all trips careful planning and specific, clear communication is necessary to ensure participant safety, protect the school, clearly convey whether the trip is school-sponsored or non-school-sponsored, and enhance the value of all such trips. Specific forms have been developed to achieve this purpose, which include but are not necessarily limited to the following:

1. Field Trip Procedures Checklist
2. Request for Approval of School-Organized Trip for Students
3. Request for Bus Form
4. Parent-Guardians Field Trip Permission and Authorization for Medical Care Form
5. Activity Participation Notice – Teacher Reminder Form
6. Activity Participation List
7. Recommendations for Students Going on Field Trips
8. Transportation Waiver Form
9. Additional Requirements for Overnight Field Trips
10. Non-PCHS-Sanctioned Trip Waiver Form

The Executive Director/Principal shall periodically review these forms and related processes, and amend the forms and processes when deemed appropriate.

Coversheet

Youth Suicide Prevention Policy

Section: VI. Academic Excellence
Item: C. Youth Suicide Prevention Policy
Purpose: Vote
Submitted by:
Related Material: VI_C_Acad Excellence_Youth Suicide Draft_06_06_17.pdf



PALISADES CHARTER HIGH SCHOOL

Model Youth Suicide Prevention Policy

Introduction

California *Education Code (EC)* Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

For more information on AB 2246 Pupil Suicide Prevention Policies, go to the California Legislative Information Web page at https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2246.

For resources regarding youth suicide prevention, go to the State Superintendent of Public Instruction (SSPI) letter regarding Suicide Prevention Awareness Month on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp> and the Directing Change For Schools Web page at <http://www.directingchange.org/schools/>.

Palisades Charter High School Youth Suicide Prevention Policy

The Governing Board of Palisades Charter High School recognizes that suicide is a leading cause of death among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015).

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or “place the idea in someone’s mind.”

In an attempt to reduce suicidal behavior and its impact on students and families, the Executive Director/Principal of Palisades Charter High School shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff (afterschool) and other individuals in regular contact with students such as crossing guards, tutors, and coaches.

The Executive Director/Principal of Palisades Charter High School shall develop and implement preventive strategies and intervention procedures that include the following:

Overall Strategic Plan for Suicide Prevention

The Executive Director/Principal of Palisades Charter High School shall involve school-employed mental health professionals (e.g., school counselors, psychologists, social workers, and nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law

enforcement, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention. PCHS will work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources. Palisades Charter High School will List Representatives by Name, Sector, and Title (TBD).

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, PCHS shall appoint a team to serve as the suicide prevention point of contact for the school. In addition, each school shall identify at least one staff member to serve as the liaison to the district's suicide prevention point of contact, and coordinate and implement suicide prevention activities on their specific campus. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Resources:

- The K–12 Toolkit for Mental Health Promotion and Suicide Prevention has been created to help schools comply with and implement AB 2246, the Pupil Suicide Prevention Policies. The Toolkit includes resources for schools as they promote youth mental wellness, intervene in a mental health crisis, and support members of a school community after the loss of someone to suicide.

Additional information about this Toolkit for schools can be accessed on the Heard Alliance Web site at <http://www.heardalliance.org/>.

- You can find information about a comprehensive suicide prevention toolkit for schools on the Palo Alto Unified School District Counseling Services Web page at <https://www.pausd.org/student-services/counseling-services>

Prevention

A. Messaging about Suicide Prevention

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, Palisades Charter High School along with its partners has critically reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

Resources:

- For information on public messaging on suicide prevention, see the National Action Alliance for Suicide Prevention Web site at <http://suicidepreventionmessaging.actionallianceforsuicideprevention.org/>

- For information on engaging the media regarding suicide prevention, see the Your Voice Counts Web page at <http://resourcecenter.yourvoicecounts.org/content/making-headlines-guide-engaging-media-suicide-prevention-california-0>
- For information on how to use social media for suicide prevention, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/how-use-social-media>

B. Suicide Prevention Training and Education

Palisades Charter High School along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members and other adults on campus (including substitutes and intermittent staff, volunteers, interns, tutors, coaches, and expanded learning [afterschool] staff).

Training:

- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
- All suicide prevention trainings shall be offered under the direction of school-employed mental health professionals (e.g., school counselors, psychologists, or social workers) who have received advanced training specific to suicide and may benefit from collaboration with one or more county and/or community mental health agencies. Staff training can be adjusted year-to-year based on previous professional development activities and emerging best practices.
- At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment. Previously employed staff members shall attend a minimum of one-hour general suicide prevention training Palisades Charter High School Training Options. Core components of the general suicide prevention training shall include:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment;

- Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment and ensuring student is under constant monitoring by an appointed staff member;
- Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide;
- Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:
 - The impact of traumatic stress on emotional and mental health;
 - Common misconceptions about suicide;
 - School and community suicide prevention resources;
 - Appropriate messaging about suicide (correct terminology, safe messaging guidelines);
 - The factors associated with suicide (risk factors, warning signs, protective factors);
 - How to identify youth who may be at risk of suicide;
 - Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines;
 - School approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
 - School approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention);
 - Responding after a suicide occurs (suicide postvention);

- Resources regarding youth suicide prevention;
- Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide;
- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.
- The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
 - Youth affected by suicide;
 - Youth with a history of suicide ideation or attempts;
 - Youth with disabilities, mental illness, or substance abuse disorders;
 - Lesbian, gay, bisexual, transgender, or questioning youth;
 - Youth experiencing homelessness or in out-of-home settings, such as foster care;
 - Youth who have suffered traumatic experiences;
 - Palisades Charter High School Youth Populations Vulnerable to Depression and Suicide.

Resources:

- Youth Mental Health First Aid (YMHFA) teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. YMHFA is an 8-hour interactive training for youth-serving adults without a mental health background. See the Mental Health First Aid Web page at <https://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth/>
- Free YMHFA Training is available on the CDE Mental Health Web page at <http://www.cde.ca.gov/ls/cg/mh/projectcalwell.asp>
- Question, Persuade, and Refer (QPR) is a gatekeeper training that can be taught online. Just as people trained in cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. See the QPR Web site at <http://www.qprinstitute.com/>

- SafeTALK is a half-day alertness training that prepares anyone over the age of fifteen, regardless of prior experience or training, to become a suicide-alert helper. See the LivingWorks Web page at <https://www.livingworks.net/programs/safetalk/>
- Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. See the LivingWorks Web page at <https://www.livingworks.net/programs/asist/>
- Kognito At-Risk is an evidence-based series of three online interactive professional development modules designed for use by individuals, schools, districts, and statewide agencies. It includes tools and templates to ensure that the program is easy to disseminate and measures success at the elementary, middle, and high school levels. See the Kognito Web page at <https://www.kognito.com/products/pk12/>

C. Employee Qualifications and Scope of Services

Employees of Palisades Charter High School and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

D. Specialized Staff Training (Assessment)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals (school counselors, psychologists, social workers, and nurses) employed by Palisades Charter High School.

Resource:

- Assessing and Managing Suicide Risk (AMSR) is a one-day training workshop for behavioral health professionals based on the latest research and designed to help participants provide safer suicide care. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/training-events/amsr>

E. Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers Palisades Charter High School suicide prevention policy and procedures.
- This suicide prevention policy shall be prominently displayed on Palisades Charter High School Web page and included in the parent handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:
 - Suicide risk factors, warning signs, and protective factors;
 - How to talk with a student about thoughts of suicide;
 - How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Resource:

- Parents as Partners: A Suicide Prevention Guide for Parents is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at <https://www.save.org/product/parents-as-partners/>

F. Student Participation and Education

Palisades Charter High School along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;

- Receive developmentally appropriate guidance regarding the district's suicide prevention, intervention, and referral procedures.
- The content of the education shall include:
 - Coping strategies for dealing with stress and trauma;
 - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
 - Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help;
 - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

Palisades Charter High School will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs, and National Alliance on Mental Illness on Campus High School Clubs).

Resources:

- More Than Sad is school-ready and evidence-based training material, listed on the national Suicide Prevention Resource Center's best practices list, specifically designed for teen-level suicide prevention. See the American Foundation for Suicide Prevention Web page at <https://afsp.org/our-work/education/more-than-sad/>
- Break Free from Depression (BFFD) is a 4-module curriculum focused on increasing awareness about adolescent depression and designed for use in high school classrooms. See the Boston Children's Hospital Web page at <http://www.childrenshospital.org/breakfree>
- Coping and Support Training (CAST) is an evidence-based life-skills training and social support program to help at-risk youth. See the Reconnecting Youth Inc. Web page at <http://www.reconnectingyouth.com/programs/cast/>
- Students Mobilizing Awareness and Reducing Tragedies (SMART) is a program comprised of student-led groups in high schools designed to give students the freedom to implement a suicide prevention on their campus that best fits their

school's needs. See the SAVE Web page at <https://www.save.org/what-we-do/education/smart-schools-program-2/>

- Linking Education and Awareness for Depression and Suicide (LEADS) for Youth is a school-based suicide prevention curriculum designed for high schools and educators that links depression awareness and secondary suicide prevention. LEADS for Youth is an informative and interactive opportunity for students and teachers to increase knowledge and awareness of depression and suicide. See the SAVE Web page at <https://www.save.org/what-we-do/education/leads-for-youth-program/>

Intervention, Assessment, Referral

A. Staff

Two Palisades Charter High School staff members who have received advanced training in suicide intervention shall be designated as the primary and secondary suicide prevention liaisons. Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

- Under normal circumstances, the primary and/or secondary contact persons shall notify the principal, another school administrator, school psychologist or school counselor, if different from the primary and secondary contact persons. The names, titles, and contact information of multi-disciplinary crisis team members shall be distributed to all students, staff, parents/guardians/caregivers and be prominently available on school and district Web sites. Palisades Charter High School to select Primary and Secondary Suicide Prevention Liaisons (TBD).

The principal, another school administrator, school counselor, school psychologist, social worker, or nurse shall then notify, if appropriate and in the best interest of the student, the student's parents/guardians/caregivers as soon as possible and shall refer the student to mental health resources in the school or community. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary or secondary suicide prevention liaisons.

- Students experiencing suicidal ideation shall not be left unsupervised.
- A referral process should be prominently disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.
- The Executive Director/Principal of Palisades Charter High School shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

B. Parents, Guardians, and Caregivers

A referral process should be prominently disseminated to all parents/guardians/caregivers, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

C. Students

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt. Palisades Charter High School to include crisis intervention procedures, including counseling and other support systems).

D. Parental Notification and Involvement

Each school within Palisades Charter High School shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care:

- After a referral is made for a student, school staff shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed. Parents/guardians/caregivers will be required to provide documentation of care for the student.
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide point of contact (or other appropriate school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services

(CPS) to report neglect of the youth. Palisades Charter High School to select CPS Contact Information (TBD).

E. Action Plan for In-School Suicide Attempts

If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented:

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed;
- Move all other students out of the immediate area;
- Immediately contact the administrator or suicide prevention liaison;
- Call 911 and give them as much information about any suicide note, medications taken, and access to weapons, if applicable;
- If needed, provide medical first aid until a medical professional is available;
- Parents/guardians/caregivers should be contacted as soon as possible;
- Do not send the student away or leave them alone, even if they need to go to the restroom;
- Listen and prompt the student to talk;
- Review options and resources of people who can help;
- Be comfortable with moments of silence as you and the student will need time to process the situation;
- Provide comfort to the student;
- Promise privacy and help, and be respectful, but do not promise confidentiality;
- Student should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help.

F. Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of Palisades Charter High School property, it is crucial that the LEA protects the privacy of the student and maintain a confidential

record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family;
- Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students;
- Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct;
- Designate a staff member to handle media requests;
- Provide care and determine appropriate support to affected students;
- Offer to the student and parents/guardians/caregivers steps for re-integration to school.

G. Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis has happened:

- Treat every threat with seriousness and approach with a calm manner; make the student a priority;
- Listen actively and non-judgmental to the student. Let the student express his or her feelings;
- Acknowledge the feelings and do not argue with the student;
- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;
- Explain calmly and get the student to a trained professional, guidance counselor, or designated staff to further support the student;
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

H. Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

The following steps shall be implemented upon re-entry:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;
- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student's teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

Resource:

- The School Reentry for a Student Who Has Attempted Suicide or Made Serious Suicidal Threats is a guide that will assist in school re-entry for students after an attempted suicide. See the Mental Health Recovery Services Resource Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/

I. Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital that we are prepared ahead of time in the event of such a tragedy. Palisades Charter High School to select Primary and Secondary Suicide Prevention Liaisons (TBD) for Palisades Charter High School shall ensure that each school site adopts an action plan for responding to a suicide death as part of the general Crisis Response Plan. The Suicide Death Response Action Plan (Suicide Postvention Response Plan) needs to incorporate both immediate and long-term steps and objectives.

- Suicide Postvention Response Plan shall:
 - Identify a staff member to confirm death and cause (school site administrator);
 - Identify a staff member to contact deceased's family (within 24 hours);
 - Enact the Suicide Postvention Response Plan, include an initial meeting of the district/school Suicide Postvention Response Team;
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
- Coordinate an all-staff meeting, to include:
 - Notification (if not already conducted) to staff about suicide death;
 - Emotional support and resources available to staff;
 - Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration);
 - Share information that is relevant and that which you have permission to disclose.
- Prepare staff to respond to needs of students regarding the following:
 - Review of protocols for referring students for support/assessment;
 - Talking points for staff to notify students;
 - Resources available to students (on and off campus).
- Identify students significantly affected by suicide death and other students at risk of imitative behavior;
- Identify students affected by suicide death but not at risk of imitative behavior;
- Communicate with the larger school community about the suicide death;
- Consider funeral arrangements for family and school community;
- Respond to memorial requests in respectful and non-harmful manner; responses should be handed in a thoughtful way and their impact on other students should be considered;

- Identify media spokesperson skilled to cover story without the use of explicit, graphic, or dramatic content (go to the Reporting on Suicide.Org Web site at www.reportingonsuicide.org). Research has proven that sensationalized media coverage can lead to contagious suicidal behaviors.
- Utilize and respond to social media outlets:
 - Identify what platforms students are using to respond to suicide death
 - Identify/train staff and students to monitor social media outlets
- Include long-term suicide postvention responses:
 - Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
 - Support siblings, close friends, teachers, and/or students of deceased
 - Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

Resources:

- After a Suicide: A Toolkit for School is a comprehensive guide that will assist schools on what to do if a suicide death takes place in the school community. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/comprehensive-approach/postvention>
- Help & Hope for Survivors of Suicide Loss is a guide to help those during the bereavement process and who were greatly affected by the death of a suicide. See the Suicide Prevention Resource Center Web page at <http://www.sprc.org/resources-programs/help-hope-survivors-suicide-loss>
- For additional information on suicide prevention, intervention, and postvention, see the Mental Health Recovery Services Model Protocol Web page at http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/
- Information on school climate and school safety is available on the CDE Safe Schools Planning Web page at <http://www.cde.ca.gov/lr/ss/vp/safeschlplanning.asp>
- Additional resources regarding student mental health needs can be found in the SSPI letter Responding to Student Mental Health Needs in School Safety Planning at <http://www.cde.ca.gov/nr/el/le/yr14ltr0212.asp>.

Note: This model policy is considered exemplary and is not prescriptive, per *EC* Section 33308.5:

- (a) Program guidelines issued by the State Department of Education shall be designed to serve as a model or example, and shall not be prescriptive. Program guidelines issued by the department shall include written notification that the guidelines are merely exemplary, and that compliance with the guidelines is not mandatory.
- (b) The Superintendent of Public Instruction shall review all program guidelines prepared by the State Department of Education prior to issuance to local education agencies. The superintendent shall approve the proposed guidelines only if he or she determines that all of the following conditions are met:
 - (1) The guidelines are necessary.
 - (2) The department has the authority to issue the guidelines.
 - (3) The guidelines are clear and appropriately referenced to, and consistent with, existing statutes and regulations.

Coversheet

Local Control Accountability Plan (LCAP) & LCAP Survey Updates

Section: VI. Academic Excellence
Item: D. Local Control Accountability Plan (LCAP) & LCAP Survey Updates
Purpose: Discuss
Submitted by:
Related Material: VI_D_Acad Excel_LCAP_Part 1_ Free Response Answers_06_06_17.pdf
VI_D_Acad Excel_LCAP_Part 3_ LCAP goals & updates 16-17.pdf
VI_D_Acad Excel_LCAP_Part 2_ Group Responses_06_06_17.pdf

Increase mental health support on campus

What ever it is. It's should focus on student learning. For instance, if you gave me \$1,000 and told me that I could either fix these three pot holes in the parking lot or allocate funds to help develop a structured intervention program with proven success then I'd hope that we can all agree that the potholes are something we're gonna have to live with.

Staff copying feedback and expanding chrome books are very far down my list of PALI needs. Please don't try to force this through with claims that 'parents placed these concerns as fourth'. The same with discussing schedule options--the block schedule works well--don't make this a false priority or disguise it as a need when you discuss 'expansion of college classes' --which parents might translate as more college level classes vs college classes offered at Pali which would necessitate a change in the block scheduling. And, many people might assume that every point has to be prioritized singularly as opposed to ranking multiple items at the same level.

Line item to cover staff development or department meetings for team-teaching/improved alignment across different teachers for the same subject/level to improve consistency and allow all students to benefit from best teachers and teaching practices.

I would focus on facilities where students spend most time, activities and classes that promote enthusiasm about learning, tutoring support, and teacher engagement.

we need competent dedicated teachers, not facilities.

Better initial assessment process and class placement for incoming freshman, e.g. if you're in H Geometry you can take Biology, but if you're in regular Geometry you can't take Biology. Students would benefit from more time spent discussing class schedule opportunities with the guidance of a counselor. (Don't know what Link Crew refers to.)

While I am in support of the Math lab and tutoring center, I feel it is more important to fund professional development so that better teaching occurs in the classroom. If teaching is done well within the classroom, there will be less of a need for Math/Literature labs and tutoring support.

Safety & Security of our students is always Priority #1, following then by academics

Sorry AA group - did not providing valid feedback for your section - 15 options are way to many to make a decision on without backup information. Any reason you could not reduce to 5 as we all were required to?

I am not sure how teachers performance and skills are assessed, but more rigor in this process would be welcome. My kids have often commented about some of the quality of teaching of some of their teachers. class size reduction

Math department needs improvement and the classrooms need a/c's or heaters.

More Field trips please.

NO STAFF CAFETERIA REMODEL. WE NEED AN ACTUAL AUDITORIUM

Thank you for sending the questionnaire. I'm giving my input without any context for these projects. I don't know what "Link Crew" or "CTE" is and the Academic Accountability Group Projects really seems to need context except I believe reducing class size is highly desirable.

Pali CharterHS needs to do a better job integrating the top students at the school into challenging courses with the school's best educators. Counselors should be available in the 9th grade to guide the top 15% to 20% of that class with course suggestions, scheduling options and program ideas that allow those students to excel and achieve to their potential. Sometimes it seems that the administration ignores support for the school's best students and that their success is parent/student driven.

Thanks!

More foreign language classes.

WHY IS THERE NO AIR CONDITIONING IN THIS SURVEY? THAT SHOULD BE TOP PRIORITY. TEMPERATURE SUBSTANTIALLY INFLUENCES THE LEARNING ENVIRONMENT.

Improving the restrooms is the biggest priority of all of the listed priorities.

To me most kids at our school get excited only for improvised events. Hype is not scheduled or planned but rather is created when people are aloud to unleash their own creativity. I suggest you plan events that

allow students to unleash their creativity and have fun. A rap battle would be a great idea. Also when you do activities like this do them in a place where there is a lot of people so then they can join in if they want. Let random stuff happen because that is the way hype is created. With hype students get excited and can connect easier with their peers. Also, pep rallies. They honestly suck at this school because there are not enough events inside of them. No one could tell what the powerpuff football teams were doing because there was no referee or announcer. Also let the kids pick the music. And don't blast it too loud. Have bean tossers. Maybe a raffle to fundraise. On your other ideas career prep should be top priority. A job fair would be great. A lot of kids went to the college fair last year (another way to connect us with each other). Also chromebooks are almost a waste of money. They are super slow and we barely use them in any of our classes. Anyways most kids have a phone nowadays. If someone needs one for school you should just let them borrow one for the rest of the year. Also just have carts available for teachers to use. The iPads to me were way better anyways. You know what, a senior beach party would be really cool too.

Getting better musical instruments and better thermostats would also be worth funding.

I would like better cafeteria food, but potentially better line management. I also think fully powered electric vehicle chargers in the parking lots would be great

Transportation should be free or at least way, way cheaper

More effective training for teachers on proper methods of teaching that are interactive and interesting for students.

Please ensure that closed bathrooms are fixed shortly.

not sure what exactly "link Crew" means so I listed it low on priority

Please give more money to the studio arts, drawing and painting.

There needs to be better resources for students studying math above algebra 2. Maybe paying teachers for extra hours for after school, like study seminars, or hiring professional math tutors for the study center.

I think that the Drama Department could use some more funding

The football team doesn't need as much money as it gets right now, VAPA classes/extracurricular activities need more funding.

FUNDING TO MARCHING BAND/ DRUMLINE

no prob.

Students who need financial aid for simple educational courses, such as AP classes, for the books, tutoring, extra testing, AP testing rates... This all adds up and can be very pricey for non-wealthy students. Instead of spending a ton of money on making grass greener, LCAP should fund school activities and classes such as journalism. Tideline lost all of its funding this year and we have only been able to print one issue compared to our usual 5-6. We hope to print more next year through fundraising, but it seems unfair that the school provides Yearbook with so much money that they don't even know what to do with it whereas journalism receives nothing. Landscaping seems significantly less important than allowing Tideline to continue providing a platform for student expression.

Don't tell people so much. Keep it confidential because many students don't understand the costs of certain things and over react

The study center should have colored ink so that students can print out colored paper.

Please consider investing in air conditioning. The heat is detrimental to student learning and it would be so much easier to focus if it wasn't so hot.

Should be paid more attention to

Please consider installing air conditioners in all classrooms. Some classrooms are so hot that it's just unbearable. An air conditioned classroom provides an environment that is suitable for learning and teaching. Please spend some of the budget on this well-needed upgrade. Thank you.

spend more funds on sports, a better track would be nice. :)

Myself and numerous other members involved in the music department, as well as every future Pali High musician that becomes involved with music here would be eternally grateful for a dedicated VAPA building, which might allow proper rehearsal rooms for band, orchestra, and choir.

We need to improve the math department.

Free parking besides on temescal



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2016-2017 LCAP Goals & Updates – 17/18 to be updated by current document + LCAP Survey

Goals/Need	Actions/Services
<p>#1- Teachers are required to hold a credential will hold a valid CA teaching credential as defined by the CA Commission on Teaching Credentialing and be appropriately qualified in the content area taught.</p> <p>Need: Teachers must be highly qualified in content areas taught to meet standards for the California Standards for the Teaching Profession.</p>	<ul style="list-style-type: none"> - Staffing of instructional program Review of all teacher credentials and master schedule 100%. - English Learners: All teachers of EL students will be certified in SDAIE and ELD instructional strategies
<p>#2- All students will have access to standards aligned materials.</p> <p>Need: Based on records review of student economic status and stakeholder survey results, need was established for student access to technology given the school plan to increase technology based instruction.</p>	<ul style="list-style-type: none"> - Instructional & Supplemental materials aligned to the Common Core State Standards. Update Instructional & Supplemental Materials.
<p>#3- All school facilities are maintained and in good repair. Daily cleanliness is maintained and items on inspection list are in compliance.</p> <p>Need: All school facilities are maintained and in good repair to ensure a safe and healthy educational environment.</p>	<ul style="list-style-type: none"> - Supervision and staffing of custodial staff. Security staff (additional). - Improve quality of air on campus through clean air handlers and maintenance. - School safety camera/surveillance system - Condition of campus and classrooms - Student restroom renovations - CapEx budget and campus conditions
<p>#4 Through teacher professional development to facilitate learning, all students will receive academic content knowledge of state- adopted academic content and performance standards</p> <p>Need: Seek to improve SBAC scores from 2014 were as follows: ELA: 72% Met or Exceeds Standards and Math: 48% Met or Exceeds Standards</p>	<ul style="list-style-type: none"> - Teachers will participate in CCSS professional development, conferences, and training - Release time for PLC/SCL curriculum planning - Continuation of the Academic Achievement Team (teacher coaches supporting professional development, PLC/SCL coordination, data, EL, math, and literacy) - PLC/SCL notebooks - Workshop and conference agendas, PLC/departmental share outs



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Goals/Need	Actions/Services
<p>#5- School will provide opportunities for parent involvement in school decisions through parent volunteer opportunities, committee membership and informational sessions</p> <p>Need: Parent involvement in schools has been shown to improve student achievement and outcomes. Involvement by all stakeholders is required through PCHS charter.</p>	<ul style="list-style-type: none"> - English learners and Reclassified English Learners: Outreach and ELAC Parent Meetings held twice annually - Low income youth: Outreach and Title I Parent Meetings held at least twice annually - Foster youth: Outreach and Parent/Foster Guardian informational/input meetings as needed - Students with Disabilities: Outreach and PSEC parent meetings held at least twice annually - English learners and redesignated fluent English proficient pupils: EL Coordinator with support from academic counselors tracks performance data and provides counseling and support for recently redesignated English Language Learners and Long Term English Learners not making adequate growth - Other supports: Study Center/Tutoring, Support classes, parent education/PIQE, College Center advisement (additional .5 FTE) - Low income pupils: Transportation scholarships Study Center/Tutoring, Support classes, parent education, College Center advisement - Foster Youth: Counseling services as provided by additional counseling consultant - Students with Disabilities: Transition program - School will host a minimum of three outreach meetings per semester to encourage parent participation and seek input as well as to offer training on school technology systems to improve communication (Infinite Campus and Schoology) - Provide parent involvement and education opportunities through the Parent Involvement for Quality Education (PIQE) program, Fuerza Unida and TVN.



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Goals/Need	Actions/Services
<p>#6- School will administer interim assessments in ELA and Math.</p> <p>Need: School will deliver formative assessments to improve instruction.</p>	<ul style="list-style-type: none"> - Administer the state produced interim assessments (CAASP)
<p>#7- Students are on track for college and career preparation as identified in each student's 4 year plan; PCHS will develop and maintain partnerships with colleges and will develop a Career Center to improve post school success.</p> <p>Need: All students are on track to be college and career ready.</p>	<ul style="list-style-type: none"> - Develop partnerships through development consultant with higher education to enhance services and allocation of resources that increase student exposure to college courses and alternative opportunities. - Established partnerships and programs results, level of students involvement and success rate. - 16-17 2- ADDITIONAL teaching period to support Career Readiness and related consulting. - Provide college and career readiness classes in cooperation with the community colleges. - Develop and implement a system to measure post-secondary school success (continuation/completion/career)
<p>#8- 70% of EL students will demonstrate one year's growth in English Language Development each academic year as measured by the CELDT</p> <p>Need: Historically, English learners have not demonstrated one year's growth in English language development annually as measured by the CELDT.</p>	<ul style="list-style-type: none"> - EL Coordinator - PIQE Program - ELAC - EL Teacher - EL Assistant - Tutoring - MESA/SHPE - Curricular Materials & PD
<p>#9- High needs student enrollment in AP / Honors classes will increase by 5% annually.</p> <p>Need: High needs students have historically been underrepresented in honors and AP classes.</p>	<ul style="list-style-type: none"> - Provide student support including tutoring, AP support classes, test preparation.
<p>#10- Increase by 5% the number of graduating seniors who meet A-G requirements by adding foreign language course(s) and expand credit recovery options.</p> <p>Need: Increasing the number of high school graduates demonstrating college readiness has been a target in the</p>	<ul style="list-style-type: none"> - Counseling Support, Teacher Training, PIQE, TVN, Fuerza Unida, Tutoring Program. - Add additional foreign language course and expand credit recovery / credit attainment options.



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Goals/Need	Actions/Services
<p>Los Angeles area most notable for high needs students.</p>	
<p>#11- School will maintain high ADA (at 96.1% or above) by decreasing absenteeism.</p>	<ul style="list-style-type: none"> - Attendance Personnel/training. Intervention counseling for students with attendance concerns. - Attendance records - Intervention participation and success rate
<p>#12- Maintain graduation rate at or above 95% across all student groups</p> <p>Need: School will meet or exceed the 90% graduation rate established by CDE</p>	<ul style="list-style-type: none"> - Providing access to online courses and alternative high school programs such as Virtual Academy, Independent Studies, credit recovery options including Acellus and Temescal Academy - Increase participation and completion rates of alternative programs - Student participation in counseling programs Counseling services including mental health services/Educationally Related Mental Health Services (ERMHS) -
<p>#13- School will maintain a low (under 2.5%) suspension rate and maintain less than a 1% expulsion rate.</p> <p>Need: Suspension rate data from School and District Student Information Systems.</p>	<ul style="list-style-type: none"> - Discipline Deans staffing. - Discipline and expulsion records - Counseling services including crisis counselor/consultant and Educationally Related Mental Health Services. - Counseling participation rates, Improved completion and drop-out rates
<p>#14- Continue and/ or increase communication efforts in areas of family and community outreach and parent involvement in all key operations and programs, including parent education in technology</p> <p>Need: Students, families, and school community will increase connection to school through use of student information system, participation in school programs and stakeholder involvement in committees and stakeholder meetings</p>	<ul style="list-style-type: none"> - Pupil Outcomes: Senior Letters, counseling office distributes Four-year plans for students to guide parents and students on how to meet A-G requirements. - Parent and Pupil Engagement: Multiple parent orientation opportunities for new and returning students that include translation, Input from site level advisory groups including multiple committees with participation from students, faculty, staff, parents and stakeholders. PTSA group and meetings, Monthly Long Term Strategic Planning meetings with multiple times and dates to accommodate parents - Locally Identified priority: Increased positive feedback on school stakeholder surveys through support for website development



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Goals/Need	Actions/Services
	<p>and outreach. School will use the website, Infinite Campus, and Schoology to distribute information to students, parents, and stakeholders. PCHS will make use of Survey Monkey, Constant Contact, and the Columbia School Satisfaction Survey to measure community and stakeholder climate. PCHS will make use of Internal Customer Service Feedback Forms throughout the year. The school will continue to educate parents with parent training on use of School Info Systems. PCHS will continue to assign personnel dedicated to all forms of parent and stakeholder services including website, on-site parent liaison, community, and development outreach</p>
<p>#15- Students including all student subgroups will have access to academic and educational programs as outlined in the school’s charter and diversity will be increased in Honors and AP classes.</p> <p>Need: All students will have 100% access to a broad course of study</p>	<ul style="list-style-type: none"> - Additional Math, Engineering, Science Achievement (MESA) classes - Expansion of STEAM classes/STEAMshop Master schedule - Course rosters/student enrollment - Reduction in class size in targeted, priority classes (ELA and Math) - Gradual schoolwide class size reduction Expand course offerings in STEM/STEAM electives - Continue 1:1 iPad program provides personal device for each 9th grader to promote critical thinking, creativity, collaboration, digital citizenship and productivity. Increased use of technology for 10th-11th-12th grades for instruction and student access. - Low income youth: Continued support and increased Transportation scholarships provided to students in need of financial assistance.
<p>#16- Incoming student participation in Dolphin Leadership Academy for intervention and enrichment</p> <p>Need: Entering 9th graders identified as high need, at- risk, or those with leadership potential through placement assessments, standardized scores, and teacher/counselor</p>	<ul style="list-style-type: none"> - Provide summer bridge program with goal of 90% attendance rate. - 95% of enrolled students completing of summer reading assignment. - Focus on technology competence measured by 95% of enrolled students completing a



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Goals/Need	Actions/Services
<p>recommendations will participate in the Dolphin Leadership Academy summer transition program</p>	<p>technology project.</p> <ul style="list-style-type: none"> - Dolphin Academy summer bridge program - Study Center - Intervention Team - SST Coordinator - Identify needs & recommend intervention
<p>#17- Expand opportunities provided for students who need to retake course for high school completion or college entrance</p> <p>Need: Intervention and support for students with credit deficiencies is needed to meet or exceed graduation rate.</p>	<ul style="list-style-type: none"> - Provide summer school option for credit recovery. - Student participation and course completion.
<p>#18- Students will be placed correctly in ELA courses and access support and intervention early in the school year</p> <p>Need: All students will have access to ELA intervention</p>	<ul style="list-style-type: none"> - Administer ELA placement exam for incoming 9th graders - Provide literacy classes with support from academic coach - Additional summer hours for EL Coordinator - Expand and promote tutoring options/Study Center and 7th period adult tutors. - CAHSEE, CAASP ELA, ELA GRADE, CELDT, SCHOLASTIC LITERACY - Course rosters - Grade reports 3 - 4 times per semester - Study Center tutoring schedule (expanded hours) - English Learners and Reclassified Learners: EL Coordinator determines intervention needed including tutoring, support classes, and credit recovery options - Low income youth: Counselors determine intervention needed including tutoring, support classes and credit recovery options - Foster youth: Counselor to assess and coordinate tutoring, support classes, and program assistance for credit recovery - Students with disabilities: Case carrier assesses intervention needs including but not limited to tutoring, support classes and credit recovery options
<p>#19- Students will be placed correctly in math courses and access support and intervention early in the school year to reduce fails in math.</p> <p>Need: 40% of students receive a grade of D or F in algebra &</p>	<ul style="list-style-type: none"> - Administer math placement exam for incoming 9th graders - Offer redesigned algebra course with built-in support



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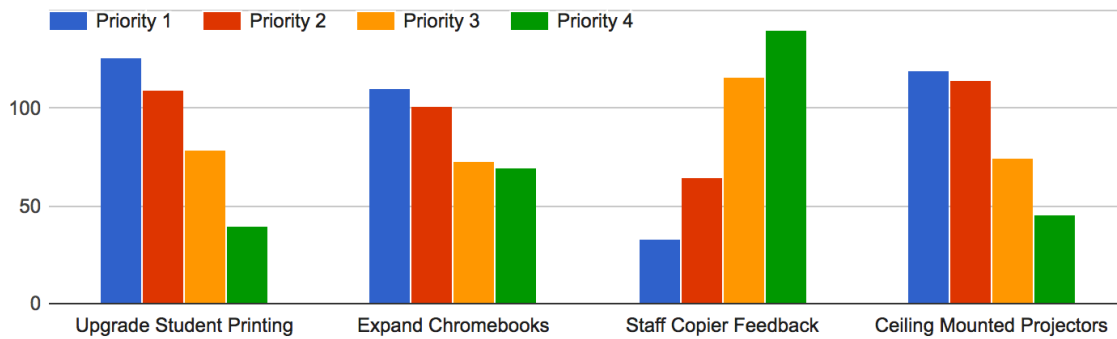


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Goals/Need	Actions/Services
<p>geometry classes</p>	<ul style="list-style-type: none"> - Expand and promote tutoring options/Study Center and 7th period Math lab with extended hours. - Placement test results - Course rosters - Grade reports three to four times per semester
<p>#20 School will explore additional funding to reduce transportation costs to parents and/or increase scholarships</p> <p>Need: PCHS students travel from 105+ zip codes in the Los Angeles area covering approximately 400 square miles. Currently, parents who choose to have their children ride a school bus to school pay an optional monthly fee. High needs parents may receive full or partial transportation scholarships.</p>	<ul style="list-style-type: none"> - Hire Development Director; explore lower cost local transportation options; explore partnerships with local school to lower transportation costs. - Provide scholarships to High Needs students.
<p>#21. PCHS will analyze effective class sizes and work to reduce class size in impacted areas.</p> <p>Need: PCHS has strategically reduced class sizes in high needs areas such as Algebra and literacy. The charter is now working on reducing class sizes in other programs.</p>	<ul style="list-style-type: none"> - Create two new classrooms by dividing large rooms - Add additional English teacher to provide more diverse H and AP classes - Lowered enrollment from current 2015-16 levels by 5 ADA. - Added Online Learning Coordinator position to provide credit recovery alternatives other than the traditional classroom - 2 class period. - Facility capacity study to determine most effective class sizes and to provide a basis for grant applications

Technology Group Projects

Please assign a Priority Value to each Technology Group Project with the most important as Priority Number One.



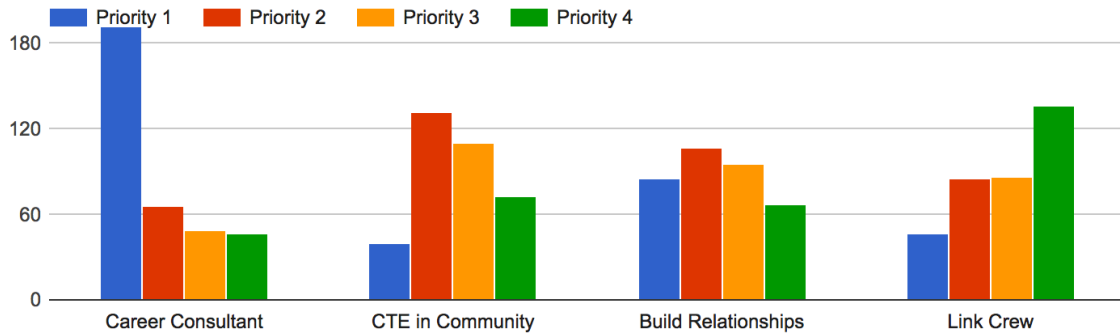
Facilities Group Projects

Please assign a Priority Value to each Facilities Group Project with the most important as Priority Number One.



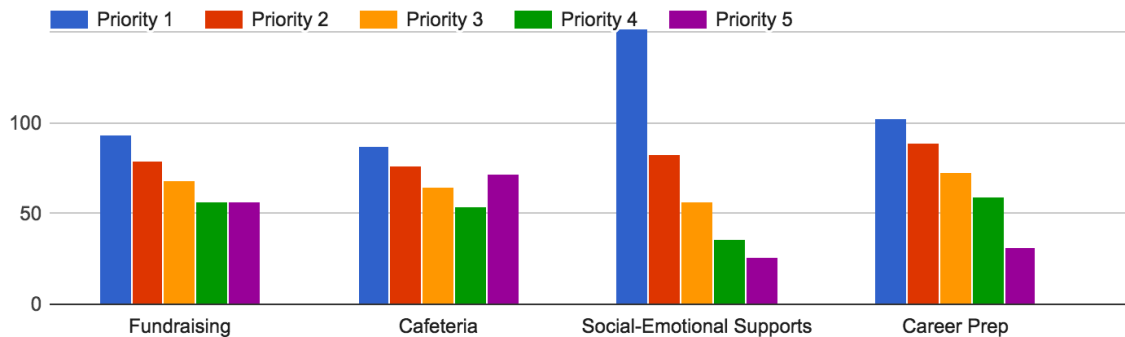
Family and Community Group Projects

Please assign a Priority Value to each Family and Community Group Project with the most important as Priority Number One.



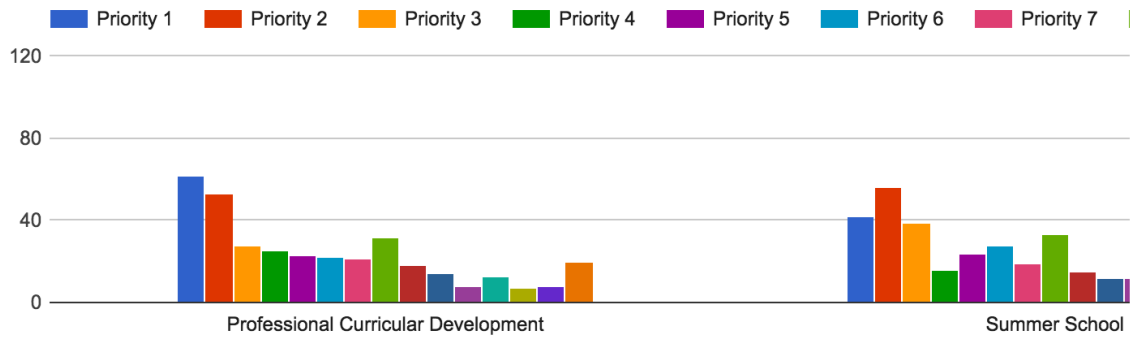
Budget and Finance Group Projects

Please assign a Priority Value to each Budget and Finance Group Project with the most important as Priority Number One.



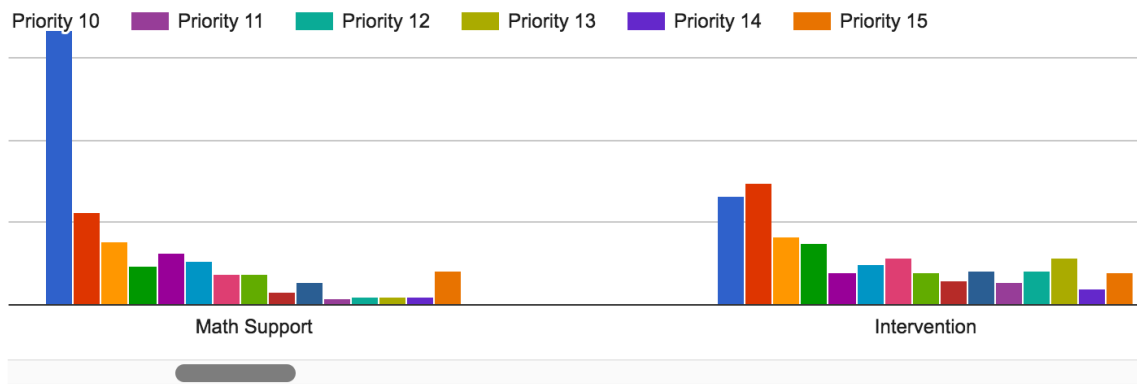
Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



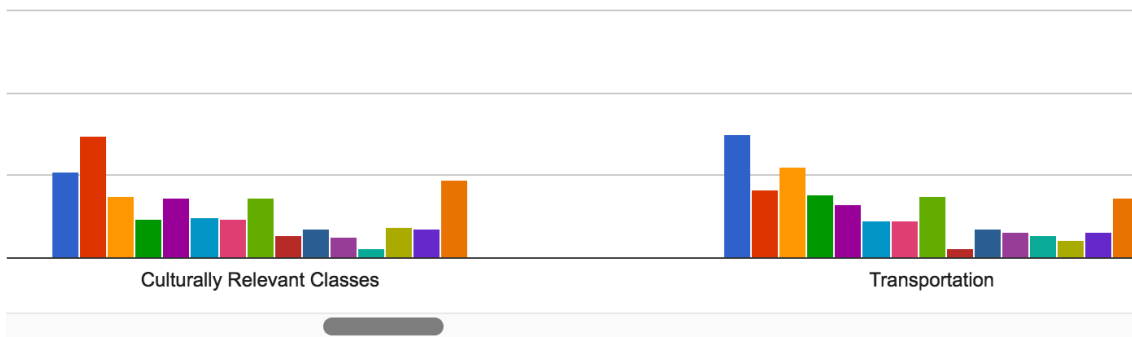
Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



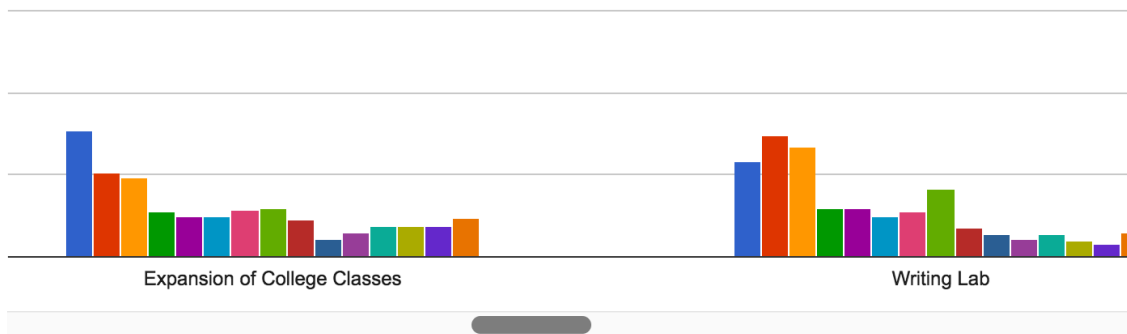
Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



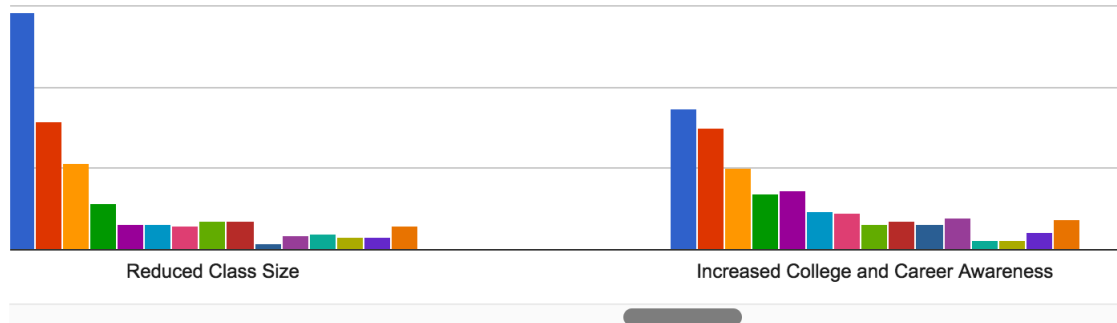
Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



Academic Accountability Group Projects

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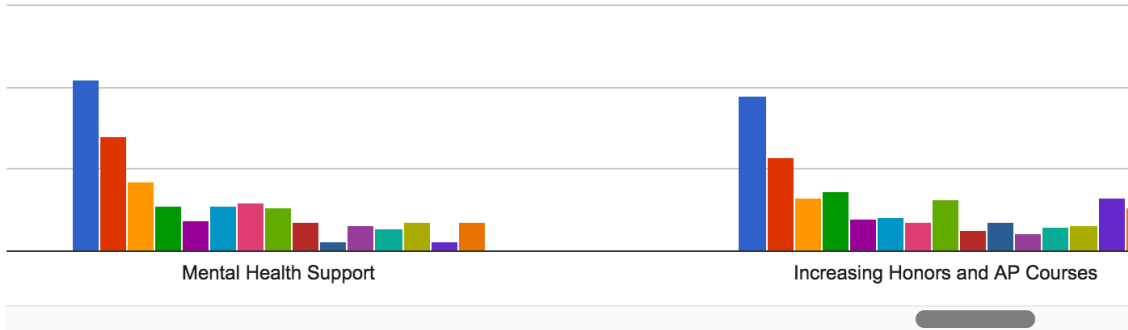
Academic Accountability Group Projects

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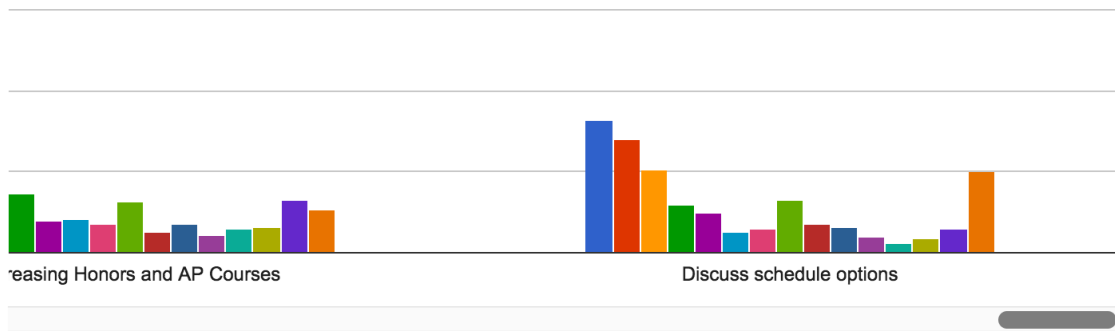
Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



Academic Accountability Group Projects

Please assign a Priority Value to each Academic Achievement Group Project with the most important as Priority Number One.



Coversheet

Cafeteria Food Service Contract

Section: VII. Facilities / Operations
Item: E. Cafeteria Food Service Contract
Purpose: Vote

Submitted by:

Related Material:

VII_E_Facilities_Operations_Part 1_2017-2018 Cafeteria RFP-Supporting Materials.pdf

VII_E_Facilities_Operations_Part 2_57847_Palisade_Charter_HS_Chartwells.pdf

Chartwell Food Tasting Of 35 People (5/15/17)

26 Staff Members Attended

9 Students Attended

Fresh Start Food Tasting Of 26 People (5/17/17)

10 Staff Members Attended

16 Students Attended

7 staff members and 5 students attended both tastings .

All appreciated the variety of foods offered and agreed each was flavorful.

Most would be happy to see either food offered in our cafeteria.

Things liked about Chartwell

- Food presentation was great
- Variety of offered foods
- Food was flavorful
- Many fresh and natural items
- More appealing options for faculty
- Appealing grab and go options
- Friendly and attentive staff

Concerns about Chartwell

- Kosher options
- Would like to see more cultural foods offered
- More vegan and or vegetarian options
- Maintaining the variety options
- Too Spicy (buffalo chicken)
- More beverage options
- Breakfast food items

Things liked about Fresh Start

- Food tasted authentic
- Company was willing to accept input to customize menu items
- Good variety
- Soy non-dairy beverage

Concerns about Fresh Start

- Need more freshly prepared items
- Less processed food
- More options for vegans and vegetarians
- Packaging of food

**PALISADES CHARTER HIGH SCHOOL
FOOD SERVICE PROGRAM
RFP RANKINGS**

CRITERIA	MAXIMUM POINTS	CHARTWELL	FRESH START
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	10	10	10
Experience with School Breakfast and National School Lunch Programs.	10	10	10
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	10	9	8
Based upon survey/feedback of Stakeholders who have participated in Food Sampling	15	15	13
The financial stability of the Respondent.	10	10	9
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	10	9	7
Cost-Total Cost, including all services (as outlined on Fee Proposal)	35	32	33
TOTAL POINTS	100	95	90

**PCHS
CAFETERIA
2016-2017 PROJECTED AND 2017-2018 BUDGET**

<u>SUMMARY</u>	2016-2017 BUDGET	2016-2017 Projections	2017-2018 BUDGET
Total Cash Sales	\$ 170,306	\$ 135,306	\$ 194,907
Catering Revenue (incl. in Cash)	28,416	\$ 18,416	\$ 35,662
State Reimbursements	336,158	\$ 301,158	\$ 409,325
Federal Reimbursements			
Total Revenue	\$ 534,880	\$ 454,880	\$ 639,894
Expenses			
Total Salaries & Benefits	\$ 58,669	\$ 57,765	\$ 60,653
Food Service Expenses			
Management	\$ 178,366	\$ 169,448	\$ 322,820
Food Expense	\$ 296,273	\$ 246,273	\$ 256,421
Total Food Expenses (Invoice)	\$ 474,639	\$ 415,721	\$ 579,241
Total Expenses (Before Commodity Credit)	\$ 533,308	\$ 473,485	\$ 639,894
Net Expenses	\$ 533,308	\$ 473,485	
Net Income/(Loss)	\$ 1,572	\$ (18,605)	\$ -

Palisades CHS 2017-2018 Food Service Budget			
	CHARTWELL	SODEXO	
	2017/18	2016/17	
Meals Served-Budget	157,500	146,112	7.8%
Cost Per Meal	\$ 3.65000	\$ 3.4326	6.3%
Note: Includes \$46,000 Investment in Equipment for 2017-2018			
Expenses	2017-2018	2016-2017	
Chartwell/Sodexo Costs	\$ 579,241	\$ 474,639	
District Labor & Benefits	\$ 60,653	\$ 58,669	
Total Operating Expense	\$ 639,894	\$ 533,308	
Return	\$ -	\$ 1,572	

Note: Assumes Breakfast price will increase to \$2.50 & Lunch to \$3.75 in 2017-2018 (up \$0.25 for both meals)



A CAFE DINING PROPOSAL FOR PALISADES CHARTER HIGH SCHOOL



MASTER COPY



chartwells
eat. learn. live.

In keeping with Chartwells' sustainability efforts and green initiative, your proposal is printed double-sided on Mohawk 100% recycled paper, which is manufactured entirely with Green-e certified wind-generated electricity.



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PALISADES CHARTER HIGH SCHOOL

EXECUTIVE SUMMARY MAY 25, 2017

A successful school food and nutrition program is founded on a solid partnership with common goals that places students first. Taking a holistic approach to school nutrition, our team has developed a proposal that will deliver significant operational and financial benefits by building on the current foodservice programs. Based on these principles, key areas of focus for Palisades Charter High School include:

- ✓ Increased meal participation with health, wellness and education at the core
- ✓ Dedicated on-site and regional management support
- ✓ Comprehensive food handling, housekeeping and sanitation program
- ✓ Financial transparency
- ✓ Student and community engagement

This Summary serves to highlight the overall proposal, with supporting details in the body of the proposal. In preparing our response, we have strived to address each point listed in your **Objectives**, and to follow the format of your **Award Criteria**. You can be certain that each item has been addressed before digging into the proposal.

The Objectives of PCHS are:

1. To provide an appealing and nutritionally sound program for students as economically as possible.
2. To stimulate both student and adult participation in the program through improving relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn.
3. Increase participation at all levels of the foodservice program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning.
4. To maintain reasonable prices for students and adults participating in the foodservice program.
5. To maintain student and staff morale at a high level.



HOW WE WILL MEET AND EXCEED YOUR OBJECTIVES

Operationally

We will present and agree to a unique set of Key Performance Indicators (KPIs), enabling us to measure, manage and monitor the quality and consistency of the entire foodservice program in complete partnership with Palisades Charter High School. Our KPIs will form the backbone of our program, creating a pathway for increased communication, fiscal transparency, increased meal participation and equally important student enrichment and community engagement. Operationally, our mission is to:

- ✓ Achieve a measurable and consistent level of food quality, including standards and presentation, that appropriately service students and staff
- ✓ Provide optimum customer satisfaction through regular engagement and enrichment
- ✓ Maintain a high quality of personnel through regular training and development according to USDA Professional Standards
- ✓ Continually strive for cost reducing opportunities and ideas to improve the foodservice program while keeping its integrity intact
- ✓ Professionally respond to and manage any changes to services which may occur over the term of the contract
- ✓ Develop and continue to develop clear methods of communication with the key stakeholders of Palisades Charter High School including staff, students, parents and the school board
- ✓ Continually review our foodservice program in line with the students' needs through a flexible menu cycle that changes with market trends, student insight and cultural requirements locally
- ✓ Provide real-time nutrition information through transformative technology that anyone can access



Leadership

Our Leaders Help Palisades Charter High School Succeed

We will make your job easier by providing Pali High with an experienced and dedicated dining services team. Our managers care about your students and work hard to provide nutritional meals and wellness education, all within a welcoming and comforting environment.

A successful foodservice program starts from the top. Our leaders will bring years of experience and extensive qualifications to PCHS, adding creativity, energy and excellence to all aspects of the dining program. Your students deserve the best, and our managers are committed to making that happen.

The Healthy, Hunger-Free Kids Act establishes minimum educational standards for employing school nutrition directors and minimum training standards for all personnel who manage and operate the National School Lunch and School Breakfast Program. Chartwells has developed guidance to ensure your school meets or exceeds these standards. Following is an overview of the management team that will be working with you to make your dining services program a success.

Director of Dining Services

The director of dining services will be the key person on-site in your school – your go-to for all elements of the program. Our directors are trained to balance the needs of students, school administrators and foodservice employees to ensure all-around great service and customer satisfaction. Our directors' qualifications are 100 percent compliant with USDA rules on professional standards and education.

PALISADES CHARTER HIGH SCHOOL

Your director is an active member of your administrative team who can influence associate and student morale – and has the power to reduce turnover and increase associate job satisfaction. The director works closely with the regional executive chef to drive culinary direction that incorporates the distinctive elements of PCHS and your community. Our directors have the talent and commitment to meet the expectations you've established for the foodservice program.

Every director of dining services is evaluated on these key areas of responsibility:

- Customer satisfaction
- Financial execution
- Merchandising and food presentation
- Management relations and leadership skills

Access to Our Regional Registered Dietitian

Our Regional Dietitian Addie Virta, RD works to ensure a holistic approach is taken towards achieving health and wellness for students, parents, faculty and staff according to our eat. learn. live. philosophy.

The primary benefits of having access to a registered dietitian:

- Ensures menu complies with USDA and state school nutrition regulations
- Provides food nutrition information and promotions
- Conducts expert presentations for nutrition and health; includes sports nutrition and wellness
- Creates food and nutrition focused bulletin boards in the cafe, classroom and electronically
- Plans and deploys March "National Nutrition Month" and other nutrition and wellness activities
- Develops parent nutrition newsletter
- And much more!

Resident Dietitian Tara Conlon, MS, RD presents Chef Tables. Each month, Tara visits different schools throughout her district during the lunch to showcase a recipe featuring the monthly Food Focus. Samples are provided to all the students that wish to try as well as nutrition education on the health benefits of foods highlighted in the recipe prepared.



Access to Our Regional Executive Chef

Chef Michael Greco will act as an advisor, ensuring that PCHS provides nutritious, safe, eye-appealing, properly flavored foods. He will also provide guidance around maintaining a safe and sanitary work environment for all employees

The primary areas our chef will influence:

- Planning menus and utilization of commodities
- Estimating food consumption and purchases or requisitions foodstuff and kitchen supplies
- Directing food apportionment policy in compliance with federal and state policies for school breakfast and lunch programs
- Devising special dishes and developing recipes that your kids will love

Continuous Improvement

In order to meet the day-to-day requirements of Palisades Charter High School and achieve overall success, we propose a visitation schedule that takes a strategic approach. Our goal is to ensure that stakeholders are engaged at the right level and we ensure that the service improvements we have identified are realized.

Operational Contact Schedule

	Pre-opening	Termly	6 Monthly	Annual Operations Review	Purpose of Contact
Regional Vice President					<ul style="list-style-type: none"> Strategy planning Finance Review Discuss new aims and objectives of District and best way to align ourselves to these
District Manager					<ul style="list-style-type: none"> Contractual review and strategic planning Report operational success and challenges
Assistant Manager					<ul style="list-style-type: none"> To add strategic support to the contract and monitor consistency of standards and financial performance To meet with client and present termly reports RE finances / quality and innovations
Transition Team					<ul style="list-style-type: none"> Ensure a seamless integration of the new services Support the build-up and transition phase To assess the standards in each school post transition To meet with the individual school Business Managers and Principals to share best practice and new development initiatives
FSD					<ul style="list-style-type: none"> Present monthly report to Business Manager at each school, including accounts Quality audit including customer satisfaction monitoring Implementation of new service initiatives Communication with the school client contacts to review operations and present finances Work with the FSD together with the on-site teams to provide necessary support, training and development Review the service quality levels Develop the service strategy with the FSD Identify and release the appropriate company resources to support the individual schools needs Ensure consistency and high quality in line with our KPIs
Marketing Director					<ul style="list-style-type: none"> Consultation to agree marketing and promotion strategy Prepare and implement twelve month marketing plan Marketing support for onsite team across each school Agree innovations built around the schools' individual business needs
Health & Safety / Food Safety					<ul style="list-style-type: none"> Risk assessments and advice during transition phases Unannounced visits to every school once a year to do an audit on food hygiene and health and safety. If there are any other areas of concern, further visits would take place.
Regional Dietician					<ul style="list-style-type: none"> To audit the nutritional balance of the menus and assist with the menu planning Ensure we support healthy schools initiatives including all USDA regulations Lead the way in healthy informed choices for students Supports the schools' STEM curriculum links
Executive Chef					<ul style="list-style-type: none"> Skills and standards assessment Craft training co-ordination and delivery Food service and menu development Support the designing of new menus based around school and student requests Support the team during key events at individual schools Hands on craft training for kitchen teams Unannounced twice termly visits to assess and coach on food quality Craft training co-ordination and delivery Food service and menu development Support the designing of new menus based around the individual school and student requests Support the team during key events at individual schools
Human Resource					<ul style="list-style-type: none"> Staff during transition period Development and implementation of training plan Restructure advice and support Training plan progress review Policy and procedures audit

PALISADES CHARTER HIGH SCHOOL

Marketing and Promotion

Based on our marketing, nutrition, culinary and operational expertise, we have created a tailored vision and comprehensive marketing plan specifically for Palisades Charter High School. Our program will focus on engagement, asking for student, staff and parent input while demonstrating that mindful choices developed around nutrition and wellness really do equal great food. The goal is to drive reimbursable meals at all points of service, generate feedback and engagement to generate useful intelligence, and re-engineer the menu built around student desires and school wellness policy. We need to generate participation in the process to increase participation in the program.

Financially

Chartwells understands the importance of making sure your nutrition services program is financially sound. We believe in a reasonable, transparent and straightforward approach when preparing your financial budget. The Cost Reimbursable contract creates a partnership between the FSMC and the School. Your vision and desires for the foodservice program are of utmost importance, and exceeding your goals is our highest priority.

Year 1 financial highlights include:

BEST VALUE!	
Fixed Cost Per Meal	Blended \$3.65
Initial Investment	Advertising and Promotion: \$3,500 Grand Opening Event: \$1,000 5 Biometric Readers: \$5,020 Kitchen Smallwares: \$8,000 Tilt Skillet: \$12,707 Double Stack Oven: \$10,000 Dishwasher: \$13,030 Warming Box: \$5,266 Nutrislice.com menu application: \$1,500 Culinary Arts Support: TBD

As the worlds largest culinary company, Compass Group and Chartwells K12 will support Palisade's Culinary Arts Program. Whether it is providing curriculum, training, mentorships, internships, or access to our job board - We will provide your students with unparralled access to our vast resources!

Our year one financial summary is derived from the information provided in the RFP, to include: Days of service, revenue and expenses provided, meals reported, current benefits and labor and reimbursements.

Chartwells Equipment Investment:

One of the biggest problems we encounter from other vendors is the promise of unrealistic and unproven sales projections. However, given the strength and stability of our parent company Compass Group PLC, combined with Chartwells' market-leading position throughout the United States, we have complete confidence in our ability to grow your foodservice program as a result of our proven capability. We know this because we have rigorously benchmarked all our financial projections to ensure we remain competitive but most importantly realistic in delivering fiscal balance to Palisades Charter High School. Investing in requested and recommended equipment will help us reach our sales projections and better serve your students.

identiMetrics Biometric Technology	\$5,020.00
Southbend Tilting Skillet	\$12,706.71
Hobart AM Select Dishwasher	\$13,029.74
Cres Cor Mobile Heated Cabinet	\$5,266.22
<u>Double Stack Oven</u>	<u>\$10,000.00</u>
	\$46,022.67

Recommended Equipment Investment by the School

Additionally, Chartwells will fund additional improvements to the SFA's premises to facilitate the performance of the foodservice program. The Additional Investment shall not exceed Thirty Seven Thousand Eight Hundred and Seventy-One Dollars and Eighty Cents (\$37,871.80). If Palisades Charter High School would like to proceed with the Additional Investment, it shall be amortized over a period of five years calculated on a straight-line depreciation basis beginning July 1, 2017 and ending June 30, 2022, with the monthly amortized cost of the Additional Investment not included in the fixed cost per meal billing rate. PCHS would be invoiced monthly for the depreciation as an allowable cost of the operation. PCHS would hold title to items funded by the Additional Investment at the time they are purchased and/or installed at Palisades' facility. If the contract is terminated or not renewed for any reason prior to the full amortization of the Additional Investment, the PCHS would select one of the following options: (i) pay the full amount of the unamortized portion of the Additional Investment immediately upon termination; (ii) retain any equipment or other items funded by the Additional Investment and continue to make payment to Chartwells in accordance with the agreed upon monthly amortization schedule; or (iii) require the successor food service management company to promptly pay Chartwells the unamortized portion of the Additional Investment in full and continuing to pay the remaining monthly amortization payments to such successor company instead of to Chartwells.

Southbend Convention Steamer	\$18,222.74
RanServe Hot Food Table	\$15,096.78
Glo-Ray Buffet Warmer	\$1,256.38
<u>Glo-Ray Merchandising Warmer</u>	<u>\$3,295.90</u>
	\$37,871.80

PALISADES CHARTER HIGH SCHOOL



Benefits of Our Capability and Experience

Chartwells currently manages almost 600 public school districts. These districts range from one to hundreds of individual school locations. We serve approximately 2.6 million students in over 4,000 elementary, middle and high schools across the country. Our customers include kindergarten through twelfth grade students, school staff, administration, parents and community members. Most of the foodservice operations are governed by the National School Lunch and Breakfast Program and, therefore, strictly adhere to USDA meal planning guidelines. With over 30,000 associates, we are dedicated to providing our customers with the best school dining program possible. We have the longest history, the most clients, and the best retention rate in the business.

Our Commitment to Palisades Charter High School

Our proposal demonstrates our desire and commitment to deliver a truly holistic foodservice management program that centers on the future growth aspirations of PCHS, raising the profile of the school within the community.

We thank you for the opportunity and look forward to engaging in further dialogue with you by way of a follow up to our RFP submission.





RADISHES



ROSEMARY

LIMES



GRAPEFRUIT

A. COVER LETTER

**Nourishing Bodies,
Minds and Spirits**



CHILI POWDER



ONIONS

PEPPER



CHARTWELLSK12.COM



A. Cover Letter

In this section:

- Name and Address of Responding Company
- Organizational Structure
- Federal Corporate Identification Number
- Primary Liaison
- Representative Authorized to Bind Chartwells
- Chartwells Willingness to Perform RFP Services
- Chartwells Ability to Perform Services Required by Scope of Work
- Statement Regarding Chartwells' Proprietary Information
- Chartwells' Certification Statement



May 24, 2017

Mr. Gregory Wood
Chief Business Officer
Palisades Charter High School
15777 Bowdoin Street
Pacific Palisades, CA 90272

Dear Mr. Wood:

It is with great thought and consideration that we submit this proposal for **Consulting Services** for the Palisades Charter High School's foodservice program. As you may know, Chartwells is the leading provider of K12 school foodservice management in the country, partnering with 600 school districts in 36 states, serving 2.6 million students per day. We have been providing meals to public school districts here in California since 1974, when we first partnered with the William S. Hart Union High School District. We are proud to say that our partnership remains uninterrupted after 43 years with that district.

Per your RFP proposal requirements, please find the following:

- | | |
|---|---|
| Name of Proposing Company: | Chartwells |
| Organizational Structure: | Corporation |
| Corporate Identification Number: | 56-1874931 |
| Primary Liaison: | Julie Veal, Regional Director
310 Gardendale Road, Encinitas, CA 92024
p: 442-222-0135
julie.veal@compass-usa.com |
| Authorized Contract Respondent: | Rhonna Cass, Division President
216 West Diversey Ave., Elmhurst, IL 60126
p: 630-993-7532
f: 704-295-5939
rhonna.cass@compass-usa.com |
| Willingness to Perform: | Chartwells expressly states that we have the willingness to perform the services as described in your RFP. |
| Ability to Perform: | Chartwells expressly states that we have the ability to perform the services required in your Statement of Work, including the availability of staff and other required resources to meet all deliverables as described in your RFP. |
| Proprietary Information: | Chartwells expressly states that any proprietary information, if applicable, will clearly be marked in the upper right hand corner of those pages to be considered proprietary. We acknowledge that our entire proposal cannot be considered proprietary. |

All of us at Chartwells are dedicated to a **win-win partnership** with the Palisades Charter High School. We are committed to providing the best consulting services to your school, your students and your community. Our support team is ready to move forward upon your selection of Chartwells as your foodservice consultant starting with the approval of your school board on June 6, 2017, with an anticipated date to begin services on July 1, 2017.

Finally, Chartwells includes the following certification: *"By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all Attachments required to be submitted as part of the proposal are certified to be true and binding upon our company."*

Sincerely,



Julie Veal
Regional Director, Sales
Chartwells

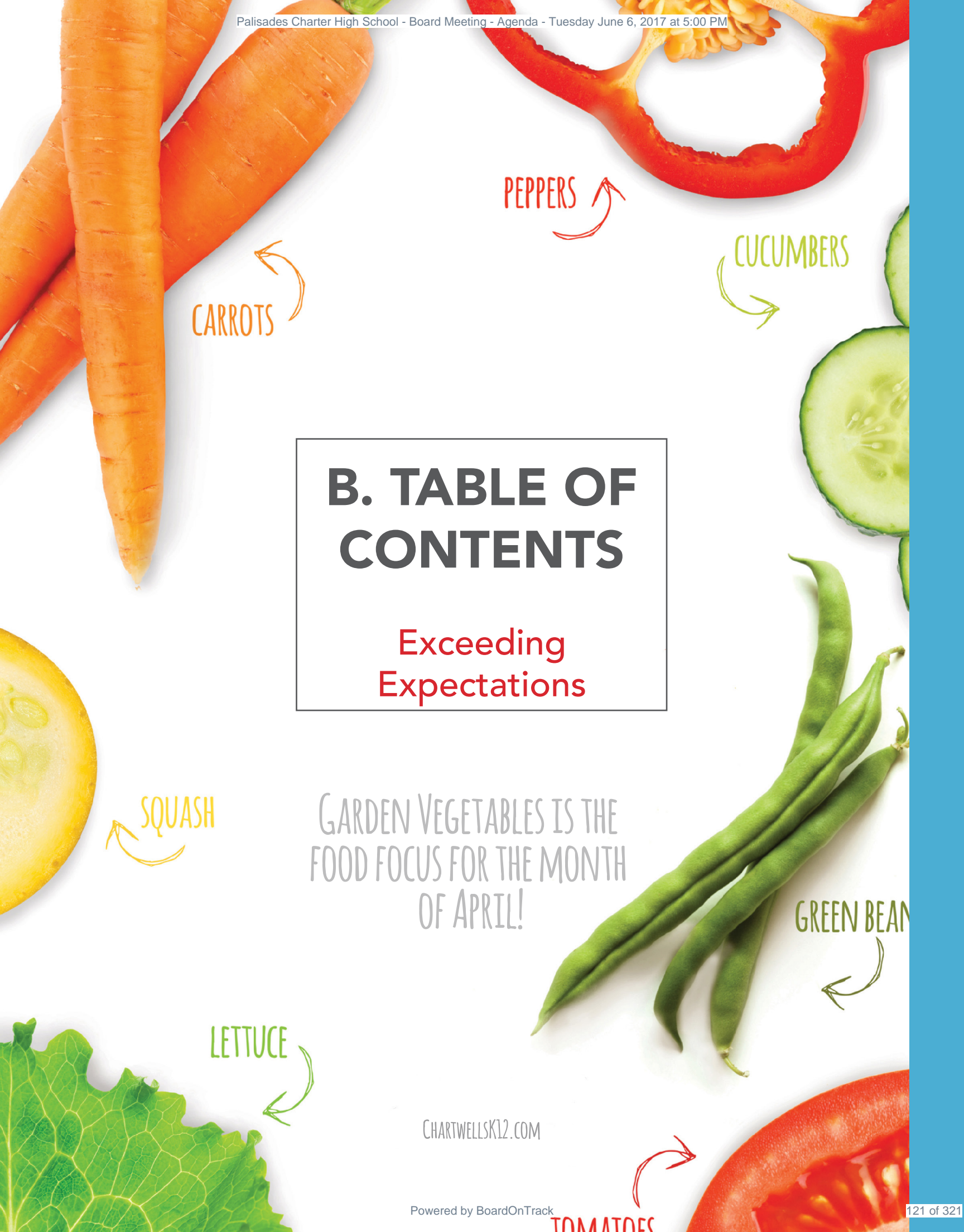


Rhonna Cass
President
Chartwells

PROPOSAL EVALUATION CRITERIA

PROPOSAL EVALUATION CRITERIA

Evaluation Criterion	Points Assigned to Criterion	Evidence of Chartwells Commitment to Achieve All Points
Administrative Requirements	10 Points	Chartwells: 10 Points
Chartwells has included all the required information in accordance with the General Instructions and Proposal Requirements in the body of our proposal. Our experience in the state of California and understanding of proper bidding practices should be evident in our proposal offering and actions during the process.		
Experience with School Breakfast and NSLP	10 Points	Chartwells: 10 Points
Chartwells combines the value and experience of a global food service network with the on-site expertise of local management- to include regional support for Palisades Charter High School. Chartwells serves 2.6 million reimbursable school meals per day in nearly 600 school districts nationwide. With a 98.2% retention rate, we know how to create successful partnerships. Chartwells has been in the business longer, has more districts, and a better client retention rate than any other competitor! No one has more collective success in K-12 FSMC service than Chartwells.		
Understands & Ability to Perform	10 Points	Chartwells: 10 Points
We have the resources, the experience and the hand-on knowledge to smoothly transition your school food and nutrition program, bringing improvements that entice students, increase participation, and improve profitability at your district. We have done our due diligence to understand what is important to you and your students, and are confident that we will be the best choice in a partner that will help nourish the minds and bodies of PCHS's youth. We have addressed the current state of Pali's Nutrition Services Program, identified areas of opportunity, and outlined a plan of action to address those opportunities.		
Results of Food Sampling	15 Points	Chartwells: 15 Points
We're always looking at improvements we can make based on your feedback, our research and what we learn from students. To achieve that goal, we regularly review the performance of our programs and measure the results against our goals. We thank PCHS for the two tasting opportunities we've had with your stakeholders, but these occasions are only the beginning. Pali High's menus will evolve with input from the students and staff.		
Financial Stability	10 Points	Chartwells: 10 Points
We are financially stable. You can rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment. Compass Group/Chartwells has the strongest balance sheet in our industry. We have provided for your review (as part of this proposal) three years' worth of Audited Financial results. We ask you to compare the financial standing of our company against the financial standing of any other company's proposals you receive.		
Corporate Capability & Experience	10 Points	Chartwells: 10 Points
Palisade Charter High School can be assured that Chartwells has both the knowledge and hands-on experience with the National School Lunch Program and School Breakfast Program, as well as 43 years of experience working closely with CDE and USDA to ensure that our partnered school districts in California meet or exceed all guidelines and regulatory requirements. In fact, Chartwells and our partnered districts in the state of California have never failed a CDE/USDA Audit or Administrative Review. Additionally, you have observed and received first-hand feedback from our client at Birmingham Charter School that will attest to our capabilities.		
Cost	35 Points	Chartwells: 35 Points
The primary factors that impact the FCPM agreement proposed by Chartwells are food and supply costs, labor & benefits, and other operational expenses. We believe we can offer the best value in each of these categories and have the history to prove it. Chartwells is committed to providing staff training, marketing and merchandising along with an investment in a Biometric System and Equipment that will help increase participation. Not only will the new equipment provide much needed updates, but they will help to increase the speed of service. We are also offering equipment "outside the rate", that will additionally optimize efficiencies during the meal periods.		
Total Points Possible	60 Points	Chartwells: 100 Points



CARROTS

PEPPERS

CUCUMBERS

B. TABLE OF CONTENTS

Exceeding Expectations

SQUASH

GARDEN VEGETABLES IS THE FOOD FOCUS FOR THE MONTH OF APRIL!

GREEN BEAN

LETTUCE

CHARTWELLSK12.COM

TOMATOES

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PALISADES CHARTER HIGH SCHOOL

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This proposal, designed specifically for Palisades Charter High School is confidential to Compass Group USA Inc. (Compass). Except with prior written approval by Compass, dissemination to others outside of your organization is not allowed. However, Chartwells has acknowledged in our cover letter (as per your RFP on page 5) and again restates it here, that our entire proposal cannot be considered proprietary.

This proposal is valid for 90 days after its presentation and/or delivery to you.



RADISHES



ROSEMARY



LIMES



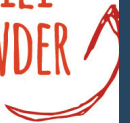
GRAPEFRUIT



C. ATTACHMENTS CHECKLIST

No One Serves Students
Better Than Chartwells

CHILI
POWDER



ONIONS



PEPPER



CHARTWELLSK12.COM

Attachments**Attachment B****Attachments Checklist**

Compass Group, NAD / Chartwells K12

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
<u> X </u> 1	Cover Letter
<u> X </u> 2	Table of Contents
<u> X </u> 3	Attachments Checklist
<u> X </u> 4	Required Attachments
<u> X </u> 5	Minimum Qualifications
<u> X </u> 6	Professional Standards
<u> X </u> 7	Proposal Questionnaire
<u> X </u> 8	Respondent References
<u> X </u> 9	Authorization Agreement
<u> X </u> 10	Fee Proposal
<u> X </u> 11	Certifications



CITRUS FRUITS

SUMMER VEGETABLES



GARDEN VEGETABLES



BERRIES



DRIED FRUITS



HERBS

D. REQUIRED ATTACHMENTS

We are reliable, ethical, experienced, dedicated



RED & ORANGE VEGETABLES



DARK LEAFY GREENS



ROOT VEGETABLES



CHARTWELLSK12.COM

CRUCIFEROUS VEGETABLES

Powered by BoardOnTrack



Attachment A – Mandatory Tour

Attachments

Attachment A

Mandatory Tour/Sampling Schedule

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour begins at **Tuesday May 9, 2017-3PM**
Where: **15777 Bowdoin St. Pacific Palisades, CA 90272**

SAMPLING SCHEDULE

A mandatory sampling/tasting of the FMSC's menu items is desired. After the issuance of the RFP, a sampling for up to 30 stakeholders will need to be scheduled during the week of May 15th (3 pm). Stakeholders will provide the SFA with input on this sampling that will be used in the overall evaluation of the RFP (see above).

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment I

**Certifications Regarding Lobbying, Debarment, Suspension, and Other
Responsibility Matters**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 7 *CFR*, Part 3018, "New Restrictions on Lobbying," 7 *CFR*, Part 3017, "Government-wide Debarment and Suspension (Nonprocurement)," and 7 *CFR*, Part 3021, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the SFA determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Title 31, *U.S. Code* (31 *U.S.C.*) Section 1352, and implemented at 7 *CFR*, Part 3018, for a person entering into a grant or cooperative agreement over \$100,000, as defined at 7 *CFR*, Section 3018.105, the applicant certifies that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions; and
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.


NOT APPLICABLE

Attachment J

Disclosure Of Lobbying Activities and Instructions

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

Approve

<p>1. Type of Federal Action:</p> <p>a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/Offer/Application b. Initial Award c. Post-Award</p>	<p>3. Report Type:</p> <p>a. Initial filing <input type="checkbox"/> b. Material change For Material Change Only: Year _____ Quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee <input type="checkbox"/> Tier, if known</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>	
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: </p>	
	<p>Print Name: Rhonna Cass</p>	
	<p>Title: CEO, Chartwells K-12</p>	
<p>FEDERAL USE ONLY:</p>		<p>Telephone No: (914) 935-5300</p>
		<p>Date: 5/15/17</p>
<p style="text-align: right;"><i>Authorized for Local Reproduction Standard Form (SF—LLL (Rev. 7-97)</i></p>		

Attachment K

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 CFR Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 CFR Section 3017.200:

A. The contractor certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Compass Group USA, Inc., by and through its Chartwells Division
 Contractor/Company Name Award Number, Contract Number, or Project Name

Rhonna Cass, CEO, Chartwells K-12
 Name(s) and Title(s) of Authorized Representatives


 Signature(s) 5/15/17
 Date

21-day Sample Menus

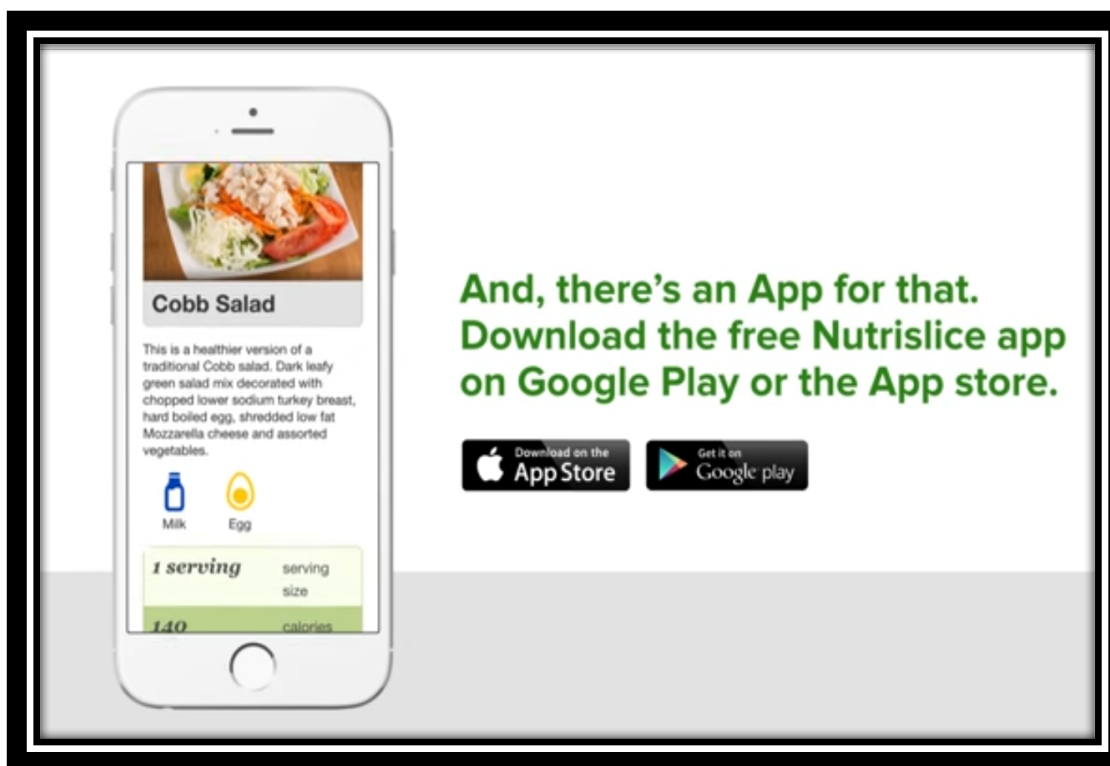
Nutritious & Delicious

From the student perspective, it's all about the food.

Your students want to eat foods that look and taste great. School administrators want all of that, too, along with healthy ingredients and a budget that meets your needs. We deliver in all three areas. When you partner with Chartwells, it truly is all about the food!

Our food (prepared with fresh, local ingredients from right here in the Central Valley) will be made from scratch in your kitchens – by your current staff – and it is what sets Chartwells apart from your current vendor. It's why three public school districts have made the switch from your previous incumbent vendor to Chartwells over the past 18 months.

Nutrislice brings the latest technology to help make menus, nutrition and allergy information easy to access for your students and families in all of our schools. We've taken the student experience to the next level by creating a customized solution via the mobile app, dynamic websites, digital signage integrated to our proprietary menu planning software – Webtrition. Combined with a custom portfolio of more than 1,000 original photos of what's actually on the menu, recipe descriptions and latest news, our partners have given this solution rave reviews!





Secondary Breakfast Menu 2017-2018

Monday	Tuesday	Wednesday	Thursday	Friday
		16	17	18
		Western Scrambled Eggs <i>Tater Tots</i> Soft Flour Tortilla Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Homemade French Toast Pork Sausage Patty Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Scrambled Eggs with Cheddar Cheese Bacon Soft Flour Tortilla Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk
21	22	23	24	25
Egg, Ham & Cheese Waffle Sandwich <i>Turkey Sausage Link</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Homemade Pancakes <i>Pork Sausage Patty</i> <i>Banana and Strawberry Slices</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Chorizo Breakfast Burrito <i>Tater Tots</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Whole Grain Waffles <i>Turkey Sausage Link</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Scrambled Eggs with Cheddar Cheese Bacon Soft Flour Tortilla Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk
28	29	30	31	1
Homemade Blueberry Pancake <i>Pork Sausage Patty</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Homemade Cheese Pizza Bagels <i>Tater Tots</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Western Scrambled Eggs <i>Tater Tots</i> Soft Flour Tortilla Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Homemade French Toast Fully Cooked Pork Sausage Link Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk	Scrambled Eggs with Cheddar Cheese Bacon Soft Flour Tortilla Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> Low Fat Mozzarella String Cheese Assorted Fruit Juice Fresh Whole Fruit Assorted Milk



Secondary Breakfast Menu 2017-2018

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8
HOLIDAY	Homemade Pancakes <i>Pork Sausage Patty</i> <i>Cinnamon Peach Slices</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Chorizo Breakfast Burrito <i>Tater Tots</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Whole Grain Waffles <i>Turkey Sausage Link</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Scrambled Eggs with Cheddar Cheese Bacon <i>Soft Flour Tortilla</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>
	11	12	13	14
	Homemade Blueberry Pancake <i>Pork Sausage Patty</i> <i>Assorted Fruit Juice</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Homemade Cheese Pizza Bagels <i>Tater Tots</i> <i>Assorted Fruit Juice</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Cinnamon Mini French Toast Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Ham, Egg & Cheese Burrito <i>Tater Tots</i> <i>Assorted Fruit Juice</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>	Egg, Ham & Cheese Waffle Sandwich <i>Turkey Sausage Link</i> <i>Assorted Fruit Juice</i> Breakfast Sausage Pizza Pork Sausage, Egg, & Cheese Bagel Sausage & Egg on English Muffin Apple & Cherry Frudel Mini Cinnis Assorted Cereal <i>Honey Graham Crackers</i> <i>Low Fat Mozzarella String Cheese</i> <i>Assorted Fruit Juice</i> <i>Fresh Whole Fruit</i> <i>Assorted Milk</i>

BREAKFAST: A full student breakfast includes a choice of entree supplying grain and/or protein, two (2) fruit side dishes and choice of milk. Milk choices include 1% white and skim chocolate.

USDA is an equal opportunity employer and provider.



Secondary Lunch Menu Days 1-3

	Monday	Tuesday	Wednesday	Thursday	Friday
create			General Tso's Chicken <i>Rainbow Veggie Medley</i> Asian Brown Rice	Nachos with Shredded Cheddar <i>Diced Chicken</i>	Philly Cheese Steak <i>Seasoned Fries</i>
2mato			Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Marguerite Flatbread	Classic Pepperoni Pizza Classic Cheese Pizza BBQ Chicken Pizza
grill'd			Chicken Bacon Cheddar Melt Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Classic American Cheeseburger <i>Oven Baked Fries</i>	Toasted Turkey Club Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Classic American Cheeseburger Spicy Chicken Sandwich <i>Oven Baked Fries</i>	BBQ Cheddar Chicken Sandwich Classic American Cheeseburger Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich <i>Oven Baked Fries</i>
ON THE GO			Peanut Butter & Jelly Sandwich Chicken Caesar Salad <i>Whole Grain Dinner Roll</i>	Toasted Turkey & Bacon Sandwich Chicken BLT Salad <i>Whole Grain Dinner Roll</i>	Grilled Chicken Bacon Club Buffalo Popcorn Chicken Salad <i>Whole Grain Dinner Roll</i>
extra extra			<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Sliced Tomatoes</i> <i>Garbanzo Beans</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Fresh Jicama Sticks</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>





Secondary Lunch Menu Days 4-8

	Monday	Tuesday	Wednesday	Thursday	Friday
create	Alfredo Chicken Pasta Alfredo Marinated Vegetable Gardeneria Whole Grain Dinner Roll	Mexicali Beef & Bean Tamale Pie Mexican Style Pinto Beans Whole Grain Dinner Roll Mexican Rice	Herbed Beef Italiano Whole Grain Dinner Roll Fresh Caesar Salad	Nachos with Shredded Cheddar Fajita Style Chicken	BBQ Pulled Pork Sandwich Buttermilk Coleslaw
2 tomato	Classic Pepperoni Pizza Classic Cheese Pizza Chicken Bruschetta Flatbread	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Chicken Alfredo and Broccoli Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Grilled Chicken & Cheese Calzone
grill'd	Toasted Turkey & Bacon Sandwich Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Classic American Cheeseburger Spicy Chicken Sandwich Oven Baked Fries	Hot Turkey Ham & Cheese Bagel Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Classic American Cheeseburger Oven Baked Fries	Classic American Cheeseburger Mozzarella & Roasted Vegetable Panin Gardenburger on Whole Grain Whole Grain Turkey Corn Dog Spicy Chicken Sandwich Oven Baked Fries	Mozzarella and Pepperoni Panini Classic American Cheeseburger Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Crispy Chicken Patty Sandwich Oven Baked Fries	Classic American Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Whole Grain Turkey Corn Dog Spicy Chicken Sandwich Oven Baked Fries
ON THE GO	Italian Panini Satsuma Cobb Salad Whole Grain Dinner Roll	BBQ Chicken Pita Sandwich Roast Turkey Club Salad Whole Grain Dinner Roll	Italian Hoagie Chicken Caesar Salad Whole Grain Dinner Roll	Peanut Butter & Jelly Sandwich Classic Chicken Salad Over Lettuce Whole Grain Dinner Roll	Turkey BLT Sandwich Green Salad with Turkey Whole Grain Dinner Roll
extra extra	Chopped Romaine Lettuce Sliced Tomatoes Garbanzo Beans Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Sliced Tomatoes Garbanzo Beans Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Fresh Jicama Sticks Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk





Secondary Lunch Menu Days 9-13

	Monday	Tuesday	Wednesday	Thursday	Friday
create	Spicy Sweet Chili Chicken Asian Brown Rice Fresh Stir Fried Vegetables	Fajita Style Chicken Sautéed Bell Peppers and Onions Mexican Rice Mexican Rice	Cajun Chicken Thighs Orange Rice Pilaf Seasoned Corn	Beef Macho Nachos	Creamy Chicken Broccoli Casserole Fresh Broccoli and Baby Carrots Whole Grain Dinner Roll
2.mato	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Chicken Florentine Flatbread	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Italian Stromboli	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza
grill'd	Classic American Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich Oven Baked Fries	Toasted Turkey Club Spicy Chicken Sandwich Gardenburger on Whole Grain Classic American Cheeseburger Spicy Chicken Sandwich Oven Baked Fries	BLT Burger Classic American Cheeseburger Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich Oven Baked Fries	Toasted Turkey Patty Melt Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Classic American Cheeseburger Oven Baked Fries	Classic American Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich Oven Baked Fries
ON THE GO	Grilled Chicken Bacon Club Mandarin Chicken Salad Whole Grain Dinner Roll	Turkey Ham & Lettuce Hoagie Buffalo Popcorn Chicken Salad Whole Grain Dinner Roll	Peanut Butter & Jelly Sandwich Chicken Caesar Salad Whole Grain Dinner Roll	Toasted Turkey & Bacon Sandwich Chicken BLT Salad Whole Grain Dinner Roll	Grilled Chicken Bacon Club Buffalo Popcorn Chicken Salad Whole Grain Dinner Roll
extra extra	Chopped Romaine Lettuce Sliced Tomatoes Garbanzo Beans Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Sliced Tomatoes Garbanzo Beans Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Fresh Jicama Sticks Ketchup Just Mayo Mustard Assorted Milk	Chopped Romaine Lettuce Power Carrot Sticks Corn & Black Bean Salad with Salsa Sliced Cucumbers Fresh Broccoli Florets Fresh Whole Fruit Assorted Chilled Fruit Ketchup Just Mayo Mustard Assorted Milk





Secondary Lunch Menu Days 14-17

	Monday	Tuesday	Wednesday	Thursday	Friday
create		Mashed Potato & Chicken Bowl <i>Whole Grain Dinner Roll</i>	Herbed Chicken Breast <i>Garlic Mashed Potatoes</i> <i>Lemon Rice Pilaf</i>	Nachos with Shredded Cheddar <i>Fajita Style Chicken</i>	Rotini with Italian Meat Sauce <i>Roasted Italian Vegetables</i>
2mato		Classic Pepperoni Pizza Classic Cheese Pizza Buffalo Chicken Flatbread	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza BBQ Chicken Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza
grill'd		BBQ Cheddar Burger Classic American Cheeseburger Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich <i>Oven Baked Fries</i>	Toasted Turkey & Bacon Sandwich Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Whole Grain Turkey Corn Dog Classic American Cheeseburger <i>Oven Baked Fries</i>	Classic American Cheeseburger Toasted Triple Cheese Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich <i>Oven Baked Fries</i>	Classic American Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Whole Grain Turkey Corn Dog Spicy Chicken Sandwich <i>Oven Baked Fries</i>
ON THE GO		BBQ Chicken Pita Sandwich Roast Turkey Club Salad <i>Whole Grain Dinner Roll</i>	Italian Hoagie Chicken Caesar Salad <i>Whole Grain Dinner Roll</i>	Peanut Butter & Jelly Sandwich Classic Chicken Salad Over Lettuce <i>Whole Grain Dinner Roll</i>	Turkey BLT Sandwich Green Salad with Turkey <i>Whole Grain Dinner Roll</i>
extra extra		<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Sliced Tomatoes</i> <i>Garbanzo Beans</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Fresh Jicama Sticks</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>





Secondary Lunch Menu Days 18/21

	Monday	Tuesday	Wednesday	Thursday	Friday
create	Jalapeno Cheese Burger <i>Garlic Parmesan Fries</i>	Beef Macho Nachos	Cajun Chicken Thighs <i>Orange Rice Pilaf</i> <i>Seasoned Corn</i>	Teriyaki Chicken with Vegetables <i>Asian Brown Rice</i>	
2max	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Cheeseburger Flatbread	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	Classic Pepperoni Pizza Classic Cheese Pizza Veggie Lover's Pizza	
grill'd	Ham & Cheese Panini Whole Grain Turkey Corn Dog Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich <i>Oven Baked Fries</i>	Bacon Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Crispy Chicken Patty Sandwich <i>Oven Baked Fries</i>	Classic American Cheeseburger Spicy Chicken Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Jalapeno Turkey Burger <i>Oven Baked Fries</i>	Classic American Cheeseburger Crispy Chicken Patty Sandwich Gardenburger on Whole Grain Beef Hot Dog on Whole Wheat Spicy Chicken Sandwich <i>Oven Baked Fries</i>	
ON THE GO	Grilled Chicken Bacon Club Mandarin Chicken Salad <i>Whole Grain Dinner Roll</i>	Toasted Turkey & Bacon Sandwich Chicken BLT Salad <i>Whole Grain Dinner Roll</i>	Peanut Butter & Jelly Sandwich Chicken Caesar Salad <i>Whole Grain Dinner Roll</i>	Italian Panini Satsuma Cobb Salad <i>Whole Grain Dinner Roll</i>	
extra	<i>Chopped Romaine Lettuce</i> <i>Sliced Tomatoes</i> <i>Garbanzo Beans</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Sliced Tomatoes</i> <i>Garbanzo Beans</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Fresh Jicama Sticks</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Power Carrot Sticks</i> <i>Corn & Black Bean Salad with Salsa</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	<i>Chopped Romaine Lettuce</i> <i>Sliced Tomatoes</i> <i>Garbanzo Beans</i> <i>Sliced Cucumbers</i> <i>Fresh Broccoli Florets</i> <i>Fresh Whole Fruit</i> <i>Assorted Chilled Fruit</i> <i>Ketchup</i> <i>Just Mayo</i> <i>Mustard</i> <i>Assorted Milk</i>	



RED PEPPERS



BANANAS



SWISS CHARD

E. MINIMUM QUALIFICATIONS

Building Strong Bodies and Sharp Minds



RAISINS



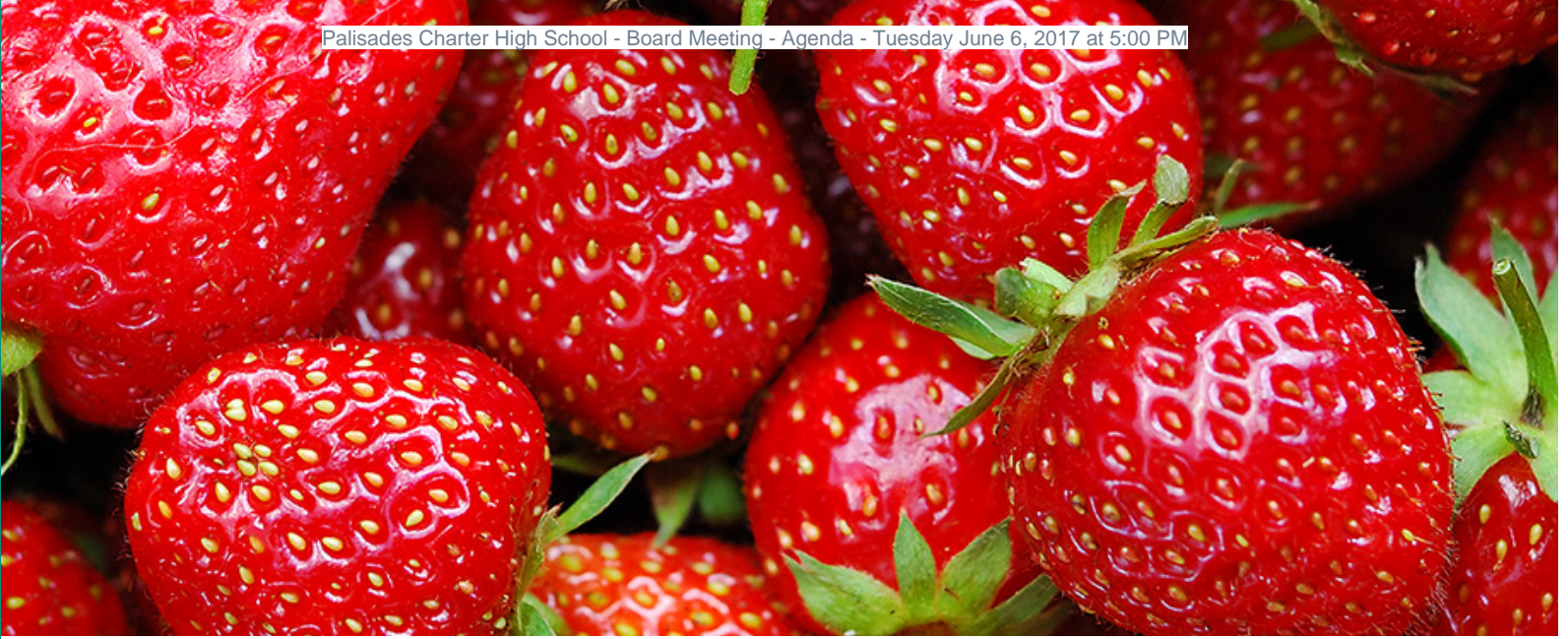
SPINACH



CHILI PEPPERS



PINEAPPLE



E. Minimum Qualifications

In this section:

Palisades Charter High School will only consider respondents who meet all minimum qualifications to the school's satisfaction.

- Attachment C
- At least five years of experience with school foodservice and ability to serve 157,500 meals annually
- Experience with NSLP, SBP programs, CA & USDA Regulations
- Professional references and ability to perform
- Licensed to do business in California

Attachment C – Minimum Qualifications

Attachment C

Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of **May 26, 2017**, both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least **three years** of experience with food service programs.

Yes X No

2. The Respondent has the resources and ability to provide **157,500** of meals per fiscal year.

Yes X No

3. The Respondent has knowledge and experience with the School Breakfast Program and National School Lunch Program.

Yes X No

4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes X No

5. The Respondent is licensed to do business in the state of California.

Yes X No

We can't wait to pair our team of experts with your school and community.

Our Experience

Since 1974, public school children in the state of California have been served nutritious, healthy school meals by Chartwells. That was the year we first partnered with William S. Hart UHSD, and we are proud of the fact our partnership remains uninterrupted. What this means to Palisades Charter High School is that your Nutrition Services Program will be supported by experts who will assist you to increase participation, provide training and support to your employees and serve healthy, nutritious meals to your students, staff and community.

Partnering with Chartwells opens the door to opportunities and enhancements for your school through:

- Healthy and tasty food your students will love
- Increased participation
- A national network of chefs and the K12's largest team of dietitians
- Successful marketing and promotional programs
- Best-in-class associate training, professional development programs and opportunities provided for your teams
- Experienced managers and a committed staff
- Improved financial performance
- Procurement expertise and purchasing power
- Innovative and strategic partners – Prevent Child Abuse America, KidsGardening.org and Nutrislice
- Communications and public relations support

These are just a handful of the reasons more than 600 school districts across the United States have chosen Chartwells as their partner.

We've learned a lot through our experience serving students in California (and around the country) for the past 43 years. We develop new ongoing programs and are consistently the first to implement leading innovations. This broad range of experience gives us the knowledge and understanding to deliver the best combination of services to your school.



Your students deserve the best, and our managers are committed to making that happen.

Ability to Provide 157,500 Meals per Fiscal Year

Palisades Charter High School can be assured that Chartwells has the proven ability and resources to provide 157,500 meals annually. In fact, Chartwells provided 2.6 million public school meals daily to students, staff and communities in nearly 600 partnered districts around the county.

Knowledge and Experience with NSLP, SBP, CACFP, SSFO and CDE/USDA Regulations and Requirements

Palisades Charter High School can be assured that Chartwells has both the knowledge and hands-on experience with the National School Lunch Program, School Breakfast Program, Child & Adult Care Food Program, Seamless Summer Feeding Option, as well as 43 years of experience working closely with CDE and USDA to ensure that our partnered school districts meet and/or exceed all guidelines and regulatory requirements. In fact, Chartwells and our partnered districts in the state of California have never failed a CDE/USDA Audit or Administrative Review.



***It's worth repeating:
Chartwells and our partnered districts in the
state of California have never failed a CDE/
USDA Audit or Administrative Review!***

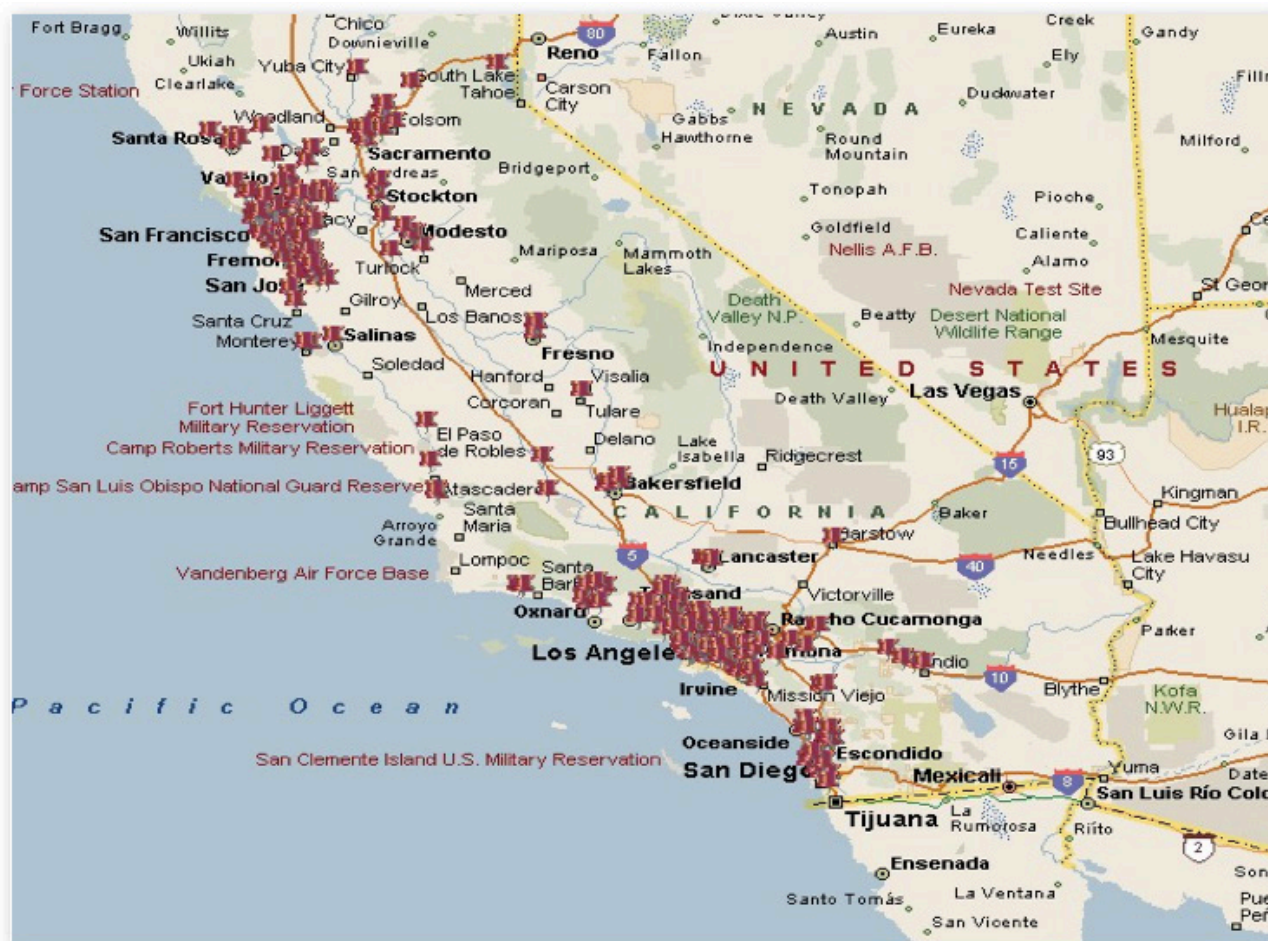
Compass Group and Chartwells in California

Compass is the largest provider of foodservice management in the state of California. Our resources and expertise help support some of our state's largest employers, hospitals, universities, school districts and leisure activities. In addition Compass/Chartwells has strong ties to the greater Los Angeles basin both in our procurement of fresh fruits and vegetables and in our partnerships with institutions. As you can see from the map below, Compass Group has hundreds of partnerships throughout the state. Here are 10 for your review:

- Wiseburn School District
- Birmingham Public High Schools
- William S. Hart UHSD
- Salinas City Elementary SD
- Gustine Unified School District
- St. Hope Public Schools
- Kaiser Permanente
- AT&T Park
- CSU Stanislaus
- Stanford University

If you have ever enjoyed a baseball game at AT&T Park or at Dodger Stadium, if you've enjoyed a basketball game or other event at Staples Center in Los Angeles, you were served by Compass Group.

We are proud of our commitment to excellence and our partnerships with so many well-known California businesses, colleges, universities and public school districts. We honor the trust they place in us.



State of California
Secretary of State

NAME CHANGE
CERTIFICATE OF QUALIFICATION

C1967263

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify that on the **1st day of July, 2011**, there was filed in this office an Amended Statement and Designation by Foreign Corporation whereby the corporate name of **COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN CALIFORNIA AS COMPASS GROUP FOODSERVICE**, a corporation organized and existing under the laws of **Delaware**, was changed to **COMPASS GROUP USA, INC.**. This corporation complied with the requirements of California law in effect on that date for the purpose of qualifying to transact intrastate business in the State of California and as of said date has been and is qualified and authorized to transact intrastate business in the State of California, subject however, to any licensing requirements otherwise imposed by the laws of this State.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of July 5, 2011.



Debra Bowen

DEBRA BOWEN
Secretary of State

sms

NP-25 (REV 1/2007)

 OSP 06 99731





ZUCCHINI



YELLOW STRAIGHTNECK



ZUCCHINI FLOWER

**F. FSMC
PROFESSIONAL
STANDARDS**



PUMPKIN



BUTTERNUT



SPAGHETTI SQUASH



CHARTWELLSK12.COM



F. FSMC Professional Standards

In this section:

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

- Attachment D

Attachment D – FSMC Professional Standards

Attachment D

FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the “Final Rule,” establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director.** The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.
2. **School Nutrition Program Manager.** The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).
3. **School Nutrition Program Staff.** School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in Title 7, *Code of Federal Regulations (7 CFR)*, Section 210.30, which can be viewed at the following Web page:

http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.
- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.
- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Chartwells acknowledges and agrees to be fully compliant with the professional standards requirement.



USDA Professional Standards

An informed and educated team is best-equipped to bring nutritious meals to our students. Continuous professional training and hiring standards are also a key provision of the HHFKA.

Hiring Standards

The final rule establishes minimum educational standards for employing school nutrition directors. Our directors meet these standards, and our job descriptions reflect these requirements.

Ongoing Training

The rule also requires all school nutrition personnel to complete a minimum number of hours of training each year. Chartwells has developed guidance and a variety of training resources to aid our operators in ensuring your school is meeting these standards. We offer both online and in-person training for directors and associates and regularly share additional training opportunities with directors, making it easy for all team members to meet their yearly education goals.

Audit Readiness

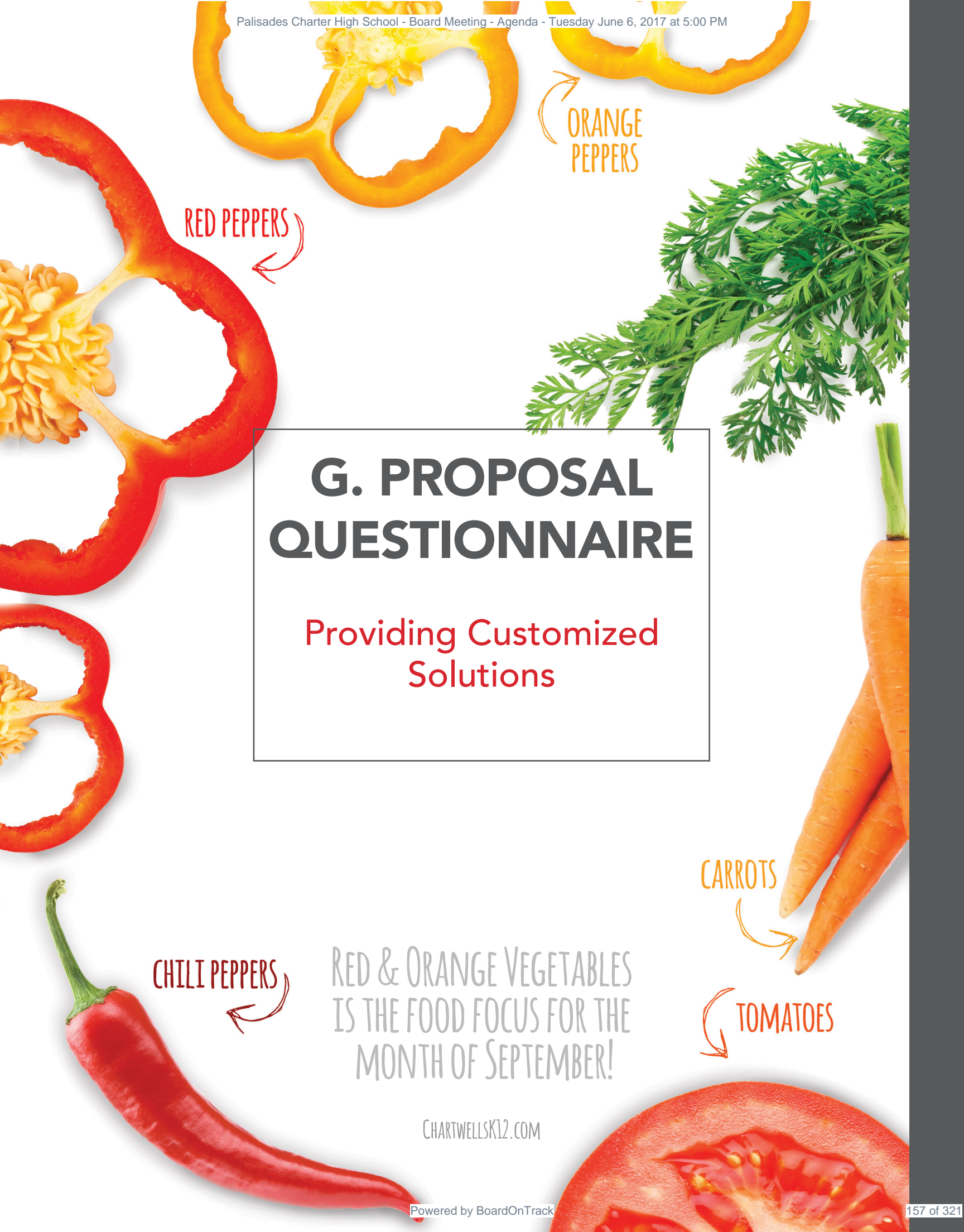
Successful administrative reviews and audit readiness are important to us, and we know they're important to our districts, too. Every three years, the USDA assesses a district's nutrition program to ensure rules and regulations are being followed and procedures are being properly documented. Preparing for an audit can be daunting. To ensure compliance and accuracy in our partner districts, our Chartwells team places a great deal of emphasis on audit readiness ensuring that it is practiced every day.

Our customized Administrative Review toolkit provides our districts with a comprehensive look at the review process through training presentations, interactive lessons and resource handouts.

"I am happy to say that the district will not have any financial action as a result of the recent audit for the NSLP! This is a first in many years! The team did a great job!"

– Director of Fiscal Services, Illinois District





ORANGE PEPPERS

RED PEPPERS

G. PROPOSAL QUESTIONNAIRE

Providing Customized Solutions

CARROTS



TOMATOES



CHILI PEPPERS



RED & ORANGE VEGETABLES IS THE FOOD FOCUS FOR THE MONTH OF SEPTEMBER!

CHARTWELLSK12.COM



G. Proposal Questionnaire

In this section:

This proposal questionnaire (Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Respondents should limit their responses to **no more than two (2) pages per question**, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.

- Company's Qualifications
- Company's Founding
- Company's Experience, Ability and Financial Standing
- Discontinued Customers
- Organizational Chart and Lines of Communication
- Annual Report
- Promotion and Marketing
- Increase in Participant
- Transition Plan

Attachment E – Proposal Questionnaire

Attachment E

Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a description of promotional and marketing materials you will use to attract students to the program.
8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.

Qualifications and Experience

Palisades Charter High School's nutrition program will be transformed from good to great by forming a new partnership with Chartwells. Over the past four decades, we have revolutionized the K12 public school foodservice industry. Everything we do within our partnered school districts starts with our focus on food and our passion to serve. Through these two core principles, we enhance a student's ability to learn by serving freshly prepared foods made in your kitchens with local ingredients. In the process, we create healthy eating habits for life through community outreach, nutrition education and interactive experiences with our customers through our eat. learn. live. philosophy.

eat.

Students want fun and delicious foods. Parents want healthy, nutritious meals. Administrators want all of that at an affordable cost. That is why our nutrition standards are very high and consistently maintained, and we work with you to develop a customized dining program that fits your budget.

We improve the well-being of our students by preparing fresh and nutritious meals that exceed our students' expectations.

- o Our nationwide team of chefs and registered dietitians work together to bring to life nutritious and delicious menus that meet USDA guidelines, accommodate special diet and allergy needs and is unique to your community.
- o We have a portfolio of chef-designed, customizable cafe concepts and programs that combine to create a one-of-a-kind dining experience your students will love. Each concept incorporates chef expertise, recipes, menus and more.
- o Our nutrition specialists are on top of changes in government guidelines. We monitor trends and legislation and stay ahead of changes through collaboration with government agencies and power industry thought leadership.
- o We accommodate students' special diet needs. Our foodservice directors are well trained in meeting the needs of students with specific allergies, and they review the ingredients of all foods purchased.
- o We make it easy for students to make healthy choices by preparing meals they love with wholesome, nutrient-rich ingredients.
- o Our menu items are lower in saturated fat, sodium and sugar, emphasize whole grains, fiber, healthy fats and nutrient-dense fruits and vegetables, and are easy to prepare with available equipment and staff.
- o Delicious, convenient menu choices enhance participation throughout the day, including at breakfast, lunch, a la carte, after school and catering service.
- o Our programs are analyzed to maintain nutrient-dense foods and menus within your budget.
- o Our sustainability commitment delivers rBGH-free milk and yogurt, cage-free eggs and antibiotic-free chicken to students' plates every day.

learn.

As leaders in nutrition, we share our knowledge of the life-enhancing benefits of good nutrition with students, our families and our communities. Through learning opportunities and communications, we extend hot topics, nutritional facts, sustainability information and healthy recipes far beyond our kitchens. We aim to move the conversation about food from the school cafe to the classroom, hallways, homes and the community.

We teach our students about healthy lifestyles and reinforce our wellness messages in schools through classroom education, marketing materials and signage. **A few of our many efforts include:**

- o Promotions and campaigns, like National Nutrition Month, that combine healthy eating with themed meals, classroom activities and marketing displays.
- o School-based farmers markets that bring local farmers and their harvest to students for education, sampling and sharing.

We encourage parental involvement in many ways throughout the year. **Some examples of how Chartwells encourages participation include:**

- o Participating in back-to-school events.
- o Providing recipes and education about healthy eating at home.
- o Offering cooking demonstrations featuring the food focus of the month.
- o Partnering with local supermarkets to give nutrition-focused tours in the store.
- o Sharing nutrition education information and activities and culinary and food education videos through Nutrislice.
- o Bringing our Mobile Teaching Kitchen to local communities to teach hands-on, healthy cooking principles to families.



We continually work to improve our offerings and serve your school to the best of our abilities. Your feedback is key; we pay attention to what you, your parents, your students and your staff have to say. **We keep our communication channels open through:**

- o Surveys and focus groups.
- o Student and parent advisory councils.
- o Suggestion boxes.
- o PTA/PTO involvement.
- o Board meetings.



We make sure our associates are trained and have the right learning opportunities to serve your students in the best way possible. **Some of our mandatory and volunteer training opportunities include:**

- o Food safety and quality assurance training.
- o On-site marketing and culinary training.
- o Nutrition training.
- o Customer service training.
- o Anti-bullying awareness through Prevent Child Abuse America.
- o Diversity and inclusion training.
- o Weekly five-minute safety and sanitation training sessions.
- o Sending nutrition education materials home with students.
- o Providing monthly newsletters, fliers and eNewsletters with timely and accurate information on current trends and topics of interest.
- o Food allergy and special diet management and USDA audit preparation.

live.

We enrich the lives of our students and communities through a commitment to social responsibility and sustainability. Leading by example, we give back to our communities in numerous ways, including community outreach and volunteer efforts that make a difference.



2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is (are); the length of time the company has been providing foodservice management services (consulting, food purchase, etc.), and related services described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.

Company Profile

Chartwells combines the value and experience of a global foodservices network with the on-site expertise of local managers. We promise a personal source of excellent service for your school with the backing of an internationally respected organization. Compass Group (originated in 1941) is the umbrella organization for a variety of corporate operations around the world. These companies share best practices, which we bring to school districts.

Throughout the past 43 years of providing healthy, nutritious meals to the public school students of California, our commitment to improving the quality of students' daily lives has not wavered. Chartwells partners with nearly 600 public school districts across the country.

We are proud of our history (both here in the state and across the county) to the school districts we serve. Over the past 18 months, we have an unbelievable track record of new school district partnerships in the state (six new partner districts), and we have never lost a California public school district client to another vendor. As your partner, we will provide new on-site leadership to your current program, which will bring new energy, focus and enthusiasm to meet your goals of increasing student participation and improving your meal quality.

Why Chartwells?

We know food. We know schools. We know students. Our experience in all of these areas enables us to offer well-established, successful programs that exceed expectations. As the school services division of Compass Group, Chartwells combines the value and resources of a global foodservices network with the on-site expertise of local consultants.

We Know Food, Students and Schools

What this means to you is that we know the business and what it takes to provide high-quality, nutritional meals on a fixed budget. Our group of companies shares best practices, and we bring these ideas to our school districts across the country. In short, we add value and make your job easier.

We are here for you and we are always available to share information and answer questions on such hot-button topics as childhood nutrition and obesity. We go beyond the school and reach out into the community, attend parent events, provide cooking classes, demonstrations, tours of local farms/growers and provide additional touch-points from your nutrition program out into the larger community. We'll team up with groups to promote better nutrition and wellness. School districts that work with us have found we're much more than a vendor – we're local people who take pride in what we do, both in the district and in the community.

Chartwells at a Glance

- Operates in over 600 school districts
- Serves over 2.6 million students daily across 4,000 elementary, middle and high schools
- Proven track record of experience in operating urban, rural, large and small districts
- Minority partnership to support district diversity goals
- Offers custodial and facility services through sister division SSC
- Nationwide network of expert chefs and dietitians creating nutritious, high-quality and appealing menu selections that meet or exceed USDA guidelines

Additional Partnerships

Chartwells takes a leadership role in many other impactful organizations that focus on culinary innovation, student wellness and academic success, and we bring these experts and relationships to your school. Some of the many organizations we support and collaborate with include:



- American Association of School Administrators
- American Culinary Federation
- The Academy of Nutrition and Dietetics
- Association of Latino Administrators and Superintendents
- Association of School Business Officials
- Black Culinary Association
- Cornell Center for Behavioral Economics in Child Nutrition
- Council of Great City Schools
- Council of Urban Boards of Education
- Culinary Institute of America Healthy Flavors Healthy Kids
- Duke University
- Harvard University School of Public Health
- Healthy Schools Campaign
- International Food Information Council
- Junior Achievement
- Multicultural Food and Hospitality Alliance
- National Alliance of Black School Educators
- National Association of Minorities in Hospitality
- National Association of State Boards of Education
- National Minority Supplier Development Council
- National Parent Teacher Association
- National Restaurant Association
- National School Board Association
- Produce for Better Health Foundation
- School Nutrition Association
- Society for Nutritional Education and Behavior
- The Institute of Child Nutrition
- United States Department of Agriculture
- United Fresh Produce
- USDA FNS What's Shaking? Partner
- USDA MyPlate Strategic Partnership
- Women's Foodservice Forum

3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.

Ability and Financial Standing

As recognized leaders in foodservice management and hospitality within public school districts, Chartwells aims to help students make the connection that their diet can affect how they feel, look and perform. From large school districts to rural communities, our teams consist of a diverse family of food and nutrition specialists dedicated to providing healthy, fun and sustainable dining options for today's students and clients.

We understand, engage and satisfy customers with tailored foodservice operations by exceeding their unique needs and expectations. We have a passion for food, preserving our environment, and insist on efficiency and quality while continuing to set the standards within the academic foodservice industry.

We work in the cafeteria to help students make good food choices by providing healthy and tasty options during three meal periods (breakfast, lunch and dinner). We reinforce this knowledge in the classroom with lesson plans and educational materials available to teachers. We work within the community to ensure the meals we serve help fuel and sustain the ideas and dreams of tomorrow.

We Are Reliable, Innovative and Fast-Growing

Unlike many foodservice management companies whose turnover and lost business rates have caused operating instabilities that affect the districts they serve, Chartwells is known for its rapid growth and its cutting-edge innovation, including our exclusive/proprietary partnership with Nutrislice. This latest technology helps make menus, nutrition and allergy information easy to access for students and families.

Chartwells has taken the student experience to the next level by creating a customized solution via a mobile app, dynamic website and digital signage, which are fully integrated with our proprietary menu planning software – Webtrition. This exclusive partnership with Nutrislice (for management companies) has created a buzz with students, parents and the communities we serve.

We Are Ethical

We want our relationships to be based on honesty, respect, fairness and a commitment to constant, open dialogue at all levels – internally and externally. Thus, we set and maintain high ethical standards that our partners depend on. We seek to understand your objectives, concerns and challenges to determine what is important to you and to deliver superior service and results.

Financial Standing

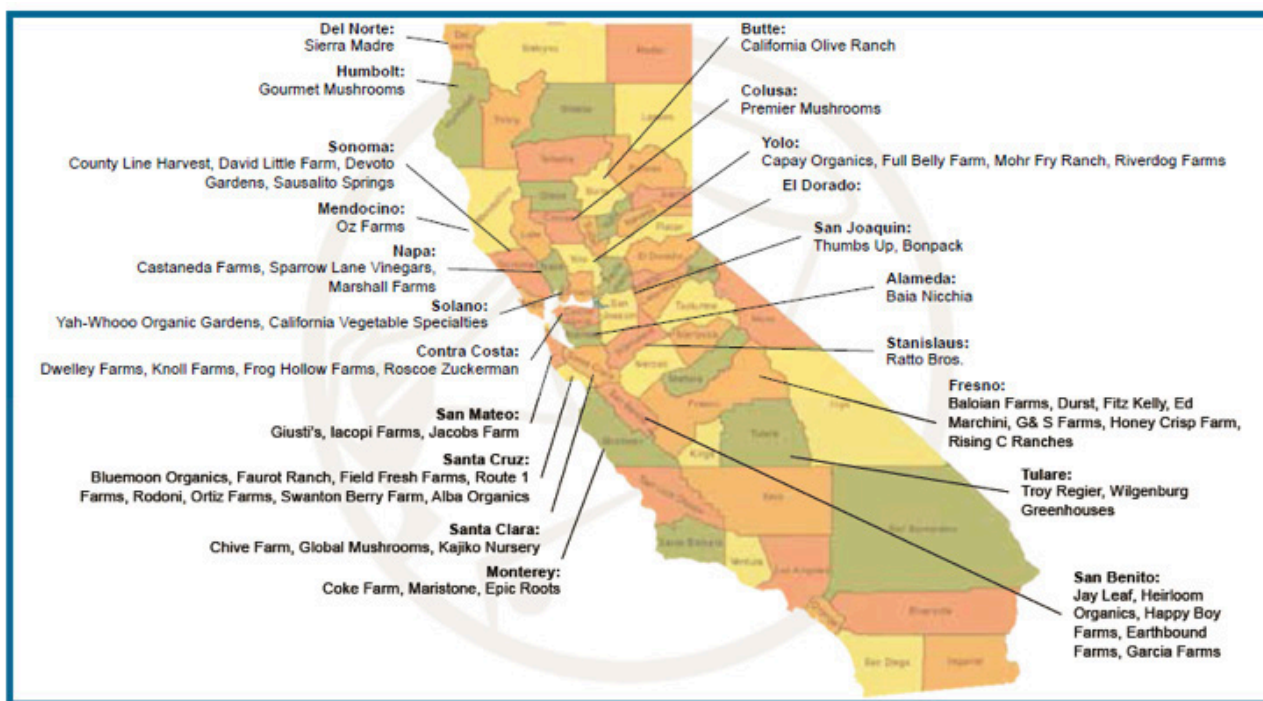
We are financially stable. You can rely on Chartwells as your long-term partner. In today's economy, not every company can make this commitment. Compass Group and Chartwells has the strongest balance sheet in our industry. We have provided for your review (as part of this proposal) three years' worth of Audited Financial results. We ask you to compare the financial standing of our company against the financial standing of any other company's proposals you receive.

Chartwells' Commitment to Palisades Charter High School

As a leading provider of foodservices in California, Compass Group (with revenues in excess of \$1 billion in the state) has partnerships with hundreds of local, regional and national suppliers. As such, Chartwells works to link our partner school districts with local sourcing that will help reduce the district's carbon footprint. Our commitment to Palisades Charter High School is to source and procure as many products (especially produce, milk, eggs and bread) as possible within 100 miles of the district office.

Our bakery products are 100 percent sustainable, made with California-grown wheat flour, which is milled and baked inside California – and our milk comes from local Central Valley dairies that distribute through LA Specialties (our milk provider).

The following is a list of California growers and farmers that we work with: Baloian Packing, Choumas Produce, Coast Tropical, Davalan Sales, Durst, Ed Marchini, Fitz Kelly, Fruition, Fujii Melons, G&S Farms, Giusto's, Honey Crisp Farms, Kingsburg Orchards, Koda Farms Milling, Morita Produce, North Bay, Pacific Rim, Rising C Ranches, Spindrift and Sunkist Growers.



4. Provide a complete list of school Districts that have discontinued or terminated your company's services in the last five years, and the reason(s) why.

Discontinued Partnerships

In the last five years, Chartwells has lost one client in California – Beverly Hills Unified School District. Their administration decided to try their hand at a self-managed program. With every new or existing client, it is our intention to be the best partner and the best team player in the game.

5. Provide an organization chart for your company, a description of the lines of communication, and the corporate responsibilities at each corporate level.

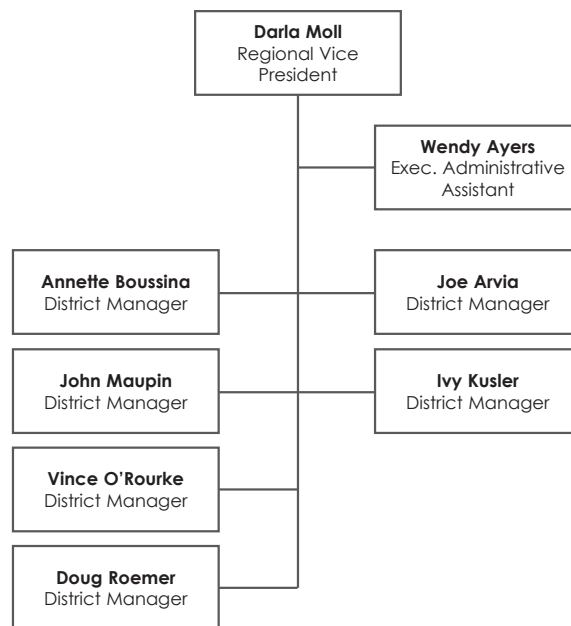
Chartwells California Organization

As a partner with Chartwells, you have the depth and vast resources of a world-class organization and the industry leader in school foodservice at the ready for you and your on-site consultant.

Chartwells supports our partnership at Palisades Charter High School with a network of local, regional and national resources offering guidance, support standards and recommendations to your on-site consultant. As part of Compass Group, Chartwells has a vast network of local and statewide resources to support our new partnership.

Organizational Chart

Chartwells K12 West Region Organizational Chart



West Region Support

Michael Greco Culinary	Mark Oliver Sales	Greg Johnson Sales	Pam Luechtefeld Client Relations	Patti Green Marketing	Michael George Finance
Addie Virta Nutrition	Chris Rogers Sales	Julie Veal Sales	Joe Harvey Client Relations	Robert Spuler Human Resources	Dan Pimm Purchasing

Your Team At A Glance

Darla Moll: West Region Vice President

Darla.Moll@compass-usa.com
303-325-4146

As the leader of the West Region, Darla's role and responsibility is to carry out the company's strategic plan through overseeing all daily operations in the West Region. Darla is responsible for making available all of the organization's resources and expertise and to ensure every promise and commitment made to Palisades Charter High School is acted upon and delivered to meet or exceed your expectations.

To help ensure our successful partnerships with each district we serve, Darla has six district managers, an area manager and three resident district managers who report directly (or indirectly to her). Darla's commitment is to meet personally with school administrators as needed.

Annette Boussina: District Manager (Operations)

Annette.Boussina@compass-usa.com
415-855-5247

In the foodservice management industry, two roles (the district manager and the on-site director) are critical to the overall day-to-day success of your foodservice program. As your district manager, Annette is entrusted to ensure that your on-site director has every resource and support tool needed to make your operation a success.

Annette has over 10 years of experience at every level of the organization and resides in the NoCal area. She is truly a first class-operator. We are proud to offer Annette as your district manager. Annette's commitment is to meet personally with school district administrators at least quarterly and is available to meet upon request at any time.

Michael Greco: Regional Chef

Michael.Greco@compass-usa.com
425-273-7592

Addie Virta: Regional Dietitian

Addie.Virta@compass-usa.com
980-298-3331

Julie Veal: Regional Director (Sales)

Julie.Veal@compass-usa.com
442-222-0135

As the leader of new business development in Nevada and California, Julie's role and responsibilities include being the primary liaison with the district in order to help create and deliver a customized foodservice solution designed specifically for Palisades Charter High School. Julie is also responsible for ensuring that every commitment and promise made in our proposal is delivered upon.

Julie will continue to interact with PCHS over the first year of operations. Julie's commitment is to meet personally with School administrators, board members and foodservice throughout the year. Julie is also available to meet upon request at any time.

6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.

Palisades Charter High School will be well served and supported by Chartwells' 43-year history of providing healthy, nutritious, reimbursable meals to California public school children. In addition, our professional team will work with district personnel and departments to evaluate current foodservice accounting practices and highlight any areas in need of improvement as well as ensuring that the school stays in full compliance with both CDE and USDA.

Imagine a school district without a system in place to track students' grades from week to week and year to year. Accurately tracking your school's foodservice revenues and expenses is equally as important. Chartwells provides valuable experience (gained in nearly 600 school districts from across the country) and has built a strong back-office system that ensures complete financial accountability for every single dollar received and spent in the Nutrition Services Department. This experience and expertise translates into everyday best practices that have proven to strengthen the accounting and financial practices of our partner school districts.

Just as students' progress reports measure improvements and areas of concerns, Chartwells' concise account of each the school's income and expenses lets Palisades Charter High School measure the nutrition program's performance and identifies ways to increase participation, reduce waste and constantly improve the overall program. A few of the tools we utilize to help us account for every revenue and expense dollar in your school include:

- Monthly Operating Statement
- Profit & Loss Statement
- FCPM Client Position Statement
- Daily Deposit Summary
- Weekly Financial Dashboard (data from all schools)
- Webtrition Menu & Nutrient Analysis Software
- Self-Scoring Operating Standards Checklist
- Daily/Weekly Facilities Inspection Report
- Safety Bulletin Board Checklist Report
- Safety Committee Meeting Minutes & Safety Pledge

All these tools go to safeguard Palisades Charter High School's interest and help demonstrate our experience and financial understanding necessary to meet the requirements of this RFP.

For a complete look at our financial condition (as an organization), please find the attached CD, listing our Annual Reports for the past three years.

Annual Report



To: Compass Group USA Business Partners

Date: January 3, 2017

Sub: Compass Group USA Financial Update

Compass Group USA Inc. is a wholly owned subsidiary of Compass Group PLC (CGP), the global leader for contract catering services. Compass Group USA Inc. is the legal entity representing United States operations and is the parent company of Best Vendors Management Inc., Bon Appétit Management Co., Crothall Services Group, CulinArt Group Inc., Eurest Services Inc., Flik International Corp., Foodbuy LLC, Gourmet Dining LLC, Levy Restaurants, Morrison Management Specialists Inc., Restaurant Associates Corporation, Southeast Service Corporation and Wolfgang Puck Catering & Events LLC. Divisions of Compass Group USA Inc. include Canteen, Chartwells and Eurest Dining.

Through a series of acquisitions and organic growth, Compass Group has become the market leader in North America with annual revenues in 2016 of \$15.9 billion and operating profit of \$1.3 billion. Compass Group North America's revenues represent 56 percent of the CGP worldwide total. Compass Group North America's client list includes Staples Center, IBM, Microsoft, Motorola, Verizon, MetLife, Prudential Insurance, United Technologies, Texas A&M University, Louisiana State University, University of Virginia Medical Center, Cedars-Sinai Medical Center and World Bank.

CGP was formed in 1987 to facilitate the management led buyout of the Grand Metropolitan PLC Catering division. During its 30-year history, CGP has grown more than fiftyfold from a revenue and value perspective, with a current market capitalization of \$28 billion. CPG trades on the London Stock Exchange under symbol CPG.L and is represented in the FTSE 100 Index. While Compass has experienced phenomenal growth, it remains a conservatively managed company with a strong credit rating. Access to the September 30, 2016, CPG annual report is available through the following link:

<http://www.compass-group.com/Financial-Presentations.htm>

You are encouraged to direct financial inquiries regarding Compass Group to my attention at our North America headquarters in Charlotte, North Carolina.

Sincerely,

Daniel Thomas
Vice President & Treasurer
Compass Group, North America
2400 Yorkmont Road
Charlotte, NC 28217
Tel: 704-328-7073

We are providing a three-year annual report on attached CD.



It's not just about our food, but about our whole philosophy – teaching students healthy habits and helping parents and teachers reinforce them.

7. Provide a description of promotional and/or marketing materials you will use to attract students to the program.

Promotions and Marketing

Our marketing and promotional strategy works hand-in-hand with your overall dining services plan. It is designed to attract students, increase meal participation and customer satisfaction, as well as get students excited about nutrition through great food and a friendly atmosphere.

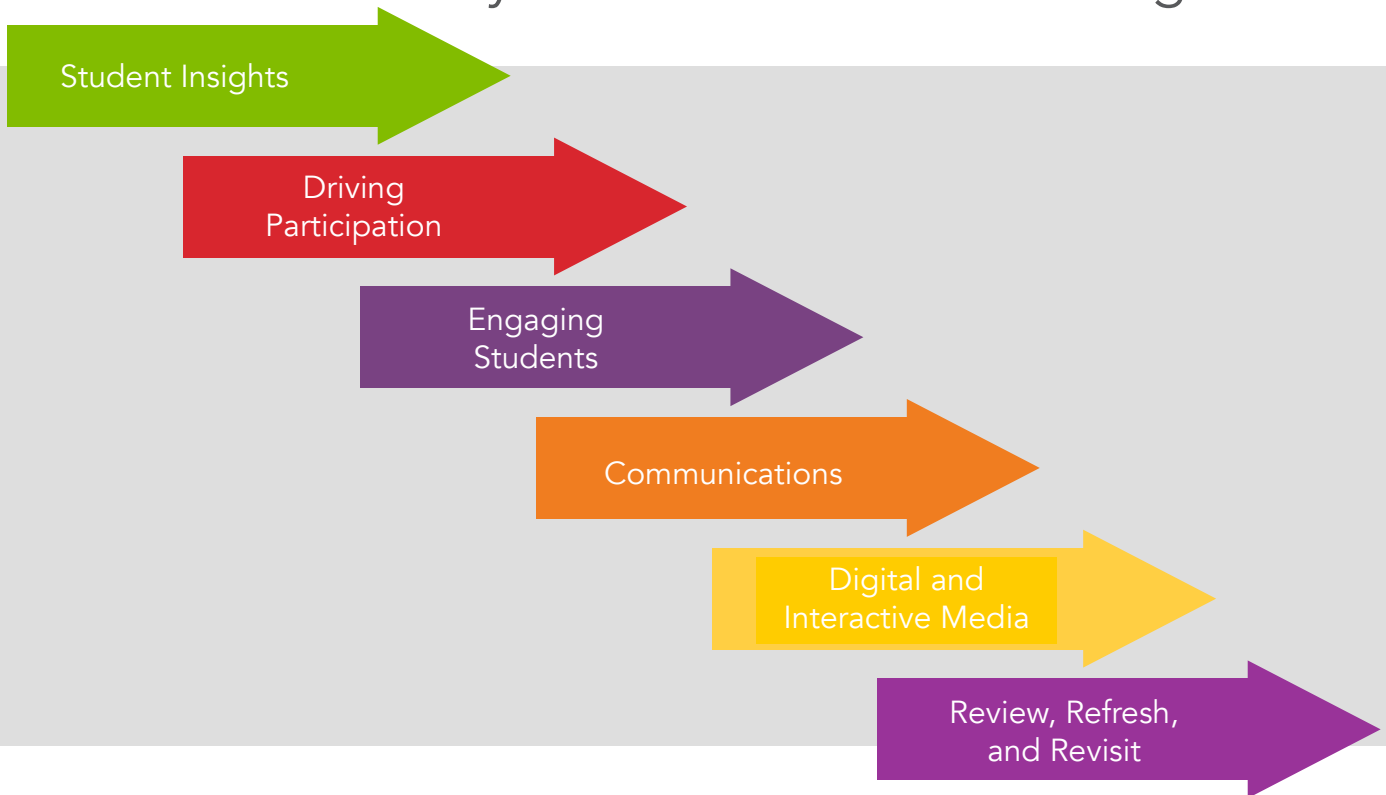
The cafe is just the beginning. We extend the wellness message through programs that reach families and the community. It's about teaching healthy habits to students and helping parents and teachers to reinforce them.

Our strategic marketing plan is a key element of the overall foodservice strategy we bring to your school. Our plan is built around understanding and communicating with schools, students and families, offering great food along with exciting retail and marketing concepts, and constantly keeping our service up-to-date.

The marketing plan is a fundamental element of our overall business strategy. We build it around a process that includes six key elements. Customization to your school community is the key to a successful marketing plan, and it begins with understanding our customers.



Key Elements to the Marketing Plan



Engaging Students

A heightened sense of wellness leads to the ability to be more productive in all phases of our lives; whether at school, at home, or in our communities. Chartwells expert team of wellness professionals will create an atmosphere, develop programs, and feature foods that will not only create an environment of wellness, but will increase participation at your school.

Marketing and Merchandising

Chartwells will contribute financially through the duration of the agreement to enhance the cafeteria experience. Marketing and merchandising will be updated to create a place where students and faculty look forward to eating, socializing, and engaging in the meal lunch program.

Samplings and Tastings

Samplings and tastings are interactive and effective methods for creating awareness of new products and fresh, seasonal offerings. They also help to drive visibility of products that are experiencing weaker interest. Sampling and tasting stations are implemented on a regular basis, especially for new product introductions.

Building on Breakfast

We recognize that breakfast plays a role in improving academic performance. Our Simply Good breakfast program features a variety of wholesome daily options that students can't resist – fresh fruit, hot breakfast sandwiches, homestyle oatmeal and much more. Eye-catching merchandising and point-of-service signage make breakfast fun and encourage students to eat the "most important meal of the day." In addition, we also offer a variety of service options, so more students get the nutrition they need to start their day off right.



Breakfast service opportunities include:

- Breakfast carts – Mobile carts equipped with hand-held POS allow students to take grab-and-go breakfasts. Why not start at the bus stop?
- Breakfast kiosks – We enhance the high school grab-and-go breakfast program with stationary kiosks placed in high volume traffic areas convenient to students in the morning.
- New menu items – Expand menu options, including choices like all-day oatmeal and cereal stations and fresh breakfast pizzas and calzones.
- Breakfast promotions – We have created strategic partnerships with multiple major manufacturers, such as General Mills, to develop customized promotions to increase breakfast participation districtwide.

Chef's Table and Chartwells Discovery Kitchen

Two culinary driven programs that increase awareness of menu items, fresh options and new selections. Both promotions educate students about sound eating habits and food preparation in an interactive setting.

Get It and GO!

Chartwells takes a new approach to your retail dining offering an expanded assortment of better-for-you and fresh food options to our students. A la carte foods are typically thought of as snack or junk foods, and Chartwells doesn't believe that we should settle for that approach. This exciting new concept helps guide your schools through the redesign of their a la carte program, including menu planning and pricing, merchandising, and marketing. On the Go supports the requirements of not only the USDA Smart Snack regulations, but also our students' and districts' changing wellness goals, criteria and standards.

34 minutes isn't a lot of time, and On the Go is Chartwells' new, unique approach to retail. The program places a bright spotlight on delicious food options made with wholesome, quality ingredients that students love.

8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

Transition Plan

Recommended Transition Plan – Palisades Charter High School

Foodservice Management Consulting Services

Project Managers: Annette Boussina & Michael Greco

Project Type: First 30 Days

Transition Overview

To successfully help Palisades Charter High School transition its current service program to a fully, cooked on-site, prepared from scratch, world-class foodservice management program that will deliver a “wonderful dining experience” for all students, staff and faculty.

Notification of Award:

On June 7, Compass/Chartwells will receive a notification of awarded a contract to provide foodservices to Palisades Charter High School. The Compass/Chartwells Transition Leadership team (headed by Annette Boussina and Chef Michael Greco) will put in place an action plan in order to have food available to students, staff and faculty at Palisades Charter High School when the kids return from summer break. Because of the short timeline to get the kitchen up and running, Palisades Charter High School will need to ensure that all kitchen equipment is fully operational and all food and health department licenses are in place for the use of your on-site kitchens. These are two critical elements that cannot be overlooked or put off.

Inventory and Commodities:

As soon as possible and in conjunction with a Palisades Charter High School representative, Compass/Chartwells will take a physical inventory of any and/or all food, supplies and equipment owned by Palisades Charter High School. Once the inventory is complete and verified by both parties, Compass/Chartwells will begin setting up vendors and placing orders on behalf of the high schools. In compliance with USDA regulations, Compass/Chartwells will credit the school each month for any commodities received upon delivery. This credit will occur on Compass/Chartwells billing statement on the month in which the commodities are received.

Transition Schedule:

Compass/Chartwells with its local expertise and southern California resources are proposing an all-out-boots-on-the-ground approach to help transition and support your new foodservice program. Here are a number of the transition items that will have to occur the week of July 1, 2017:

- Place orders for proposed equipment and physical program enhancements
- Begin program renovations/layout changes for the main serving areas, the faculty lounge, the window service and the Quad service
- Bring in Resource Team/implement standard operating procedures and systems
- Bring in Culinary Team and begin teaching/training cooking techniques to hourly staff
- Continued Culinary Team/setup for school opening and dry run

Example of an Actual Transition Plan Document

As Soon As Contract is Awarded	Responsible Party	StartDate	Target Completion	Actual Completion	Notes
EMPLOYEE MEETING - explain changes and answer questions	Julie Veal/Annette Boussina				
Schedule Opening Support Personnel	Annette Boussina				
Hire On-Site Management Personnel	Annette Boussina				
Submit Request for Op #	Annette Boussina				
Assemble Annette Opening Binder: Contract, RFP and/or Budget, Client Contact Information	Annette Boussina				
Schedule Client meeting - discuss: transition plan, school district contact list, events calendar, schedule of board meetings, school addresses, principal names, student council officers names, PTO or PTA officers names, head custodian names	Annette Boussina				Get list of key stakeholders, and access to custodian team.
Set up a meeting with the district's go to person for monthly financial reconciliation.	Annette Boussina				
Discuss Pre-Opening Catering Needs	Annette Boussina				
Schedule "welcome" openhouse introduction meeting with Chartwells and district administration staff, school principals, nurses, custodians,	Annette Boussina				
Operations					
Confirm Secure Office	Annette Boussina				
Obtain Keys, Key Card	Annette Boussina				
Set up telephone, fax	Annette Boussina				
Obtain mailing address	Annette Boussina				
Obtain Shipping Address	Annette Boussina				
Order letterhead/business cards	Annette Boussina				
Obtain parking and security requirements	Annette Boussina				
Complete walk through of every location; compile equipment repair/replacement needs, plug in POS systems	Annette Boussina				
Determine vending needs	Annette Boussina	NA			
Receive Startup kit, organize office	Annette Boussina				
Order Computer	Annette Boussina				
Set up Account for MyFinance	Annette Boussina				
Set up account for MyCompass	Annette Boussina				
Set up MyReports	Annette Boussina				
Determine school district's banking procedures	Annette Boussina				
Develop Communications Plan and template for monthly activity reports	Annette Boussina				
Finance/Accounting					
Order Key Box and organize Keys	Annette Boussina				
Review Local and State tax requirements	Director				
Arrange for locksmith to change safe combination	Director				
Set Up MyFinance	Annette Boussina				
Identify Revenue and all Reimbursement Sources	Director				
Verify all start and end times for each meal period at each school	Director				

* list continues

Long Term Partnership:

While our partnership brings many benefits to Gilroy Unified School District, perhaps the most important one is the relationship that is cultivated with the key members of your school community: students, parents and staff. Through continuous engagement and solicitation for feedback, we will create a program that your community will be proud of!



CINNAMON



DILL

MUSTARD



BASIL



MINT



H. RESPONDENT REFERENCES

Listening to What Is Important to You

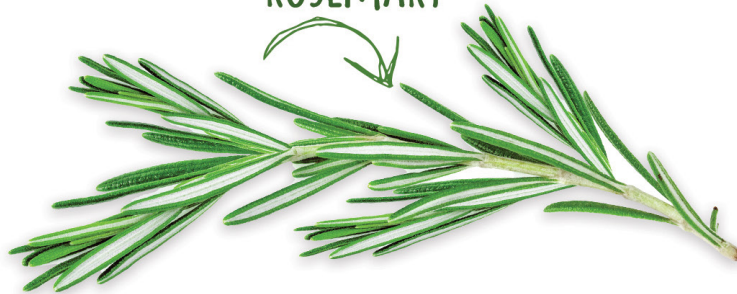
OREGANO



CHILI POWDER



ROSEMARY



SAGE



HERBS & SPICES IS THE FOOD FOCUS FOR THE MONTH OF FEBRUARY!

CHARTWELLSK12.COM

PEPPER





H. Respondent References

In this section:

The Respondent must provide three references using the Respondent References Form (Attachment F). Palisades Charter High School reserves the right to contact any of the persons/ companies listed, and retains the right to conduct reference checks with individual and entities beyond those listed.

- Attachment F

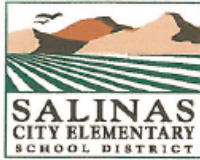
Attachment F

Respondent References

List three references to which the Respondent has provided food service management services within the past five year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference Salinas City Elementary School District / K-8 District / Enrollment 8,912		
Street Address 840 S. Main St.		
City Salinas	State CA	Zip Code
Contact Person Jerry Stratton	Contact Title Assistant Superintendent	Contact Phone Number 831-753-5600
Brief Description of Services Provided NSLP, SBP, CACFP Snack & Dinner Programs, SSFO, Student & Adult Ala Carte & Catering		
Dates of Service First contract with Chartwells in 1996-97 School Year - Renewed Jan, 2016 for 5 more years		
Reference 2		
Name of Reference Wiseburn School District / K-8 District / Enrollment 2,652		
Street Address 1350 Aviation Blvd.		
City Hawthorne	State California	Zip Code
Contact Person Dave Wilson	Contact Title Chief Business Official	Contact Phone Number 310-643-3001
Brief Description of Services Provided NSLP, Snack, Student and Staff Ala Carte & Catering		
Dates of Service First contracted with Chartwells July 1, 2014 for SY2014-15. Current Client		
Reference 3		
Name of Reference Birmingham High School / 9-12 / Enrollment 3,100 / Former Sodexo Account		
Street Address 17000 Haynes St.		
City Van Nuys	State California	Zip Code
Contact Person Will Covington	Contact Title Chief Business Official	Contact Phone Number 818-342-5877
Brief Description of Services Provided NSLP, SBP, AfterSchool Snack, SSFO, Student & Staff Ala Carte, Staff Cafeteria and Catering		
Dates of Service First contracted with Chartwells July 1, 2014 for SY2014-15. Current client.		



March, 2015

Dear Superintendent, CBO & Board Members:

ADMINISTRATION

JUVENAL LUZA, Ph.D.
Interim Superintendent

GERALD STRATTON
Assistant Superintendent
Business Services

MARY PRITCHARD
Director, Bilingual-Migrant-Early
Childhood Education Services

PAT WILLINGHAM
Director, Personnel Services

TERRY RYAN
Director, Maintenance, Operations,
Transportation & Food Services

TERRI DYE
Interim Director, Pupil Personnel Services
& Special Education

BOARD OF EDUCATION

ROBERTO GARCIA
Trustee Area 1

NATHAN LARSON
Trustee Area 2

ROBERT FOSTER HOFFMAN
Trustee Area 3

JANET BARNES
Trustee Area 4

GENARO CARLOS
Trustee Area 5

840 South Main Street
Salinas CA 93901
Phone (831) 753-5600
Fax (831) 753-5610

I understand that you are soliciting for a contracted food service management/consulting operation.

I would like to take this opportunity to recommend Chartwells for your consideration. We selected Chartwells some six-plus years ago to turn around a failing food service operation at our 13 schools. After an initial contract year and four option year renewals, we issued an RFP to consider professional food services operations, as required by law. We had three credible respondents including Chartwells. It was very easy to choose Chartwells as they submitted the most competitive and professional proposal in this competitive process. We did just that and have recently renewed our first option year following the base year.

I would like to highlight some innovations that Chartwells has brought to the table for our district.

- **Budget Solvency and a Surplus:** Chartwells took us from deep in red ink and serving terrible food to great food, salad bars at all 13 sites, full compliance with all State and Federal laws, and a budget surplus which allows us to invest more in our preparation and serving kitchens.
- **Innovation:** Chartwells has brought new ideas and opportunities to the district food service operations including after school supper meals vs. snacks, a pilot breakfast in the classroom program which increased meal counts by 1000%, and a major summer lunch program that feeds our needy kids and families from the day school is out until the first day of each new school year.
- **Responsiveness:** Chartwells has quickly responded to our monthly food service advisory council meeting and to my guidance to improve or test new options. They also took the lead and proactively developed our grant application for the Federal Fresh Fruit and Vegetable Program, now in its third year.
- **Quality Food Choices Increase Demand:** Chartwells menus have directly increased utilization by our students, inflected in our budget which increased from \$3.5M to \$5.4M
- **Innovative Capital Investment Assistance (CAP-X):** Chartwells has funded major equipment and renovation upgrades, saving us capital and preserving cash flow.

Please feel free to contact me should you have any questions. I consider Chartwells and especially our consultant Ms. Lori Bonica, part of our district family.

Respectfully,

Gerald J. Stratton

Gerald J. Stratton
Assistant Superintendent of Business Services
Salinas City Elementary School District



Wiseburn Unified School District

Tom Johnstone, Ed.D., Superintendent

Board of Trustees

Roger Bañuelos, President • Israel Mora, Clerk
Dennis Curtis, Member • JoAnne Kaneda, Member • Nelson Martinez, Member

March 20, 2015

Wiseburn Family of Schools

Pre-Schools – Wiseburn Child Development Centers

Juan de Anza
Juan Cabrillo

Elementary Schools

Juan de Anza
Peter Burnett
Juan Cabrillo

Middle School

Richard Henry Dana

Da Vinci Charter Schools

Da Vinci Innovation Academy (K-8)

Wiseburn High School,
Home of the Da Vinci High Schools:

Da Vinci Communications
Da Vinci Design
Da Vinci Science

Da Vinci Chief Executive Officer

Matt Wunder, Ed.D

Da Vinci Board of Trustees

Chet Pipkin, President
Don Brann, Vice President
Cheryl Cook, Member
Art Lofton, Member
Brian Meath, Member
Israel Mora, Member
Jennifer Morgan, Member

Wiseburn District Office

13530 Aviation Boulevard
Hawthorne, CA 90250

Phone: (310) 643-3025
Fax: (310) 643-7659
www.wiseburn.k12.ca.us

Da Vinci Office

Phone: (310) 725-5800
www.davincischools.org

To Whom It May Concern:

Wiseburn Unified School District partners with Chartwells School Dining for management and program assistance with our food services program. Our partnership with Chartwells began at the beginning of the 2014-15 School Year and we could not be more pleased with our choice of partnering with Chartwells.

The feedback that our district administration has received has been overwhelmingly positive. Students, parents and staff have all commented on how good the food looks and tastes. One of the reasons we selected Chartwells was their commitment to culinary excellence and improving our program by going back to “scratch cooking” and preparing high quality, freshly prepared meals in each of our kitchens.

In fact, the food is so good that student participation in the lunch program over the first six months of school (September through February) has increased by over 25% compared to the same time frame from the prior year. The improvement to our lunch program are not only being recognized by students, parents and staff, but also the local media, which on February 11, 2015 visited Dana Middle School to film an upcoming news story that highlighted the new food service program and focused on the variety of the lunches served, the scratch cooked meals, and the wide variety of fresh fruits and vegetables offered daily in our food service program.

The partnership with Chartwells has been very positive and the collaboration and hard work by everyone has been a rewarding experience. The new food service program is affecting students’ lives for the good, as students who eat healthy feel better about themselves, make better decisions and become better students. The Wiseburn Unified Board of Trustees and staff are excited that the days where students and parents had wished for fresh, healthy meals to be served at school are now in the past and that it is now the District’s reality.

The Wiseburn Unified School District recommends Chartwells to you. If you have any questions about how your potential partnership with Chartwells will affect your district, please do not hesitate to contact me and I will be glad to share our experience with you in person.

Sincerely,

Mr. Dave Wilson
Chief Business Official
Wiseburn Unified School District



Chartwells School Dining

Nevada (3) Idaho (4)
 Oregon (13) Washington (30)
 Alaska (1) Wyoming (2)
 Colorado (10) New Mexico (1)
 California (11) Arizona (10)

West Region 85 Partnerships

Robert Schrenk
 916-500-1970
 robert.schrenk@compass-usa.com

Wiseburn Unified School District sees Amazing Results in Food Service Program with Chartwells!

The Wiseburn Unified School District began its partnership with Chartwells School Dining for management and program assistance at the beginning of the 2014-15 School Year and ***“we could not be more please with our choice of bringing in Chartwells,”*** says Dave Wilson, Chief Business Official for the district.

“The feedback that our district administration has received has been overwhelmingly positive. Students, parents and staff have all commented on how good the food looks and tastes. One of the reasons we selected Chartwells was their commitment to culinary excellence and improving our program by going back to *scratch cooking* and preparing high quality, freshly prepared meals in each of our kitchens.

The partnership with Chartwells has been very positive and the collaboration and hard work by everyone has been a rewarding experience. The new food service program is affecting student’s lives for the good, as students who eat healthy feel better about themselves, make better decisions and become better students. **We strongly recommend Chartwells to any other California public school district,**” Mr. Wilson goes on to say.

eatlearnlive.com

Wiseburn Year-One Program Results:

27.1%
Percentage Increase

51,594
Actual Meal Increases



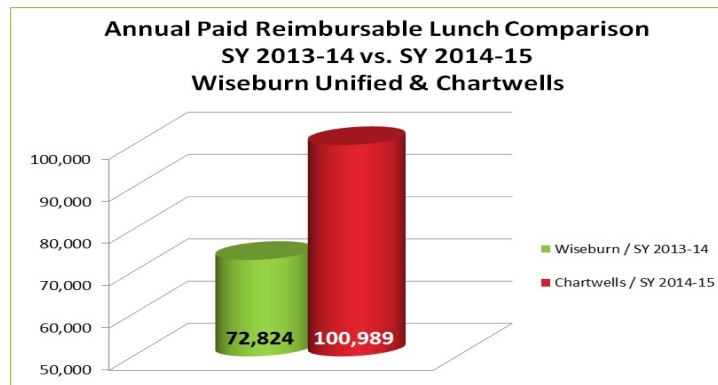
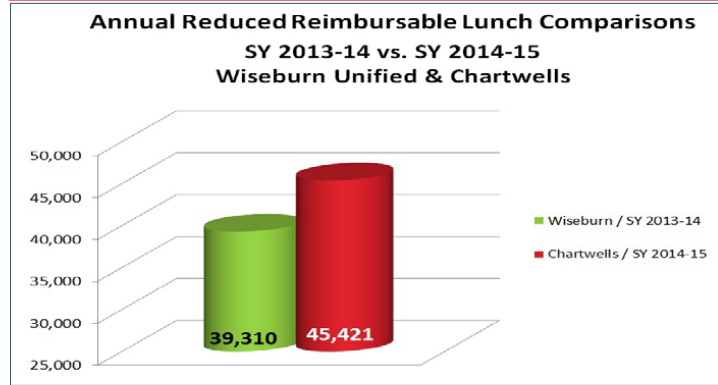
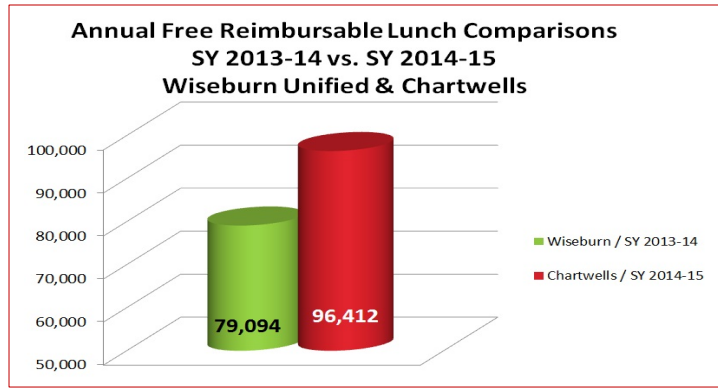


**Chartwells School Dining
At-A-Glance in California**

- Partnerships in Los Angeles County with Birmingham CCHS, La Canada USD, Wiseburn USD and William S. Hart UHSD
- 10 Million Reimbursable Meals Served to California Public School Children Annually
- 20-30% Average Increase in Reimbursable Meals during the First Year of Partnership
- Typically Improved the Annual Audited Financial Results by 25-50% in the First Year of Partnership.



Results: No General Fund Encroachment



ChartwellsK12.com

- SY 2014-15 Results:**
- Guaranteed Program Breakeven ✓
 - No General Fund Encroachment ✓
 - Increased Revenues - \$174,000 ✓
 - Increased Paid Meal Counts - 38% ✓
 - Improved Student Satisfaction ✓
 - Improved Parent Price/Value Matrix ✓





Chartwells School Dining

Nevada (3) Idaho (4)
 Oregon (13) Washington (30)
 Alaska (1) Wyoming (2)
 Colorado (10) New Mexico (1)
 California (11) Arizona (10)

West Region

85 Partnerships

Robert Schrenk
 916-500-1970
 robert.schrenk@compass-usa.com

District Reduces General Fund Transfer to Nutrition Program by more than 50% in First Year

The Humboldt County School District in partnership with Chartwells School Dining was able to reduce its General Fund subsidy to the Nutrition Program by more than 50 percent in its first year of operations.

Audited financial results for school-year 2013-14 showed that the district transferred **(\$283,400)** into the food service fund; according to Ronda Havens (Financial Supervisor) the amount of district transfer needed for school-year 2014-15 was only **(\$121,451)** after the districts first full-year with Chartwells as its partner.

Overall student meals counts increased by 19.1 percent according to the state Claims for Reimbursement and total program revenues grew by 27.2 percent from \$728,498 to \$926,315. The increase in student participation earned Humboldt County School District the prestigious **Golden Potato Award** from the Nevada Department of Agriculture.

In addition to partnering with Humboldt County School District, Chartwells also provided nutritious meals to Elko and White Pine County School Districts and has the food service contract with the University of Nevada, Reno.

eatlearnlive.com

Humboldt Year-One Program Results:

27.1%
Revenue Increase

19.1%
Meal Increases





RADISHES

CARROTS

TURNT

I. AUTHORIZATION AGREEMENT

High Quality, Great Tasting
and Nutritious Meals

POTATOES

GARLIC

ROOT VEGETABLES IS THE FOOD FOCUS
FOR THE MONTH OF
DECEMBER!

BEETS

ONIONS

CHARTWELLSK12.COM



I. Authorization Agreement

In this section:

The Respondent must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

- Attachment G

Attachment G

Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: PCHS2017-01

We, Compass Group USA, Inc., by and through its Chartwells Division, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by Palisades Charter High School.
5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for Palisades Charter High School.
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: Compass Group USA, Inc., by and through its Chartwells Division

Address: 2 International Drive


City: Rye Brook State: NY Zip: 10573

E-mail Address: Rhonna.Cass@compass-usa.com

Web Site Address: www.compass-usa.com

Name of Authorized Representative: Rhonna Cass

Title of Authorized Representative: CEO, Chartwells K-12


Signature of Authorized Representative

Date Signed: 5/15/17



KIWIS



LEMONS



LIMES



**J. FEE
PROPOSAL**

**Exceeding
Expectations**



GRAPEFRUIT



TANGERINES



CITRUS FRUITS IS THE FOOD FOCUS FOR THE MONTH OF JANUARY!

ORANGES



CHARTWELLSK12.COM

Powered by BoardOnTrack



J. Fee Proposal

In this section:

The Respondent must complete and submit the Fee Proposal (Attachment H).

- Attachment H

Proposed Financial Agreement for Palisades Charter High School

Sound Financial Position

Lower fixed-price-per-meal rate, no increase in student or staff pricing, enhanced menu options with the use of local and sustainable ingredients, enhanced employee training of your current foodservice staff, an innovative proposal with cutting-edge technology and a proven track record of successful transitions from your current provider to Chartwells are just some of the many reasons to change FSMCs.

Fixed-Price-Per-Meal Rate

The primary factors that impact the fixed price per meal proposed by Chartwells are food and supply costs, on-site consultant labor cost, employee benefits costs and other operational expenses. We believe we can offer the best value in each of these categories and have the history to prove it. In addition, these prices do not reflect Chartwells' additional investment in hourly staff training, uniforms, marketing and merchandising along with overall commitment to the financial and culinary health of the Palisades Charter High School Nutrition Services Program.

Per CDE and USDA, Chartwells acknowledges the Palisades Charter High School must determine (and Chartwells shall credit) the full value of USDA-donated foods to the district. We acknowledge and agree that Chartwells is responsible for reporting the full value of such food monthly to the district.

We also acknowledge and agree that Chartwells' fixed-price invoice will be fully compliant with 7 CFR, Parts 210, 215 and 220, procurement requirements for the National School Lunch, Special Breakfast, and Special Milk programs, per the Food and Nutrition Services USDA Final Rule dated Wednesday, October 31, 2007, and that Chartwells has already taken discounts, rebates and other credits into account when formulating its prices for this fixed-fee contract.

Additionally, Chartwells acknowledges and agrees that our fixed price per meal does not include values of USDA food (as required in your RFP). Chartwells acknowledges that our fixed-price-per-meal rate is our Guarantee.

Finally, Chartwells proposes an agreement commencing on or about July 1, 2017, and continuing through June 30, 2017, with options for four one-year renewals, beginning on July 1 of each subsequent year through June 30 of the following year as provided in this RFP and under federal and state guidelines and regulations. Our agreement will conform to all regulations as set forth by CDE and the U.S. Department of Agriculture. As required by regulations, either party may terminate this agreement by giving 60-day notice of an intention and specific date to terminate this agreement.

Attachment H

Fee Proposal

[Note to SFA: The CDE encourages SFAs to require potential bidders to provide a detailed breakdown of costs that are included in the fixed cost price. SFAs should consult their legal counsel regarding the need for and benefit to identifying costs in a fixed-price contract. If your SFA chooses to exclude a breakdown of costs, delete the table titled “Cost Breakdown” below. At a minimum, you must request that the Respondents submit the cost per meal information.]

All costs are based on average daily participation of 900 meals served on 175 number of school days (excluding summer school).

COST BREAKDOWN		
Respondent Instructions		
⇒ Provide a breakdown of all costs included in the fixed price, including personnel costs (# of FTE's).		
⇒ Provide the cost per meal; base all food costs on the attached 21-day cycle menu .		
⇒ Clearly identify all costs		
Item #	Description <i>(Include All <u>Goods</u>, <u>Capital expenditures</u> and <u>Services</u> included in the Fixed Price)</i>	Annual Cost
1.	Net Food & Paper Cost (based 157,500 meals)	\$227,088
2.	Other non-food expenses (based 157,500 meals)	\$18,333
3.	Equipment investment as outlined in Executive Summary	\$9,200
	(Total investment of \$46,000 amortized over 5 yrs @ \$9k per year)	
Sub Total		\$256,421
Personnel Costs		Annual Cost
4.	Management Fee Per Meal	\$95,436
5.	Consultant Fee Per Meal	\$227,384
Sub Total		\$322,820
GRAND TOTAL		\$579,241

[Note to SFA: SFA provides Units in column 2. Delete school programs not applicable]

COST PER MEAL			
Respondent Instructions:			
⇒ Provide the cost per meal; base all food costs on the attached 21-day cycle menu .			
⇒ Prices must not include values for USDA Foods and must include all meal programs applicable.			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	8,232	\$1.825	\$15,023
Lunch	8,265	\$3.65	\$30,167
Snacks			
Nonreimbursable Meals	2,402	\$3.65	\$8,767
TOTAL	18,899		\$53,957



BLUEBERRIES



BLACKBERRIES



BRUSSELS
SPROUTS



SQUASH



**K.
CERTIFICATIONS**



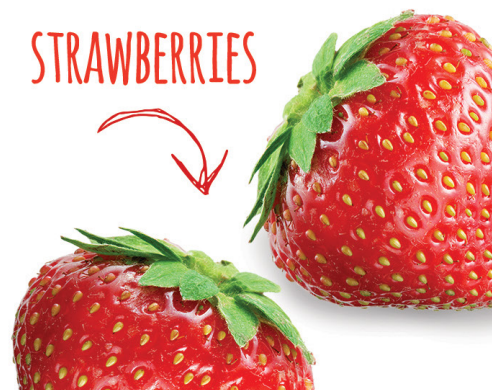
ARUGULA



GREEN BEANS



STRAWBERRIES



CHARTWELLSK12.COM



K. Certifications

In this section:

- The Respondent must complete the certifications (Attachments I, J, K and L) and return them with the proposal package.

Attachment I

Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 7 *CFR*, Part 3018, "New Restrictions on Lobbying," 7 *CFR*, Part 3017, "Government-wide Debarment and Suspension (Nonprocurement)," and 7 *CFR*, Part 3021, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the SFA determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Title 31, *U.S. Code* (31 *U.S.C.*) Section 1352, and implemented at 7 *CFR*, Part 3018, for a person entering into a grant or cooperative agreement over \$100,000, as defined at 7 *CFR*, Section 3018.105, the applicant certifies that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions; and
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.


NOT APPLICABLE

Attachment J

Disclosure Of Lobbying Activities and Instructions

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

Approve

<p>1. Type of Federal Action:</p> <p>a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/Offer/Application b. Initial Award c. Post-Award</p>	<p>3. Report Type:</p> <p>a. Initial filing <input type="checkbox"/> b. Material change For Material Change Only: Year _____ Quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee <input type="checkbox"/> Tier, if known</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>	
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: </p>	
	<p>Print Name: Rhonna Cass</p>	
	<p>Title: CEO, Chartwells K-12</p>	
<p>FEDERAL USE ONLY:</p>		<p>Telephone No: (914) 935-5300</p>
		<p>Date: 5/15/17</p>
<p style="text-align: right;"><i>Authorized for Local Reproduction Standard Form (SF—LLL (Rev. 7-97)</i></p>		

Attachment K

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 CFR Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 CFR Section 3017.200:

A. The contractor certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Compass Group USA, Inc., by and through its Chartwells Division
 Contractor/Company Name Award Number, Contract Number, or Project Name

Rhonna Cass, CEO, Chartwells K-12
 Name(s) and Title(s) of Authorized Representatives


 Signature(s) 5/15/17
Date

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

COMPGR0-02 KHARATSJ

DATE (MM/DD/YYYY)
9/20/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of North Carolina, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: Willis Towers Watson Certificate Center	
	PHONE (A/C, No, Ext): (877) 945-7378	FAX (A/C, No): (888) 467-2378
E-MAIL ADDRESS: certificates@willis.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	National Union Fire Insurance Company of Pittsburgh	19445
INSURER B :	ACE Property & Casualty Insurance Company	20699
INSURER C :	New Hampshire Insurance Company	23841
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab			3796744	09/30/2016	09/30/2017	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 10,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Self Ins. Phy Damage			2935950	09/30/2016	09/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			XOO G27738631	09/30/2016	09/30/2017	EACH OCCURRENCE \$ 10,000,000
							AGGREGATE \$ 10,000,000
							\$
							DED <input checked="" type="checkbox"/> RETENTION \$ 0
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			014112063	09/30/2016	09/30/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
							E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Garage Keepers			2935950	09/30/2016	09/30/2017	1,500,000
C	Business Auto			2935951	09/30/2016	09/30/2017	See Attached

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SIR applies as respect to General Liability per terms and conditions of this policy.

The umbrella policy follows the primary insurance coverage captioned above subject to the policy terms and conditions.

Named Insured includes the following Entities: Compass Group USA, Inc., Bon Appetit Management Company, Canteen Vending, Services, Chartwells School Dining, Crothall Services Group, Euresst Dining, Flik International, Levy Restaurant, Morrison Management Specialists, Inc., Vendlink, LLC, Chartwells, Restaurant Associates, Euresst Services, Bateman, Southeast Services Corp., Crothall Healthcare Inc., Crothall Facilities Management Inc., Statewide Services SEE ATTACHED ACORD 101

CERTIFICATE HOLDER Evidence	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

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ACORD 25 (2014/01)

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AGENCY CUSTOMER ID: **COMPGR0-02**

KHARATSJ

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Willis of North Carolina, Inc.		NAMED INSURED Compass Group USA, Inc. 2400 Yorkmont Road Charlotte, NC 28217-4611	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance**

**Description of Operations/Locations/Vehicles:
Inc., SHRM Catering Services, Inc., and Wolfgang Puck Catering and Events LLC, Morrison Senior Living, Morrison Senior Dining Services, Touchpoint Support Services.**

ACORD 101 (2008/01)

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PALISADES CHARTER HIGH SCHOOL

ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
POLICY TYPE: Compass - MA Auto CARRIER: New Hampshire Insurance Company POLICY TERM: 9/30/2016 – 9/30/2017 POLICY NUMBER: 2935951	Auto Liability – MA Any Auto Self-Ins. Phy Damage \$2,000,000 Combined Single Limit
POLICY TYPE: Compass - VA Auto CARRIER: National Union Fire Insurance Company of Pittsburgh POLICY TERM: 9/30/2016 – 9/30/2017 POLICY NUMBER: 2935953	Auto Liability – VA Any Auto Self-Ins. Phy Damage \$2,000,000 Combined Single Limit
POLICY TYPE: Excess Business Auto Liability CARRIER: National Fire and Marine Insurance Company POLICY TERM: 9/30/2016 – 9/30/2017 POLICY NUMBER: 42-XSF-302909-01	Any Auto \$3,000,000 Combined Single Limit
POLICY TYPE: Compass - Liquor (Compass) CARRIER: National Union Fire Insurance Company of Pittsburgh POLICY TERM: 9/30/2016 – 9/30/2017 POLICY NUMBER: 3796740	Liquor Liability \$1,000,000 Each Common Cause \$10,000,000 Aggregate SIR applies as respect to Liquor Liability per terms and conditions of this policy.

Compass Group USA, Inc.**Policy Term: 09/30/2016 to 09/30/2017****Workers' Compensation and Employers Liability Policies**

<u>Coverage</u>	<u>Policy Number</u>	<u>Carrier</u>	<u>WC Coverage</u>	<u>EL Limits</u>
Work Comp/EL	014112063	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AL, AR, CO, CT, DC, DE, GA, HI, IA, ID, IN, KS, LA, MD, MI, MN, MO, MS, MT, NE, NM, NV, NY, OK, OR, RI, SC, SD, TN, TX, WV	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	014112070	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: AK, AZ, IL, KY, NC, NH, NJ, PA, UT, VA, VT	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	014112065	New Hampshire Insurance Company NAIC 23841-001 Policy Covers States of: MA,WI, Stop Gap Coverage: ND, OH, WA, WY	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	014112069	American Home Assurance NAIC Policy Covers State of CA	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	014112064	Illinois National Insurance Company NAIC 23817-001 Policy Covers State of FL	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	014112066	New Hampshire Insurance Company NAIC 23841-001 Policy Covers State of ME	Per Statute	\$2,000,000 Bodily Injury by Accident - Each Accident \$2,000,000 Each Employee Bodily Injury by Disease \$2,000,000 Policy Limit Bodily Injury by Disease

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

Compass Group USA, Inc., by and through its Chartwells Division
 Name of Food Service Management Company

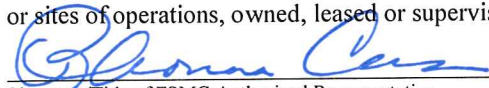
Palisades Charter High School
 Name of School Food Authority

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.


 Signature/Title of FSMC Authorized Representative

Rhonna Cass, CEO, Chartwells K-12
 Title

5/15/17
 Date

 Signature/Title of SFA Authorized Representative

 Title

 Date

License to do Business



State of California

SECRETARY OF STATE'S OFFICE

1967263

CERTIFICATE OF QUALIFICATION

I, *BILL JONES*, Secretary of State of the State of California, hereby certify:

That on the 25TH day of APRIL, 1996,

COMPASS GROUP USA, INC. WHICH WILL DO BUSINESS IN

CALIFORNIA AS COMPASS GROUP FOODSERVICE,

a corporation organized and existing under the laws of DELAWARE,
complied with the requirements of California law in effect on that date for the
purpose of qualifying to transact intrastate business in the State of California, and
that as of said date said corporation became and now is fully qualified and
authorized to transact intrastate business in the State of California,

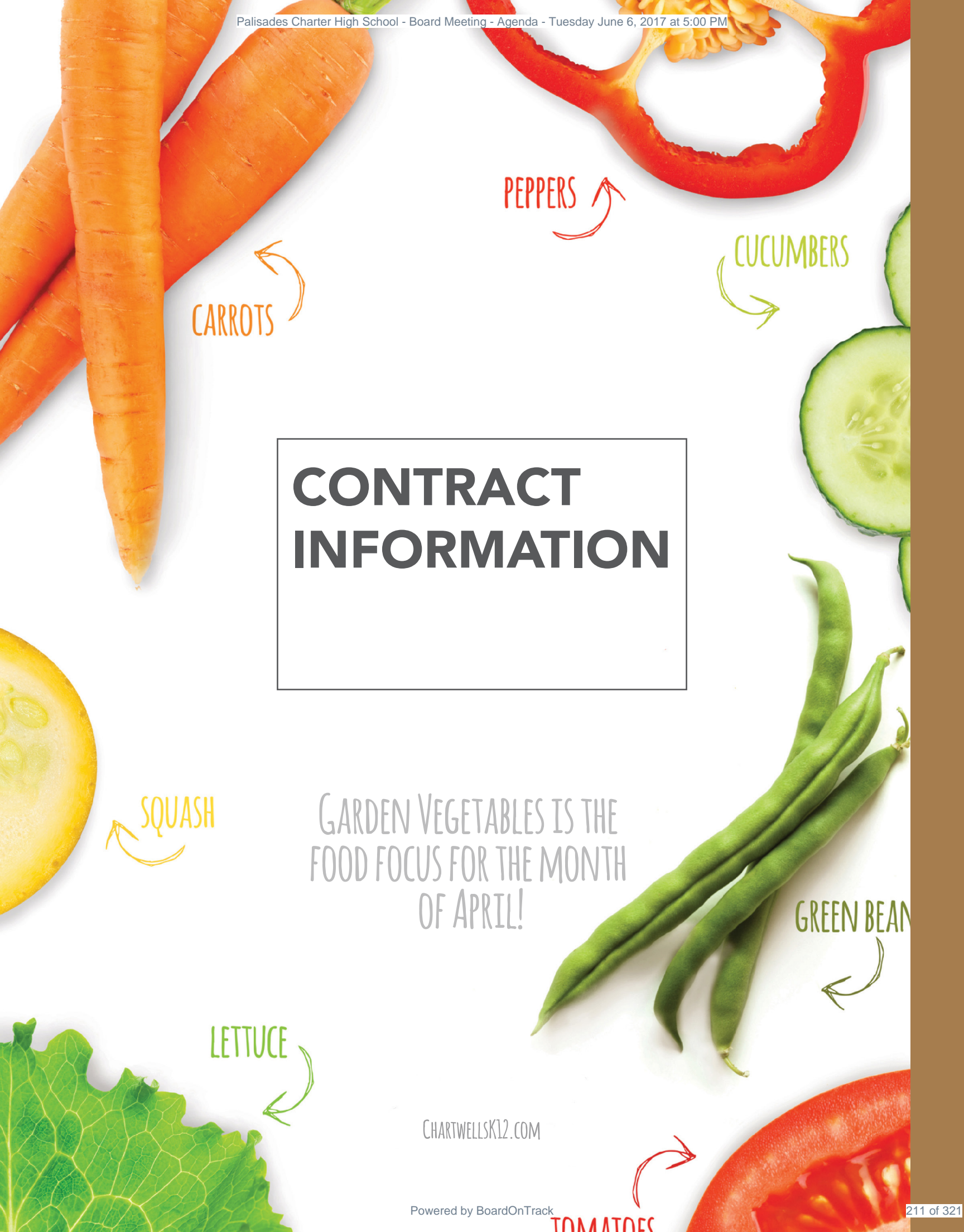
SUBJECT HOWEVER, TO:

- (a) any licensing requirements otherwise imposed by the laws of this state, and
- (b) that subject corporation shall transact all intrastate business within this State under the above fictitious name elected by it.



IN WITNESS WHEREOF, I
execute this certificate and
affix the Great Seal of the
State of California this
26TH day of APRIL, 1996

Bill Jones
Secretary of State



CARROTS

PEPPERS

CUCUMBERS

CONTRACT INFORMATION

SQUASH

GARDEN VEGETABLES IS THE FOOD FOCUS FOR THE MONTH OF APRIL!

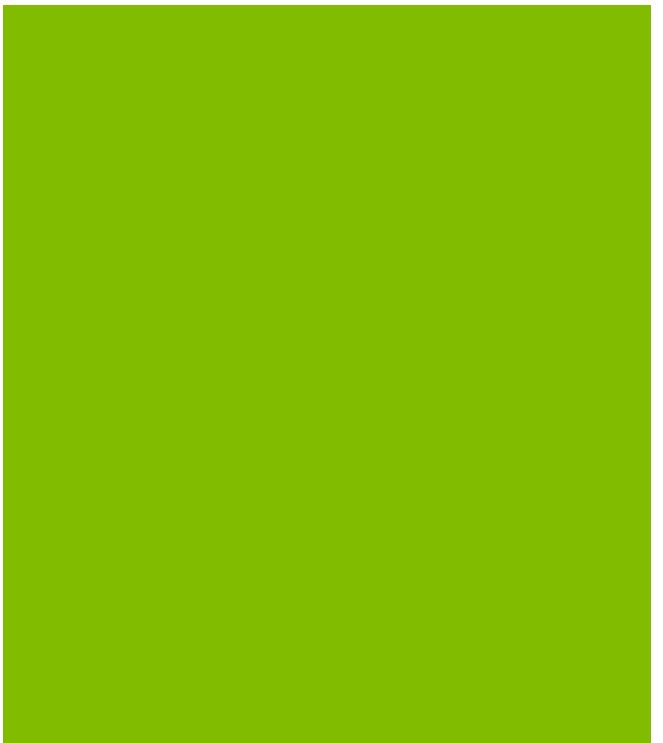
GREEN BEAN

LETTUCE



CHARTWELLSK12.COM

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TOMATOES



Contract Summary

FOOD SERVICES CONTRACT	CONTRACT NUMBER
	REGISTRATION NUMBER
1 This contract is entered into between the school food authority and the food service management company named below: SCHOOL FOOD AUTHORITY NAME PALISADES CHARTER HIGH SCHOOL FOOD SERVICE MANAGEMENT COMPANY NAME	
2 The term of this Contract is for one year, commencing on July 1, 2017 and ending on June 30, 2018	
3 The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served \$	
4 The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract. Request for Proposal Released Contractor Proposal Received Attached Terms and Conditions Exhibit A: Scope of Work Exhibit B: Schedule of Fees	
IN WITNESS WHEREOF, the parties hereto have executed this Contract.	
FOOD SERVICE MANAGEMENT COMPANY	
NAME of FSMC (if other than an individual, state whether a corporation, partnership, etc.) Compass Group USA, Inc., by and through its Chartwells Division	
BY (Authorized Signature) 	DATE SIGNED (do not type) 5/15/17
PRINTED NAME AND TITLE OF PERSON SIGNING Rhonna Cass, CEO, Chartwells K-12	
ADDRESS 2 International Drive, Rye Brook, NY 10573	
SCHOOL FOOD AUTHORITY	
NAME of SFA PALISADES CHARTER HIGH SCHOOL	
BY (Authorized Signature) 	DATE SIGNED (do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING DR. PAMELA MAGEE EXECUTIVE DIRECTOR/PRINCIPAL	
<input type="checkbox"/> Exempt per:	

California Department of Education Use Only

Model Fixed-Price Contract

Exhibit 1

Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY

PALISADES CHARTER HIGH SCHOOL
FOOD SERVICE PROGRAM

15777 BOWDOIN STREET PACIFIC PALISADES, CA 90272

Phone(310)230-6623

FAX-(310)454-6348

SAMPLE

Model Fixed-Price Contract

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Contract Summary

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Attached Terms and Conditions	Enter page(s)											
Exhibit A: Scope of Work	Enter page(s)											
Exhibit B: Schedule of Fees	Enter page(s)											
<p>IN WITNESS WHEREOF, the parties hereto have executed this Contract.</p>												
FOOD SERVICE MANAGEMENT COMPANY		<p><i>California Department of Education Use Only</i></p>										
NAME of FSMC (if other than an individual, state whether a corporation, partnership, etc.)												
BY (Authorized Signature)	DATE SIGNED (do not type)											
 PRINTED NAME AND TITLE OF PERSON SIGNING												
ADDRESS												
SCHOOL FOOD AUTHORITY		<p><input type="checkbox"/> Exempt per:</p>										
NAME of SFA												
PALISADES CHARTER HIGH SCHOOL												
BY (Authorized Signature)	DATE SIGNED (do not type)											
 PRINTED NAME AND TITLE OF PERSON SIGNING												
DR. PAMELA MAGEE EXECUTIVE DIRECTOR/PRINCIPAL												

Page 1
 SFA Name [Enter SFA Name]
 RFP # [Enter RFP #]

Model Fixed-Price Contract

I. Introduction

The **Palisades Charter High School**, hereinafter referred to as the school food authority (SFA), enters into this Contract with **[food service management company name]**, hereinafter referred to as the food service management company (FSMC) to provide food service management assistance for the SFA’s food service program, hereinafter referred to as “Services.” **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on **July 1, 2017** and continue through **June 30, 2018**. After careful consideration, the SFA may annually renew this Contract for four additional one year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations.

B. Designated Contract Liaisons

SFA Liaison for Services		FSMC Liaison for Services	
Name: Gregory Wood		Name:	
Title: Chief Business Officer		Title:	
Phone: (310)230-6650	Cell Phone: N/A	Phone:	Cell Phone:
Fax: 310-454-6348	E-mail: gwood@palihigh.org	Fax:	E-mail:

Respondents shall serve or deliver by postal mail all legal notices to:

SFA	FSMC
Name: Gregory Wood	Name:
Title: Chief Business Officer	Title:
Address: 15777 Bowdoin St. Pacific Palisades, CA 90272	Address:

C. Fees

1. Fixed-price Contracts

The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in Title 7, *Code of Federal Regulations (7 CFR)*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract.

2. Payment Terms

The FSMC shall submit **monthly** invoices by **30th** of the following month that reflect all activity for the previous **calendar month**. The FSMC must submit detailed cost documentation **monthly** to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in Title 2, *Code of Federal Regulations (2 CFR)*, parts 225 or 230, as applicable. The SFA will pay invoices submitted by the FSMC within **30 business** days of the invoice date. The SFA will pay invoices received by its accounting department by the **end of the following calendar month**, if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, and Finance Charges

Interest, fines, penalties, and finance charges that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund). The SFA will not pay unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food

The SFA shall make no payment to the FSMC for food that, in the SFA's determination, is spoiled or unwholesome at the time of delivery, does not meet detailed food component specifications as developed by the SFA for

the meal pattern, or does not otherwise meet the requirements of this Contract (7 *CFR* Section 210.16[c][3]).

The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal pattern, or do not otherwise meet the requirements of this Contract (7 *CFR* Section 210.16[c][3]).

D. Contract Cost Adjustment

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE.

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party.

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC/SFA staff
- A modification that changes the scope of the Contract or increases the price of the Contract by more than the applicable federal, state, or local small purchase threshold (7 *CFR* Section 3016.36[g][2][iv] and [v])

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA.

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal
- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the

course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, the following for federal government purposes:

- The copyright in any work developed under a federal grant, subgrant, or contract under a grant or subgrant
- Any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with federal grant support (7 CFR Section 3016.34)

M. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

N. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

O. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

P. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney's fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC's acts or omissions, willful misconduct, negligence, or breach of the FSMC's

obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

Q. Sanctions

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

R. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.
2. Force majeure does not include any of the following occurrences:
 - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market
 - Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
 - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits
3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other

party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR* Section 210.16(d).

4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

S. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), or Child and Adult Care Food Program (CACFP) will be discriminated against on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the USDA. (Not all prohibited bases will apply to all programs and/or employment activities.)

T. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with 2 *CFR* parts 225 or 230 as applicable, 7 *CFR* parts 210 (NSLP), 220 (SBP), 225 (SFSP), 226 (CACFP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), 3016 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments), 3019 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations) **as applicable**, USDA FNS Instructions and policy, federal laws and regulations, California *Education Code (EC)*, and California laws and regulations, where applicable.

U. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of this Contract shall be heard in the appropriate courts in California.

V. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

III. Relationship of the Parties

- A.** The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes; all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA (*EC Section 45103.5*).
- B.** Where the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC Section 45103.5*).
- C.** All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.
- D.** The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The FSMC will provide the SFA with a biometric reader while continuing to use the SFA's current electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 *CFR* Section 245.8. This POS system will be used for the duration of this Contract and the FSMC will not take an ownership interest or option in the POS system provided.
2. The FSMC shall, to the maximum extent practicable, purchase domestic commodities or products (7 *CFR* Section 210.21[d][2]).

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).
2. The SFA shall retain control of the quality, extent, and general nature of the food service program and establish all program and nonprogram meal and a la carte prices (7 *CFR*, sections 210.9[b][1] and 210.16[a][4]).
3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR* Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR* Section 210.8[a][1]).
4. The SFA shall retain control of the nonprofit school service account and overall financial responsibility for the nonprofit food service operation; the quality, extent, and the general nature of its food service; and the prices children are charged for meals (7 *CFR* Section 210.16[a][4]).

5. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (*7 CFR* Section 210.10[g]).
6. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (*7 CFR* Section 210.16[a][5]).
7. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (*7 CFR* Section 210.21).
8. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).
9. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk. (*EC* Section 49558 and *7 CFR* Section 245.6).
10. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least annually (*EC* Section 49558).
11. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided.
12. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (*EC* Section 49558 and *7 CFR* Section 245.7).
13. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (*7 CFR* sections 245.6 and 245.6a).

14. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (7 CFR Section 210.16[a][8]).
15. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met by the FSMC preparing or serving meals at an SFA facility (7 CFR Section 210.16[a][7]).

V. U.S. Department of Agriculture Foods

A. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, USDA Foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 CFR Section 210.16[a][6]).
2. In accordance with 7 CFR Section 250.53, the FSMC shall comply with the following provisions relating to the use of USDA Foods, as applicable:
 - a. The FSMC must credit the SFA for the value of all USDA Foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of USDA Foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the USDA Food value of processed end products to the SFA (7 CFR Section 250.51[a])
 - b. The FSMC shall account for the full value of USDA Foods (7 CFR Section 250.51) by:
 - i) Subtracting the value of all USDA Foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and
 - ii) Using the Average Price File for the school year that the USDA Foods are received by the SFA. This listing is available from the USDA Food Distribution Web page at <http://www.fns.usda.gov/fdd/processor-pricing-reports>
3. The FSMC will be responsible for any activities relating to USDA Foods in accordance with 7 CFR Section 250.50(d)(2), (3), and (4), and will

ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR* Part 250.

4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
5. The FSMC must use all donated ground beef and ground pork products, and all processed end products, in the SFA's food service (7 *CFR* Section 250.51[d]).
6. In accordance with 7 *CFR* Section 250.51(d), the FSMC may, in most cases, use commercially purchased foods of the same generic identity, of U.S. origin and of equal or better quality, in place of donated foods. Exceptions are donated ground beef, donated ground pork, and all processed end products, which contain donated foods that may not be replaced with commercial substitutes. The SFA must ensure that such substitution has been made and that it has received credit for the value of all donated foods received, in accordance with review requirements in 7 *CFR* Section 250.54(c).
7. According to 7 *CFR* Section 250.53(a)(7), the FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of USDA Foods contained in end products.
8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR* Part 250.
9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for USDA Foods.
10. The distributing agency, subdistributing agency, the CDE, SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.
11. The FSMC will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 *CFR* Section 250.54(b).
12. Any extensions or renewals of the Contract, if applicable, are contingent upon the fulfillment of all Contract provisions relating to USDA Foods.

B. School Food Authority Responsibilities

1. The SFA shall retain title to all USDA Foods and ensure that all USDA Foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR* Section 210.16[a][6]).
2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR* Section 210.9[b][15]).
3. The SFA will maintain records to document its compliance with requirements relating to USDA Foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all USDA Foods in accordance with 7 *CFR* sections 250.54(a) and (c).

VI. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.
2. Offer free, reduced-price, and paid reimbursable meals to all eligible children through the SFA's food service program.
3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR* Part 210.

VII. Food Service Management Company Employees

- A.** The FSMC shall only place staff for work in the SFA that met the minimum professional standards outlined in 7 *CFR* 210.30 which can be viewed at the following web page:
http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf. The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required training.

The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

- B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).
- C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA [38 weeks] calendar weeks prior to the commencement of operation.
- D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.
- E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.
- F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.
- G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.

VIII. Books and Records

- A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such records shall be made available to the SFA upon request and shall be retained in accordance with 7 CFR Section 210.16(c)(1).
- B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE and USDA FNS for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings

have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR* Section 210.9[b][17]).

- C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.
- D. The SFA and the FSMC shall allow the CDE, USDA, the Comptroller General of the United States, or any of their duly authorized representatives access to any books, documents, papers, and records of the FSMC that are directly pertinent to the Contract for the purpose of making any audit, examination, excerpts, and transcriptions (7 *CFR* Section 3016.36[i][10]).

IX. Monitoring and Compliance

- A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.
- B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.
- C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR* Section 210.8(a). At a minimum, these internal controls shall include all of the following:
 - An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR* Section 210.8[a][1])
 - Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
 - A system for following up on lunch counts that suggest the likelihood of lunch counting problems.

X. Equipment, Facilities, Inventory, and Storage

- A.** The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall provide the FSMC with local telephone service. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.
- B.** The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.
- C.** The premises and equipment provided by the SFA for use in its nonprofit food service program shall be in good condition and maintained by the SFA to ensure compliance with applicable laws concerning building conditions, sanitation, safety, and health including, without limitation, Occupational Safety and Health Administration regulations. The SFA further agrees that any structural or nonstructural modifications or alterations to the workplace or the premises necessary to comply with any statute or governmental regulation shall be the responsibility of the SFA and shall be at the SFA's expense. This provision shall survive termination of this Contract.
- D.** The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
- E.** Ownership of the beginning inventory of food and supplies shall remain with the SFA.
- F.** All USDA Foods shall remain with the SFA.
- G.** Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XI. Certifications

- A.** The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR* parts 225 and 230; 7 *CFR* parts 210, 220, 225, 245, 250, 3016, and/or 3019; and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.

- B.** The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations.
- C.** The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued, including:
- Section 306 of Clean Air Act (42 U.S.C. 1847[h]): <http://www.gpo.gov/fdsys/pkg/USCODE-2013-title42/pdf/USCODE-2013-title42-chap85-subchapIII-sec7602.pdf>
 - Section 508 of the Clean Water Act (33 U.S.C. 1368): <http://www.gpo.gov/fdsys/pkg/USCODE-2013-title33/pdf/USCODE-2013-title33-chap26.pdf>
 - Executive Order 11738: <http://www.epa.gov/isdc/eo11738.htm>
 - Environmental Protection Agency (EPA) regulations at Title 40, *Code of Federal Regulations*, Part 15, et seq. (http://www.ecfr.gov/cgi-bin/text-idx?SID=9ed90ed6fc9c89c5c8465c743584c79a&tpl=/ecfrbrowse/Title40/40tab_02.tpl). Environmental violations shall be reported to the USDA and the U.S. EPA Assistant Administrator for Enforcement, and the FSMC agrees not to use a facility listed on the EPA's List of Violating Facilities
- D.** Debarment Certification
- The USDA Certification Regarding Debarment must accompany each subsequent four (4) additional one-year renewals (7 *CFR* Section 3017.510). Contract renewals that do not include this certification will not be accepted for consideration.
- E.** Lobbying
- The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (Appendix A: 7 *CFR* Part 3018) must accompany each subsequent four (4) additional one-year renewals (7 *CFR* Section 3017.510). Contract renewals that do not include this certification will not be accepted for consideration.
- F.** Energy Policy and Conservation Act: <http://legcounsel.house.gov/Comps/EPCA.pdf>.
- The SFA and the FSMC shall recognize mandatory standards and policies relating to energy efficiency which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act.

- G.** Contract Work Hours and Safety Standards Act Compliance:
<https://www.dol.gov/whd/govcontracts/cwhssa.htm>

In performance of this Contract, the FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act.

XII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars (\$1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars (\$5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

XIII. Termination

Either party may terminate this Contract at any time upon 60-days' written notice (7 *CFR* Section 210.16[d]).

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract ("cause"). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (7 *CFR* Section 3016.36[i][2]). The Contract may also be terminated, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety under either 7 *CFR*, Section 3016.43, or 7 *CFR*, Section 3016.44(a), pursuant to 7 *CFR* Section 3016.44. The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR* parts 225 and 230 as applicable.

All costs are based on the average daily participation of [900] students in the district and 175 school days.

Cost per Meal

Note: Prices must **not** include values for USDA Foods, and must include all meal programs.

LINE ITEM	UNITS*	RATE	TOTAL
Breakfast	8,232	\$1.825	\$15,023
Lunch	8,265	\$3.65	\$30,167
Snacks		\$	\$
Seamless Summer Feeding Option		\$	\$
Child and Adult Care Food Program Supper		\$	\$
Nonreimbursable Meals	2,402	\$3.65	\$8,767
TOTAL		\$	\$53,957

*Units to be provided by SFA, based upon a 21 day meal cycle



Contract Addendum

Addendum to the Contract by and between Compass Group USA, Inc. by and through its Chartwells Division (“FSMC”) and Palisades Charter High School (“SFA”) dated as of July 1, 2017.

1. Section II (C)(2) is amended by deleting the words “if the invoices pass the SFA’s audit” and delete “which the SFA will not pay until the invoices have passed audit”.
2. Page 4, Section II (D), is amended by inserting the following:
 “Notwithstanding the foregoing, the fixed price per meal/meal equivalent shall be adjusted on the first day of each renewal term at a rate equal to the greater of the increase in the (1) Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted – CIU201000000000A (“ECI”); or (2) Consumer Price Index- Food Away From Home (“CPI”) for the preceding year.”
3. Section II (P), is amended by deleting this section in its entirety and inserting the following:
 “To the extent permitted by state law, each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorneys’ fees, arising out of or resulting from claims or actions for bodily injury, death, sickness, property damage or other injury or damage to the extent caused by the negligent act or omission of such party. Notification of an event giving rise to an indemnification claim (“Notice”) must be received by the indemnifying party within thirty (30) days following receipt of such claim and shall include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to and conditioned upon compliance with the Notice provisions hereunder.”
4. Section II (Q), is amended by inserting “If the FSMC violates or breaches the contract terms, the SFA may seek administrative, contractual, or legal remedies, sanctions and penalties as may be appropriate. 7CFR§210.16(b)(2) and 7CFR§3016.36(i)(1)”
5. Section II (R)(2), is amended by deleting it in its entirety.
6. Section V, is amended by inserting Subsection (C) which states as follows:
 “Notwithstanding the foregoing, if upon termination of the agreement, there remains USDA donated commodities that have not been used but have been credited to the SFA, then SFA shall cause the subsequent FSMC to pay to Chartwells the credited value of such commodities. If this is not possible Chartwells reserves the right to remove the commodities for use at an alternate, approved client site.”
7. Section VII is amended by inserting a NEW subsection (H) which reads as follows:
 “In the event that an SFA employee’s employment with the SFA is terminated, and the replacement for such SFA employee is an FSMC employee (a “Replacement Employee”), the fixed price will not include the labor for such Replacement Employee and the FSMC shall charge the SFA for the cost of the labor for such Replacement Employee (including, but not limited to, salary and benefits). The SFA and the FSMC will mutually agree on the amount of the charge for labor.”
8. Section XII, is amended as follows:
 - a. Subsection A is restated to read: “Each party shall maintain Workers’ Compensation Insurance coverage as required by state law, which will include Employers’ Liability in the amount of one million dollars (\$1,000,000) each employee/each accident/policy limit, covering the party’s respective employees employed in connection with the Child Nutrition Program operations.”

- b. Subsection B: delete “Comprehensive or Commercial Insurance” and replace it with “Commercial General Liability” in the section heading; delete the words “for protection of the SFA and the FSMC”; insert the words “and in the aggregate” after the word “occurrence”; delete the words “operations and activities” and replace with “negligent acts or omissions”; insert “Notwithstanding the foregoing, the Commercial General Liability policy need not contain such a covenant, but the FSMC hereby agrees to provide the SFA thirty (30) days written notice of cancellation”; delete the last sentence and replace it with “The SFA shall be listed as an additional insured on the general liability policy.”; insert “Minimum policy limits may be satisfied through a combination of primary, excess and/or umbrella policies.”

The agreement is amended by inserting the following NEW sections:

9. IT Security. In connection with the services being provided hereunder, Compass may need to operate certain information technology systems (“Compass Systems”), which the parties expressly agree will not interface with or connect to Client’s networks or information technology systems (“Client Systems”). Compass shall be responsible for all Compass Systems, and Client shall be solely responsible for Client Systems, including taking the necessary security and privacy protections as are reasonable under the circumstances. If Compass serves as the merchant-of-record for any credit or debit card transactions in connection with any of the services provided hereunder, then Compass will be responsible for complying with all applicable laws, regulations and payment card industry data security standards related to the protection of cardholder data (“Data Protection Rules”). If at any point the parties decide for Compass Systems to interface with or connect to Client Systems, then the parties will mutually agree on an amendment to this Section appropriately allocating responsibility for compliance with data protection laws, regulations, and standards..
10. Non-solicitation. The FSMC’s employees performing Services or administrative work at the Premises shall be subject to the rules and regulations established by the SFA as reasonable and necessary for its operations. Neither Party shall during the Term of this Agreement or for one year thereafter solicit to hire, hire or contract with either Party’s employees who managed any Services or any other highly compensated employee, or any persons who were so employed, whether at the premises or another facility operated by the other (“Supervisory Employee”) during the year prior to the expiration or termination of this Agreement, nor will the SFA permit supervisory employees of the FSMC to be employed on the SFA’s Premises, for a period of one year subsequent to the termination or expiration of this Agreement (unless such employees were formerly employees of the Client) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider (“One-year Non-solicitation”). In the event of any breach of such One-year Non-solicitation, the breaching Party shall pay and the injured Party shall accept an amount equal to twice the annual salary of the relevant Employee as liquidated damages. This provision shall survive termination or expiration of the Contract.
11. Investment. FSMC will fund certain improvements to SFA’s premises to facilitate the performance of the food service program (collectively the “Investment”). The Investment shall not exceed Forty Five Thousand and Two Dollars and Sixty-Seven Cents (\$45,002.67). The Investment shall be amortized below the line at Chartwells’ expense over a period of five (5) years calculated on a straight-line depreciation basis beginning July 1, 2017 and ending June 30, 2022. SFA shall hold title to items funded by the Investment at the time they are purchased and/or installed at SFA’s facility. If this Contract is terminated or not renewed for any reason prior to the full amortization of the Investment, SFA shall promptly select one of the following options: (i) pay the full amount of the unamortized portion of the Investment immediately upon termination; (ii) retain any equipment or other items funded by the Investment and continue to make payment to FSMC in accordance with the agreed upon monthly amortization schedule; or (iii) require the successor food service management company to promptly pay

PALISADES CHARTER HIGH SCHOOL

FSMC the unamortized portion of the Investment in full and continuing to pay the remaining monthly amortization payments to such successor company instead of to FSMC.

Additionally, the FSMC will fund additional improvements to the SFA’s premises to facilitate the performance of the food service program (collectively the “Additional Investment”). The Additional Investment shall not exceed Thirty Seven Thousand Eight Hundred and Seventy-One Dollars and Eighty Cents (\$37,871.80). The Additional Investment shall be amortized over a period of five years calculated on a straight-line depreciation basis beginning July 1, 2017 and ending June 30, 2022, with the monthly amortized cost of the Additional Investment not included in the fixed cost per meal billing rate. The SFA shall be invoiced monthly for the depreciation as an allowable cost of the operation. The SFA shall hold title to items funded by the Additional Investment at the time they are purchased and/or installed at the SFA’s facility. If this contract is terminated or not renewed for any reason prior to the full amortization of the Additional Investment, the SFA shall promptly select one of the following options: (i) pay the full amount of the unamortized portion of the Additional Investment immediately upon termination; (ii) retain any equipment or other items funded by the Additional Investment and continue to make payment to the FSMC in accordance with the agreed upon monthly amortization schedule; or (iii) require the successor food service management company to promptly pay the FSMC the unamortized portion of the Additional Investment in full and continuing to pay the remaining monthly amortization payments to such successor company instead of to the FSMC.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be signed by their duly authorized officers as of the day and year first above written.

Palisades Charter High School

Compass Group USA, Inc., by and through its Chartwells Division

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Coversheet

PCHS Track & Field Repair Loan Approval

Section: VIII. Finance
Item: A. PCHS Track & Field Repair Loan Approval
Purpose: Vote
Submitted by:
Related Material: VIII_A_Finance_PCCHS Track & Field Repair Loan_06_06_17.pdf

PCHS Track & Field Project Development & Funding Update

Pledged from AYSO Region 69	\$150,000
Pledged from Westside Breakers	50,000
Proceeds from Booster Auction	24,800

TOTAL FUNDRAISED AT INCEPTION OF PROJECT	\$224,800
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Other Funding possibilities:

- 1.) AYSO has pledged more over the next 12 months
- 2.) Westside Breakers will consider more upfront for lower hourly rate
- 3.) The PCHS Fund is dedicating \$250,000 for the project
- 4.) Donor Brick Campaign goal is \$250,000

FINANCIAL BREAKDOWN:

Total Cost of Project (using highest bid)	\$1,360,000
Proceeds from Development to date	\$224,800
Net Proceeds from Permit Reserve	<u>402,000</u>
Total Available	\$626,800

Amount used to offset loan (contingency factor) **(\$510,000)**

Amount of Loan	\$850,000
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CATHAY BANK

June 2, 2017

Dr. Pamela Magee, Executive Director and Principal
Mr. Greg Wood, Chief Business Officer
Palisades Charter High School
15777 Bowdoin Street
Pacific Palisades, CA 90272

Dear Dr. Magee and Mr. Wood,

EXPRESSION OF INTEREST LETTER

Cathay Bank, a California Banking Corporation (“Bank” or “Lender”) is pleased to present Palisades Charter High School (“Borrower”, “Pali High” or “School”) with this Expression of Interest Letter for the following credit facility: a flexible credit facility in the approximate amount of \$850,000 to finance the construction/rehabilitation of a new track and field at the “Stadium by the Sea” located on the School’s campus.

It is emphasized that this is only an expression of interest and is not intended as, nor should it be construed to be, a commitment to lend. Rather, it should be viewed as a sincere expression of our interest in serving the credit needs of Pali High and as a basis for continued discussion. In this regard we envision the following terms and conditions as representative of Credit Facilities that will serve the needs of Pali High.

The Terms and Conditions of this proposed Credit Facility are as follows:

- Borrower:** Palisades Charter High School, a California Non-Profit Public Benefit Corporation.
- Credit Facilities:** For a period of no more than six months, a non-revolving line of credit in the amount of \$850,000 to finance progress payments against eligible invoices presented with a draw request. Following the expiration of the drawdown period, the Credit Facility is to convert to a fully-amortizing term loan.
- No prepayment penalty to apply during the life of the term loan.
- Purpose:** To finance the construction/rehabilitation of a new track and field project and other TBD and related facilities located at the Stadium by the Sea.
- Facility Fees:** 0.25% of the Credit Facilities or \$2,125. Legal documentation fees to be included in this amount unless it is necessary for them to be prepared by outside legal counsel. If this is the case, they will then need to be paid by the Borrower.
- Interest Rate:** Wall Street Journal Prime + 0.50% with a floor rate of interest of 4.50%.
- Guarantors:** None.
- Collateral:** UCC-1 blanket filing on all assets of Palisades Charter High School.

An Expression of Interest Letter for Palisades Charter High School
June 2, 2017

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Maturity: Up to 5.5 years from the Promissory Note date.

Repayment: Monthly payments of interest, which then convert to monthly payments of principal and interest, to be automatically debited from a designated DDA account with the Bank.

Financial Covenants: For the entire term of the Credit Facility, the following covenants will apply:

1. Borrower to maintain aggregate deposits in Cathay Bank at a level at least equal to the outstanding term loan balance. This covenant will be tested at each month end by the Bank throughout the life of the loan.
2. For the term loan, a minimum debt service coverage ratio of **1.10:1.00** as measured by the separate and annual profit and loss statement for the Civic Center Permit Account as of June 30th of each year. Such financial statement to be certified by the Chief Business Officer of Borrower.

Reporting Covenants:

1. Annual CPA-Audited financial statement as of Borrower's fiscal year ending June 30th to be submitted by December 15th of each calendar year following the end of the accounting period.
2. Internally-prepared annual profit and loss statement for the Civic Center Permit Account as of June 30th due by September 30th of each year.
3. Annual business tax return of Borrower to be submitted within 30 days after filing and no later than December 15th of each calendar year. If an extension is filed, proof of the extension will be required.
4. Other reports and information as reasonably requested by the Bank.

Other Terms & Conditions:

1. Borrower to continue maintaining its primary operating accounts with Bank.
2. Borrower to maintain all-risk, personal property, and general liability insurance issued by carriers acceptable to the Bank.
3. All out-of-pocket expenses, including but not limited to loan documentation fees, legal fees (if any), etc. to be paid by Borrower.
4. Repayment of the \$835,000 in funds borrowed internally according to the Cash Borrowing Resolution dated May 3, 2016 shall be considered primary and non-subordinate to any other obligation of the School, and shall be repaid from revenues accruing to the School before any other obligation of the School is met from such revenues other than the Subject Credit Facilities outlined in this Expression of Interest Letter dated June 2, 2017 in the aggregate amount of \$850,000 and pursuant to loan documentation to be executed by and between Cathay Bank and Palisades Charter High School. Documenting this condition of the proposed financing will require a Subordination Agreement to be executed as part of the loan documentation package. Both loans are dependent on the same source of repayment and both shall be allowed to

Initials: _____

An Expression of Interest Letter for Palisades Charter High School
June 2, 2017

Page 3 of 3

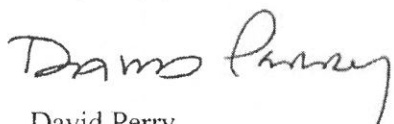
amortize simultaneously. The Subordination Agreement simply outlines priority under the security agreement perfected by the UCC-1 filing the Bank will have on the assets of the School.

5. Borrower to maintain a valid charter with the Los Angeles Unified School District.
6. Borrower to maintain a valid lease arrangement with the Los Angeles Unified School District for the duration of the credit facilities extended by the Bank.
7. Other terms and conditions may be established during the loan approval process.

Please be advised that we expect to engage in further discussions with you, and will require additional information from you, before deciding whether to issue a commitment. If we do issue a commitment, it will contain representations, warranties, conditions, covenants, and events of defaults, which may not be contained in this Letter. In any event, we will not be committed to make credit available to you unless we give you a written commitment to do so. This Expression of Interest Letter is provided solely for the purpose described herein, and may not be relied upon, or disclosed to, any other party without the consent of the Bank.

If the terms and conditions outlined in this Expression of Interest Letter are acceptable to you, please sign and return a copy of it to us along with a good faith deposit for **\$1,000** made payable to Cathay Bank so that we can proceed with our customary due diligence and underwriting work. This fee will be applied towards the Facility Fee. If there is anything that you would like to discuss or if we can be of any further assistance, please feel free to contact David Perry at (626) 279-3260.

Very truly yours,



David Perry
First Vice President
Corporate Lending

Accepted & Acknowledged on this _____ day of _____, 2017 by one of the following:

By:

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

Initials: _____

**PCHS FY 16/17
CIVIC CENTER/PERMIT
10 YEAR CASH FLOW PROJECTIONS**

Year #	Estimated Actuals										Projection Total	Projection 12	Projection 13	
	1	2	3	4	5	6	7	8	9	10				
2009-2010														
2010-2011														
2011-2012														
2012-2013														
2013-2014														
2014-2015														
2015-2016														
2016-2017														
2017-2018														
2018-2019														
2019-2020														
2020-2021														
2022-2023														
2024-2025														
Total														
Operating Profit/Expenses														
Permits Only														
Revenue	\$ 225,427	\$ 489,447	\$ 642,248	\$ 863,918	\$ 943,018	\$ 1,059,517	\$ 990,000	\$ 1,034,886	\$ 1,056,932	\$ 1,081,770	\$ 1,107,191	\$ 1,133,210	\$ 1,159,841	
Total Expenses	\$ 102,759	\$ 278,325	\$ 331,621	\$ 357,914	\$ 444,570	\$ 472,325	\$ 581,377	\$ 576,138	\$ 594,516	\$ 611,520	\$ 629,009	\$ 646,999	\$ 665,503	
Profit Contribution to Loan-Civic Center Permits	\$ 122,668	\$ 211,122	\$ 310,627	\$ 505,984	\$ 498,349	\$ 587,192	\$ 408,623	\$ 458,748	\$ 462,415	\$ 470,250	\$ 478,182	\$ 486,211	\$ 494,338	
These Figures Are Copied Below														
Debt Service:														
Track	\$ 104,580	\$ 118,246	\$ 128,990	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787	\$ 128,787
Pool	\$ 176,180	\$ 305,596	\$ 232,913	\$ 233,808	\$ 237,862	\$ 187,787	\$ 186,803	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802
Total Debt Service	\$ 104,580	\$ 294,426	\$ 435,566	\$ 498,700	\$ 237,962	\$ 187,787	\$ 186,803	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802	\$ 186,802
Permit Operations Profit (Loss)-Current Year	\$ 18,088	\$ (83,304)	\$ (124,958)	\$ (447)	\$ 261,409	\$ 398,405	\$ 221,820	\$ 271,746	\$ 275,613	\$ 283,448	\$ 322,513	\$ 486,211	\$ 454,338	
General Fund-Construction Loaned To Permit Fund	\$ (65,216)													
Ending Amt. Due To (General Fund)/Available for Def. Maint.	\$ (615,216)	\$ (740,174)	\$ (740,621)	\$ (479,212)	\$ (218,825)	\$ 180,580	\$ 402,400	\$ 674,146	\$ 949,759	\$ 1,233,206	\$ 1,555,720	\$ 2,041,931	\$ 2,538,269	
Note - If Pool Loan paid in full Recommended Deferred Maintenance:														
Track/Field & Pool	\$ -	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118
Cumulative	\$ 124,118	\$ 248,235	\$ 372,353	\$ 496,471	\$ 620,588	\$ 744,706	\$ 868,824	\$ 992,941	\$ 1,117,059	\$ 1,241,176	\$ 1,365,294	\$ 1,489,411	\$ 1,613,528	\$ 1,737,645

BOTW Loan Paid on 4/20/16, Pool loan now to lifetime benefits fund (fund 20.0) at 4.5% interest rate
 Copied from above.....Profit Contribution to Loan-Civic Center Permits (Free Cash Flow To Service Debt) A:
 Annual Debt Service on the \$850,000 Term Loan With Callaway Bank (See Amortization Schedule):
 Annual Debt Service on the \$835,000 Internal Term Loan Currently in Place (See Amortization Schedule):
 Total Annual Debt Service B:
 Debt Service Coverage Ratio A/B:
 1.08 1.22 1.23 1.25 1.27

Note: The Debt Service Coverage Ratio Covenant Will Not Be Tested Until June 30, 2018

Loan Calculator

Enter Values	
Loan Amount	\$ 850,000.00
Annual Interest Rate	4.50 %
Loan Period in Years	5
Number of Payments Per Year	12
Start Date of Loan	1/1/2018
Optional Extra Payments	\$ -

Loan Summary	
Scheduled Payment	\$ 15,846.57
Scheduled Number of Payments	60
Actual Number of Payments	60
Total Early Payments	\$ -
Total Interest	\$ 100,793.98

Lender Name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance
1	2/1/2018	\$ 850,000.00	\$ 15,846.57	\$ -	\$ 15,846.57	\$ 12,659.07	\$ 3,187.50	\$ 837,340.93
2	3/1/2018	837,340.93	15,846.57	-	15,846.57	12,706.54	3,140.03	824,634.40
3	4/1/2018	824,634.40	15,846.57	-	15,846.57	12,754.19	3,092.38	811,880.21
4	5/1/2018	811,880.21	15,846.57	-	15,846.57	12,802.02	3,044.55	799,078.19
5	6/1/2018	799,078.19	15,846.57	-	15,846.57	12,850.02	2,996.54	786,228.17
6	7/1/2018	786,228.17	15,846.57	-	15,846.57	12,898.21	2,948.36	773,329.96
7	8/1/2018	773,329.96	15,846.57	-	15,846.57	12,946.58	2,899.99	760,383.38
8	9/1/2018	760,383.38	15,846.57	-	15,846.57	12,995.13	2,851.44	747,388.25
9	10/1/2018	747,388.25	15,846.57	-	15,846.57	13,043.86	2,802.71	734,344.39
10	11/1/2018	734,344.39	15,846.57	-	15,846.57	13,092.77	2,753.79	721,251.62
11	12/1/2018	721,251.62	15,846.57	-	15,846.57	13,141.87	2,704.69	708,109.74
12	1/1/2019	708,109.74	15,846.57	-	15,846.57	13,191.15	2,655.41	694,918.59
13	2/1/2019	694,918.59	15,846.57	-	15,846.57	13,240.62	2,605.94	681,677.97
14	3/1/2019	681,677.97	15,846.57	-	15,846.57	13,290.29	2,556.29	668,387.69
15	4/1/2019	668,387.69	15,846.57	-	15,846.57	13,340.15	2,506.45	655,047.58
16	5/1/2019	655,047.58	15,846.57	-	15,846.57	13,390.20	2,456.43	641,657.44
17	6/1/2019	641,657.44	15,846.57	-	15,846.57	13,440.44	2,406.22	628,217.09
18	7/1/2019	628,217.09	15,846.57	-	15,846.57	13,490.87	2,355.81	614,726.34
19	8/1/2019	614,726.34	15,846.57	-	15,846.57	13,541.49	2,305.22	601,185.00
20	9/1/2019	601,185.00	15,846.57	-	15,846.57	13,592.29	2,254.44	587,592.87
21	10/1/2019	587,592.87	15,846.57	-	15,846.57	13,643.27	2,203.47	573,949.78
22	11/1/2019	573,949.78	15,846.57	-	15,846.57	13,694.43	2,152.31	560,255.53
23	12/1/2019	560,255.53	15,846.57	-	15,846.57	13,745.77	2,100.96	546,509.92
24	1/1/2020	546,509.92	15,846.57	-	15,846.57	13,797.29	2,049.41	532,712.76
25	2/1/2020	532,712.76	15,846.57	-	15,846.57	13,848.99	1,997.67	518,863.87
26	3/1/2020	518,863.87	15,846.57	-	15,846.57	13,900.83	1,945.74	504,963.04
27	4/1/2020	504,963.04	15,846.57	-	15,846.57	13,952.95	1,893.61	491,010.09
28	5/1/2020	491,010.09	15,846.57	-	15,846.57	14,005.28	1,841.29	477,004.81
29	6/1/2020	477,004.81	15,846.57	-	15,846.57	14,057.80	1,788.77	462,947.01
30	7/1/2020	462,947.01	15,846.57	-	15,846.57	14,110.52	1,736.05	448,836.50
31	8/1/2020	448,836.50	15,846.57	-	15,846.57	14,163.43	1,683.14	434,673.07
32	9/1/2020	434,673.07	15,846.57	-	15,846.57	14,216.54	1,630.02	420,456.52
33	10/1/2020	420,456.52	15,846.57	-	15,846.57	14,269.85	1,576.71	406,186.67
34	11/1/2020	406,186.67	15,846.57	-	15,846.57	14,323.37	1,523.20	391,863.30
35	12/1/2020	391,863.30	15,846.57	-	15,846.57	14,377.08	1,469.49	377,486.23
36	1/1/2021	377,486.23	15,846.57	-	15,846.57	14,430.99	1,415.57	363,055.23
37	2/1/2021	363,055.23	15,846.57	-	15,846.57	14,485.11	1,361.46	348,570.12
38	3/1/2021	348,570.12	15,846.57	-	15,846.57	14,539.43	1,307.14	334,030.69
39	4/1/2021	334,030.69	15,846.57	-	15,846.57	14,593.95	1,252.62	319,436.74
40	5/1/2021	319,436.74	15,846.57	-	15,846.57	14,648.68	1,197.89	304,788.06
41	6/1/2021	304,788.06	15,846.57	-	15,846.57	14,703.61	1,142.96	290,084.45
42	7/1/2021	290,084.45	15,846.57	-	15,846.57	14,758.75	1,087.82	275,325.70
43	8/1/2021	275,325.70	15,846.57	-	15,846.57	14,814.09	1,032.47	260,511.61
44	9/1/2021	260,511.61	15,846.57	-	15,846.57	14,869.65	976.92	245,641.96
45	10/1/2021	245,641.96	15,846.57	-	15,846.57	14,925.41	921.16	230,716.55
46	11/1/2021	230,716.55	15,846.57	-	15,846.57	14,981.38	865.19	215,735.17
47	12/1/2021	215,735.17	15,846.57	-	15,846.57	15,037.56	809.01	200,697.61
48	1/1/2022	200,697.61	15,846.57	-	15,846.57	15,093.95	752.62	185,603.66
49	2/1/2022	185,603.66	15,846.57	-	15,846.57	15,150.55	696.01	170,453.11
50	3/1/2022	170,453.11	15,846.57	-	15,846.57	15,207.37	639.20	155,245.74
51	4/1/2022	155,245.74	15,846.57	-	15,846.57	15,264.39	582.17	139,981.35
52	5/1/2022	139,981.35	15,846.57	-	15,846.57	15,321.64	524.93	124,659.71
53	6/1/2022	124,659.71	15,846.57	-	15,846.57	15,379.09	467.47	109,280.62
54	7/1/2022	109,280.62	15,846.57	-	15,846.57	15,436.76	409.80	93,843.86
55	8/1/2022	93,843.86	15,846.57	-	15,846.57	15,494.65	351.91	78,349.20
56	9/1/2022	78,349.20	15,846.57	-	15,846.57	15,552.76	293.81	62,796.45
57	10/1/2022	62,796.45	15,846.57	-	15,846.57	15,611.08	235.49	47,185.37
58	11/1/2022	47,185.37	15,846.57	-	15,846.57	15,669.62	176.95	31,515.75
59	12/1/2022	31,515.75	15,846.57	-	15,846.57	15,728.38	118.18	15,787.36
60	1/1/2023	15,787.36	15,846.57	-	15,787.36	15,728.16	59.20	0.00

\$190,158.84
 ANNUAL DEBT
 SERVICE ON
 CATHAY BANK
 TERM LOAN

**PCHS
LOAN PROPOSAL COMPARISON (with Loan Amortization)**

Date	Payment	Principal	Interest	Total Interest Paid/Received	Principal Balance	Total Interest Payments Per Year @ 4.5%	County Interest Earned @.65% (Compounded)
Original Loan Amount		\$ 835,000					
May-16	\$15,566.92	\$12,435.67	\$3,131.25	\$3,131.25	\$822,564.33		\$ 452.29
Jun-16	\$15,566.92	\$12,482.30	\$3,084.62	\$6,215.87	\$810,082.02	\$6,215.87	\$ 452.54
Jul-16	\$15,566.92	\$12,529.11	\$3,037.81	\$9,253.67	\$797,552.91		\$ 452.78
Aug. 2016	\$15,566.92	\$12,576.10	\$2,990.82	\$12,244.50	\$784,976.81		\$ 453.03
Sept. 2016	\$15,566.92	\$12,623.26	\$2,943.66	\$15,188.16	\$772,353.55		\$ 453.27
Oct. 2016	\$15,566.92	\$12,670.60	\$2,896.33	\$18,084.49	\$759,682.96		\$ 453.52
Nov. 2016	\$15,566.92	\$12,718.11	\$2,848.81	\$20,933.30	\$746,964.85		\$ 453.76
Dec. 2016	\$15,566.92	\$12,765.80	\$2,801.12	\$23,734.42	\$734,199.05		\$ 454.01
Jan. 2017	\$15,566.92	\$12,813.67	\$2,753.25	\$26,487.66	\$721,385.37		\$ 454.26
Feb. 2017	\$15,566.92	\$12,861.73	\$2,705.20	\$29,192.86	\$708,523.65		\$ 454.50
Mar. 2017	\$15,566.92	\$12,909.96	\$2,656.96	\$31,849.82	\$695,613.69		\$ 454.75
Apr-17	\$15,566.92	\$12,958.37	\$2,608.55	\$34,458.37	\$682,655.32		\$ 454.99
May-17	\$15,566.92	\$13,006.96	\$2,559.96	\$37,018.33	\$669,648.36		\$ 455.24
Jun-17	\$15,566.92	\$13,055.74	\$2,511.18	\$39,529.51	\$656,592.62	\$33,313.65	\$ 455.49
Jul-17	\$15,566.92	\$13,104.70	\$2,462.22	\$41,991.73	\$643,487.92		\$ 455.73
Aug. 2017	\$15,566.92	\$13,153.84	\$2,413.08	\$44,404.81	\$630,334.08		\$ 455.98
Sept. 2017	\$15,566.92	\$13,203.17	\$2,363.75	\$46,768.57	\$617,130.91		\$ 456.23
Oct. 2017	\$15,566.92	\$13,252.68	\$2,314.24	\$49,082.81	\$603,878.23		\$ 456.47
Nov. 2017	\$15,566.92	\$13,302.38	\$2,264.54	\$51,347.35	\$590,575.85		\$ 456.72
Dec. 2017	\$15,566.92	\$13,352.26	\$2,214.66	\$53,562.01	\$577,223.59		\$ 456.97
Jan. 2018	\$15,566.92	\$13,402.33	\$2,164.59	\$55,726.60	\$563,821.26		\$ 457.22
Feb. 2018	\$15,566.92	\$13,452.59	\$2,114.33	\$57,840.93	\$550,368.66		\$ 457.46
Mar. 2018	\$15,566.92	\$13,503.04	\$2,063.88	\$59,904.81	\$536,865.63		\$ 457.71
Apr-18	\$15,566.92	\$13,553.67	\$2,013.25	\$61,918.06	\$523,311.95		\$ 457.96
May-18	\$15,566.92	\$13,604.50	\$1,962.42	\$63,880.48	\$509,707.45		\$ 458.21
Jun-18	\$15,566.92	\$13,655.52	\$1,911.40	\$65,791.88	\$496,051.93	\$26,262.36	\$ 458.46
Jul-18	\$15,566.92	\$13,706.73	\$1,860.19	\$67,652.07	\$482,345.20		\$ 458.70
Aug. 2018	\$15,566.92	\$13,758.13	\$1,808.79	\$69,460.87	\$468,587.08		\$ 458.95
Sept. 2018	\$15,566.92	\$13,809.72	\$1,757.20	\$71,218.07	\$454,777.36		\$ 459.20
Oct. 2018	\$15,566.92	\$13,861.51	\$1,705.42	\$72,923.48	\$440,915.85		\$ 459.45
Nov. 2018	\$15,566.92	\$13,913.49	\$1,653.43	\$74,576.92	\$427,002.37		\$ 459.70
Dec. 2018	\$15,566.92	\$13,965.66	\$1,601.26	\$76,178.18	\$413,036.70		\$ 459.95
Jan. 2019	\$15,566.92	\$14,018.03	\$1,548.89	\$77,727.07	\$399,018.67		\$ 460.20
			\$1,496.32	\$79,223.39	\$384,948.07		\$ 460.45
			\$1,443.56	\$80,666.94	\$370,824.70		\$ 460.70
			\$1,390.59	\$82,057.53	\$356,648.38		\$ 460.95
			\$1,337.43	\$83,394.96	\$342,418.89		\$ 461.20
			\$1,284.07	\$84,679.04	\$328,136.04	\$18,887.15	\$ 461.45
			\$1,230.51	\$85,909.55	\$313,799.62		\$ 461.70
			\$1,176.75	\$87,086.29	\$299,409.45		\$ 461.95
			\$1,122.79	\$88,209.08	\$284,965.32		\$ 462.20
			\$1,068.62	\$89,277.70	\$270,467.02		\$ 462.45
			\$1,014.25	\$90,291.95	\$255,914.35		\$ 462.70
			\$959.68	\$91,251.63	\$241,307.10		\$ 462.95
			\$904.90	\$92,156.53	\$226,645.08		\$ 463.20
Feb. 2020	\$15,566.92	\$14,717.00	\$849.92	\$93,006.45	\$211,928.08		\$ 463.45
Mar. 2020	\$15,566.92	\$14,772.19	\$794.73	\$93,801.18	\$197,155.89		\$ 463.70
Apr-20	\$15,566.92	\$14,827.59	\$739.33	\$94,540.52	\$182,328.30		\$ 463.95
May-20	\$15,566.92	\$14,883.19	\$683.73	\$95,224.25	\$167,445.11		\$ 464.20
Jun-20	\$15,566.92	\$14,939.00	\$627.92	\$95,852.17	\$152,506.11	\$11,173.13	\$ 464.45
Jul-20	\$15,566.92	\$14,995.02	\$571.90	\$96,424.06	\$137,511.09		\$ 464.71
Aug. 2020	\$15,566.92	\$15,051.25	\$515.67	\$96,939.73	\$122,459.83		\$ 464.96
Sept. 2020	\$15,566.92	\$15,107.70	\$459.22	\$97,398.95	\$107,352.14		\$ 465.21
Oct. 2020	\$15,566.92	\$15,164.35	\$402.57	\$97,801.53	\$92,187.79		\$ 465.46
Nov. 2020	\$15,566.92	\$15,221.22	\$345.70	\$98,147.23	\$76,966.57		\$ 465.71
Dec. 2020	\$15,566.92	\$15,278.30	\$288.62	\$98,435.85	\$61,688.27		\$ 465.97
Jan. 2021	\$15,566.92	\$15,335.59	\$231.33	\$98,667.19	\$46,352.68		\$ 466.22
Feb. 2021	\$15,566.92	\$15,393.10	\$173.82	\$98,841.01	\$30,959.59		\$ 466.47
Mar. 2021	\$15,566.92	\$15,450.82	\$116.10	\$98,957.11	\$15,508.76		\$ 466.72
Apr-21	\$15,566.92	\$15,508.76	\$58.16	\$99,015.26	\$0.00	\$3,163.09	\$ 466.98
5 Year Totals						<u>\$99,015.26</u>	<u>\$ 27,575.71</u>
							\$ 71,439.55

\$186,803.04
ANNUAL COST
SELYICE ON
PALI HIGH
INTERNAL LOAN

Coversheet

Updated Schoolwide Fundraising Policies and Procedures Approval

Section: VIII. Finance
Item: B. Updated Schoolwide Fundraising Policies and Procedures Approval
Purpose: Vote
Submitted by:
Related Material:
VIII_B_Finance_Schoolwide Fundraising PolicySchoolwide Fundraising Policy_06_06_17.pdf



PALISADES

CHARTER HIGH SCHOOL

Palisades Charter High School Schoolwide Fundraising Policies & Procedures

A. Purpose

The purpose of this policy is to establish policy and procedures governing the initiation, authorization, and review of all fundraising activities of Palisades Charter High School (PCHS). This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with state and federal laws.

PCHS encourages community and business partnerships that enhance and supplement the public education system. PCHS also desires to protect students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are coercive and disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit.

B. Scope

This policy applies to all PCHS administrators, licensed educators, staff members, students, organizations, sports teams, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events. It is expected that in all dealings, PCHS and school employees will act ethically and consistent with PCHS' mission and strategic goals.

While the relationship is one of trust and support, PCHS-related independent non-profit 501(c) (3) such as booster organizations and parent-teacher organizations are not PCHS sponsored organizations, these organizations must meet the terms and conditions of this policy to use the PCHS name, mascot, logo, PCHS facilities or to represent any affiliation with PCHS.

C. General Policy Statement for School-sponsored Activities

1. "Public funds" are money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state and any of its political subdivisions.
2. Fundraising is permitted within PCHS to raise additional funds to supplement school-sponsored academic and co-curricular programs.
3. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by PCHS that support PCHS or authorized curricular school clubs, activities, sports, classes or programs that also satisfy one or more of the following criteria.



PALISADES

CHARTER HIGH SCHOOL

The activity:

- a. Is managed or supervised by a PCHS employee.
- b. Uses PCHS facilities, equipment, or other school resources.
- c. Is supported or subsidized by public funds, including school's activity funds or minimum school program dollars.
4. PCHS recognizes that fundraising efforts, donations, and public supports varies. PCHS is committed to appropriate distribution of unrestricted funds and the management of fundraising to ensure that the educational opportunities of all students are equal and fair.
5. PCHS is committed to the principles of gender equity and compliance with Title IX guidance. PCHS commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. PCHS reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX.
6. The Executive Director/Principal, consistent with PCHS policy, shall have the responsibility to review and approve all fundraising activities in advance of scheduled events or activities.
7. Annually, each PCHS department or program will review all planned camps, clinics, activities, and fundraisers to determine those as school-sponsored. Those not designated as school-sponsored will follow the non-school-sponsored criteria in Section E.
8. All monies raised through fundraisers from school-sponsored activities are considered public funds. PCHS is ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school-organized fundraising.
9. The collection of money associated with fundraisers for school-sponsored activities will comply with PCHS cash receipting policies.
10. The expenditure of any public funds associated with fundraisers for school-sponsored activities will comply with PCHS cash disbursement policies.
11. Properly approved school-sponsored activities may:
 - a. Use the school's name, facilities and equipment.
 - b. Utilize PCHS employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under PCHS' risk management policy.
12. Authorization and supervision of fundraising for school-sponsored activities:
 - a. Fundraising at PCHS shall be approved in writing, prior to the activity by the Executive Director/Principal and supervised by PCHS employees.
 - b. Donations from individuals or organizations will follow PCHS' gift and donation policy.
 - c. The sale of banners, advertising, signs, or other promotional materials that will be displayed on school property must be approved by the Executive Director/Principal before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law or use by minors, such as alcohol, tobacco,



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or other substances that are known to endanger the health and well-being of students, are prohibited.

- d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the Executive Director/Principal, Chief Business Officer and the PCHS Board of Trustees.

D. General Fundraising Standards for School-sponsored Activities

1. PCHS reserves the right to prohibit, restrict or limit any fundraising activities associated with the school.
2. Faculty and student participation in fundraisers is voluntary.
3. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club or group.
4. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other PCHS employee or volunteer.
5. Door-to-door sales or solicitations are prohibited.
6. Approval may be denied for fundraising activities that would expose PCHS to risk of financial loss or liability if the activity is not successful.
7. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
8. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the business office to be included with the deposit detail.
9. Fundraising for unrelated third-party organizations is prohibited.
10. PCHS employees may not set up bank accounts for activities or fundraisers associated with PCHS.
11. PCHS employees may not create any Go Fund Me campaigns in the name of PCHS without prior approval of the Executive Director/Principal.
12. PCHS-related organizations shall not make any direct purchases or payments, including, but not limited to, purchasing uniforms and payment of fees associated with any student activity without obtaining the Executive Director/Principal's approval of such purchase. Representatives from PCHS-related organizations should meet and confer with the Executive Director/Principal prior to the end of the school year to determine if such approval for purchases and fundraising are authorized.
13. PCHS-related organizations cannot hire employees or independent contractors employed by PCHS without prior written approval from the Executive Director/Principal



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and without adhering to required background checks.

14. All fundraising organizations shall not solicit funds directly from prospective student participants and/or their families until a roster or the equivalent has been established for said activity.
15. All PCHS fundraising entities are prohibited from requiring students or families to pay to participate in any school activities. Pursuant to Education Code Section 49010 and 49011 supplies, materials, activity fees and equipment must be provided to students free of charge.

E. **Non-school sponsored Activities & Fundraisers**

1. Activities, clubs, groups and their associated fundraisers or other activities that are not school-sponsored or groups, clubs, sports, and programs that are not managed by PCHS employees are deemed to be non-school-sponsored. Non-school-sponsored activities may:
 - a. NOT use the school's name without express PCHS permission.
 - b. NOT use PCHS' facilities, equipment, and other assets or staff unapproved by the Executive Director/Principal in advance.
 - c. NOT co-mingle public funds and private fundraising proceeds or expenditures.
 - d. NOT use school records to contact parents or students.
2. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to PCHS to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow guidance established in the PCHS donations and gifts policy.

F. **Conditions for Non-Profit 501(c) (3) Corporations Representing PCHS**

1. Palisades Charter High School currently recognizes the following booster groups whose sole fundraising efforts are to benefit PCHS students and school related activities: Palisades High School Booster Club, Pacific Palisades Lacrosse Association, Pali Quarterback Club and the Pacific Palisades Baseball Association.
2. Each entity, current or new, will provide the Executive Director/Principal copies of the following:
 - a.) Letter from Dept. of Treasury verifying tax exempt status by August 15, 2017.
 - b.) Articles of Incorporation by August 15, 2017.
 - c.) Current Bylaws by August 15, 2017, and any amendments thereto within a month of Adoption.
 - d.) Evidence of Liability insurance by August 15 of each year.
 - e.) Annual Registration with Attorney General (RRF-1) by approximately November 15 of each year.
 - f.) Current Statement of Information (S1-100) by August 15, 2017 and biennially thereafter by approximately November 15th.
 - g.) Copies of the most recent Federal and State tax returns by approximately November



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- 15 of each year.
3. By no later than August 15, 2017, and annually thereafter if the documents are **updated** or **revised**, all non-profit 501(C) (3) corporations will provide to the Executive Director/Principal the following documents:
 - a.) Letter from Dept. of Treasury verifying tax exempt status.
 - b.) Articles of Incorporation.
 - c.) Current Bylaws.
 4. Accounting
 - a.) A PCHS-related organization must submit a financial or audit report, performed in accordance with generally accepted accounting principles, to the Executive Director/Principal by October 1 of each calendar year. A PCHS-related organization shall permit the PCHS's Chief Business Officer or designee to at least annual audit all bank accounts maintained by the PCHS-related organization at the PCHS's discretion.
 - b.) The PCHS-related organization's bylaws must specify a reasonable procedure for internal financial control that shall be reviewed and approved by the PCHS's Chief Business Officer.
 5. PCHS Website
 - a.) A PCHS-related organization may operate a website that is accessed through the PCHS website if the following conditions are met:
 - i.) Written permission from the Executive Director/Principal is granted for the for the PCHS related organization to create a link to the organization's web-Site.
 - ii.) The content of the website is approved by the Executive Director/Principal.
 - iii.) Sites, pages and/or other material that have not been actively maintained for six (6) months may be removed without notice.
 - iv.) Information published will not contain advertising, sponsored links, or the endorsement of any products or services without the written approval of the Executive Director/Principal.
 - v.) No names, images, work or other information about specific students shall be published on the Internet without the written consent of the parent or legal Guardian.
 - vi.) If any photograph, video, or other published image contains individually identifiable students, permission to use the image must be on file from all students in the image.
 - vii.) Each PCHS-related organization shall maintain a file of permission forms. It is the responsibility of the person publishing the content to verify written parent or legal guardian consent before using any student name, image, work or other information on the Internet.
 - viii.) Web pages may not be used to promote political positions, personal agendas, non-PCHS related activities, or other uses that jeopardizes the PCHS's tax-exempt status or be deemed inappropriate by the Board of Trustees.
 - ix.) Sites may not contain links to any questionable material or anything that can be



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deemed to be in violation of any PCHS policy or any applicable law.

- x.) The PCHS name, mascot and/or logo may not be used without the written permission of the Executive Director/Principal.
6. Prohibited Activities:
- a.) PCHS-related organizations should not make any direct purchases or payments, including, but not limited to, purchasing uniforms and payment of fees associated with any student activity without obtaining the Executive Director/Principal's approval of such purchase. Representatives from the PCHS-related organization should meet and confer with the Executive Director/Principal prior to the end of each school year to determine if such approval for purchases and fundraising objectives are authorized.
 - b.) PCHS-related organizations cannot hire employees or independent contractors employed at PCHS without prior written approval from the Executive Director/Principal and without adhering to required background checks.
 - c.) All PCHS-related organizations are prohibited from requiring a student or families to pay to participate in any school activities. Pursuant to Education Code Section 49010 and 49011 supplied, materials, activities fees and equipment must be provided to students free of charge.
 - d.) All PCHS-related organization shall not represent or imply that activities, contracts, purchases or financial commitments are made on behalf of or are legally binding upon PCHS.
 - e.) Any violation or breach of this policy by a non-profit 501(c) (3) will automatically terminate their relationship with PCHS and will be prohibited from soliciting any donations or other fundraising activity under the name of PCHS.

G. Capital Fundraising/Large Fundraising Projects

- 1. All fundraising projects for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved by the Executive Director/Principal, the Chief Business Officer and the Board of Trustees. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the Chief Business Officer for evaluation and recommendation to the Executive Director/Principal:
 - a. Prospective construction, maintenance or renovation plans and estimated costs.
 - b. Proposed naming opportunities.
 - c. Proposed fundraising timeline.
 - d. Loans or financing agreements.
 - e. Maintenance or upkeep requirements and costs.
 - f. Assurances of compliance with Title IX and any ADA restrictions.
 - g. The Executive Director/Principal will make a recommendation to the Board of Trustees. The Board reserves the right to tentatively approve plans, pending fundraising, donations, equity or other conditions



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H. Gift and Donation Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of Palisades Charter High School. PCHS will not accept any gift unless it can be used or expended consistently with the purpose and mission of PCHS.

No irrevocable gift, whether outright or life-income in nature, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

PCHS will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their donation.

PCHS will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of PCHS.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to special obligations raised or liabilities that may pose for PCHS.

PCHS will provide acknowledgments to donors meeting IRS substantiation requirements for property received by PCHS as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by PCHS.

PCHS will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, PCHS will restrict information about the donor to only those staff members with a need to know.

Coversheet

2017-2018 Insurance Policy Approval

Section: VIII. Finance

Item: C. 2017-2018 Insurance Policy Approval

Purpose: Vote

Submitted by:

Related Material:

VIII_C_Finance_Part 3_AJG Insurance comparisons Pali High05.30.17.xlsx

VIII_C_Finance_Part 1_2017_2018_Insur Policy Greg Wood2017-18 CharterSafe Insurance Summaryv.5.30.17.pdf

VIII_C_Finance_Part 2_2017-18 CharterSafe Proposal v.5.30.17.pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

VIII_C_Finance_Part 3_AJG Insurance comparisons Pali High05.30.17.xlsx

charterSAFE

May 30, 2017

Dear CharterSAFE Member:

Thank you for your continued membership in the CharterSAFE insurance and risk management program. As we are closing the 2016-2017 policy year and beginning to enroll members for the 2017-2018 policy year, we have enclosed your renewal proposal. Material changes to the program are summarized below. In conjunction with the proposal, we have also attached a separate organization status report for your review.

Within the national scholastic sector, the insurance industry has suffered adverse losses in many capacities including workers' compensation, sexual abuse liability, concussion injuries, and employment practices (wrongful hiring/firing). This downturn has been more acute in California, and insurance companies are passing these increases onto to their school clients. Historically, CharterSAFE's risk management team's efforts to be proactive in risk management and loss control has enabled CharterSAFE to maintain stable rates in spite of market fluctuations. Unfortunately, this is not to say that our charter school members are immune from these hazards; in fact, there has been exponential increase to claims for the charter schools in the past few years, and it has further deteriorated this year.

Our response to this increasingly difficult insurance market condition is to creatively meet this challenge with innovation in all components of the program to mitigate some financial burden for our members.

For the 2017-2018 policy year, we have increased two deductibles to reduce premiums. Deductibles serve as an incentive for all of our members to be proactive in managing school risks. Our goal is to reduce the impact of losses on the program as a whole, and in turn, to each individual member. The increased deductibles are as follows:

- Directors & Officers Liability deductible will increase from \$2,500 to \$5,000 per claim.
- IEP Defense Cost deductible, which has varied this year between \$5,000 and \$7,500 depending on school size will be \$7,500 per occurrence for all members.

Using member feedback and additional risks and exposures we have seen in the past year, CharterSAFE has improved on our insurance program coverages as follows:

- Added Volunteer Accident to the Student Accident Policy – limits of \$25,000 per volunteer accident. The \$500 deductible per accident applies for school sponsored high-risk activities (the same as it currently applies to student accidents).
- Added Terrorism Property coverage – limits of \$20,000,000 per occurrence and aggregate for all CharterSAFE members combined. The deductible is \$10,000 per occurrence.

charterSAFE

- Added Pollution/Environmental coverage – limits of \$1,000,000 per occurrence and \$5,000,000 aggregate for all CharterSAFE members combined. The deductible is \$1,000 per occurrence.

After revising the above deductibles and adding improvements to the program, we were able to successfully cap rate increases for the 2017-2018 pool-wide property and liability rates to an average of 7% and 4% for workers' compensation rates (before adjusting for individual member loss experience).

This upcoming year, in an effort to maintain stable rates, you will see more risk management incentives from CharterSAFE as we work to keep our member schools safe and reduce losses. We will be introducing an inaugural risk management and loss control grant program. This program will aim to incentivize our members to proactively manage risks. Examples of the goals of the grant program include sexual abuse prevention training, increasing risk management and human resources knowledge, implementing a return-to-work program, and improving cyber safety.

We look forward to working with you through the 2017-2018 policy period, and as always, we welcome your feedback on any of our services and/or our insurance program. If you have any questions or concerns, please do not hesitate to contact us.

Best regards,

The CharterSAFE Team

NEW 5/30/17 ITEM III, J.

PREMIUM SUMMARY

Palisades Charter High School

Premium Summary 2017-2018

This proposal includes the following coverages:

Package **Premium: \$134,029.00**

- Board and Employment Liability
- General Liability
 - Educator's Legal Liability (Educator's E&O)
 - Employee Benefits Liability
 - Sexual Abuse Liability
- Auto Liability & Physical Damage
- Excess Liability
- Property
- Pollution Liability & Property
- Crime
- Terrorism Liability
- Terrorism Property
- Student & Volunteer Accident Liability
- Cyber Liability

Worker's Compensation & Employer's Liability **Premium: \$189,134.00**

Total Premium **Premium: \$323,163.00**

- Choose One Payment Option**
- Payment in Full (\$323,163.00)**
 - Installment Plan:**
 - **Deposit (25%) - Due Now (\$80,791.00)**
 - **9 Monthly Installments (\$26,930.00)**

**Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits.*

Invoices shall become delinquent thirty (30) calendar days from installment due date. Coverage is subject to cancellation for any invoice over ninety (90) days past due.

Proposal Acceptance:

By signing below, I, representing the named member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

Print Name

Date

Signature

Title

Disclosure:


This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority, based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contract language. The policies themselves must be read for those details. Policy forms for your reference will be made available upon the school's request to the California Charter Schools JPA.

Coversheet

College Readiness Block Grant Approval

Section: VIII. Finance
Item: D. College Readiness Block Grant Approval
Purpose: Vote
Submitted by:
Related Material: VIII_D_Finance_College Readiness 17-18 Proposed Plan 05.30.17.pdf

College Readiness block grant
17/18
Proposed Spending Plan

	Grant Amount		133,494	
	<u>funding category</u>	<u>object</u>	<u>amount</u>	
PIQE	Saturday Pay	1100/2100	8,000.00	
math paraprofessionals	staff	2100	98,079.00	
writing lab	staff	2100	20,200.00	from 16/17 budget request
AP Readiness	science IMA/ UCLA Readiness	4300	2,000.00	
acellus	subscription	5310	5,215.00	
Transition teacher	consulting	5810	-	
		<hr/>		
	TOTAL		133,494.00	

Coversheet

Approval of Capital Item Modifications for 2016-2017 Budget

Section: VIII. Finance
Item: E. Approval of Capital Item Modifications for 2016-2017 Budget
Purpose: Vote
Submitted by:
Related Material:
VIII_E_Finance_Part 1_ Big Budget Minutes DraftCapital Item Modifications 2016_2017_06_06_.pdf
f
VIII_E_Finance_Part 2_SCHOOLWIDE CAPEX.pdf



PALISADES CHARTER HIGH SCHOOL

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REGULAR MEETING AGENDA - BUDGET/FINANCE COMMITTEE WEDNESDAY, MAY 31ST and THURSDAY, JUNE 1ST 8-3pm, PCHS STAFF CAFETERIA

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.

*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.*

I. PRELIMINARY:

- A. IN ATTENDANCE (Voting Members): John Vieira, Olivia Castro, Minh Ha Ngo, Rick Steil, Mary Bush, Ivy Greene, Ellen Pfahler, Rich Wilken, B Makhani (Day 1), S Margiotta (Day 2)
- B. IN ATTENDANCE (Non-Voting Members): Pamela Magee, Greg Wood, Arleta Ilyas
- C. IN ATTENDANCE (Guests): M Rawson
- D. Approval of Minutes – Tabled until 6/1/17.

II. INTRODUCTION:

- A. Meeting Goals M Ngo
 - 1. Create a balanced budget by tomorrow afternoon for presentation to the Board.
 - 2. Collect recommendations to simplify process as we progress.
- B. LCAP/LTSP/School Goal Priorities P Magee
 - 1. See materials for recap of 2015-16 and 2016-17 priorities; 2017-18 survey is out, so an update is forthcoming.
- C. 2016-17 Budget Recap G Wood
 - 1. See updated materials for current numbers. Approximately \$450,000 surplus for the year. Suggestion – track substitutes for PD vs. for other purposes.
- D. 2017-18 Funding Model and Estimated Funding Levels G Wood
 - 1. LCFF calculator recommends budgeting for 2,849 ADA rather than 2,844.
 - 2. \$32.38 million revenue anticipated.

III. BUDGET CATEGORIES:

- A. Textbooks Admin
 - 1. Materials show admin-vetted textbook budgets; notably, the English Department plans to continue replenishing and refreshing novel collections and readers rather than buying textbooks (~\$30,000/year), especially as new courses are developed; on-line texts for English may reduce hard-copy purchases if 1:1 program expands; some Science text requests conditional upon CTE certification of teacher; discussion around a) when do we

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purchase texts/know classes will be offered, b) how long are we committing to fill the classes once resources are purchased and curriculum is developed?, and c) what is the policy on adding courses that are and are not part of CTE pathways?; admin added funds to AP Computer Principles to ensure sufficient funding – CTE funded; total of ~\$212,000 or ~\$172,000 (depending on Anatomy/Physiology).

2. Suggestions: expect English to continue at ~\$35,000; add a check-in with Mrs. King to gather quotes and make plans; determine how do we decide which new semester academic G electives and pathway classes are being offered? M lannessa to work on a timeline next year for approval.

B. IMA

Admin

1. R Steil & E Stoyanovich clarified the needs of the orchestra/jazz band program re: IMA, fees, and capital; ASB will try to fund festival fees; B/F committee supported changing her IMA line to \$11,500.
2. R Steil clarified need for \$16,000 IMA for Photo classes; the committee agreed that this sounds reasonable; G Wood pointed out that VAPA’s 4 year average is closer to \$50,000 and last year’s spending was \$60,000, but their request this year is \$100,000. M Ngo suggests compromising with budgeting \$83,315 and then fundraising and being open to VAPA requests during the year next year.
3. Suggestion: move comments/admin rationale column next to admin approved to clarify rationale as we visit each page; clarify comparable programs’ (such as TVN/PIQE/Fuerza Unida) requests to ensure equity (unless it affects what LCAP can cover, or unless the three are combined); refine IMA PO practices to better track whose purchases are whose.
4. Suggestion: need clearer process for CTE teachers to request CTE funds; perhaps a separate column in budget packet.
5. G Wood suggests raising the “unspent” percentage for IMA; the committee agreed to 20% for now, and it can be revisited later.
6. Some departments will maintain 4 year average; corrections, clarification, and recommendations made to other depts. See updated materials for a breakdown of approximately \$260,000.

C. Consulting

Admin

1. Subscriptions – R Tenan-Snow and S Chew presented their desired switch from APEX to Florida Virtual Schools (FLVS) curriculum for Virtual Academy. Increase of ~\$4,500; decrease of \$1,000 for another piece of curriculum. For committee to remember: this is an on-going textbook expense. \$218,000 confirmed at this point.
2. Consultants – clarification of roles, new amounts/rates, LAUSD billing, stipends for afterschool performances; after hours stipends for VAPA teachers should be paid for by show revenue when possible
3. \$651,828.28 for consulting (\$63,500 is new).

D. Personnel, Benefits, CSR

A Nguyen

1. Medical Benefits adjusted to \$3,208,842, up 4.1% from 2016-17.
2. Salaries: new positions and sections are often offset by savings in other areas (such as consulting or auxiliaries); much of the “new teaching positions” line item are funded

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through College Readiness or CTE. ~\$265,000 in new General Fund monies (not offset by other categories).

- 3. Suggestion: Prior to May, account for auxiliaries the last 2 – 3 years, anticipate which would be needed/cut in the following year.
- 4. Committee recommends that the Board ask for a reduction in at least 5 auxiliaries (particularly non-classroom based), but establish a caveat regarding guidelines for maximum class sizes and average class sizes. Additionally, the Budget/Finance Committee requests reports in the fall clarifying which auxiliaries were included in the schedule over the last few years and including 2017-18.

E. Technology

D Mandosa

- 1. \$120,000 fundraising to continue 1:1 program; we have enough devices purchased and budgeted to go 1:1, we expect, but they will go to 9th graders first.
- 2. \$365,000 General Fund, \$135,000 CTE for Tech Budget, approved by committee.

F. Capital

D Parcell

- 1. Suggestion: LTSP Survey should go out months prior to May Budget Meeting to frame conversations, so that results can inform discussions and decisions.
- 2. Presentation of requests and needs, ranking in vetting process, and possible funding sources.
- 3. Committee approves of top General Fund priorities, moved some items to other funding sources, discussed completing some projects earlier or later. \$222,000 General Fund CapEx Budget **(given purchasing cameras and MDF generator in 2016-17, and acknowledging that Prop 39 and CTE monies will show as both revenue and expenditure).**

G. Civic Center Permit

D Parcell

- 1. Waiting on LAUSD for track/field renovation.
- 2. See materials for Permit & Pool Projections; ~\$400,000 in deferred maintenance funds could go toward the renovation. Future surplus revenue would go toward pool loan (until paid off in 2020-21), track/field loan, and maintenance projects on the pool.

H. Transportation

D Parcell

- 1. Tumbleweed is not bidding for the contract. Durham is the only LAUSD approved vendor ready and offering to work with us. Daily rates & athletic/special Ed busses are more expensive (~\$50/trip for athletic & special ed busses, for examples).
- 2. Question: How much to we subsidize the cost for all bus riders vs. for Free/Reduced Lunch/Scholarship students? Approximately 850 bus riders (if comparable to this year); ~195 full scholarships; ~131 partial scholarships; Paul Revere may be charging \$185/student/month.
- 3. Estimating \$800,000 with Durham. Possibly could contract Tumbleweed for athletic/field trips and Durham for day-to-day routes. Not sure how this would affect Durham’s contract. Or maybe start building relationship with Durham. Also, Durham’s proposal includes on-site supervisor.

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4. Suggestions: Raise family donation up to actual costs, perhaps two-tiered system for new/repeat clients; increase scholarships and/or develop alternative transportation support.
 5. Committee recommends a) targeted fundraising campaign to maintain/support bussing, b) designating the transportation line as \$576,000 as a placeholder, with fees better reflecting the actual costs of the busses (other than scholarships).
- I. Cafeteria Contract G Wood
1. Ending contract with Sodexo; RFP is out; two companies provided tastings; Chartwell offers freshly prepared food and has other clients with proven success; generally a break-even model because costs go up or down with sales/participation; proposal includes moving to biometric readers and Grab N Go.
 2. Budget/Finance Committee supports this shift.
- J. Funding/Grants: CTE, College Readiness, P Magee
Educators' Effectiveness, Perkins Grant
1. College Readiness Block Grant Budget: see proposal in materials. \$133,494 covers PIQE, math paraprofessionals, writing lab, science AP readiness, and Acellus. (This is new, one-time targeted money that must have a plan before use.) Committee approves the plan.
 2. Educators' Effectiveness – Tabled
 3. CTE: rolling over ~\$180,00 to next year's spending; projected budget for \$362,081 included in materials.
 4. Perkins: a grant providing for substitute coverage in support of the CTE program; \$28,120 of revenue accounted for in materials.
- K. OTHER, as needed
1. Insurance: CharterSafe price-matched to a premium of approximately \$332,000 compared to this year's ~\$352,000.
 2. Suggestion: clarify what the target number for built-up reserves is (so that we are all on the same page regarding what we hope to "add to the reserves" at the end of each year).
- L. Moving Forward...
1. Admin will look again at the budget, looking for where \$225,000 in cuts may come from. B/F will reconvene on Monday with results of LCAP survey, admin suggestions, etc. The group wants to make sure we look carefully at on-going, rolled-over costs (as we did to new costs). The Board agenda item of approving the budget will be moved will be moved to the second, regularly-scheduled June meeting.

IV. FINAL RECOMMENDATIONS FOR THE BOARD

V. OTHER:

A. Date of Next Meeting: June 5, 2017 in D204, 1:00 – 3:00 PM.

(Agenda items must be submitted to ocastro@palihigh.org by August 1, 2017 @ 2pm via EMAIL)

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

Master CapEx Budget for 2017-18 (DRAFT 4)

Proj Nbr	Overall Rank Order	LOCATION	DESCRIPTION OF EXPENDITURE	Budget Est. 2017-18	Working Group Amount Recommended	FUNDING SOURCE	TYPE	Working Group Meeting Notes re Amt Recommended
3	1	FENCING - GATES	Additional Emergency Evacuation/Exit Gates with Push Bars	\$30,000	\$30,000	GENERAL	SAFETY	required for safety, part of LCAP priority/goal
0006001	2	RESTROOMS	Restroom Renovations in General - Include Lead & Asbestos Abatement (3-4 year phase) - Phase II	\$30,000	\$30,000	GENERAL	FACILITY UPGRADE	
0006007	3	SITE	Asphalt repairs in Parking lots and service road	\$40,000	\$20,000	GENERAL /PERMIT	SAFETY	in 16/17, spend the budget (15k)
0006009	4	CLASSROOMS-D	Finish classroom partition D202 to reduce the amount of traveling teachers - create 2 new classrooms (D202 & D202 A)	\$12,500	\$12,500	GENERAL	FACILITY UPGRADE	spend 16/17 funds of \$13k - roll over next year if needed
4	7	CLASSROOMS-U	Window Covers (Blinds) for Additional U-Bldg Trailers/Bungalows	\$8,000	\$8,000	GENERAL	SAFETY	for safety/active shooters
0006012	8	CLASSROOMS-J	Air handler cleaning remaining buildings (J)	\$20,000	\$0	GENERAL	FACILITY UPGRADE	do in 16/17 FY
0006020	16	CLASSROOMS-U	Bungalows Repairs/Upgrades (roofing, railing, flooring, ceiling, etc.)	\$48,000	\$0	REPAIR/GENERAL	FACILITY UPGRADE	
12	17	CLASSROOMS-All	Furniture requests for classroom (includes white boards)	\$65,000	\$81,000	GENERAL	CLASSROOM UPGRADE	15 classrooms/year, average \$150/student desk/ x 35 students per class (on average) + \$300/class for teacher furniture (possible use of 16/17 funds)
68	20	SAFETY/SECURITY	Security Cameras - Phase # 3	\$100,000	\$100,000	GENERAL	SAFETY	
76	21	SAFETY/SECURITY	MDF	40,000	\$40,000	GENERAL		
2	30	RESTROOMS	Install Dyson hand dryers in student restrooms Phase II	\$24,000	\$12,000	GENERAL	FACILITY UPGRADE	potentially prop 39, potential savings in materials
7	37	SCHOOLWIDE	Develop a master key/access control system plan for the entire campus	\$5,000	\$5,000	GENERAL/CONSULTING	SAFETY	to research master key project
55	43	CAFETERIA	Replacement Outdoor Tables/Seating in Student Cafeteria Area	\$45,000	\$9,000	GENERAL/RAISE		seating benches - possible fundraiser
		Below Here - Did Not Make the Top 50		Below Here - Did Not Make the Top 50				

Master CapEx Budget for 2017-18 (DRAFT 4)

Proj Nbr	Overall Rank Order	LOCATION	DESCRIPTION OF EXPENDITURE	Budget Est. 2017-18	Working Group Amount Recommended	FUNDING SOURCE	TYPE	Working Group Meeting Notes re Amt Recommended
40		CLASSROOMS-All	HVAC Updates/ Renovation	\$20,000			FACILITY UPGRADE	
0006002		CLASSROOMS-All	A/C for Classrooms - Planning Funds for a Much Larger Spend to Execute Central A/C	\$20,000		GENERAL	FACILITY UPGRADE	
24		CLASSROOMS-C	Library additional Counter for computers	\$7,000		FUNDRAISE	CLASSROOM UPGRADE	part of PCHS appeal
74		CLASSROOMS-J	Woodfloor for J109 MHS office	\$5,000				
0006018		CLASSROOMS-J	Makerspace/STEAM/SHPE/Auto shop (build out lab space for CTE , tables, air lines, etc.)	\$30,000	\$30,000	CTE	CLASSROOM UPGRADE	potential CTE Funding, per credentialed teachers
56		CLASSROOMS-M	Replacement Outdoor Seating in Faculty Lounge	\$9,000			FACILITY UPGRADE	
0006006		GYM	Partial replacement of bleachers in Large Gym (Multi year project) Phase III	\$20,000		PERMIT	SAFETY	
45		MERCER	Mercer Hall Lighting - Side lighting to include build outs	\$20,000	\$20,000	FUNDRAISE (CTE)	VAPA	potential CTE funding
51		POOL	Shade for Pool Bleachers	\$15,000		Private Donor	FACILITY UPGRADE	
10		SCHOOLWIDE	Add quick charging station for electrical Vehicles (preferable in faculty parking lot)	\$25,000				
34		SCHOOLWIDE	School wide plan to label all existing electrical panels - (PUT LAUSD ON NOTICE)	\$25,000		LAUSD	SAFETY	
87		SCHOOLWIDE	1 Additional Service Carts - 1 Short Bed (golf carts)	\$6,000			SAFETY	
53		SCHOOLWIDE	Commercial Grade/Weight Trash Can Receptacle Covers	\$15,000			FACILITY UPGRADE	
59		SCHOOLWIDE	New Washer & Dryer for Pali Cares	\$5,000		Private Donor		
0006013		SCHOOLWIDE	Misc. Signs all buildings incl. a Directory in Quad?	\$20,000		NON-CAP EX	SAFETY	
33		SITE	Resurface access road behind J building (PUT LAUSD ON NOTICE)	\$16,000		LAUSD	SITE UPGRADE	
35		SITE	Repair School Crest Mosaic in Quad	\$5,000		FUNDRAISE	FACILITY UPGRADE	BOOSTERS - pending funding
62		SITE	Repaint All Basketball Court Lines	\$9,000		PERMIT	FACILITY UPGRADE	

Master CapEx Budget for 2017-18 (DRAFT 4)

Proj Nbr	Overall Rank Order	LOCATION	DESCRIPTION OF EXPENDITURE	Budget Est. 2017-18	Working Group Amount Recommended	FUNDING SOURCE	TYPE	Working Group Meeting Notes re Amt Recommended
71		SITE	JV Tennis Court Repairs/Resurfacing	\$60,000		Private Donor		potential fundraising
0006011		SITE	Install wall 125' and add crosswalk in parking lot by loading dock area (same as ped walkway 175') - (hay bales, el medio staircase, crosswalk @faculty stop sign)	no 48 & 65			SAFETY	
50		STADIUM	Snack shack for visitors site (500 fundraised by Quarterback club 3000 Booster 3000 Permits)	\$6,500		QB, Boosters, Permits	FACILITY UPGRADE	
63		TECH	Facilities Management Software-	\$5,000		SCHOOLWIDE-TECH		
64		TECH	HD Projector for Mercer Hall (MOVE TO SCHOOLWIDE TECH - DONNA)	\$40,000		TECH	CLASSROOM-UPGRADE	
65		TECH	Hydraulic Screen for Mercer Hall (MOVE TO SCHOOLWIDE TECH - DONNA)	\$20,000		TECH	CLASSROOM-UPGRADE	
66		TECH	Projector Screen in Classroom (MOVE TO SCHOOLWIDE TECH - DONNA)	\$1,000		TECH	CLASSROOM-UPGRADE	
67		TECH	Projector mount A207 & C202 (MOVE TO SCHOOLWIDE TECH - DONNA)	\$10,000		TECH	CLASSROOM-UPGRADE	
88				\$3,326,500	\$947,200			

Coversheet

PESPU MOU Approval

Section: VIII. Finance
Item: F. PESPU MOU Approval
Purpose: Vote
Submitted by:
Related Material: VIII_F_Finance_PESPU_and PCHS MOU.pdf

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALISADES CHARTER HIGH SCHOOL (PCHS)
AND
PALISADES EDUCATIONAL SUPPORT PERSONNEL UNITED (PESPU)

May 16, 2017

The purpose of this memorandum is to jointly explain the use and purpose of the recently implemented time clocks for PESPU members. The intention of the time clock was to not make any substantive changes to the employees working conditions but to ensure accuracy to payroll and paychecks.

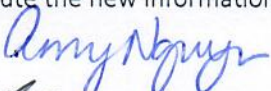
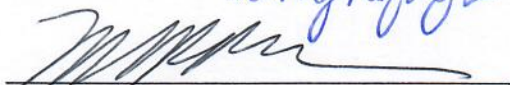
PCHS and PESPU have worked together to answer the following questions that have arisen:

1. How and where are the times recorded? The times are recorded by ADP and kept in the ADP Cloud.
2. Can the times be adjusted? Yes, if there is an error, by request of the employee or by the employer after notification to the employee. No times will be adjusted without knowledge of the employee.
3. Is the employee able to check his/her records? Yes, each employee is given an account and login information.
4. Is there a grace period at clock-in before the employee is docked? Yes, currently the grace period is ten (10) minutes. At eleven (11) minutes and thereafter the employee is docked pay. However, if the employee makes up the time at the end of the day the pay will not be docked.
5. If the employee takes a full or partial day leave how is that recorded? Currently, all leaves must be recorded through Aesop.
6. How is overtime recorded or credited? Any time worked over fifteen (15) minutes must be paid as overtime at the overtime rate. The employee is required to have overtime preapproved. If desired, the employee's supervisor may counsel with the employee to see why this is happening and may redirect his/her work.
7. How does an employee choose a leave of the same day after the Aesop cut off time that same day? The employee would need to contact the payroll office or the HR specialist on the same day to change or specify a leave in Aesop.
8. Is there a record of time adjustments? The employer and the employee should both keep records of any time adjustments in case they need to be referred to later.

9. Any other questions of hours and overtime should be found in Article 9 of the Collective Bargaining Agreement between PCHS and PESPU.

10. If the employer finds it necessary to discipline an employee the discipline procedures found in Article 14 of the Collective Bargaining Agreement between PCHS and PESPU shall apply.

The parties agree that if additional questions arise they will meet to discuss the issue(s), determine the answers and distribute the new information to PESPU members in a timely fashion.



For PCHS



For PESPU

May 16, 2017
DATE

5/16/2017
DATE

Coversheet

2017-2018 Instructional Materials (IMA) & Textbook Budget

Section: VIII. Finance
Item: G. 2017-2018 Instructional Materials (IMA) & Textbook Budget
Purpose: Vote
Submitted by:
Related Material:
VIII_G_Finance_IMA_Textbook_2017_2018_Part 2_MASTER TEXTBOOKS 2017-2018.pdf
VIII_G_Finance_Part 1_IMA_Textbook_2017_2018MASTER IMA 2017-2018.pdf

Expense Summary

Textbooks	#
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Expense	Original Request	Admin Recommended	Budget/Finance Recommended	Comments
AA Team	\$ 3,200	\$ 3,200	\$ 3,200	
EL Program	\$ 10,250	\$ 10,250	\$ 10,250	
English	\$ 39,600	\$ 34,000	\$ 34,000	this will be an on-going cost of approx (\$30K/year) to replace readers
Foreign Language	\$ 1,100	\$ 1,100	\$ 1,100	
Leadership	\$ 670	\$ 670	\$ 670	
Library	\$ 11,650	\$ 11,650	\$ 11,650	
Math	\$ 2,000	\$ 2,000	\$ 2,000	
Science	\$ 89,048	\$ 89,047	\$ 49,047	is there a need for the neuroscience class if its not CTE funded? Anatomy books are pending CTE certification. Neuroscience added as a A-G semester course
Social Science	\$ 39,000	\$ 39,000	\$ 39,000	
Special Ed				
Summer School				
Tech Ed	\$ 13,575	\$ 22,945	\$ 22,945	
Temescal	\$ 3,300	\$ 3,300	\$ 3,300	
VAPA	\$ 9,916	\$ 9,916	\$ 9,916	
Virtual Academy	\$ 300	\$ 300	\$ 14,500	digital textbook to FLVS moved to textbook (on-going expense for virtual academy)
Unspent/Textbook repair		\$ (15,000)	\$ (15,000)	
Total	\$ 223,609	\$ 212,378	\$ 186,578	approved on 5/31/17 by b/f committee

Expense Summary

IMA Requests	#
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Expense	4 Year Average	Above Baseline	Total	Admin Recommended	Budget/Finance Recommended	Comments	Meeting Notes
AA Team	\$ 2,922.63	19,652.37	\$ 22,575.00	\$ 20,575.00	\$ 20,575.00	items absorbed from PLC/intervention budget	
Academic Decathlon	\$ 5,300.00	10,400.00	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00	kept at 16/17 levels	
AP/Main Office			\$ -				
Athletics /Athletic Director	\$ 3,046.95	56,400.00	\$ 59,446.95	\$ 36,000.00	\$ 36,000.00	moved items to tech, schoolwide rentals, & PE IMA	Athletic uniforms should be a one time expense
Attendance	\$ 3,463.51	2,386.49	\$ 5,850.00	\$ 4,000.00	\$ 4,000.00	items absorbed from Pali Cares & Dean's Office	
Career Center	\$ -	800.00	\$ 800.00	\$ 800.00	\$ 800.00		
College Center	\$137	6,443.44	\$ 6,580.00	\$ 1,200.00	\$ 1,200.00	most items funded by Booster Club & testing fees	
Counseling	\$ 5,799.30	2,500.00	\$ 8,299.30	\$ 2,500.00	\$ 2,500.00	counseling items moved to the school-wide items	
EL Program	\$ 4,067.59	1,200.00	\$ 5,267.59	\$ 5,267.59	\$ 4,067.59	to meet state compliance in EL program	committee recommends 4 yr avg
English	\$ 1,984.48	1,090.12	\$ 3,074.60	\$ 1,090.12	\$ 3,074.60	lit success program part to AA program & library	increased to higher amount due to clarifcaton from English dept. chair
Foreign Language	\$ 1,586.00	-	\$ 1,586.00	\$ 1,586.00	\$ 1,586.00	fine w/4 year average	
Fuerza Unida/PIQE	\$ -	6,200.00	\$ 6,200.00	\$ 3,000.00	\$ 3,000.00	Planners & PLC moved to AA Team/PLC	share IMA Budget w/TVN
Health (Nurse's Office)	\$ 3,294.82	1,000.00	\$ 4,294.82	\$ 3,294.82	\$ 3,294.82	fine w/4 year average	
Leadership Class		250.00	\$ 250.00	\$ 250.00	\$ 250.00	for classroom curriculum materials	
Library	\$ 4,302.36		\$ 4,302.36	\$ 4,302.36	\$ 4,302.36	fine w/4 year average	
Math	\$ 5,750.50		\$ 5,750.50	\$ 5,750.50	\$ 5,750.50	fine w/4 year average	
Mental Health	\$ -	1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	using mental health funds from state/fed program enrollment doubled from previous years	
MESA	\$ 2,154.04	4,045.96	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00		
PE	\$ 3,647.75	6,000.00	\$ 9,647.75	\$ 9,647.75	\$ 9,647.75	PE Uniforms moved from Athletics IMA	
Science	\$ 60,293.24	29,806.76	\$ 90,100.00	\$ 84,800.00	\$ 84,800.00	\$10K moved to CTE, amounts kept the same as 16/17 funding levels	
Security (Deans)	\$ 4,944.52	3,425.00	\$ 8,369.52	\$ 4,944.52	\$ 4,944.52	kept at 4-year average - could not tell if the items listed are in addition to 4-year average	
SLC-POD (PLC)	\$ 1,000.00	600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	pod awards, gained a pod	
Social Science	\$ 1,700.83	2,038.17	\$ 3,739.00	\$ 2,639.00	\$ 2,639.00	more traveling teachers for next year	
Special Ed	\$ 15,908.68	16,200.00	\$ 32,108.68	\$ 15,908.68	\$ 15,908.68	fine w/4 year average	
Special Ed - 504 Case Manager	\$ 1,244.50		\$ 1,244.50	\$ 1,244.50	\$ 1,244.50	fine w/4 year average	
Study Center	\$ 636.03	400.00	\$ 1,036.03	\$ 636.03	\$ 636.03	fine w/4 year average	
Summer School	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	fine w/4 year average	
Tech Ed	\$ 10,385.24	6,614.76	\$ 17,000.00	\$ 9,500.00	\$ 9,500.00	new class moved to fundraising, P. Kuper moved to CTE funding	
Temescal	\$ 3,249.25	3,250.75	\$ 6,500.00	\$ 3,249.25	\$ 3,249.25	kept at 4-year average - could not tell if the items listed are in addition to 4-year average	
Testing	\$ 907.89	2,025.00	\$ 2,932.89	\$ 2,932.89	\$ 2,932.89	state testing compliance	
TVN		3,000.00	\$ 3,000.00	\$ -	\$ -	moved to transportation	share IMA Budget w/TVN
VAPA	\$ 49,085.27	59,599.73	\$ 108,685.00	\$ 76,685.00	\$ 83,185.00	instrument moved to CTE funding, band, photo, & orchestra kept at 16/17 levels	increased orchestra to reflect class
Virtual Academy	\$ 970.43		\$ 970.43	\$ 970.43	\$ 970.43	fine w/4 year average	
Unspent IMA (20% of total IMA)				\$ (64,874.80)	\$ (97,547.68)		
TOTAL IMA	\$ 198,782.37	\$ 246,328.55	\$ 434,710.92	\$ 252,999.64	\$ 227,611.25	approved as of 5/31/17 b/f	\$ -

Coversheet

Contract for Operations Consultant (Interim Dir. of Operations) - Extend Service to June 30, 2017

Section: VIII. Finance

Item: H. Contract for Operations Consultant (Interim Dir. of Operations) -
Extend Service to June 30, 2017

Purpose: Vote

Submitted by:

Related Material:

VIII_H_Finance_Contract for Oper Consultant Interim ExConsulting Contract Operations June 2017
.pdf

Independent Consultant Agreement Between PALISADES CHARTER HIGH SCHOOL and DONALD H. PARCELL

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and **DONALD H. PARCELL** (hereinafter referred to as the “INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT to assist the Executive Director and the Principal and to carry out the duties and functions of the position as directed by Palisades Charter High School; and

WHEREAS, PCHS desires to retain the services of the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT by way of this Agreement and the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT is qualified to perform such duties; and

WHEREAS, the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

AGREEMENT

1. **TERM.** PCHS hereby employs the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT from June 1, 2017 (the “Effective Date”) through June 30, 2017 according to the terms and conditions set forth prescribed by the Charter, or as specified herein.
2. **COMPENSATION.**
For the duration of the contract, the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT shall receive payment at a daily rate of \$560.00 not to exceed \$12,000.00 to be paid within 60 days of receipt of invoice.
3. **DUTIES.** The INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT shall provide management lead and direction to the Operations department team for Palisades Charter High School.
4. **TERMINATION OF AGREEMENT.** This Agreement may be terminated as a result of any of the following events: Mutual written agreement of the parties;
5. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements,

**Independent Consultant Agreement Between
PALISADES CHARTER HIGH SCHOOL and DONALD H. PARCELL**

THIS AGREEMENT ("Agreement") is made and entered into as of the date fully executed by and between the Palisades Charter High School ("PCHS"), a California Non-Profit Public Benefit Corporation and **DONALD H. PARCELL** (hereinafter referred to as the "INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT").

RECITALS

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT to assist the Executive Director and the Principal and to carry out the duties and functions of the position as directed by Palisades Charter High School; and

WHEREAS, PCHS desires to retain the services of the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT by way of this Agreement and the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT is qualified to perform such duties; and

WHEREAS, the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto do agree as follows:

AGREEMENT

1. **TERM.** PCHS hereby employs the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT from March, 2017 (the "Effective Date") through June, 2017 according to the terms and conditions set forth prescribed by the Charter, or as specified herein.
2. **COMPENSATION.**
For the duration of the contract, the INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT shall receive payment at a daily rate of \$560.00 not to exceed \$30,000.00 to be paid within 60 days of receipt of invoice.
3. **DUTIES.** The INDEPENDENT OPERATIONS MANAGEMENT CONSULTANT shall provide management lead and direction to the Operations department team for Palisades Charter High School.
4. **TERMINATION OF AGREEMENT.** This Agreement may be terminated as a result of any of the following events: Mutual written agreement of the parties;
5. **ENTIRE AGREEMENT.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter

hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.

- 6. JURISDICTION. The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
- 7. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
- 8. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
- 9. SEVERABILITY. If any term, provision, condition or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
- 10. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
- 11. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation
By:

Dr. Pamela Magee 3/16/2017
 Dr. Pamela Magee, Executive Director/Principal PCHS Date

Donald H. Parcell 3/16/2017
 Donald H. Parcell, Independent Operations Management Consultant Date

Coversheet

Director of Development Position - Conversion from Temporary to Mid-Management Position

Section: VIII. Finance
Item: I. Director of Development Position - Conversion from Temporary to Mid-
Management Position
Purpose: Vote
Submitted by:
Related Material:
VIII_I_and J_Finance_Dr Dev Position Conversion and TechSalary Scale Mid Management June 6
2017.pdf

Unrepresented Mid-Management Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Facility, Grounds & Maintenance Supervisor	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Director of Development *	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021	\$110,273	\$115,786	\$121,576
Facility, Grounds & Maintenance Supervisor	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator *	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

* Pending Board Approval

Coversheet

Adjustment of Salary Scale for Technology Supervisor/Coordinator Position

Section: VIII. Finance
Item: J. Adjustment of Salary Scale for Technology Supervisor/Coordinator
Position
Purpose: Vote
Submitted by:
Related Material:
VIII_I_and J_Finance_Dr Dev Position Conversion and TechSalary Scale Mid Management June 6
2017.pdf

Unrepresented Mid-Management Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Facility, Grounds & Maintenance Supervisor	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Director of Development *	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021	\$110,273	\$115,786	\$121,576
Facility, Grounds & Maintenance Supervisor	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
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Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

* Pending Board Approval

Coversheet

Adjustment of Salary Scale for Operations Liaison Position

Section: VIII. Finance
Item: K. Adjustment of Salary Scale for Operations Liaison Position
Purpose: Vote
Submitted by:
Related Material:
VIII_K_Finance_Adjustment of Salary Scale for Operations LiasoSalary Scale Unrepresented Positions 6.6.2017.pdf

Unrepresented Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Executive Asst. Communications	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Human Resource Spec.	\$45,610	\$47,890	\$50,285	\$52,830	\$55,505	\$58,315	\$61,267	\$64,370
Operations Liaison	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698
College Advisor	\$23	\$24	\$25	\$27	\$28	\$29	\$31	\$33
Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
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Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

* Pending Board Approval

Coversheet

Adjustment of Salary Scale for Director of Human Resources Position

Section: VIII. Finance
Item: L. Adjustment of Salary Scale for Director of Human Resources Position
Purpose: Vote
Submitted by:
Related Material:
VIII_L_Finance_Adjustment of Salary Scale for Dr Human ResourcesSalary Scale Admin June 6 20
17.pdf
VIII_I_J_K_L Overview fo Compensation Evaluation and Comparison_Additional Materials.pdf

Palisades Charter High School Administrative Salary Scale

current scale - effective: July 1, 2016

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
Director of Operations	107,161	112,519	117,877	123,235	128,242	131,457	134,672	137,916
Director, Human Resources	85,729	89,212	92,694	96,445	101,267	106,357	112,519	118,949

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

Board Approved effective July 1, 2016

Proposed adjustment to Director, Human Resources scale

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

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Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
Director of Operations	107,161	112,519	117,877	123,235	128,242	131,457	134,672	137,916
Director, Human Resources *	\$98,258	105,693	111,138	118,582	125,028	128,242	131,457	134,038

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

* pending Board approval

Overview of Compensation Evaluation and Comparisons

1. Position Analysis
 - a. Current job description
 - b. Duties and responsibilities (Has this changed? Revise job description?)
 - c. Status of position (union, at-will, contract, etc.)
2. Internal Relationships (of position, not person)
 - a. Do the duties and responsibilities assigned overlap with another position?(Duplication of workload or responsibilities?)
3. External - Survey of Comparable positions
 - a. Similar size of company – 200+ FTE
 - b. Similar industry – Education, Government & Non-profit (other large Charter Schools – as salary scales are available)
 - c. Location – proximity to Pacific Palisades within Los Angeles
4. Summary – Final Results, Recommendations

Position Analysis

Job description attached for each position

Internal Relationship

Evaluated knowledge requirements, complexity and accountability

Checked for consistency and accuracy.

The following criteria was use to establish minimum standards:

- Positions in a series should be separated by at least 5% (*HR best practice*)
- Positions in a lead capacity should be separated by at least 7.5% from the highest level subordinate
- Positions supervisory or managerial capacity should be separated by at least 12.5% from the highest level subordinate. (also considered span of control)

External – Survey of Comparable positions

- a. Surveyed similar schools as well as making us of the Salary.com software we have available. Salary.com has specific parameters, including size, location, industry
- b. Guidelines on Salary Recommendations:

The salary survey was challenging due to the small number of comparison schools and the fact that many of the similar style of charter schools are still a part of LAUSD

Standards used:

 - i. If there was sufficient data available (3 or more participants) to compute a median, adjusted to the closest salary range to the median of the market.
 - ii. If no comparison survey data was secured, the classification was place in a salary range based on internal relationship with other classes in the job family (Operations Liaison)
 - iii. For Administrative positions, consistent with other classifications, we used the closest step in the management salary schedule in relation to current salary.

Summary – Final Results, Recommendations

While preliminary comparisons reveal that further review may be needed of additional positions given the financial considerations HR is currently suggesting the four listed changes.

Recommendation: implement the four positions recommended suggestions first since these reflect adjustment towards fair market value of the positions duties and responsibilities and in at least one case reflects changes in the scope of duties currently assigned to the employee.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: DIRECTOR OF DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, facilitates and administers proposal development, grant activities and/or strategic partnerships with external partners. Oversees the implementation of a strategic approach to fundraising which may include major gifts, corporate donations, grant solicitation, and in-kind resources. Responsible for maintaining an efficient and complete administrative record of all grant activities. Supports and monitors the progress of grant-funded projects to ensure successful implementation in accordance with grant contract terms and agency requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Manages all grant related activities to include: facilitating an efficient proposal production process; conducting effective project planning; coordinating proposal teams; researching and reviewing funding opportunities; analyzing competitive positioning and risk; grant proposal editing; researching institutional and sponsor policies and regulations to ensure general procedural compliance.

Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization

Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved. Monitor trends in the community or region and adapt fundraising strategies as necessary. Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner

Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization. Identify and develop corporate, community, alumni and individual prospects for the organization's fundraising priorities

Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information. Coordinate in-kind donations and make decisions regarding the issuing of receipts

In consultation with the Executive Director, engage, recruit, and select well-qualified volunteers for special fund development projects

April 2017

Grant and Development Coordinator, continued

Page 2

Ensure positive performance in the technical, fiscal and operations management of all active grant projects; proper protocol is followed in conducting all formal change orders/modifications; the timely submission of required agency reports.

Maintain a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.

Facilitate and support strategic partnership activities with business/industry, community organizations and other entities by participating in partnership meetings, assisting in negotiations of roles and duties, and the drafting of supportive documents.

Coordinates, as needed, with program and contracting officers at the various local, state and federal funding agencies on grant administration issues

Foster an understanding of philanthropy within the organization. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization

Coordinate the design, printing and distribution of marketing and communication materials for development efforts

Build relationships with community stakeholders to advance the mission and fundraising goals of the organization. Conduct research on potential funding sources; maintains contact with external agencies.

Participates on various committees as directed

Grant Writing and Editing

Coordinate grant development and implementation teams for all private foundation grants by serving as the liaison with foundations, grant accounting staff and funding agencies. Monitor progress of grant funded project to include goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant teams through regular communication and meetings; researches institutional and funding agency's policies to ensure implementation and budgets are in compliance

Coordinates effective and timely grant support to project directors for all assigned grant funded projects; provides quarterly reports on the progress of grant-funded projects to Executive Director/Principal

Coordinate special projects for the Executive Director/Principal as assigned

Work closely with faculty and staff in developing and transforming ideas into grant proposals; interacts with campus constituencies involved in grant-funding activities; serves as liaison between PCHS and grant organizations

April 2017

Grant and Development Coordinator, continued

Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants; may collaborate with various internal departments.

May coordinate project activities; prepares and processes letters and correspondence, presentation materials, and manuscripts; maintains funding opportunity databases, activity tracking system, and related confidential files. Facilitate, review, and edit grant proposals; conduct research; compile data; input and retrieve data

Support in the creation and delivery of press releases, media relation content, executive bios, school newsletter content, social media content and speaking proposals

Use website and other media content to accomplish administration's goals. Assist in developing the voice for school's online presence. May write, edit and proofread site content.

May assist with the collation of information and optimize public relations materials. Social media and public relations outreach as it pertains to development for school programs

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of federal grant guidelines
Writing and research skills
Written and verbal communication skills
Interpersonal/human relations skills
Applicable sections of State Education Code and other applicable laws in regards to school funding and accounting.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Manage multiple projects with deadlines,
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Develop information into grant proposals
Codify ideas into coherently written text

April 2017

Grant and Development Coordinator, continued

Page 4

Work collaboratively with faculty in various disciplines
Work independently and manage time effectively
Pay attention to detail and maintain accurate records
Maintain confidentiality
Make arrangements for meetings and conferences.
Maintain a variety of files, records and logs.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university and three years of professional work experience directly related to the essential job duties in the areas of development, grant proposal development and grant management. Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Reaching above the shoulders and horizontally to retrieve files and supplies.
Bending at the waist, kneeling or crouching to file materials.

The incumbent in this job is expected to assist the school in achieving its vision and mission. Customer focus, service, and a willingness to assist as needed are expectations for all employees.

April 2017

Single Job Single Scope Report

Development Director (CM0200076)

Oversees the development program for a non-profit organization, including annual, planned, and major gifts. Develops goals and strategies for all fundraising campaigns. Meets with donors and prospective donors to create and foster relationships. Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization. May require a master's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Choose a Scope
All

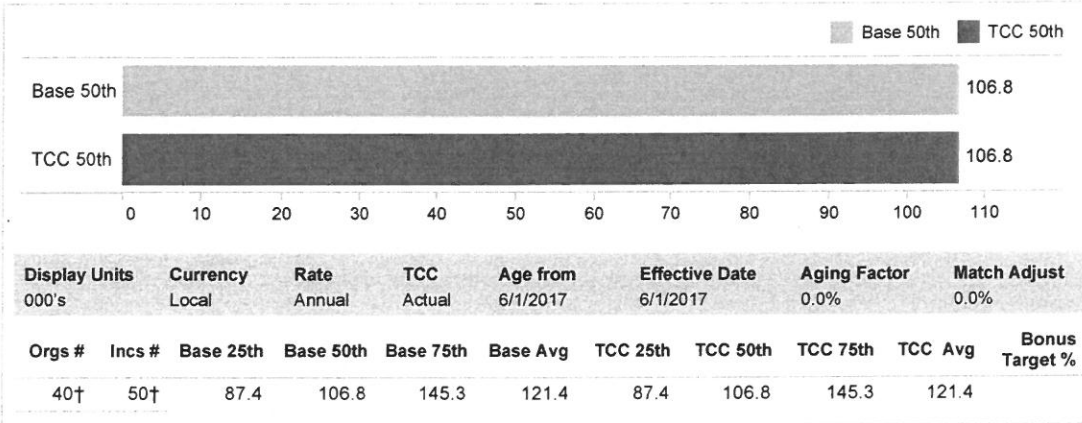
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Development Director

Choose a Job
All

No Company Jobs Matched!



Single Job Single Scope Report

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Choose a Scope
All

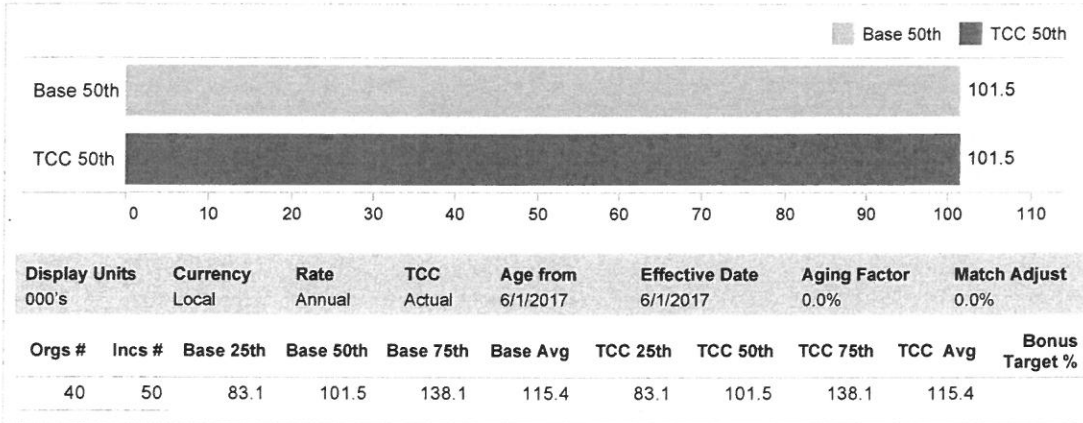
GEO: United States
Size: All Size
Industry: All Industries

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Development Director

Choose a Job
All

No Company Jobs Matched!



Director of Development Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 86,401	\$ 121,576
Beverly Hills Unified School District BHUSD	225	4,276		
Birmingham Community Charter High School BCCHS	234	2,923		
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495		
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766		
Granada Hills Charter High School GHCHS	234	4,224		
Los Angeles Unified School District LAUSD	249/261*	640,000		
Palos Verdes Peninsula Unified School District	220	11,900	\$ 110,410	\$ 132,369
Santa Monica-Malibu Unified School District SMMUSD	249/261*	11,341		
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450		
mean average			\$ 98,406	\$ 126,973
Salary.com	Nat'l		\$ 83,100	\$ 118 ,400
Salary.com	LA		\$ 87,400	\$ 145,300
Recommended			\$ 86,401	\$ 121,576

* accounts for 12 holidays, vacation days vary per individual contract

Requested Data from the following schools, several declined to participate, no one submitted data in time to be included in this comparison

- Loyola High School
- Marymount High School
- Marlbro High School
- Notre Dame High School
- Marter Dei
- Sacred Heart High School

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Board Approved: effective July 1, 2016

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* Pending Board Approval

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: TECHNOLOGY SUPERVISOR/COORDINATOR

BASIC FUNCTION:

Under the direction of the Executive Director and Director-Operations, plan, organize, control and direct the Technology Department; coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; direct the development and maintenance of a networked information system; direct, manage and evaluate instructional, information, technology and communication services and instructional integration; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities.

Coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; establish and maintain time lines and priorities; direct the development, implementation and coordination of technology plans, strategies, infrastructure, systems, projects, programs, services, goals, objectives and an integrated Technology Plan aligned with the PCHS Long Term Strategic Plan and education mission.

Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; provide leadership in the strategic planning, implementation and enhancement of academic and administrative computing, networking and user support in response to the needs of student and staff; collaborate with other administrators to develop a coordinated, efficient and integrated approach to the use of technology in administrative, teaching and learning areas.

Direct the maintenance and improvement of the school's integrated information system; plan, organize, control and direct the installation, configuration, design and modification of computer, telecommunication and network systems, web sites, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and other technology malfunctions.

Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency and capacity to meet the needs of students and staff; develop and maintain key performance indicators; direct the development and implementation of policies, procedures, processes, methods and programs to enhance the financial effectiveness, operational efficiency and capacity of the Department to meet student and staff needs.

June 2017

Technology Supervisor/Coordinator - Continued**Page 2**

Assure adequate technology resources to meet the needs of the school; monitor, analyze and identify technology acquisition and replacement needs and requirements; oversee the development of the comprehensive inventory and replacement plan for technology equipment and other resources; administer a financial planning model for the replacement of campus technology.

Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; assist in the development of standards of hardware and software use; manage users on the servers; oversee the maintenance of the e-mail server/program.

Direct, manage and evaluate instructional, informational and communication services; obtain maximum educational and administrative benefits from information and communication technologies.

Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.

Coordinate a program for the systematic review and selection of technology hardware and software; develop standards for the purchase of hardware and software to support the instruction and management information systems.

Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed.

Collaborate with educators in developing and implementing methods and procedures for enhancing technological integration and meeting established goals; oversee the preparation and scheduling of technological integration; assure inventory of proper materials is sufficient to meet needs; develop programs to identify needs in instructional practices and curriculum and staff development.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

June 2017

Technology Supervisor/Coordinator - Continued**Page 3**

Serve as technical and administrative resource to operational and instructional users; provide technical support for telephone system hardware and software.

Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Communicate with staff and architects regarding the design for an implementation of technology in classrooms, libraries, and offices; develop technology specifications for facility infrastructures.

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; seek partnerships and funding, both private and public, to support the technology program.

Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of the Technology Department.

Understanding of technology integration pedagogy within a high school.

Knowledge of technologies used for diverse demonstrations of knowledge.

Computer languages and programming fundamentals.

Principles and operations of LANs and WANs, data communication systems and related software.

Installation, maintenance and repair of information systems equipment.

Technology and computer software supports related to instruction and administration.

Operational characteristics and requirements of personal computers and networks and related peripheral equipment for Windows, Apple and other platforms.

Use of various computer systems and software and their application to established needs.

Principles, practices and languages used in communication-oriented computer systems.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

June 2017

Technology Supervisor/Coordinator - Continued

Page 4

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Plan, organize, control and direct the Technology Department.
Collaborate with administrators to articulate and implement a technology mission aligned with the PCHS Long Term Strategic Plan.
Direct the development and maintenance of a networked information system.
Direct, manage and evaluate instructional, informational and communication services.
Supervise the performance of assigned personnel.
Plan and implement the installation and use of technologies in an educational system.
Communicate effectively both orally and in writing.
Conduct effective professional development in information technologies.
Maintain current knowledge of technological advances in the field.
Design, install, configure, and maintain the WANs and LANs.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, computer science or related field and four years increasingly responsible experience in network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Working on and around ladders.

June 2017

Technology Supervisor/Coordinator - Continued

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials and view a computer monitor.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Single Job Single Scope Report

Information Technology Supervisor II (IT10000272)

Supervises employees of the information technology department in accordance with organizational policies and goals. Ensures proper functioning of the organization's information systems and makes upgrades as necessary. Helps business operations groups utilize information systems to improve their efficiency. Keeps computer equipment, hardware, and software updated to meet organizational needs. Follows appropriate programming procedures. A level II supervisor has authority for personnel actions and oversees most day-to-day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Choose a Scope
All

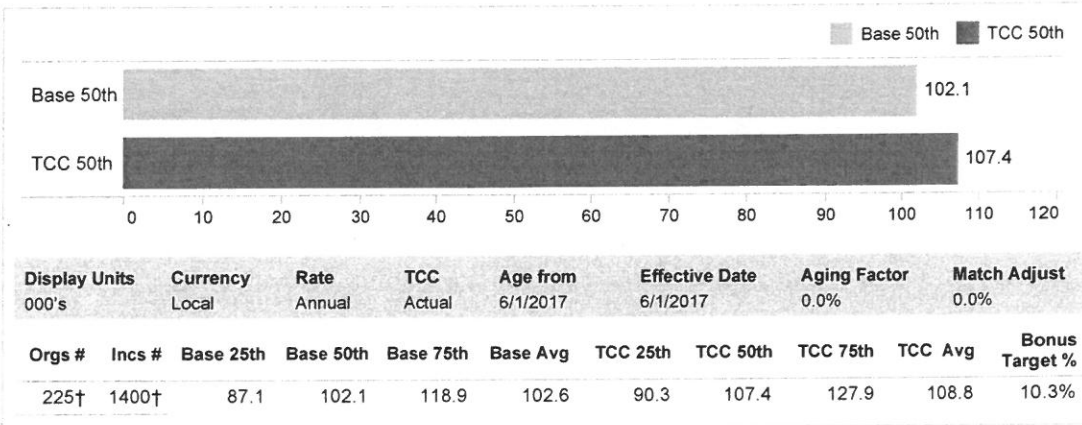
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Supervisors
Job Level: Supervisors
FLSA Status: Typically Exempt

Alternate Job Titles: Information Technology Supervisor II | Information Systems Supervisor II | IS Supervisor II | Level II Information Systems Supervisor

Choose a Job
All

No Company Jobs Matched!



Single Job Single Scope Report

Information Technology Supervisor I (IT10000271)

Supervises employees of the information technology department in accordance with organizational policies and goals. Ensures proper functioning of the organization's information systems and makes upgrades as necessary. Helps business operations groups utilize information systems to improve their efficiency. Keeps computer equipment, hardware, and software updated to meet organizational needs. Follows appropriate programming procedures. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Choose a Scope
All

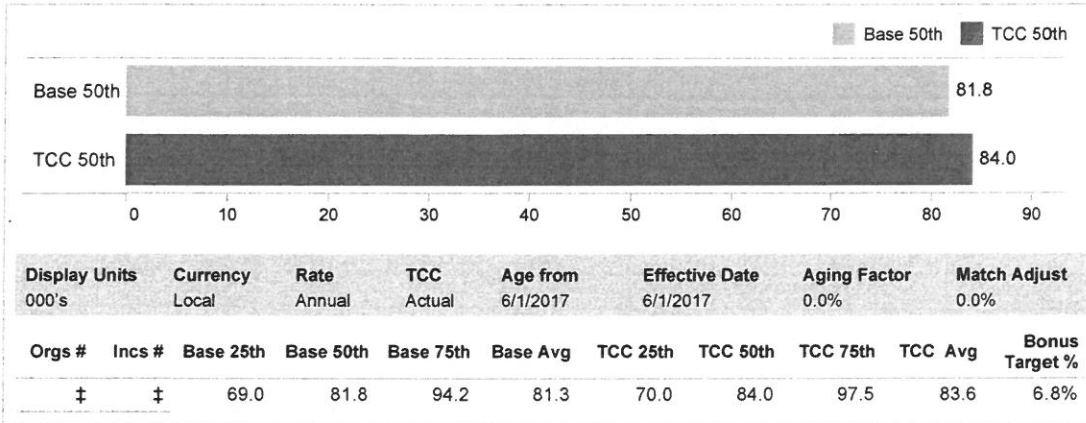
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Job Family: Supervisors
Job Level: Supervisors
FLSA Status: Typically Exempt

Alternate Job Titles: Level I Information Systems Supervisor | Information Systems Supervisor I | IS Supervisor I | Information Technology Supervisor I

Choose a Job
All

No Company Jobs Matched!



Technology Supervisor/Coordinator Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 69,688	\$ 98,059
Beverly Hills Unified School District BHUSD	225	4,276	\$ 54,360	\$ 69,360
Birmingham Community Charter High School BCCHS	234	2,923	\$ 81,864	\$ 100,366
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495		
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766		
Granada Hills Charter High School GHCHS	234	4,224	\$ 113,176	\$ 113,176
Los Angeles Unified School District LAUSD	249/261*	640,000	\$ 101,856	\$ 126,144
Palos Verdes Peninsula Unified School District	220	11,341	\$ 87,900	\$ 106,920
Santa Monica-Malibu Unified School District SMMUSD 222 days	249/261*	2,450	\$ 106,233	\$ 129,126
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450		
Lawndale Elementary School District	241	6,295	\$ 113,159	\$ 128,363
ABC Unified School District	223	20,863	\$ 108,790	\$ 123,900
mean average			\$ 93,003	\$ 110,602
Salary.com		I	\$ 69,000	\$ 97,500
Salary.com		II	\$ 87,100	\$ 127,900
Recommended			\$ 74,636	\$ 105,021

* accounts for 12 holidays, vacation days vary per individual contract

Unrepresented Mid-Management Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Facility, Grounds & Maintenance Supervis	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Campus Safety Supervisor	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Director of Development *	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021	\$110,273	\$115,786	\$121,576
Facility, Grounds & Maintenance Supervis	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
IT Team Supervisor	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258
Manager - Aquatics Facility	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager - Athletics	\$55,695	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369
Manager Fiscal Services	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760
Technology Supervisor/Coordinator *	\$74,636	\$78,369	\$82,287	\$86,401	\$90,760	\$95,258	\$100,020	\$105,021
Head College Advisor (11 month position)	\$58,480	\$61,403	\$64,473	\$67,698	\$71,082	\$74,636	\$78,369	\$82,287

* Pending Board Approval

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: OPERATIONS LIAISON

BASIC FUNCTION:

Under the direction of the Director-Operations, coordinate and schedule the use of organizational facilities by various groups, companies and community organizations; assure compliance with applicable laws, codes, policies and guidelines; process permit applications and collect related payments.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and schedule the use of organizational facilities by various groups, companies and community organizations; assure compliance with applicable laws, codes, policies and guidelines; establish and maintain master calendar of facility use; prepare reports related to facilities use.

Process permit applications according to established procedures; complete paperwork for approved permits; prepare requests for permits and obtain proper authorization; notify applicants of approval or denial; issue permits to applicants.

Serve as a resource to administrators and the public concerning the use of facilities; respond to inquiries and provide detailed information as requested including estimates for use of facilities.

Assist organizations in locating appropriate facilities; coordinate use of site facilities with site personnel and the requesting organization.

Assure fees for use of facilities are received in a timely manner; follow-up with organizations to obtain payments; receive and account for facility fees; issue receipts as needed; maintain related records and prepare related reports.

Assure organizations have appropriate liability insurance; complete insurance applications as needed and determine the cost for the approved insurance program.

Determine staffing needs for various facility-based events; estimate and adjust related costs; assist permit and set-up staff on an as needed basis

Assist with safety procedures; attend and advise in primary meetings and sub-committee meetings; plan, oversee, and execute safety scenarios/objectives and safety drills; calendaring and scheduling for safety drills.

Assist in the coordination of development projects, attend and contribute to LTSP & Capitol Expense meetings

Aid in the financial planning and budgeting for facilities and grounds, coordinate with Facilities, Grounds and Maintenance Supervisor to assure completion of contracted work.

June 2017

Operations Liaison - Continued

Page 2

Aid in student transportation planning; aid in re-registration; provide assistance to the transportation department in the absence of the Transportation Coordinator.

Advise and assist with the scheduling of athlete and sport events, assist with writing non-permit contracts for all athletic teams during the "off" seasons.

Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, reports and correspondence; establish and maintain files for facility transactions.

Communicate with administrators, staff and outside agencies to exchange information, resolve issues and coordinate activities.

Operate a variety of computer and other standard office equipment.

Monitor, oversee and coordinate activities of contracted work crews; keep administrators and other personnel current concerning projects, situations and completion of work; assure activities comply with established rules, regulations, policies and procedures; inspect completed work for accuracy and compliance with instructions and established standards.

Attend and participate in a variety of meetings related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Permit documentation, preparation and processing.
Record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Telephone techniques and etiquette.
Operation of a computer and assigned software.
Laws, codes, policies and procedures related to assigned activities.
Basic math.

ABILITY TO:

Coordinate and schedule the use of organizational facilities by various groups and community organizations.
Serve as a resource to administrators and the public concerning the use of facilities.
Interpret, apply and explain applicable laws, codes, policies and procedures.
Work independently with little direction.
Meet schedules and time lines.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

June 2017

Operations Liaison - Continued

Page 3

Determine appropriate action within clearly defined guidelines.
Prepare reports related to assigned activities.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Answer telephones and greet visitors.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years general experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Unrepresented Positions

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Executive Asst. Communications	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Human Resource Spec.	\$45,610	\$47,890	\$50,285	\$52,830	\$55,505	\$58,315	\$61,267	\$64,370
Operations Liaison	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698
College Advisor	\$23	\$24	\$25	\$27	\$28	\$29	\$31	\$33
Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

Board Approved: effective July 1, 2016

2017-2018	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Database Manager	\$64,474	\$67,698	\$71,082	\$74,637	\$78,369	\$82,287	\$86,401	\$90,760
Executive Assistant	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Executive Asst. Communications	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052	\$74,648
Human Resource Spec.	\$45,610	\$47,890	\$50,285	\$52,830	\$55,505	\$58,315	\$61,267	\$64,370
Operations Liaison *	\$50,285	\$53,020	\$55,671	\$58,454	\$61,378	\$64,446	\$67,668	\$71,052
College Advisor	\$23	\$24	\$25	\$27	\$28	\$29	\$31	\$33
Nurse RN	\$48,111	\$50,517	\$53,043	\$55,695	\$58,480	\$61,403	\$64,474	\$67,698

* Pending Board Approval

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: DIRECTOR-HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, plan, organize, control and direct the Human Resources program to assure the proper delivery of human resources services; develop, implement, administer and interpret policies, systems, processes and programs; stimulate, educate and support others in their knowledge and understanding of Human Resources services and issues; plan, organize and implement long-term and short-term projects and activities designed to develop and augment projects and services; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Human Resources program to assure the proper delivery of human resources services including recruitment and selection, employee-employer relations, classification and compensation, staff development, employee records management, credentials and certification, classified and certificated substitute services, contract administration, workers compensation program support, and other human resources services.

Motivate, educate and support staff, Board members and school district staff in their knowledge and understanding of the various areas of human resource services and related issues through meetings and discussions.

Communicate and support regional and State-wide human resource services through regional planning, participation in State-wide committees and through implementation of meetings and events.

Represent assigned human resource services to local, State and federal agencies and officials; make presentations to associations, community groups and others regarding matters related to assigned services.

Attend local, State and regional conferences and workshops and maintain current knowledge of technologies, theories, regulations and requirements affecting related human resource services; interpret and communicate proposed and enacted legislation at the federal and State level.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and arrange for appropriate training and development of subordinates.

Plan, organize, develop and implement long-term and short-term projects and activities designed to develop and augment human resources services; assure compliance with a variety of State and federal regulations, laws and reporting requirements.

Provide technical expertise, information and assistance to the administrator and individual managers

April 2017

Ewing Consulting, Inc.

Director-Human Resources - Continued

regarding complex employment issues; work with legal counsel as necessary; advise the Principal/Executive Director regarding use of resources, priorities, opportunities and methods to enhance the delivery of human resources services.

Formulate, develop, implement, administer and interpret policies, systems, processes, programs and procedures affecting assigned projects and service areas; plan, develop and recommend goals and objectives for the assigned areas; coordinate Human Resources functions and activities with other programs and functions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities, programs and projects, resolve issues and conflicts and exchange information; interact, service and collaborate with districts and other agencies on various human resources matters; conduct staff meetings to communicate ideas and resolve issues.

Develop and prepare the annual preliminary budget for the Human Resources Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and various assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.

Conduct, attend and participate in a variety of meetings as assigned; participate in State-wide organizations/associations.

Participate in negotiations and on a variety of other special projects.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Human Resources Department.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Oral and written communication skills.

Public speaking techniques.

Organizational operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

April 2017

Ewing Consulting, Inc.

Director-Human Resources - Continued

Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Stimulate, educate and support others in their knowledge and understanding of human resources services.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.

Interpret and apply provision of the State Education code and various regulatory agencies.

Prepare and make clear and concise written and oral reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Plan and organize work.

Provide guidance and direction to managers and other school personnel concerning human resource systems and programs.

Prepare and deliver oral presentations.

Interpret, apply and explain complex rules, regulations, policies and procedures.

Type or input data at an acceptable rate of speed.

Maintain current knowledge of laws, rules, regulations, requirements, restrictions and trends related to assigned areas.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or related field and five years increasingly responsible experience Human Resources management, including labor relations in a school district, business or other government agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid California Administrative Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

April 2017

Ewing Consulting, Inc.

Director-Human Resources - Continued

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

HAZARDS:

Contact with dissatisfied and abusive individuals.

Single Job Single Scope Report

Human Resources Director (Autonomous) (HR09200142)

Plans, directs and carries out policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts new employee orientation programs to foster positive attitudes toward company goals. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations. Investigates accidents and prepares reports for insurance carriers. Conducts wage surveys within relevant labor markets to determine competitive wage rates. Prepares the budget for personnel operations. May be responsible for evaluating and suggesting new benefit or compensation structures or changes to existing plans. Requires a bachelor's degree with at least 7-10 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a Chief Financial Officer, a Chief Operating Officer, or a Chief Executive Officer.

Choose a Scope
All

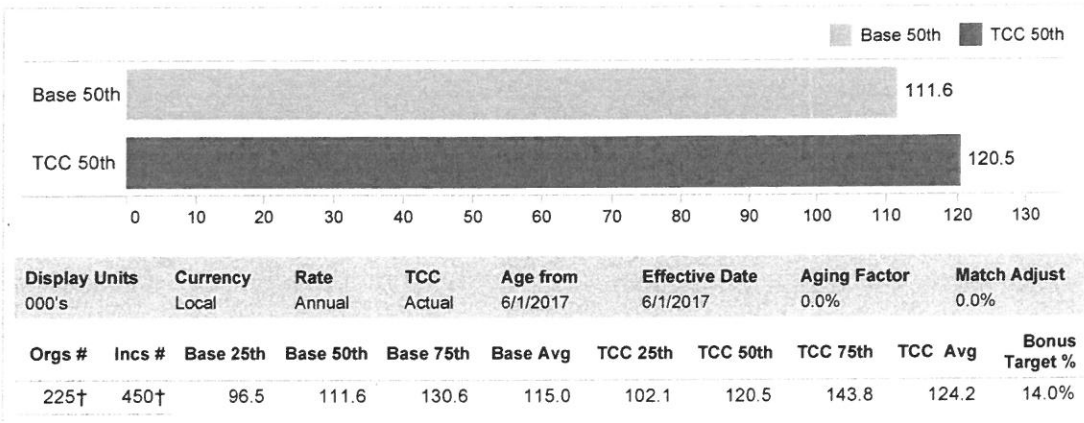
GEO:
Size: FTEs 200 - 500
Industry: Edu., Gov't. & Nonprofit

Choose a Job
All

No Company Jobs Matched!

Job Family: Executives & Senior Managers
Job Level: Directors
FLSA Status: Typically Exempt

Alternate Job Titles: Human Resources Director | Director of Human Resources | Human Resources Director (Autonomous)



Director, Human Resources Salary Comparison

School	#days	ADA	Salary Low	Salary High
Palisades Charter High School	229	2,976	\$ 80,000	\$ 134,672
Beverly Hills Unified School District BHUSD	225	4,276	\$ 108,734	\$ 148,614
Birmingham Community Charter High School BCCHS	234	2,923	\$ 118,320	\$ 144,054
Chatsworth Charter High School CCHS (LAUSD affiliated)	249/261*	2,495	\$ -	\$ -
El Camino Real Charter ECRCHS (LAUSD affiliated)	249/261*	3,766	\$ -	\$ -
Granada Hills Charter High School GHCHS	234	4,224	\$ 133,149	\$ 133,149
Los Angeles Unified School District LAUSD	249/261*	640,000	\$ 91,584	\$ 113,652
Palos Verdes Peninsula Unified School District	220	11,900	\$ -	\$ -
Santa Monica-Malibu Unified School District SMMUSD	249/261*	11,341	\$ 111,615	\$ 135,669
William Taft Charter High School WTCHS (LAUSD affiliated)	249/261*	2,450	\$ -	\$ -
ABC Unified School District	223	20,863	\$ 131,856	\$ 150,168
mean average			\$ 110,751	\$ 137,140
Salary.com			\$ 96,500	\$ 143,800
Recommended			\$ 98,258	\$ 134,038

* accounts for 12 holidays, vacation days vary per individual contract

Palisades Charter High School Administrative Salary Scale

current scale - effective: July 1, 2016

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
Director of Operations	107,161	112,519	117,877	123,235	128,242	131,457	134,672	137,916
Director, Human Resources	85,729	89,212	92,694	96,445	101,267	106,357	112,519	118,949

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

Board Approved effective July 1, 2016

Proposed adjustment to Director, Human Resources scale

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Executive Director /Principal	166,464	174,787	183,527	192,702	202,338			
Assistant Principal /Director	105,693	112,138	118,582	125,028	128,242	131,457	134,672	137,916

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Business Officer	113,162	118,788	124,843	131,095	134,309	137,524	140,739	144,961
Director of Operations	107,161	112,519	117,877	123,235	128,242	131,457	134,672	137,916
Director, Human Resources *	\$98,258	105,693	111,138	118,582	125,028	128,242	131,457	134,038

Longevity increase:

\$3,000 Longevity Stipend each year, after 2 years at the highest step

Doctoral Stipend: \$3,000

Work Days = 229 (241 contract days when including holidays)

* pending Board approval