



Palisades Charter High School

Board Meeting

Date and Time

Tuesday February 27, 2018 at 5:00 PM PST

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)	Rocky Montz
Leslie Woolley (Vice Chair)	Andrew Paris
Deanna Hamilton (Secretary)	Robert Rene
David Carini	Camille Schoenberg
Emily Hirsch	Mystic Thompson
Shawn McClellan	

Student Liaison: Taylor Torgerson

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

January 23, 2018 Regular Meeting

Approve minutes for Board Meeting on January 23, 2018

E. Approve Minutes

January 29, 2018 Special Meeting

Approve minutes for Special Board Meeting on January 29, 2018

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 & Finance Committee Report
- B. Academic Accountability Committee Report
- C. Charter Committee Report
- D. Election Committee Report

IV. Board Committees (Board Members Only)

- A. Survey Committee
- B. Audit Committee
 - Audit Contract

V. Academic Excellence

Academic Excellence

- A. PCHS Graduation Requirements
- B. Update on Schoolwide Goals

VI. Governance

Governance

- A. CSD Compliance Monitoring Checklist
- B. Form 700 Annual Completion
- C. Board Member Recusal Policy Draft
- D. Board Committee Code of Conduct Review
- E. Approval of Application to the CTC for Clear Credential
Renewal of Clear Eminence Credential For Employee # 100560
- F. Update on Post-Retirement Healthcare Benefits

VII. Finance

Finance

- A. Track & Field Loan / Pool Loan Options
- B. Review of PCHS Tax Return
- C. Consolidated Application for Federal Funding (CONAPP)

VIII. Facilities / Operations

- A. Facilities Safety/Security
Including, but not limited to: Fencing, IDS, Guards, Radios

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

X. Consent Agenda 1: Non-Finance Items

- A. Approval of Field Trips

XI. Consent Agenda 2: Finance Items

- A. Approval of reimbursements for Executive Director / Principal

XII. New Business / Announcements

A. Announcements / New Business

- Date of Next Board Meeting is Tuesday, March 20, 2018
- WASC Visit is March 11 - March 14
- CCSA Conference is March 26 - March 28
- Spring Break is March 23 - April 2

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

XIII. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

(Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)

B. Student Matter: Discipline/Expulsion

C. Public Employee Discipline/Dismissal/Release

(Govt. Code section 54957)

XIV. Open Session

A. Return to Open Session

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

XV. 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 January 23, 2018

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday January 23, 2018 at 5:00 PM

Location

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Trustees Present

Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Leslie Woolley, Mystic Thompson, Rocky Montz

Trustees Absent

Emily Hirsch, Robert Rene, Shawn McClellan

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Shelby Ladnier

I. Opening Items

A. Call the Meeting to Order

5:09pm meeting was called to order.

Robert Rene, Shawn McCellan and Emily Hirsch are not in attendance.

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Jan 23, 2018 at 5:09 PM.

B. Record Attendance and Guests

C. Public Comment

Tami Christopher addressed concerns with the PCHS Grade Appeal Policy. She would like the policy to be clarified for parents, so it is clear that teachers cannot round up grades and there are five specific reasons a grade can be appealed. Clarifying the policy will avoid negative feelings toward the process and teacher.

Ivy Greene, a Booster Club member reminded the community of the up coming online and live auction presented by Booster Club. Keep points:

- Auction Items are needed.
- Promote the Auction
- Online Auction begins February 18, 2018
- Live Auction -March 17, 2018

D.

Approve Minutes

Emilie Larew made a motion to approve minutes from the Board Meeting on 12-12-17 (with three absent) Board Meeting on 12-12-17.

David Carini seconded the motion.

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

Roll Call

Leslie Woolley	Aye
Robert Rene	Absent
Shawn McClellan	Absent
Camille Schoenberg	Aye
Deanna Hamilton	Aye
Rocky Montz	Aye
David Carini	Aye
Mystic Thompson	Aye
Emilie Larew	Aye
Andrew Paris	Aye
Emily Hirsch	Absent

II. Organizational Reports

A. Student Report

Taylor Torgerson reported on March 10th the Spring Fling Dance will be held.

B. Parent Report

Nothing to report. Simply to highlight the Booster Club - online and live auction.

C. Classified Staff Report

Nothing to report.

D. Faculty Report

Nothing to report.

E. Human Resources Director (HR) Report

Stands as submitted. Amy Nguyen highlighted the Wellness Event scheduled for tomorrow on campus and all employees are invited.

F. Director of Operations Report

Stands as submitted.

Don Parcell provided the following answers to Board Member questions:

There is no update or response from LAUSD regarding our obligation to work with LAUSD when filming on campus.

The storm drain that caused the flowing of the Baseball field is on the city property. No major damage to the baseball field, but the residual of the flow may cause an issue with the hill. We may seek reimbursement for the damage from the city.

G. Director of Development Report

Stands as submitted.

H. Chief Business Officer (CBO) Report

Stands as submitted.

I. Executive Director/Principal (EDP) Report

Stands as submitted.

III. Board Committees (Stakeholder Board Level Committees)

A. Budget & Finance Committee Report

Greg Wood reported there was a committee meeting yesterday and the budget calendar and policies will be discussed at next Monday's (1/29) Board Meeting.

Greg was asked by the Board Chair to forward agenda items for January 29, 2018 meeting.

B. Academic Accountability Committee Report

Meeting was cancelled and will be rescheduled.

C. Charter Committee Report

Deanna Hamilton reported the first meeting of the year is being planned for February.

D. Election Committee Report

Rocky Montz provided a Election Committee Report that will be included in the Board materials. The report outlined the election timelines and coming up open seats. There are 6 seats coming open:

- Community Seat
- Parent Seat
- Traveling Parent Seat
- Administrative/Mgmt. Seat
- Faculty Seat

- Faculty Seat- voted by students

We always have 6 seats open. Election timeline - was moved it up this year to be more streamlined with the students elections.

March 2nd - deadline for candidate applications.

The Infinite Campus email address for parents will be used to send parents the election ballot via Election Buddy. The Infinite Campus must be updated by April 4, 2018.

Election window opens on April 9, 2018

Election window ends April 16, 2018 at 11:59pm

Discussion Items:

Candidate recruitment is always an issue.

Do we want to have a Candidate Forum.

Voter turn out - is it possible to encourage the staff to vote?

Board members whose seats are coming up for reelection, you have to decide if you want to run again.

Board Chair Emilie Larew mentioned the upcoming elections at today's Faculty Meeting to encouraged attendance at today's and Monday's Board Meeting.

IV. Board Committees (Board Members Only)

A. Ad Hoc Committee Update: Campus Intrusion Detection System Contract

Camille Schoenberg stated the committee has not meet yet, as Don is still securing bids. The question was raised if the committee was still relevant since the purpose of the Ad Hoc Committee was to select and approve a contract, so work could begin over the Winter Break. It was mentioned the committee should remain in place to vet proposals and approve or eliminate vendors. It was also recommended that the all the bids be presented to the Board for consideration and voting.

Board decided to vote to retain the Ad Hoc Committee.

Mystic Thompson made a motion to keep the Ad Hoc Committee to vet contracts before presenting the contracts for approval by the Board. The motion was seconded by Rocky. Voting Yes: Emilie Larew, Leslie Woolley, Deanna Hamilton, David Carini, Rocky Montz, Andrew Paris, Mystic Thompson. Voting No: None. Abstain: Camille Schoenberg.

Motion passed.

Camille abstained (three absent) motion passed.

B.

Audit Committee Report

Tabled. The Auditor did not attend the meeting as expected.

C. Survey Committee

The committee works on the Stakeholder Survey. We have used Columbia for the survey in the past. The committee consist of Faculty, Community and Parent Board Members. The committee currently needs a Parent Board member.

Deanna Hamilton volunteered to serve as the Parent Board Member.

V. Academic Excellence

A. Request for Allowance of Attendance - Approval of Updated Form

The Request for Allowance of Attendance for approved during the December Board Meeting was an outdated form. The outdated form was submitted to LAUSD, but the slightly revised form may need to be submitted. The Board asked to approve the amended Request for Allowance of Attendance form.

Leslie Woolley made a motion to Approval the submission of the amended Request for Allowance of Attendance form if applicable.

Rocky Montz seconded the motion.

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

Roll Call

Deanna Hamilton	Aye
Robert Rene	Absent
Camille Schoenberg	Aye
Emilie Larew	Aye
Mystic Thompson	Aye
David Carini	Aye
Shawn McClellan	Absent
Andrew Paris	Aye
Emily Hirsch	Absent
Leslie Woolley	Aye
Rocky Montz	Aye

B. Math Committee Update

Dr. Magee reported the Math Committee will meet on January 30th. The committee will consist of a group of parents and teachers. The committee will review data, best practices, previous surveys. The goal is to create an action plan for next year.

C. Update on Schoolwide Goals

There was a Board Training team (PESCRU Reps) onsite last week to help review the current goals and check in to see how we are doing with best practices and ensure we are moving forward with keeping closer relationships, climate and culture enhancement and refining our school goals. Commitment to stay in touch with each other, and staying on track with refining many processes.

D. WASC Update

Paul Mittleback and Monica Iannessa provided an update on the WASC.

Its a self-study (all stakeholders) get together to review that our school is staying on track with the goals we set in 2012.

It provides an opportunity for our school to do a reset/create a new roadmap to give us an understanding of where we need to go to make our school and organization better.

A lot of collaboration, lots of group including the Board Committees, lots of Google doc's input from different departments. The process of the self-study; set goals, reassess and retweak. cycle of accreditations.

- A. Organization
- B. Curriculum
- C. Instruction
- D. Assessment
- E. School Culture

WASC Home Groups work with other groups and spent countless hours gathering the data and writing the report.

Advancing as a data driven core

Critical needs (2017): Continuously narrow the achievement gap between student demographics. Bell Schedules. Continuously diversify and personalize PCHS Staff Professional development.

Develop and maintain a positive and equitable school climate and culture

Develop and implement a revised school-wide technology plan

Pursue available funding to subsidize transportation

Educational Equity-Educational Equity-Educational Equity-Educational Equity-Educational Equity

Our report due date is January 29.

WASC Visit is March 11-14

Board Members and Leadership are invited to our WASC VISITING TEAM RECEPTION, SUNDAY, MARCH 11, TBA AFTERNOON @ Maggie Gilbert Aquatic Center. PCHS is hosting.

E. PCHS Wellness Policy

Mary Bush & Susan Ackerman - presented the PCHS Wellness Policy for review and Board approval.

It was suggested that policy be accommodate the following items and presented at the next Board Meeting on February 27th:

- Add more information about prevention and intervention.
- Restructure / rearranging- seems to be frontloaded - The most important part is the policy - move policy section to the front of the document.
- Remove product brand names to avoid the appearance of an endorsement.
- Remove redundancy and keep some aspect more brief.
- Page 4 - farmers market..... change the phrasing so it does not seem like we PCHS are starting a farmers market.

VI. Governance

A. Information About CCSA Conference in March - San Diego

Board Members have received invitations to CCSA, which will be held during Spring Break. Shelby Ladnier is coordinating all registration and Hotel stay.

VII. Finance

A. Audited Financials - Annual Report

Auditor was not present. We will have to table.

VIII. Facilities / Operations

A. Elevator Repair Update

Don Parcell reported LAUSD has been making repairs for the last two weeks. Hopefully after the inspection we will be back up by the beginning of February 2018. All operational parts have been upgraded. We have not heard back from LAUSD about funding the elevator costs. Still pending. LAUSD front end funded it on paper. Once repair is complete, we will have to circle back with LAUSD to see how they can reimburse us.

B. Campus Safety and Security Update

Don Parcell reported we continue to seek proposals in for intrusion detection and will be implementing a new system once we get the final proposals. We still need funding for fencing.

C. Transportation: Long-Term Viability and Reports

Funding is still critical. We have a financial meeting next Monday and Don Parcell will know more then.

IX. Consent Agenda 1: Non-Finance Items

A. Approval of Field Trips

Rocky Montz made a motion to approve Consent Agenda 1: Non-Finance Items as submitted.

Andrew Paris seconded the motion.

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

Roll Call

Leslie Woolley	Aye
Robert Rene	Absent
Deanna Hamilton	Aye
Emily Hirsch	Absent
David Carini	Absent
Emilie Larew	Aye
Rocky Montz	Aye
Mystic Thompson	Aye
Shawn McClellan	Absent
Andrew Paris	Aye
Camille Schoenberg	Aye

X. Consent Agenda 2: Finance Items

A. Approval of reimbursements for Executive Director / Principal

Leslie Woolley made a motion to approve consent agenda 2: Finance Items.

Deanna Hamilton seconded the motion.

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

Roll Call

Emily Hirsch	Absent
Leslie Woolley	Aye
Deanna Hamilton	Aye
Rocky Montz	Abstain
Shawn McClellan	Absent
Camille Schoenberg	Aye
Andrew Paris	Abstain
Robert Rene	Absent
Mystic Thompson	Abstain
David Carini	Absent
Emilie Larew	Abstain

XI. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

postponed. Table our close session items.

B. Student Matter: Discipline/Expulsion

C. Public Employee Discipline/Dismissal/Release

XII. 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 6:37 PM.

Respectfully Submitted,
Emilie Larew

Coversheet

Approve Minutes

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on January 29, 2018

APPROVED



Palisades Charter High School

Minutes

Special Board Meeting

Date and Time

Monday January 29, 2018 at 5:00 PM

Location

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Andrew Paris, Camille Schoenberg, David Carini, Deanna Hamilton, Emilie Larew, Emily Hirsch, Leslie Woolley, Rocky Montz

Trustees Absent

Mystic Thompson, Robert Rene, Shawn McClellan

Ex Officio Members Present

Dr. Pam Magee

Non Voting Members Present

Dr. Pam Magee

Guests Present

Shelby Ladnier

I. Opening Items

A. Call the Meeting to Order

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Monday Jan 29, 2018 at 5:12 PM.

B. Record Attendance and Guests

Robert Rene and Camille McClellan were not present during call to order.

C. Public Comment

No public comment.

II. Governance / Finance

A. Audited Financials Annual Report: 2016-2017 Audit Report

Matt Miller from Vavrinek, Trine, Day and Co., LLP presented the audit report to the Board. The Annual Financial Report-June 30, 2017 is included in the Board Materials. The audit was conducted for the purposes of forming an opinion on the consolidated financial statements as a whole. The state requires 5% reserves and Pali has 30% reserves. Two sections - internal process and student body area are reviewed in the spring time of school year. Key area reviewed is controls; tells us about risk assessment to help with planning stage. Testing in October will cover payroll rules and federal money.

State money in the spring. Testing is done one year and then reviewed again in year three. The audit required to look at weakness not control issues. In the report there is a

management letter with an observation regarding the Associated Student Body-Disbursement. Internal controls over the disbursement process are not in place. ASB expenditures are not being preapproved prior to any purchase transaction. It is recommended cash disbursements from ASB funds be preapproved. Second observation, ASB is not utilizing revenue potentials for fundraisers. The revenue potential form (an internal control tool), should be used to document revenues, expenditures, potential revenue and actual revenue. This form will indicate fundraising success and failures and weak control areas. Last observation, ASB inventory is not properly reflected on the financial statements. It is recommended the inventory list contain a description, unit cost, quantity and value. Financial Statements most accurately reflect post-employment benefits obligations. Our next assets beginning, July 1, 2015 at \$9,313,227 must include the understatement of post-employment benefits obligations, so the Net Assets beginning, July 1, 2015 are restated as (1,526,928).

Emily Hirsch made a motion to accept the audited financials annual report as submitted. Deanna Hamilton seconded the motion.

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

Roll Call

Shawn McClellan	Absent
Mystic Thompson	Absent
Deanna Hamilton	Aye
Camille Schoenberg	Aye
Rocky Montz	Abstain
Emily Hirsch	Aye
Emilie Larew	Abstain
Robert Rene	Absent
David Carini	Abstain
Leslie Woolley	Aye
Andrew Paris	Abstain

B. Board Training: School Budgeting 101

Employee Board Members recused themselves and left the Board Meeting during the school budgeting discussion.

Greg Wood provided an overview of the PCHS budget. Major source of revenues is from LCFF(State Aid). Total of all revenues is \$33,412,496. LCFF is made up of Base Grant (ADA count), Supplemental grant (foster, low-income), Concentration Grant, We have to submit a Local Control Spending Report. PCHS receives the LCFF revenue in the form of State Aid, Property tax and Education Protection Act (Prop 30).

Also, receive Federal Revenue for targeted programs:

- Title I (for EL/Low-Income Students)
- Title II (Professional Development for Teachers)

- Perkins (Career/Technical Education)
- IDEA (Special Ed)
- School Lunch Program (Cafeteria/food services)

Outside sources used to supplement state and federal revenue: PCHS Fund, Booster Club, Fundraising Donations, Facility Rental

Revenue can be unrestricted (no strings attached) or restricted (specifically targeted to a program).

Expenses include salary, benefits, books/supplies, operating expenses, capital outlay. Salary/Benefits is 79% of the expenses.

School Demographics: 3010 Students enrolled, 2,916 Average Daily Attendance, Over 110 zip codes represented.

Categorical Programs: Special Education, School Nutrition, CTE, Title 1

Capital and Technology Improvements: Track and Field, LED Lighting, Chrome books, Security Cameras.

Each year PCHS goes through budget process (see budget calendar). All stakeholders are involved in the decision making. LCAP developed to outline spending of state money. We have a budget finance committee that vets all budgetary items for Board approval.

Looking Ahead -Budget Uncertainties

Multi-Year Projection Model • STRS/PERS Increases • Employee Health Benefits Premiums • Home to School transportation • Lifetime Health Benefits • Building Reserves

Get involved with Budgeting Process: Attend LTSP Meetings -4th Wednesday of the month; Join Budget/Finance Committee

C. School Budgeting & Long-Term Planning: Personnel & Benefits

Greg Woods discussed the Post Retirement Benefits. The retiree health benefits is available to eligible employees at retirement and covers the retiree and covered dependents during the lifetime of the retiree. The Actuarial Valuation report from Nyhart for fiscal year ending June 30, 2016 determined the actuarial liability or expected postretirement benefits obligation as of July 1, 2015 is \$20,414,624. If PCHS were to place this amount in a fund earning interest at the rate of 5% per year, and all other actuarial assumptions were met, the fund would have enough to pay all expected benefits. PCHS currently designating \$691,000 towards the post retirement benefit; we should be designating \$1.4 million each year.

It is recommended that the Post Retirement Benefits Committee be revamped to continue to investigate options to fund post retirement benefits. It's recommended to seek out consultants that are assisting other institutions with funding/revamping retiree benefits programs, research how LAUDS is handling their retiree benefits and reach out to other charter schools like Birmingham that may have the same retiree benefits cost issue.

Steve Klima, Amy Nguyen, Deanna Hamilton and Emily Hirsch have agreed to participate on the committee.

D. School Budgeting & Long Term Planning: Everything Else

Mike Rawson reported the PCHS Fund is the only school funding source for sustainability of school programs and meeting the long-term, strategic needs of the school as identified by LTSP. Snapshot of current development efforts:

The PCHS Fund - \$74,275 raised from 111 donors. Average gift = \$669

- Donor Zip Codes: 90272 (45), 90049 (16), 90025 (6), 90402 (6), 90066 (4), 90290 (3)
- 90064 (2), others (29).
- Donations to athletic teams - \$19,404 raised from 29 donors. Average gift = \$669
- Donations to classroom teachers - \$11,299 raised from 126 donors. Average gift = \$90
- Donations to extracurricular - \$3,982 raised from 15 donors. Average gift = \$265
- Donor Brick Campaign - \$71,037 raised from 142 donors. Average gift = \$500
- Donor Zip Codes: 90272 (85), 90049 (15), 90025, (10), 90402 (7), 90066 (7), 90064 (4),
- 90290 (2), 90077 (2), others (12)

Total donors = 423/Total families = 16 percentage participation

For incoming freshman class we need to instill the value of a PCHS education.

Development planning for 2018-19

The PCHS Fund will target those items considered as a priority as determined by LTSP, our LCAP and board. Methodology of engaging more of our stakeholders.

Funding for Transportation- increase the number of students utilizing car-pooling and public transportation options (Ride Amigos), dedicate a percentage of The PCHS Fund for transportation. This year is 7%. Next year will be determined by LTSP, pursuit of private funders to support special needs, at-risk, at-need students to help fund their transportation. After school programming may be a source for funding for students in outlying areas (Craigslist Charitable Foundation), pursuit of public funds, i.e. municipal, state and/or federal funding, investigate the cost/benefit of leasing or purchasing buses to reduce demand for outside busing entities.

Don Purcell discussed a funding gap of \$84,000 per year for operational needs. Funding is needed to address aging infrastructure, deferred maintenance for pool and track and field. There are over 100 capital projects that should be addressed. There will be little funding assistance from LAUSD.

E. Fiscal Policies and Procedures Update: Lost/Return Check Policy

Tabled

F. Fiscal Policies and Procedures Update: Budget Calendar 2018-2019

It was recommended that the FY 18/19 Budget Calendar state on May 7, 2018 the B/F Committee will recommend IMA Budget for Board Approval.

Rocky Montz made a motion to to approve the FY 18/19 Budget Calendar with an amendment to the task on May 7, 2018 to read recommends IMA Budget for Board Approval.

David Carini seconded the motion.

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

Roll Call

Deanna Hamilton	Aye
Shawn McClellan	Absent
Emilie Larew	Aye
Andrew Paris	Aye
Emily Hirsch	Aye
Leslie Woolley	Aye
Camille Schoenberg	Aye
Robert Rene	Absent
David Carini	Aye
Mystic Thompson	Absent
Rocky Montz	Aye

G. Approval to Submit SARC Report

The SARC Report was in the process of being completed, but must be submitted by February 1, 2018. It was requested that the Board pre-approve the report to be submitted by the deadline.

Rocky Montz made a motion to approve the submission of the SARC Report with the understanding the report will be brought back to the Board to review.

Emily Hirsch seconded the motion.

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

III. Consent Agenda 1: Non-Finance Items

A. Approval of Field Trips

Rocky Montz made a motion to approve consent agenda 1: Non-Finance Items.

Leslie Woolley seconded the motion.

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

Roll Call

Camille Schoenberg	Aye
Leslie Woolley	Aye
Rocky Montz	Aye
Emily Hirsch	Aye
Deanna Hamilton	Aye
Shawn McClellan	Absent
Mystic Thompson	Absent
David Carini	Abstain
Emilie Larew	Aye
Andrew Paris	Aye
Robert Rene	Absent

IV. 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 7:11 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_HR Board Report February 27 2018.pdf



PALISADES

CHARTER HIGH SCHOOL

Human Resources Board Report

February 27, 2018

Election/New Hire:

Name	Classification/Position	Funding	Effective Date
Lisa Saxon	Assistant Athletic Director	General	February 5, 2018
Mike Voelkel	Coach – Baseball	General	February 5, 2018
William Gumm	Coach – Baseball	General	February 5, 2018
Peter Gunny	Coach – Baseball	General	February 5, 2018
Lee Sugich	Coach – Baseball	General	February 5, 2018
Claudius Shropshire 3rd	Coach – Track	General	February 5, 2018
Bob Macias	Coach – Track	General	February 5, 2018
Darryl Taylor	Coach – Track	General	February 5, 2018
Robert Hockley	Coach – Track	General	February 5, 2018
Victoria Dario	Coach – Softball	General	February 5, 2018
Laura Gremaud	Coach – Softball	General	February 5, 2018
Amber Flores	Coach – Softball	General	February 5, 2018
Manuel Flores	Coach – Softball	General	February 5, 2018
Bud Kling	Coach – Tennis	General	February 5, 2018
Ray Hugil	Coach – Tennis	General	February 5, 2018
Maggie Nance	Coach – Swim	General	February 5, 2018
Tim Murphy	Coach – Swim	General	February 5, 2018
Kevin Donovan	Coach – Boys Lacrosse	General	February 5, 2018

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

Gus Campos	Coach – Boys Lacrosse	General	February 5, 2018
Will Manning	Coach – Boys Lacrosse	General	February 5, 2018
Betsy Economou	Coach – Girls Lacrosse	General	February 5, 2018
Carlos Gray	Coach – Boy Volleyball	General	February 5, 2018
Dustyn Woropay	Coach – Boys Volleyball	General	February 5, 2018
Dave Suarez	Coach – Boys Volleyball	General	February 5, 2018
James Paleno	Coach – Golf	General	February 5, 2018

Retirement/Resignation:

Name	Classification/Position	Funding	Effective Date
Carol Croland	Teacher –SDP, English	General	June 8, 2018
Sean Grady	Special Education Assistant	General	February 26, 2018
Khalil Hart	Teacher – RSP	General	June 8, 2018
Tom Meier	Teacher – CTE, STEM	General	June 8, 2018
Daniel Pass	Teacher – Math	General	June 8, 2018

Termination:

Name	Classification/Position	Funding	Effective Date
Karen Avilas	Substitute Teacher	General	February 6, 2018
Jazzmyne Urquiza	Lifeguard	General	January 30, 2018

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Staffing and Recruitment: Amy Nguyen held a recruitment booth at the Teachers Recruiting and Career Fair on February 15th, 2018. HR continues to promote Palisades Charter High School as an outstanding educational that offers the best place of employment for faculty. In turn, we will be

seeking a strong diverse faculty through recruitment. The best candidates search for open positions in March and April. HR will continue to seek timely notice from current employees regarding their own retirement plans by offering retirement information sessions.

Retirement: CalSTRS and 403b - The California State Teachers' Retirement System (CalSTRS) representatives came to the PCHS campus and held a workshop on February 20th, 2018. Over 40 staff members were able to participate and receive information on their retirement. PCHS also hosted Schools First as they held a workshop on the 403b retirement planning options that are available through our Third Party Administrator.

Professional Development: PCHS continues to stress the importance of professional development for our staff. All of the mid-management employees will be attending individual professional development classes or conferences this spring.

Eminence Credential

ACTION ITEM:

Approval of Board Resolution supporting the application to the California Commission on Teacher Credentialing to Clear the Eminence Credential for employee #100560

Eminence Credential Background

The purpose of the Eminence Credential is to provide for the issuance of a teaching credential in the unusual circumstance where an individual who is so eminent in their field that they will compensate for their lack of a teacher preparation program by the exceptional knowledge and renown in the subject matter of their expertise.

In accordance with Education Code Section 44262, the California Teacher Credentialing Commission may issue an Eminence Credential to any person who has achieved eminence in a field of endeavor taught or service practiced in the public school of California.

The employing school district's responsibility is to validate that the individual's ability to teach during the first two years of the individual's assignment. During that time, the individual is only authorized

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to teacher for the requesting school district and such employment must be in the field where the individual has established their expertise.

Palisades Charter high School is recommending that the California Teacher Credentialing Commission grant the Clear Eminence Credential for Nancy Cassaro-Fracchiolla as a Drama Teacher.

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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 02_27_18 Additional Materials.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report February 27, 2018

Security/Safety:

- PCHS has increased School Day campus security since the Parkland, FL incident, but only on a short-term basis. Additional Guard coverage at PCHS for the entire Spring Semester (and beyond) recommended, but still needs funding.
- Reminder that PCHS just recently executed an Active Shooter Drill on 1/29/2018. Barricade-in-Place Classroom Secure-the-Door Kits were previously installed and Faculty/Staff & Students trained in their use. Rally Point video showed to remind/train people where to evacuate to if evacuation is the safest course of action to be taken.
- Additional safety/security measures being compiled and evaluated by PCHS Administration and Security Team
- 3rd-Party experts from the National Education on Safety & Security Institute at UCLA (NESSI) have been engaged to assist PCHS in the identification, evaluation and prioritization of safety/security measures for PCHS.
- Intrusion Detection System (IDS) proposals received and under evaluation, but project put on-hold while more School Day specific safety measures are being evaluated, but still need funding
- Emergency Supplies for Barricade-in-Place scenarios were re-inventoried/re-stocked as needed
- Emergency Evacuation Push-Bar Gates have been added to two key campus evacuation points. Two additional gates planned for installation over the next month. Funding needed for 2-3 more gates at ~\$6k/gate.
- Security fencing as previously proposed still a strong recommendation, but still needs funding
- Perimeter fencing intrusion (climbing-cutting) solution needed. Proposals being sought - funding needed. Having an extra 1-3 minutes before an Active Intruder gets to the more populated parts of campus can mean a world of difference for lockdown and safety.
- Contracting with a locally patrolling security company such as ACS or Gates for on-call emergency support when needed to receive additional higher trained guards in the event of a true crisis. Besides our one (1) on-site LAUSD-PD Officer, even in a 911 situation, LAUSD-PD and LAPD are likely 30-60minutes away and we need much faster response time in such events. Discussions in progress and proposals being sought, but funding still needed.
- An Emergency Texting Solution could be beneficial for a multi-layered communication protocol to go along with PCHS's PA System and VoIP Phone System. Solutions being investigated, but funding still needed.
- PCHS should investigate Social Media Monitoring services such as the social Sentinel (www.SocialSentinel.com) as an additional early detection/warning service to potential threats.



PALISADES

CHARTER HIGH SCHOOL

Permits & Setups:

- Total Permit Revenue for Jan 2018 at ~\$41,000:
 - \$12,000 Filming
 - \$25,000 Recurring Usage Agreement/Permits
 - \$4,000 Non-Recurring Permits + Banners
- Hoping to have a few good months of filming revenue (January thru March) before the Testing Season in April/May requires more peace and quiet during school days.
- Baseball field had outfield grass thatched and new seed and fertilizer was laid. Field was closed on December 15th and re-opened as scheduled on Monday, February 5th (and looked great – Thanks Rocky!)
- Winter Sports Permits in full gear – Spring Sports in Try-Out and Start-up Mode
- Sample of Activities Since Last Board Meeting:
 - FNL Performances
 - 1970's Concert Choir Performances
 - Palisades Symphony Performances
 - BSU Showcase
 - TVN Parent Meeting
 - YMCA Programs: Y&G, Model UN,
 - PP Homeless Task Force Meetings
 - Our House grief Counseling Meeting
 - Girl Scout Cookies Distribution
 - Teen Court
 - Special Board Meeting on Long Term Financial Planning
 - CTE Advisory Committee meeting
 - Voter Registration
 - Coldwell Banker Community Meeting
 - Link Crew Freshman Friday Event
 - Justice League Dodgeball Tournament

MGAC/Pool:

- PCHS, Group/Club and Public Use of MGAC/Pool Continues as Usual
- PCHS Pool Records Board Planned
- Waiting on Funding Plan for Possible Improvements of:
 - Shade for Bleachers on Temescal Side of Pool
 - Outdoor Showers Added under Scoreboard
- Frequency of miscellaneous repairs at Pool starting to climb as Pool Equipment ages
- 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)



PALISADES

CHARTER HIGH SCHOOL

Transportation:

- Ridership has leveled off around 790 students
- Reminder – Special Ed buses combined from 2 to 1 after some students aged out 1st Semester
- New Special Ed Bus Vendor (Mission) took over on Feb 5th. All going smoothly. Reduced Durham Special Ed bus costs ~\$10,000/mo.
- Durham's Regular Ed bus service has been shorting PCHS buses anywhere from 1 to 8 buses a day since Mid-Jan. Over the last two weeks, we've been shorted seven (7) buses 4 days, and 2-4 buses short the other 6 days. PCHS has been forced to rent substitute buses to ensure students can adequately get to/from school costing ~\$15,000.
- Durham's bus shorting has frequently been with little to no notice. I'd be told at Noon that 3 buses were not going to show up for the 2:06pm dismissal, leaving PCHS with no ability to rent buses in time to get to PCHS on time. We've had to combine no-show buses routes to other buses just to get the students home, causing delays for all riders on the buses receiving extra stops.
- We've been shorted 7th-Period/3:08pm Dismissal and 5:45pm Late Buses and had to have early route buses double-back after their routes to cover these departure times. Because of the extended routes of these earlier buses traffic and traffic, these buses would then arrive back at PCHS 15-45 minutes late and therefore the students are leaving PCHS late.
- Durham canceled several Athletic Trip buses the day before they were supposed to leave. PCHS has to scramble and get substitute buses for those trips.
- Durham has had multiple bus breakdowns this 2nd Semester. Luckily not all affecting students. Some have occurred here at PCHS after they had dropped off students in AM, or down on PCHS after dropping students off in the AM; but they've had breakdowns affecting students as well – 2 in the last two weeks.
- While the later part of the 1st Semester was fairly uneventful, Durham has had a very poor performance start to the 2nd Semester, and on a regular basis keeps saying it's going to be better tomorrow or next week, and then it isn't.

Facilities/Projects:

- Elevator Repairs Completed – To date, elevator has been operating as needed.
- School-Wide central heating system not working due to system leak. Repairs completed in late Jan. System working again. Repair location was kept open for 2 weeks to make sure no issues reoccurred, and is scheduled for backfill and concrete.
- Sunset storm drain overflow that caused hillside and baseball outfield damage has resolved and cleaned up. Hillside repairs being investigated by LAUSD with City of LA.
- STEAM Classrooms Electrical Upgrades Well Underway (should be completed in a week or so)
- Student Restroom Upgrades Being Planned for Spring & Summer Breaks
- Re-Seeding of Main Quad completed and looking much better
- Front of A-Building Landscaping being planned for March installation
- Spring Break Project Planning Underway
- Stadium LED Lighting Project Planned for Spring Break
- 2 New Hydration Stations were installed Mid-Jan



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects: Continued:

- **Garden Gateway Phase 3** – Landscape Architect and Electrical Plans received LAUSD approval. Waiting for wall/sign structural plan approval.
- **Security Fencing** – Security/Safety fencing discussions with Faculty/Staff, Students and Board ongoing. Fencing Needed! Funding still needed.
- **Gym A/C Project** – Additional meetings with LAUSD construction team in Jan & Feb. Project pending DSA Approval, then to go out for bid/award. Estimated start of 8/1/2018 and completion 11/1/2019 (15 months).

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: G. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: II_G_Development_Org Reports_02_27_18.pdf



PALISADES

CHARTER HIGH SCHOOL

27-Feb-18

Board of Trustees Meeting Development Report

TOTAL FUNDS RAISED TO DATE:	Prior Report	YTD	Inc.
The PCHS Fund	\$74,275	\$78,229	\$3,954
Donor Brick Campaign	\$120,888	\$123,418	\$2,530
Donations to Athletic Teams	\$19,404	\$19,482	\$78
Donations to Classroom Teachers	\$11,144	\$12,553	\$1,409
Donations to Extra-Curriculars	\$3,941	\$4,407	\$466
Donations to Pali Cares	\$200	\$200	\$0
Restricted Donations/Pledges	\$200,000	\$200,000	\$0
	<u>\$429,852</u>	<u>\$438,289</u>	<u>\$8,437</u>
TOTAL EXPENSES TO DATE:			
Bacio Design		\$4,770	
L.A. Press Printing		\$1,747	
Postage/Mailing		\$4,073	
Advertising (Donor Brick Campaign)		\$2,861	
Subscriptions - Double the Donation		\$449	
Subscriptions - Foundation Directory Online		\$999	
Subscriptions - DonorPerfect		\$1,948	
Service Charges - SafeSave		\$2,606	
Videography		\$250	
Young Alumni Pizza Lunch		\$190	
New Parent Welcome Breakfast		\$930	
		<u>\$20,823</u>	
NET PROCEEDS TO DATE:		<u><u>\$417,466</u></u>	

#March Gladness Campaign

Week of Giving to be held March 26 - 30 coinciding with "March Madness" basketball tournament. A PCHS success story will be featured each day during the week with a kick-off video to be sent on March 24th. Goal is \$15,000.

Submitted Grant Proposals:

Caruso Family Foundation - \$5,000 - pending
 Lewis A. Kingsley Foundation - \$5,000 - pending
 American Hond Foundation - \$30,000 - pending



PALISADES CHARTER HIGH SCHOOL

Board of Trustees Meeting Development Report

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_Part 6_POOL PERMIT BUDGET TO ACUTALS 02-08-18.pdf
II.H_Part 4_2017-2018 Enrollment & ADA to February 2018.pdf
II.H_Part 5_POOL PERMIT CASHFLOW 02-08-18.pdf
II.H_Part 2_CAFETERIA UPDATE 02.2018.pdf
II.H_Part 1_CBO Report 02.27..pdf
II.H_Part 7_Credit Card 02.2018.pdf
II.H_Part 3_2018-2019 Budget Packet.pdf

**PCHS PERMIT and POOL
FY17/18 - BUDGET AND UPDATED ACTUALS**

	2016-2017 Actuals			2017-18 Adopted Budget			2017-18 YTD Actuals (2/8/18)			2017-18 Projections (2/8/18)			Comments	
	Pool	Other Facilites	Total	Pool	Other Facilites	Total	Pool	Other Facilites	Total	Pool	Other Facilites	Total		
INCOME														
Fundraising			-			-			150,000	150,000		150,000	150,000	AYSO Donation
Leases & Rentals	481,890	587,792	1,069,682	509,686	550,000	1,059,686	249,511		273,355	522,866	509,686	550,000	1,059,686	
Total Income	481,890	587,792	1,069,682	509,686	550,000	1,059,686	249,511		423,355	672,866	509,686	700,000	1,209,686	
EXPENSES														
Salary	160,594	71,854	232,448	150,261	60,000	210,261	84,608		43,520	128,128	169,216	95,745	264,961	Facilites offset vs. Consulting
Benefits	18,736	13,675	32,411	42,073	10,000	52,073	10,084		9,031	19,115	43,382	17,234	60,616	
Total Salary & Benefits	179,330	85,529	264,859	192,334	70,000	262,334	94,692		52,552	147,243	212,598	112,979	325,577	
Consulting & Support		132,747	132,747	-	110,000	110,000	-		29,916	29,916	-	59,831	59,831	to charge share of custodial - Further allocations in process
Utilities	36,000		36,000	37,120		37,120	35,789			35,789	35,789		35,789	
Insurance			-	3,500		3,500				-	3,500		3,500	
Other Supplies	72,021	47,539	119,560	88,499	45,000	133,499	37,353		12,724	50,077	88,499	27,993	116,493	
Operating Exp. Other	7,819	28,371	36,191		12,000	12,000			11,094	11,094		16,641	16,641	
Total Operating Expenses	115,841	208,657	324,497	129,119	167,000	296,119	73,141		53,734	126,875	127,788	104,466	232,253	
Total Expenses	295,171	294,186	589,356	321,453	237,000	558,453	167,833		106,285	274,119	340,386	217,444	557,830	
Operating Profit/(Loss)	186,719	293,606	480,325	188,233	313,000	501,233	81,678		317,070	398,748	169,300	482,556	651,856	
DEBT SERVICE			-			-								
Interest	33,314		33,314	26,262	-	26,262	16,197		11,307	27,504				
Principal	153,489		153,489	160,540	-	160,540	92,771		-	92,771				t/f principal begins March 201
Total Debt Service	186,803		186,803	186,802		186,802	108,969		11,307	120,276				
Net Permit Reserve Add/(Reduct)	(83)	293,606	293,523	1,431	313,000	314,431	(27,291)		305,763	278,472				

**PCHS
ENROLLMENT and ADA
BY MONTH BY CATEGORY
2017-2018**

Instructional Days	16	19	20	14	14	14	19	Total
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 6	
Enrollment								102
Regular	2,873	2,869	2,864	2,859	2,830		2,825	
Special Day	67	66	66	66	61		62	
Pali Academy	63	66	62	61	62		65	
Virtual	53	53	53	53	57		59	
	3,056	3,054	3,045	3,039	3,010		3,011	
ADA								
Regular	44,948	52,553	55,332	38,688	38,447		51,192	
Special Day	1,010	1,158	1,213	855	819		1,087	
Pali Academy	903	1,148	1,169	778	780		1,086	
Virtual	807	986	1,029	735	719		1,059	
	47,668	55,845	58,743	41,056	40,765		54,424	
ADA (per month)	2,979.25	2,939.21	2,937.15	2,932.57	2,911.79		2,864.42	
ADA %	97.5%	96.2%	96.5%	96.5%	96.7%		95.1%	
ADA by Type								2,926.48
Regular	97.8%	96.4%	96.6%	96.7%	97.0%		95.2%	96.4%
Special Day	94.2%	92.3%	91.9%	92.5%	95.9%		93.8%	
Pali Academy	89.6%	91.5%	94.3%	91.1%	89.9%		92.2%	
Virtual	95.2%	97.9%	97.1%	99.1%	90.1%		97.8%	

PCHS FY 2017/18 CIVIC CENTER/PERMIT 3 YEAR ACTUALS 7 YEAR PROJECTIONS

[LINK TO DOCUMENT INDEX](#)

Year #	Actuals	Actuals	Actuals	Actuals	Projection	Projection	Projection	Projection	Projection	Projection
	A	B	C	1	2	3	4	5	6	7
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2022-2023	2024-2025
Operating Profit/Expenses	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Revenue	\$ 863,598	\$ 943,018	\$ 1,059,517	\$ 1,069,682	1,209,686	1,082,469	1,107,907	1,133,943	1,160,591	1,187,865
Total Expenses	\$ 357,914	\$ 444,670	\$ 472,325	\$ 589,356	\$ 557,830	\$ 575,625	\$ 592,088	\$ 609,022	\$ 626,440	\$ 644,356
Profit Contribution to Loan-Civic Center Permits	\$ 505,684	\$ 498,349	\$ 587,192	\$ 480,325	\$ 651,856	\$ 506,844	\$ 515,819	\$ 524,921	\$ 534,151	\$ 543,509
Debt Service:										
Track	\$10,467				66,665	190,160	190,159	190,159	142,619	
Pool	\$ 233,808	\$ 237,962	\$ 187,787	\$ 186,803	\$ 186,802	\$ 186,802	\$ 186,802	\$ 155,669	\$ -	\$ -
Total Debt Service	\$ 244,275	\$ 237,962	\$ 187,787	\$ 186,803	\$ 253,467	\$ 376,962	\$ 376,961	\$ 345,828	\$ 142,619	\$ -
Permit Operations Profit (Loss)- Current Year	\$ 261,409	\$ 260,387	\$ 399,405	\$ 293,523	\$ 398,388	\$ 129,882	\$ 138,858	\$ 179,093	\$ 391,532	\$ 543,509
Deferred Maintainence used for T/F					\$ (474,103)					
Ending Amt. Due To (General Fund)/Available for Def. Maint.	\$ (479,212)	\$ (218,825)	\$ 180,580	\$ 474,103	\$ 398,388	\$ 528,270	\$ 667,128	\$ 846,221	\$ 1,237,753	\$ 1,781,262
Note - If Pool Loan paid in full				\$ 656,593	\$ 496,052	\$ 328,136	\$ 152,506	\$ 152,506	\$ -	\$ -
Recommended Deferred Maintenance:										
Track/Field & Pool - minimum recommended deferred maintainance amount	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118	\$ 124,118
Cumulative Deferred Maint.	\$ 496,471	\$ 620,588	\$ 544,706	\$ 668,824	\$ 792,941	\$ 917,059	\$ 1,041,176	\$ 1,041,176	\$ 1,041,176	\$ 1,041,176

BOTW Loan Paid on 4/2016, Pool loan now to lifetime benefits fund (fund 20.0) at 4.5% interest rate
Track & Field Loan of \$850K @4.5% interest rate, 5.5 years (first 6 mos interest only payments)
Payment begins Nov. 2017

PCHS

CAFETERIA OPERATIONS

2017, 2018

	July 2017	August 2017	September 2017	October 2017	November 2017
Cash sales per day	\$ 1,013.91	\$ 992.62	\$ 1,271.83	\$ 1,424.21	
Revenue					
A La Carte/Paid	\$ -	\$ 12,167	\$ 17,867	\$ 27,980	\$ 22,787
Total Sales	\$ -	\$ 12,167	\$ 17,867	\$ 27,980	\$ 22,787
State Reimbursements	\$ 42	\$ 1,932	\$ 3,102	\$ 4,067	\$ 3,005
Federal Reimbursements	\$ 634	\$ 23,471	\$ 36,737	\$ 48,238	\$ 35,514
Total Revenue	\$ 676	\$ 37,570	\$ 57,707	\$ 80,286	\$ 61,306
Cumulative	\$ 676	\$ 38,246	\$ 95,953	\$ 176,239	\$ 237,545
Expenses					
Total Salaries & Benefits	\$ 633	\$ 4,552	\$ 4,378	\$ 4,822	\$ 4,214
Total Chartwells Invoice					
Chartwells Management	\$ 969	\$ 16,691	\$ 23,362	\$ 31,592	\$ 24,923
46.1% Food Expense	\$ 1,135	\$ 19,553	\$ 27,368	\$ 37,009	\$ 29,196
53.9%					
Total Chartwells Expenses (Invoice)	\$ 2,103	\$ 36,243	\$ 50,731	\$ 68,601	\$ 54,119
Total Expenses (Before Commodity Credit)	\$ 2,736	\$ 40,796	\$ 55,108	\$ 73,422	\$ 58,333
Commodity Credit	\$ (4,848)			\$ (4,848)	
Net Expenses	\$ 2,736	\$ 40,796	\$ 55,108	\$ 68,574	\$ 58,333
Net Income/(Loss)	\$ (2,060)	\$ (3,226)	\$ 2,598	\$ 11,712	\$ 2,973
Year To Date	\$ (2,060)	\$ (5,285)	\$ (2,687)	\$ 9,025	\$ 11,997
Per day profit	\$ (268.80)	\$ 144.35	\$ 532.34	\$ 185.79	

**PCHS
PARTICIPATION**

2017-2018 VS 2015-2017

2017-2018	Paid	Reduced	Free	Total	
	37.39	49.11	297.21	383.72	Breakfast
	86.96	63.61	328.55	479.11	Lunch
	124.35	112.72	625.76	862.83	Total
<hr/>					
2016-2017					
	28.96	40.16	222.78	291.90	Breakfast
	74.44	50.92	261.47	386.84	Lunch
	103.40	91.09	484.25	678.74	Total
<hr/>					
Increase					
	29.1%	22.3%	33.4%	31.5%	Breakfast
	16.8%	24.9%	25.7%	23.9%	Lunch
	20.3%	23.7%	29.2%	27.1%	Total



PALISADES

CHARTER HIGH SCHOOL

CBO REPORT BOARD OF TRUSTEES MEETING FEBRUARY 27, 2018

2016-2017

We are working with our Auditor's (VTD) to finalize our Tax Return due by May 15th. The Federal Return (Form 990) is being presented to the Board as a separate agenda item.

2017-2018

Cash Balances for PCHS at the end of January 2018 were \$7.4 million (\$6.9 million Unrestricted and \$5.35 million in Fund 20.0-Lifetime Benefits Account, excluding outstanding loan from Permit account) compared to \$7.7 million in August 2017 (\$7.2 Unrestricted). Our monthly LCFF funding will increase starting at the end of February for the higher ADA we have in 2017-2018. Previous month's funding was based upon last year's ADA of 2,844.

The 2nd Interim Financial Report will be submitted to the CDE by March 15th. This interim Report will update actual spending through January 31, 2018 and revised projections for the full school year.

Attendance

The reported Month 6 attendance and ADA information is attached on a separate report

Cafeteria

Financial and participation updates are attached. These reports were previously discussed with the Budget & Finance Committee this month.

ASB

The following events are in the works for ASB this Spring:

- Spring Fling Dance March 10th
- Pep rally (last day of Spirit week)
- Upcoming elections (starting February 28-March 2)



PALISADES

CHARTER HIGH SCHOOL

CBO REPORT BOARD OF TRUSTEES MEETING FEBRUARY 27, 2018

Civic Center Permit

The latest revenue & expenses and full year projections from the Civic Center Permit activities, including future Cash Flows to 2025 are included. These reports were previously discussed with the Budget & Finance Committee this month.

2018-2019

The Budget Packets were sent out last Friday to employees. A copy of the packet is included for your reference.

Palisades Charter High School
 Credit Card Reconciliation Form
 For the Period of: 01/01/18 - 01/31/18

PLEASE COMPLETE

For finance use only

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category
01/03/2018	MAILCHIMP *MONTHLY - MAILCHIMP.COM, GA	e-mail blasts	PAM MAGEE	PAM MAGEE	150.00		00000.0	5310
01/05/2018	GANAHL LUMBER - TORRANCE - TORRANCE, CA	lumber and materials	PAM MAGEE	D. PARCELL	460.08		00000.0	5510
01/09/2018	NOAH'S-ONLINE CATERING - 180-022-4356, CO	CURRICULUM COUNCIL - PD PREP	PAM MAGEE	PAM MAGEE	109.40		00000.0	4390
01/16/2018	PATCH.COM - 8778877815, NY	ATTENDANCE OFFICE AD	PAM MAGEE	C. LEE	100.00		00000.0	4300
01/16/2018	HOSTMYSITE COM - 877-2154678, DE	SUBSCRIPTION - WINDOWS PRO DATABASE	PAM MAGEE	PAM MAGEE	240.00		00000.0	5310
01/17/2018	COURTYARD BY MARRIOTT - MURRIETA, CA	WRESTLING TOURNAMENT - ROOMS	PAM MAGEE	A. JULIANO	168.37		ASB	WRESTLING
01/17/2018	COURTYARD BY MARRIOTT - MURRIETA, CA	WRESTLING TOURNAMENT - ROOMS	PAM MAGEE	A. JULIANO	168.37		ASB	WRESTLING
01/19/2018	DOMINO'S 8546 - 310-473-6575, CA	TVN - MENS GROUP LUNCH	PAM MAGEE	G. STEWART	114.40		20150.0	4390
01/19/2018	RALPHS #0705 - PACIFIC PALIS, CA	ADMIN MEETING MATERIALS	PAM MAGEE	PAM MAGEE	33.05		00000.0	4390
01/22/2018	WYNDHAM ANAHEIM GARDEN GR - 714-8675555, CA	DECA CONFERENCE	PAM MAGEE	B. KOLAVO	1,487.16		63870.0	5890
01/22/2018	HOSTMYSITE COM - 877-2154678, DE	SUBSCRIPTION - WINDOWS PRO DATABASE	PAM MAGEE	PAM MAGEE	41.85		00000.0	5310
01/22/2018	FREDPRYOR CAREERTRACK - 800-5563012, KS	HR TRAINING	PAM MAGEE	A. NGUYEN	199.00		00000.0	5220
01/22/2018	EB CRITICAL ISSUES CH - 801-413-7200, CA	PD TRAINING	PAM MAGEE	C. LEE	265.99		73300.0	5220
01/23/2018	THE UPS STORE 1787 - PACIFIC PALIS, CA	EXPRESS MAIL - APPLE LEASE	PAM MAGEE	S. LADNIER	9.63		00000.0	5920
01/23/2018	EB CRITICAL ISSUES CH - 801-413-7200, CA	PD TRAINING	PAM MAGEE	M. BUSH	265.99		65000.0	5220
01/23/2018	MARRIOTT HOTELS - BAKERSFIELD, CA	DECA - VEI STATE FIELDTRIP	PAM MAGEE	B. KOLAVO	2,764.48		63870.0	5890
01/25/2018	THE WEBSTAUANT STORE - 717-392-7472, PA	MATS FOR SCHOOL	PAM MAGEE	O. CABRERA	2,011.20		00000.0	5510
01/29/2018	SOUTHWES 5261406746544 - 800-435-9792, TX	CONFERENCE TRAVEL - SACRAMENTO	PAM MAGEE	PAM MAGEE	267.98	YES	00000.0	5220
01/30/2018	DOMINO'S 8546 - 310-473-6575, CA	FUERZA UNIDA LUNCH	PAM MAGEE	J. JIMENEZ	93.20		20150.0	4390
01/30/2018	PAYPAL *LA OPINION - 402-935-7733, CA	ATTENDANCE OFFICE AD	PAM MAGEE	C. LEE	29.99		00000.0	4300

Grand Total **8,980.14**

2018-2019 Budget Packet Instructions

WHAT'S NEW:

- SUNNY SKIES TODAY, CLOUDY IN THE FUTURE AS FUNDING BEINGS TO CAP
- PALI'S LCFF IS NOW FULLY FUNDED, BUT PERS/STRS RATES CONTINUE TO RISE
- 17/18 BROUGHT HISTORIC ADA LEVELS, BUT WE WILL CONTINUE TO BUDGET AT REGULAR ADA LEVELS
- THE ON-GOING CONCERN OF PALI'S LIFETIME BENEFITS OBLIGATION



1.) COMPLETE THE FORMS!

Be sure to complete all fields on the form (fill in department name and number). Include each item, approximate cost, and a reason necessary. Also, prioritize your request. Please be specific!

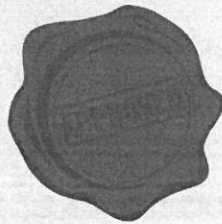
2.) LTSP PRIORITIES

Please keep in mind the hard work put in by the LTSP Committee over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified in the Budget Calendar, will be communicated.



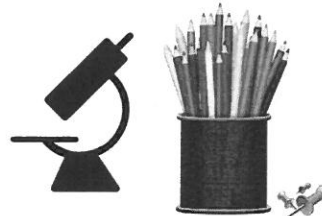
3.) ADMIN MUST REVIEW

Budgets must be turned into your administrator for review by 3/23/18. Finance will not accept a budget that does not come from an Admin. Please see budget calendar page in workbook for more details. Arleta from finance is available from 3/1/18 - 3/16/18 to meet with anyone who needs help completing the packet. Call Arleta at x7235 or send her an email at ailyas@palihigh.org



4.) IMA REQUESTS

To streamline the process and budget to realistic spending amounts, each department has been provided with their 4-year average IMA. On the IMA tab, click the drop-down box and select your department. This will be your baseline IMA. Anything above & beyond will require further explanation on the worksheets.



5) TEXTBOOKS

New/replacement books (physical books you can touch) fall into this category. Please consult with Andrea King for your needs. If you are requesting textbooks for a new course, the new course must already be approved by the curriculum council. If the two above criteria have not been met, your textbook request will not be submitted for approval.



6.) CAPITAL PROJECTS/REQUESTS

Capital (furniture/building project) requests must be vetted by Don Parcell in operations. The requests are also subject to review by the LTSP committee to make sure the requests align with PCHS's needs. If the requests are not reviewed by LTSP/Don Parcell, the request will not be submitted for approval.



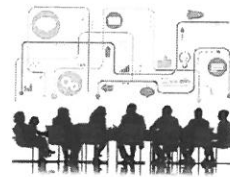


7) CONSULTING

Consulting requests must be reviewed by your administrator and Amy Nguyen in HR. When completing consulting requests, please indicate on the form whether or not the request is new or recurring.

8) PROFESSIONAL DEVELOPMENT

Professional development requests should be reviewed by your administrator and the AA Team for approval. Please indicate whether or not the professional development is in the form of a conference or sub time. If your administrator has not reviewed the request, the request will not be submitted for approval.



9) TECH EQUIPMENT & DIGITAL SUBSCRIPTIONS



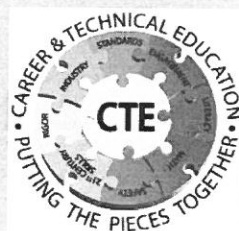
All Tech equipment requests must be vetted by Jeff Roepel in Tech for compatibility and overall usefulness & the LTSP Tech committee. Subscription requests must be vetted by John Vieira for overall usefulness and to avoid duplicates with other subscriptions. If Jeff or John has not vetted your request, the request will not be submitted for approval.

10) AUXILIARIES/ADDITIONAL SALARIES

Auxiliary/additional salary requests must be reviewed by your administrator and Amy Nguyen in HR. When completing auxiliary/salary requests, please indicate on the form (under additional salaries) whether or not the request is new or recurring.



CTE (CAREER-TECHNICAL EDUCATION) UPDATES



CTE Funding for the 18/19 school year remains uncertain. Until we receive further notice on if CTE funds will materialize for next year, the teachers who are fully credentialed CTE teachers should prepare their requests to show expenses they need to operate their program/class. If CTE funds do materialize, then the eligible teachers can receive funds for their requests above their standard IMA.

IN CONCLUSION

- Budget prudently & realistically
- If you need any assistance with preparing the workbook or where items should be classified, do not hesitate to contact or visit:

Arleta Ilyas, Finance Manager
x7235

ailyas@palihigh.org
Student Store
3/1/18 - 3/18/18

HAPPY BUDGETING!

Powered by BoardOnTrack

PALISADES CHARTER HIGH SCHOOL
2018-2019 BUDGET PROCESS

Overview

The 2018-19 Budget will be based upon the latest funding model called the Local Control Funding Formula, also known as the LCFF. This model provides school districts with funding based upon unique needs which differ from district to district. Special funding and allowances will also be provided locally for attendance by students in Low Income, English Language Learner and Foster Youth programs. As part of the State's new budget process, PCHS has developed its' own Local Control Accountability Plan (LCAP) and Long Term Strategic Plan (LTSP) addressing student and facility needs for next year and years to come (links below). Please be thoughtful in the development of the 2018-2019 Budget to ensure that it addresses the greatest needs of PCHS. Your participation in this process is appreciated.

WHATS NEW: WINTER IS COMING. With one-time funding coming to an end, & increases in PERS/STRS going into the double digits, Pali will receive less funding this year than it has in the past 2 years. In order to take account for this decrease in revenue, we are having departments budget realistically for IMA instead of asking for every possible need by setting a baseline amount based on a 4-year average of spending. In an effort to clarify the budget, we've broken out the master other category to make the components more easily to identify throughout the budget process.

[LINK TO LCAP on www.palihigh.org](http://www.palihigh.org)

[LINK TO LTSP on www.palihigh.org](http://www.palihigh.org)

Instructions for completing the 2018-2019 Budget packet.

As you work with the rest of your department/programs to submit to your budget requests keep in mind these instructions:

- 1- Be sure to **complete** the form (Fill in Department Name and Number)
- 2- Include each item, approximate cost, and a reason necessary
- 3- **Prioritize** your request (*Please keep in mind, nothing is guaranteed!*)
- 4- Please keep in mind the hard work put in by the **LTSP Committee** over the last three years; Your budget requests will be reviewed and aligned with the priorities of PCHS. Regular updates to Stakeholders, as identified on the Budget Calendar, will be communicated.
- 5- Consult the technology department for all tech requests
- 6- All Departments, Programs and Office's need to submit their approved budget packet to their Administrator, who must submit the 2018-19 Budget files electronically by Wed, April 7th (see 2018-19 Budget calendar and list of Administrators on the Budget Packet tab).

Administration and Finance staff will be available from 3/1/18 to 3/16/18 to meet individually with your Budget needs and questions. Contact Arleta Ilyas (ailyas@palihigh.org) for an appointment.



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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

FY 18/19 BUDGET CALENDAR

DATE	TASK
01/23/18	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY18/19
01/29/18	BOARD MEETING - FINANCE 18/19 BUDGET CALENDAR APPROVAL
01/31/18	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/15/18	DISCUSS OVERVIEW/DESIGN OF FY18/19 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/23/18	RELEASE FY18/19 BUDGET PACKETS
2/26/18 - 3/16/18	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS.
03/01/18 - 03/16/18	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
3/19/18 - 3/23/18	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/23.**
04/04/18	FINAL BUDGET WORKSHEETS DUE TO BUSINESS OFFICE - SUBMITTED VIA ONLINE FORM BY YOUR ADMINISTRATOR.
04/09/18	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/18	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/18/18	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY18/19 BUDGETS.
04/25/18	LTSP COMMITTEE RECEIVES FY18/19 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/04/18	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS.
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY18/19 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY18/19 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/07/18	BUDGET/FINANCE RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/15/18	PRESENTATION OF B&F COMMITTEE RECOMMENDATIONS FOR TEXTBOOK/IMA BUDGET - BOARD APPROVAL OF TEXTBOOK/IMA BUDGET
TBD	2 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY18/19 BUDGET
06/05/18	FY18/19 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/21-06/23/18	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

Expense Summary

Department/Program	#
---------------------------	----------

Acadec

Amounts will fill in Automatically

Expense	2018-2019
IMA	\$ 4,800.16
Textbook	\$ -
Capital	\$ -
Technology	\$ -
Consulting & PD	\$ -
Subscriptions	\$ -
Additional Salaries	\$ -
Total	\$ 4,800.16

Department: NAME #

Click on cell that says Department to be able to select department name

College Center



FUNDING CATEGORIES

I. Instructional Materials (IMA):

TOTAL AMOUNT

\$ 1,332.77 4 Year Average/2018-19 Baseline

\$ - 2018-19 Above Baseline request

APPROVED BY: _____ ADMINISTRATOR

APPROVED BY: _____ BUDGET/FIN. COMMITTEE

2018-2019 BUDGET REQUEST

Use this sheet to indicate physical items for the classroom (things you can touch, & cost < \$500)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

Department: _____ NAME _____ # _____
 Department



FUNDING CATEGORIES

i. Textbooks

TOTAL AMOUNT _____

APPROVED BY: _____

ADMINISTRATOR

APPROVED BY: _____

BUDGET/FIN. COMMITTEE

2018-2019 BUDGET REQUEST

\$ _____ 2018-19 Request

Use this sheet to indicate your requests for physical books (i.e.: books you can touch & need Andrea to barcode)

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY
1				
2				
3				
4				
5				
6				
7				

Department: _____ NAME _____ # _____

FUNDING CATEGORIES

I. Technology

 TOTAL AMOUNT

 \$ _____ 2018-2019 Requested Amount



APPROVED BY: _____ ADMINISTRATOR
 APPROVED BY: _____ BUDGET/FIN. COMMITTEE

2018-2019 BUDGET REQUEST

Note: Technology requests will be reviewed by the Long Term Strategic Planning to see if department's requests fit the goals of the organization

Please be sure to follow instructions provided in the packet

DESCRIPTION OF EXPENDITURE	AMOUNT	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	PRIORITY

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_EDP_Org Report_02_27_18.pdf



PALISADES CHARTER HIGH SCHOOL

PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT FEBRUARY 27, 2018

Safety Updates

PCHS is working with students and staff to process the most recent tragic school shooting in Florida and other acts of violence in schools. Students are writing letters of support to Stoneman Douglas High School. Students are also providing voter registration information and contacting elected officials urging them to take steps to prevent violent attacks on schools. ASB Leadership and the Justice League are coordinating a school-wide event to raise awareness of school safety and to show solidarity with schools that have experienced tragic losses of life.

The School Safety Team is reviewing safety protocols with the school community. PCHS has been providing training and drills to address intruder scenarios following the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) model for the past four years and continues to refine procedures and protocols. Steps have been taken to better secure classroom and office doors. We are currently contracted with School Dude Crisis Management to provide an app with emergency plans and notifications. PCHS has a full-time school police officer and has increased security staff coverage. Prior to this event, the Safety Team and Administration strongly recommended additional fencing and security gates. PCHS has scheduled a professional campus-wide security analysis and will bring the recommendations to the Board for approval.

Mental health and emotional supports are available for both for students and staff. Faculty are encouraged to refer students who may be demonstrating signs of stress, anxiety, grief, hostility, and other emotions to counselors who then connect students to the mental health counselors. Research shows that proactively addressing socio-emotional needs can help prevent the development of hostile, violent actions. Students trained in peer mediation and conflict resolution strategies help fellow students peacefully resolve interpersonal issues. The PCHS Discipline Office is incorporating restorative justice strategies to help students find productive, educational solutions. On the horizon is the development of a therapeutic classroom setting where students who are consistently experiencing difficulties keeping them from being successful in the traditional educational environment can continue to be served at PCHS.

Math Success Task Force

PCHS convened a diverse group of teachers, parents, students, and administrators in January to review student progress in math and to develop an action plan to be implemented in the 2018-19 school year. A goal of the school's WASC accreditation self-study is to close the achievement gap that persists in multiple subject areas, with math being the initial focus. The task force is analyzing student data, input from surveys, as well as policies, systems and practices. Initial steps include coordinating meetings with Paul Revere Charter Middle School and the high



PALISADES

CHARTER HIGH SCHOOL

school math department leadership. PRCMS math department chairs and administrators are meeting in March. Middle school teachers will be visiting PCHS math classes in April. The Task Force will meet monthly to ensure the action plan is completed in time for recommendations to be included in the annual budget development.

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

- *Provide professional development for all employees regarding listening to and understanding student challenges/experiences, responding with compassion and respect*
- *Continue lessons/teaching for students regarding respect/compassion for others (fellow students & other stakeholders)*
- *Provide training for parents regarding school systems, ways to be involved*
- *Schedule meetings at alternate times to accommodate a variety of parent schedules*
- *Provide transportation to assist parents with attending evening and Saturday meetings*
- *Educate all stakeholders on the Student Bill of Rights and Responsibilities and the impetus for creating it, emphasizing responsibilities along with rights*
- *Continue training with culture and climate facilitators as specified in the two-year plan*
- *Administer stakeholder surveys to assess progress. Work to increase participation in surveys to get a more accurate idea of true level of specific concerns and progress*
- *Promote campus-wide wellness pursuant to the PCHS Wellness Policy*
- *Inclusion of social emotional learning ideas in curriculum*
- *Provide easy access to information for parents about how to assist struggling students and who to contact with concerns*
- *Information sheet for parents regarding who they can contact to speak with someone who can communicate in their native language – Specify language spoken, name, and contact info*
- *Launch a mentor program for student and parents*
- *Analyze/address declining diversity*
- *Transportation access, scholarships, etc.*
- *Review admission process (charter preferences)*

Coversheet

Election Committee Report

Section: III. Board Committees (Stakeholder Board Level Committees)

Item: D. Election Committee Report

Purpose: FYI

Submitted by:

Related Material:

III_D_Election Committee Report_Part 1_2018 Candidate Packet - Interested.pdf

III_D_Election Committee Report_Part 2_Elections Committee Report - 2.27.18 Board Meeting.pdf

III_D_Election Committee Report_Part 3_2018 Candidate Packet - Non-Interested.pdf



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD OF TRUSTEES 2018 CANDIDATE INFORMATION

The following Board of Trustee positions are open for election this year for Interested Parties: (All terms begin July 1st, 2018)

Stakeholder Seat	Term Length	Electorate
Faculty	2 years	Faculty
Faculty	1 year	Students
Administrative	2 years	Administrative & Management Staff

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

FACULTY SEAT (Both Faculty & Student Elected)

1. You are currently employed as a faculty member at PCHS and you intend to remain employed at PCHS for the duration of the elected term. This includes out-of-classroom positions that are eligible for UTLA representation.
2. No teacher who currently serves as a faculty bargaining unit representative may serve as a Trustee on the Board.

ADMINISTRATIVE SEAT

1. You are currently employed as an administrative or management staff member at PCHS and you intend to remain employed at PCHS for the duration of the elected term.
2. The Administrative Seat cannot be held by the Executive Director/Principal or the Chief Business Officer.

REQUIRED ACTIONS FOR INTERESTED CANDIDATES

Complete and submit ALL of the following on or before
March 16th, 2018 by 4:00 PM.

Submissions must be made via email to Shelby Ladnier, PCHS Executive Assistant
(sladnier@palihigh.org; 310.230.6649)

1. Candidate Form*
2. Roles and Responsibilities Form*
3. Statement of Economic Interest - Form 700*
4. Candidate Statement (100 words or less)
5. Candidate Resume
6. Candidate Photo (*Optional but Recommended*)

*Attached to this form

Guidelines for Submissions:

All documents must be provided as a word document to allow for uniform formatting. Candidate Statement, Candidate Resume and Candidate Photo will be posted publicly.

1) 2017 Candidate Form

- Please complete required information



PALISADES

CHARTER HIGH SCHOOL

2) Roles & Responsibilities Form

- Read Over Rules & Responsibilities Carefully. If you agree to them please sign and date the form.

3) Statement of Economic Interest - Form 700

- Please fill out form and sign

4) Candidate Statement

- 100 words or less (if word limit exceeds 100 words, Election Committee reserves the right to edit statement accordingly); 11- or 12-point font preferred
- Provide relevant background experience.
- Provide overall goals/visions you see for PCHS.
- Provide your knowledge, experience, and insight you have concerning PCHS and/or Charter Schools.

5) Candidate Resume

- Preferably no longer than 2 pages in 11- or 12-point font - include any relevant education, experience (paid or volunteer), memberships, skills, etc.
- Please remove personal information such as addresses and phone numbers as this will be posted publicly.

6) Candidate Photo:

- Recent headshot (ie. passport-style photo) – digital format (JPEG) preferred



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD OF TRUSTEES 2018 CANDIDATE FORM

Candidate Name: _____

Address: _____

Cell Phone: _____ Email: _____

Interested Party Seats (PCHS Employees):

I am seeking the following seat (*check one*):

Faculty Seat

Faculty Seat (Student Elected – 1 YR)

Administrative/Management Seat

I meet all eligibility requirements:

Signature

Date



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD MEMBER ROLES AND RESPONSIBILITIES

The purpose of the Board of Trustees of Palisades Charter High School is to act in the best interest of the residents of the State of California and PCHS’s stakeholders and to ensure that PCHS:

- a) Achieves appropriate results for its students in accordance with the PCHS Mission Statement and Charter (as specified in Board Goals Policies) &
- b) Avoids unacceptable actions and situations (as prohibited in Board-Executive Limitation Policies).

The members of the Board of Trustees have legal and fiduciary responsibilities to the school. These include: Duty of Care, Duty of Loyalty, and Duty of Obedience. The Board is responsible for maintaining fiscal accountability and financial oversight.

Essential Duties:

1. Regularly attends Board meetings, Special Board Meetings, and important related meetings
2. Stays informed about PCHS matters
3. Prepares well for meetings, reviews and comments on minutes and reports
4. Actively participates on a standing committee (Board Committee, Long Term Strategic Planning Committee)
5. Is an active participant in the committee’s annual evaluation and planning efforts
6. Volunteers for and willingly accepts assignments, including (but not limited to) committees, events, fundraising activities, and staff job interviews

Code of Conduct:

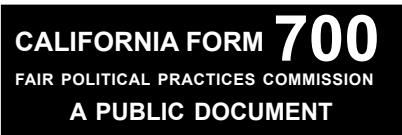
1. A Board member’s first obligation is to be informed about the school’s history, missions, and goals, legislation governing education and Charter schools, and current operations and concerns. Accordingly, each Board member will read the approved Charter application and familiarize themselves with a working understanding of all school policies and operating procedures.
2. A Board member must come to meetings prepared, having read proposals from Standing Committees that will be acted upon, having taken time before the public meeting to clarify concerns with the Chair and members of the Standing Committees, having read the minutes of previous meetings, and having prepared themselves with other pertinent materials. Each Board member will ensure that he/she understands an issue before voting.
3. Each Board member must act with care, loyalty, and obedience. Board members must exercise a level of care that a prudent person would exercise (avoid “zoning out” and avoid leaving the room when a discussion is taking place), they must show undivided allegiance (faithfulness) to the school and not to their self-interests, and they must remain obedient to the school’s mission and the student body before their own interests.
4. An individual Board member will never seek to impose a personal agenda on the school’s Executive Director.
5. A Board member must always respect the confidentiality of Closed Sessions.
6. A Board member must not attempt to deal with problems brought to their attention on an individual basis. A Board member who learns of a problem must bring that problem to the attention of the Executive Director or Board Chair.
7. A Board member will recommend that stakeholder concerns follow the PCHS complaint procedures to seek resolution.
8. Each Board member has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management.
9. Each Board member must in “good faith” make themselves available to all stakeholders (students, staff, parents, and community) for at least one hour per week.

I acknowledge that I have read and understand this information regarding the roles and responsibilities of PCHS Board Members.

Signature

Print/Type Your Name

Date



STATEMENT OF ECONOMIC INTERESTS

Date Initial Filing Received
Official Use Only

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement *(Check at least one box)*

- Annual:** The period covered is January 1, 2015, through December 31, 2015.
- or-**
- The period covered is ____/____/____, through December 31, 2015.
- Assuming Office:** Date assumed ____/____/_____
- Candidate:** Election year _____ and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/_____ *(Check one)*
- The period covered is January 1, 2015, through the date of leaving office.
- or-**
- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS (<i>Business Address Acceptable</i>) _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <p>GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only</p> <p><input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000</p> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p><input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p><input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p><input type="checkbox"/> Loan repayment</p> <p><input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ <i>(Describe)</i></p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>	<p>NAME OF SOURCE OF INCOME _____</p> <p>ADDRESS (<i>Business Address Acceptable</i>) _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF SOURCE _____</p> <p>YOUR BUSINESS POSITION _____</p> <p>GROSS INCOME RECEIVED <input type="checkbox"/> No Income - Business Position Only</p> <p><input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000</p> <p>CONSIDERATION FOR WHICH INCOME WAS RECEIVED</p> <p><input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)</p> <p><input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)</p> <p><input type="checkbox"/> Sale of _____ <i>(Real property, car, boat, etc.)</i></p> <p><input type="checkbox"/> Loan repayment</p> <p><input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more _____ <i>(Describe)</i></p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

<p>NAME OF LENDER* _____</p> <p>ADDRESS (<i>Business Address Acceptable</i>) _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p><input type="checkbox"/> \$500 - \$1,000</p> <p><input type="checkbox"/> \$1,001 - \$10,000</p> <p><input type="checkbox"/> \$10,001 - \$100,000</p> <p><input type="checkbox"/> OVER \$100,000</p>	<p>INTEREST RATE TERM (Months/Years)</p> <p>_____ % <input type="checkbox"/> None _____</p> <p>SECURITY FOR LOAN</p> <p><input type="checkbox"/> None <input type="checkbox"/> Personal residence</p> <p><input type="checkbox"/> Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p><input type="checkbox"/> Guarantor _____</p> <p><input type="checkbox"/> Other _____ <i>(Describe)</i></p>
--	--

Comments: _____



PALISADES CHARTER HIGH SCHOOL

Elections Committee Report Presented at February 27th, 2018 Board Meeting

Seats Coming Open for Election for 2018-2019 School Year

- Community Seat (Currently Held by Leslie Woolley) – 2 Year Term
- Parent Seat (Currently Held by Robert Rene) – 2 Year Term
- Traveling Parent Seat (Currently Held by Deanna Hamilton) – 2 Year Term
- Administrative/Management Seat (Currently Held by Rocky Montz) – 2 Year Team
- Faculty Seat (Currently Held by Emilie Larew) – 2 Year Term
- Faculty Seat – Voted in by Students (Currently Held by Mystic Thompson) – 1 Year Term

Updated Election Timeline

March 1st, 2018: Board Candidate Applications Available through PCHS Main Office and PCHS website

March 16th, 2018: Deadline for candidate applications due via email to Shelby Ladnier, PCHS Administrative Staff, by 4:00PM

March 20th, 2018: Election Committee Meeting (Verify Candidate Applications)

April 4th, 2018: Parent Voter Information Verification closes. Parents need to register via Infinite Campus

April 4th, 2018: Election Committee Meeting

April 9th, 2018 @ 8:00AM PST: Voting Window Opens. Ballots will be sent out via Election Buddy.

April 11th, 2018: Election Committee Meeting (as needed)

April 16th, 2018 @ 11:59PM PST: Voting Window Closes.

April 17th, 2018: Election Committee Meeting (Verify Election Results)

April 18th, 2018: Election Results Posted

April 23rd, 2018 @ 8:00AM PST - April 30th, 2018 @ 11:59PM PST: Run-off Election Window (if necessary)

May 1st, 2018: Special Election Committee Meeting (if necessary due to Run-Off)

May 2nd, 2018: Run-Off Election Results Posted

2018 Candidate Forms

See attached Candidate Packets. Separate packets for candidates running for Interested Party Seats and Non-Interested Party Seat. Applications will be available on the PCHS website and via PCHS Main Office.

Candidate Forum

The Election Committee's recommendation is that the Board should not host a candidate forum for 2018 Interested Candidates. Individual constituencies can host their own forum during the dates of April 3rd to April 7th. If

(310) 230 – 6623

15777 Bowdoin Street, Pacific Palisades, CA 90272

www.palihigh.org



PALISADES

CHARTER HIGH SCHOOL

individual constituencies would like to host a candidate forum, the Election Committee recommends that the Board give over-sight to the Election Committee to approve these individual requests.

Candidate Recruitment

Recommendations via Election Committee for Candidate Recruitment:

- 1) Current seated members should be encouraged to run again (if eligible)
- 2) Current seated members should recruit their individual constituents
- 3) Email blasts sent to recruit interested parents in Dewey Dolphin News, Schoology, Infinite campus, and any other media available
- 4) Pali Post & Pali News advertisements should be taken out to recruit local community members
- 5) Leadership will look to have students recruit their parents (and community members) who might be interested
- 6) PTSA should make an announcement to its constituents



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD OF TRUSTEES 2018 CANDIDATE INFORMATION

The following Board of Trustee positions are open for election this year for Non-Interested Parties: *(All terms begin July 1st, 2018)*

Stakeholder Seat	Term Length	Electorate
Community	2 years	PCHS Personnel, Parents, Students
Parent	2 years	Parents
Traveling Parent	2 years	Parents

ELIGIBILITY REQUIREMENTS FOR CANDIDATES

COMMUNITY SEAT

1. You are not and will not become a parent of a PCHS student for the entire term of the seat.
2. You live in the communities served by PCHS at the time of the election. Candidates will be required to give an active address to verify qualification.
3. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*

PARENT SEAT

1. You will be a parent of a current PCHS student for the entire term. (Parents of current 9th or 10th grade students eligible only)
2. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*

TRAVELING PARENT SEAT

1. You will be a parent of a current PCHS student for the entire term. (Parents of current 9th or 10th grade students eligible only)
2. You currently live outside of PCHS’s geographic catch area. Candidates will be required to give an active address to verify qualification.
3. You are not a PCHS “interested party” (meaning you have not been compensated by the school in any way in the last 12 months - whether as an employee or independent contractor, and are not a relative of anyone compensated within 12 months). *Pursuant to Charter and Corporations Code Section 5227.*



PALISADES

CHARTER HIGH SCHOOL

REQUIRED ACTIONS FOR INTERESTED CANDIDATES

Complete and submit ALL of the following on or before

March 16th, 2018 by 4:00 PM.

Submissions must be made via email to Shelby Ladnier, PCHS Executive Assistant

(sladnier@palihigh.org; 310.230.6649)

1. Candidate Form*
2. Roles and Responsibilities Form*
3. Statement of Economic Interest - Form 700*
4. Candidate Statement (100 words or less)
5. Candidate Resume
6. Candidate Photo (*Optional but Recommended*)

**Attached to this form*

Guidelines for Submissions:

All documents must be provided as a word document to allow for uniform formatting.

Candidate Statement, Candidate Resume and Candidate Photo will be posted publicly.

1) 2017 Candidate Form

- Please complete required information

2) Roles & Responsibilities Form

- Read Over Rules & Responsibilities Carefully. If you agree to them please sign and date the form.

3) Statement of Economic Interest - Form 700

- Please fill out form and sign

4) Candidate Statement

- 100 words or less (if word limit exceeds 100 words, Election Committee reserves the right to edit statement accordingly); 11- or 12-point font preferred
- Provide relevant background experience.
- Provide overall goals/visions you see for PCHS.
- Provide your knowledge, experience, and insight you have concerning PCHS and/or Charter Schools.

5) Candidate Resume

- Preferably no longer than 2 pages in 11- or 12-point font - include any relevant education, experience (paid or volunteer), memberships, skills, etc.
- Please remove personal information such as addresses and phone numbers as this will be posted publicly.

6) Candidate Photo:

- Recent headshot (ie. passport-style photo) – digital format (JPEG) preferred



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD OF TRUSTEES 2018 CANDIDATE FORM

Candidate Name: _____

Address: _____

Cell Phone: _____ Email: _____

Non-Interested Party Seats:

I am seeking the following seat (*check one*):

Parent Seat

Parent Seat (Traveling Parent)

Community Seat

I meet all eligibility requirements and I am not a PCHS interested party (meaning I have not been compensated by the school in any way in the last 12 months, whether as an employee or independent contractor, nor am I a relative of anyone compensated within the last 12 months). Pursuant to Charter and Corporations Code Section 5227.

Signature

Date



PALISADES CHARTER HIGH SCHOOL

PCHS BOARD MEMBER ROLES AND RESPONSIBILITIES

The purpose of the Board of Trustees of Palisades Charter High School is to act in the best interest of the residents of the State of California and PCHS’s stakeholders and to ensure that PCHS:

- a) Achieves appropriate results for its students in accordance with the PCHS Mission Statement and Charter (as specified in Board Goals Policies) &
- b) Avoids unacceptable actions and situations (as prohibited in Board-Executive Limitation Policies).

The members of the Board of Trustees have legal and fiduciary responsibilities to the school. These include: Duty of Care, Duty of Loyalty, and Duty of Obedience. The Board is responsible for maintaining fiscal accountability and financial oversight.

Essential Duties:

1. Regularly attends Board meetings, Special Board Meetings, and important related meetings
2. Stays informed about PCHS matters
3. Prepares well for meetings, reviews and comments on minutes and reports
4. Actively participates on a standing committee (Board Committee, Long Term Strategic Planning Committee)
5. Is an active participant in the committee’s annual evaluation and planning efforts
6. Volunteers for and willingly accepts assignments, including (but not limited to) committees, events, fundraising activities, and staff job interviews

Code of Conduct:

1. A Board member’s first obligation is to be informed about the school’s history, missions, and goals, legislation governing education and Charter schools, and current operations and concerns. Accordingly, each Board member will read the approved Charter application and familiarize themselves with a working understanding of all school policies and operating procedures.
2. A Board member must come to meetings prepared, having read proposals from Standing Committees that will be acted upon, having taken time before the public meeting to clarify concerns with the Chair and members of the Standing Committees, having read the minutes of previous meetings, and having prepared themselves with other pertinent materials. Each Board member will ensure that he/she understands an issue before voting.
3. Each Board member must act with care, loyalty, and obedience. Board members must exercise a level of care that a prudent person would exercise (avoid “zoning out” and avoid leaving the room when a discussion is taking place), they must show undivided allegiance (faithfulness) to the school and not to their self-interests, and they must remain obedient to the school’s mission and the student body before their own interests.
4. An individual Board member will never seek to impose a personal agenda on the school’s Executive Director.
5. A Board member must always respect the confidentiality of Closed Sessions.
6. A Board member must not attempt to deal with problems brought to their attention on an individual basis. A Board member who learns of a problem must bring that problem to the attention of the Executive Director or Board Chair.
7. A Board member will recommend that stakeholder concerns follow the PCHS complaint procedures to seek resolution.
8. Each Board member has a fiduciary responsibility for the funds entrusted to the school and for sound budgetary management.
9. Each Board member must in “good faith” make themselves available to all stakeholders (students, staff, parents, and community) for at least one hour per week.

I acknowledge that I have read and understand this information regarding the roles and responsibilities of PCHS Board Members.

Signature

Print/Type Your Name

Date

STATEMENT OF ECONOMIC INTERESTS

 Date Initial Filing Received
 Official Use Only

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court
Agency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable

Your Position

▶ If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- State Judge or Court Commissioner (Statewide Jurisdiction)
 Multi-County _____ County of _____
 City of _____ Other _____

3. Type of Statement *(Check at least one box)*

- Annual:** The period covered is January 1, 2015, through December 31, 2015.
 -or-
 The period covered is ____/____/____, through December 31, 2015.
 Assuming Office: Date assumed ____/____/____
 Candidate: Election year _____ and office sought, if different than Part 1: _____
- Leaving Office:** Date Left ____/____/____
(Check one)
 The period covered is January 1, 2015, through the date of leaving office.
 -or-
 The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: _____
Schedules attached

- Schedule A-1 - Investments** – schedule attached **Schedule C - Income, Loans, & Business Positions** – schedule attached
 Schedule A-2 - Investments – schedule attached **Schedule D - Income – Gifts** – schedule attached
 Schedule B - Real Property – schedule attached **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

-
- None - No reportable interests on any schedule**

5. Verification

 MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER

()

E-MAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

 Date Signed _____
(month, day, year)

 Signature _____
(File the originally signed statement with your filing official.)

Coversheet

CSD Compliance Monitoring Checklist

Section: VI. Governance
Item: A. CSD Compliance Monitoring Checklist
Purpose: Vote
Submitted by:
Related Material: CSD Compliance Monitoring Checklist_02_27_18.pdf

COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW 2017-2018*

School Name: Palisades Charter High School

LAUSD Loc. Code: 8798

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
1. The charter school maintains timely and current verification of criminal background and TB clearances for all employees (including substitutes, part-time staff, and temporary employees) and contracting entities (service providers, vendors, and independent contractors). See, e.g., CA Ed. Code § 47605(b)(5)(F); CA Ed. Code §§ 45122.1 and 45125.1; CA Ed. Code § 49406.	Documentation that the school has at least one DOJ-confirmed Custodian of Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Certification of Clearances, Credentialing and Mandated Reporter Training 2017-2018" form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed and signed "Criminal Background Clearance Certification" for each faculty and staff member to certify criminal background clearance prior to employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Certification of timely DOJ and TB clearances by all contracting entities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of compliance with applicable volunteer clearance requirements, including tuberculosis (TB) risk assessment/clearance requirements under AB 1667	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
2. Teachers of core/college preparatory subjects (including but not limited to English language arts, social studies, science, and mathematics) hold an EL Certification and a valid Commission on Teacher Credentialing Certificate, permit, or other documents equivalent to that which a teacher in other public schools would be required to hold per federal and state law, ESSA. See Ed. Code § 47605(1);	For each certificated staff member: Credential(s) appropriate for the position(s) to which the person has been assigned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Master schedule that shows all assignment(s) of each certificated staff member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a. The administration and board have a system in place for reporting applicable employee misconduct to the Commission on Teacher Credentialing.	Internal human resources procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The Charter Schools Division has been provided with, and parents have access to, the school's most current contact information for each Governing Board member and the 2017-2018 Board meetings calendar . See current <i>District Required Language for Independent Charter School Petitions (New and Renewal) and Material Revisions (DRL)</i> .	Accurate and updated school contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accurate and updated list/roster of Governing Board members and contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Calendar of Governing Board meeting dates and location(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charter school complies with the pre- and post-lottery and enrollment forms guidelines. See <i>Admissions Requirements and Materials</i> (August 2011).	Lottery form and enrollment packet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Charter school shall ensure that staff receives annual training on the charter school's health, safety, and emergency procedures , and shall maintain a calendar for, and conduct, emergency response drills for students and staff including, but not limited to: a. Health, Safety and Emergency Preparedness Plan (School Safety Plan) (see, e.g., CA Ed Code 32280-32289) b. Child Abuse Mandated Reporter training (see AB 1432 (2014); Ed. Code § 44691; Penal Code § 11165.7)	Comprehensive Health, Safety, and Emergency Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of emergency drills and preparedness training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of timely and compliant Child Abuse Mandated Reporter training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
c. Blood borne Pathogens training (see 8 CCR § 5193) d. Pupil Suicide Prevention Policy, AB 2246 (2016) , schools serving grades 7-12 only	Documentation of annual Blood borne Pathogens training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation of Pupil Suicide Prevention Policy training (schools serving grades 7-12 only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Co-location Charters only- The school administrator and governing board acknowledges and understands that the independent charter school follows applicable District policy, including the District School Safety Plan, as a co-location school.	Participation in District and site level co-location meetings Review of Policy Bulletin-5532 Meeting with local district site principal for additional information and questions	N/A		
7. The charter school has either implemented the LAUSD English Learner Master Plan or updated and implemented its own master plan in accordance with English Language Master Plan requirements. See current DRL and 2017-2018 Welcome Letter.	EL Certification Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EL Master Plan has been updated (if the school has not adopted the LAUSD EL Master Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The charter school's school climate and student discipline systems and procedures align with LAUSD's Discipline Foundation Policy and School Climate Bill of Rights . See current DRL.	Description of the school-wide student behavior and discipline system that aligns with Discipline Foundation Policy and School Climate Bill of Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of the tiered behavior intervention, alternatives to suspension, and school positive behavior support that the school provides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
9. Charter School shall maintain all data involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements , and make such outcome data readily available to the LAUSD upon request. The charter school submits student suspension and expulsion data to the Office of Data and Accountability on a monthly basis. See current DRL.	Monthly suspension and expulsion reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Charter School ensures that any and all school communications, including the Parent Student Handbook , are consistent with the provisions of school's approved charter as well as applicable law (e.g., translated for 15% and above languages)	Parent Student Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The charter school's occupancy and use of facilities shall be in compliance with applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards, and the Americans with Disability Act. See Ed. Code § 47610; current DRL.	Current and appropriate Certificate of Occupancy or equivalent; documentation of compliance with fire-life-safety requirements; other required documentation (for any school site not located on District property)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The charter school complies with all federal and state laws related to public entities , including, but not limited to: <ul style="list-style-type: none"> • Ralph M. Brown Act, Gov. Code §§ 54950-54963 • Political Reform Act, Gov. Code §§ 81000-91015 • Public Records Act, Gov. Code §§ 6250-6276.48 See current DRL.	Board meeting agendas and minutes for the past 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Verification of compliant public posting of Board agendas, including on the school website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Evidence of Brown Act training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Forms 700	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School policy for responding to Public Records Act requests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
13. The charter school ensures that its Articles of Incorporation are current and appropriate for the operation of the charter school.	Corporate papers, including any and all Articles of Incorporation (initial documents and any subsequent amendments), for entities affiliated with the charter school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. By-laws are current and consistent with approved charter, Governing Board-approved, and signed by the Governing Board secretary.	Current and signed Board-approved bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The charter school meets the provisions of eligibility and/or is a participant of state and federal programs and/or grants , which may include but not limited to, the following: Title I, II, III, and other programs, child nutrition programs, Prop 20 – State Lottery, Education Protection Act, Special Education §56000, SB 740, and all other federal and state programs in which the charter school participates.	[See “Fiscal Review” in the <i>Annual Performance-Based Oversight Visit Preparation Guide</i> for list of documentation to be provided to the CSD Fiscal Team]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The charter school implements its own Uniform Complaint Procedure policies and procedures with appropriate corresponding forms and documents, readily available to stakeholders at the school site and on the school’s website, that are compliant with federal and state requirements., See, e.g., guidance provided at http://www.cde.ca.gov/re/cp/uc/	The governing board has reviewed the school’s: <ul style="list-style-type: none"> • UCP policies • UCP procedures • UCP forms 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The charter school, as a recipient of federal reimbursement for the National School Lunch/Breakfast program and/or as a school on District property, has adopted a Local School Wellness Policy . See Healthy, Hunger Free Kids Act of 2010 (Public Law 111–296); Child Nutrition and WIC Reauthorization Act of 2004. Note: Even if the charter school is not participating in the National School Lunch or Breakfast program, and is not located on District property, development and adoption of an equivalent Wellness Policy likely would benefit the school and its students.	Local School Wellness Policy, including evidence of stakeholder input in the development of the policy and annual progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
18. The governing board oversees the development of and approves/adopts the stakeholder engagement process, goals, actions, measurable outcomes, and expenditures in the school's Local Control Accountability Plan (LCAP) and annual updates in consultation with teachers, staff, administrators, parents, and students. See Ed. Code § 47606.5.	Documentation of stakeholder engagement, including Board Meeting Agendas, Board Minutes, and LCAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The charter school ensures compliance with the LAUSD's Keeping Parents Informed: Charter Public School Transparency Resolution of January 12, 2016, which includes documents available both manually and electronically, and if the charter school occupies a building on the AB300 list (seismic safety survey), it has posted a notice of such status in its main office.	Documentation of discussion by the Governing Board including Board Meeting Agendas and Board Minutes and review that documentation is available both manually and electronically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The charter school ensures that it is in compliance with all applicable state law regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time.	Documentation of compliance with the requirements, which may include but is not limited to, the name of the charter school's designee and the partial credit policy, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Schools Serving Grade 9 only: The charter school complies with all applicable requirements of the California Mathematics Placement Act of 2015)	Documentation of the adoption of the charter school's established policy in compliance with the California Mathematics Placement Act of 2015, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The charter school complies with all applicable requirements of AB 2246: Pupil Suicide Prevention Policies. (For schools with pupils in grades 7 to 12.)	Documentation of the adoption of the charter school's policy established in compliance with the AB 2246, including the Board Meeting Agendas and Board Minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Compliance Requirements*	Supporting Documentation	SCHOOL ADMIN. COMPLIANT	SCHOOL ADMIN. REQUIREMENT IN PROCESS	BOARD CERTIFICATION BY MARCH 2018
23. For High Schools Only: The charter school has obtained WASC accreditation and UCOP Doorways Course Approval	Charter school approvals are listed on the WASC website and UCOP Doorways website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION OF SCHOOL ADMINISTRATOR'S COMPLIANCE REVIEW
 (by end of 7th week of school)

The undersigned hereby certifies that, on 02/23/2018 the School Administrator of _____
Date(s)

Palisades Charter High School
Name of Charter School

reviewed the school's compliance related policies, systems, and procedures.

Pamela Magee		02/23/18
<small>Printed Name of School Administrator</small>	<small>Signature of School Administrator</small>	<small>Date Signed</small>

CERTIFICATION OF BOARD COMPLIANCE REVIEW

*****before March 16, 2018**

The undersigned hereby certifies that, on _____, the Governing Board of
Date(s)

Name of Charter School

reviewed the school's compliance related policies, systems, and procedures.**

Printed Name of Governing Board Chair	Signature of Governing Board Chair	Date Signed

**** Please attach the relevant Board agenda(s) approved minutes for the meeting(s) and agenda approving the minutes at which the Board has reviewed the school's compliance with the items listed above.**

***** For your awareness, beginning in the 2018-2019 school year, the governing board's certification review will be due to the CSD in December 2018.**

Coversheet

Form 700 Annual Completion

Section: VI. Governance
Item: B. Form 700 Annual Completion
Purpose: FYI
Submitted by:
Related Material: New_New_Form_700_2017_2018.pdf

2017/2018 Statement of Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: www.fppc.ca.gov

December 2017

What's New

Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").
Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception: Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

⇒ March 1, 2018

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Introduction

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Types of Statements

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

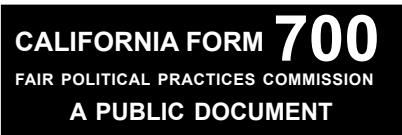
Complete the verification by signing the statement and entering the date signed. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1



STATEMENT OF ECONOMIC INTERESTS

Date Initial Filing Received
Official Use Only

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name *(Do not use acronyms)*

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- | | |
|---|---|
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input type="checkbox"/> Multi-County _____ | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

3. Type of Statement *(Check at least one box)*

- | | |
|---|--|
| <input type="checkbox"/> Annual: The period covered is January 1, 2017, through December 31, 2017. | <input type="checkbox"/> Leaving Office: Date Left ____/____/_____
<i>(Check one)</i> |
| -or- | <input type="radio"/> The period covered is January 1, 2017, through the date of leaving office. |
| The period covered is ____/____/_____, through December 31, 2017. | -or- |
| <input type="checkbox"/> Assuming Office: Date assumed ____/____/_____
<input type="checkbox"/> Candidate: Date of Election _____ and office sought, if different than Part 1: _____ | <input type="radio"/> The period covered is ____/____/_____, through the date of leaving office. |

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- | | |
|--|--|
| <input type="checkbox"/> Schedule A-1 - Investments – schedule attached | <input type="checkbox"/> Schedule C - Income, Loans, & Business Positions – schedule attached |
| <input type="checkbox"/> Schedule A-2 - Investments – schedule attached | <input type="checkbox"/> Schedule D - Income – Gifts – schedule attached |
| <input type="checkbox"/> Schedule B - Real Property – schedule attached | <input type="checkbox"/> Schedule E - Income – Gifts – Travel Payments – schedule attached |

- or-**
- None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the “No reportable interests” box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency’s conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of "business entity."

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

FPPC Form 700 (2017/2018)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov
Instructions – 8

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / **17** _____ / _____ / **17**
 ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 10

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17 ____/____/17</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17 ____/____/17</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INVESTMENT
 Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> \$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17 ____/____/17</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

<p>FAIR MARKET VALUE</p> <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p>IF APPLICABLE, LIST DATE:</p> <p style="text-align: center;">____/____/17 ____/____/17</p> <p style="text-align: center;">ACQUIRED DISPOSED</p>
--	--

NATURE OF INTEREST
 Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / 17
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	DISPOSED
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
Yes remaining No	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$500 - \$1,000
<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<input type="checkbox"/> None	
Henry Wells	
NAME OF LENDER*	
Sophia Petroillo	
ADDRESS (Business Address Acceptable)	
2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

FPPC Form 700 (2017/2018)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov
Instructions – 12

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION
 Name _____

SCHEDULE B
Interests in Real Property
 (Including Rental Income)

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
 \$2,000 - \$10,000
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

ACQUIRED _____/_____/17 DISPOSED _____/_____/17

NATURE OF INTEREST
 Ownership/Deed of Trust Easement
 Leasehold _____ Yrs. remaining _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
 \$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.
 None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
 \$2,000 - \$10,000
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

ACQUIRED _____/_____/17 DISPOSED _____/_____/17

NATURE OF INTEREST
 Ownership/Deed of Trust Easement
 Leasehold _____ Yrs. remaining _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
 \$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.
 None

* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE _____ TERM (Months/Years) _____
 _____% None

HIGHEST BALANCE DURING REPORTING PERIOD
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE _____ TERM (Months/Years) _____
 _____% None

HIGHEST BALANCE DURING REPORTING PERIOD
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

Comments: _____

Instructions – Schedule C Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

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Instructions – 14

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED No Income - Business Position Only

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE TERM (Months/Years)

_____ % None _____

SECURITY FOR LOAN

None Personal residence

Real Property _____
Street address

_____ *City*

Guarantor _____

Other _____
(Describe)

Comments: _____

Instructions – Schedule D

Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

FPPC Form 700 (2017/2018)
FPPC Advice Email: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov
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CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION
 Name _____

SCHEDULE D Income – Gifts

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick’s travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ____/____/____ <small>AMT: \$</small> 150.00	
<small>(if gift)</small>	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION
 Name _____

SCHEDULE E

Income – Gifts

Travel Payments, Advances, and Reimbursements

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)*

 ADDRESS *(Business Address Acceptable)*

 CITY AND STATE

 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

 DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

Made a Speech/Participated in a Panel

Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Coversheet

Board Member Recusal Policy Draft

Section: VI. Governance
Item: C. Board Member Recusal Policy Draft
Purpose: Discuss
Submitted by:
Related Material: VI_C_Gov_Recusal Policy Draft 2.18.pdf

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PALISADES CHARTER HIGH SCHOOL

RECUSAL POLICY

It is the policy of the Board of Directors (“Board”) of Palisades Charter High School (“PCHS”), a California nonprofit public benefit corporation that operates a California public charter school, to maintain a Recusal Policy to avoid actual or perceived conflicts of interest and to ensure the highest degree of integrity in the decision- making process.

PURPOSE AND EFFECT

The purpose and effect of this policy is to supplement PCHS’s Conflict of Interest Code and to establish a clear process for when Board members with a conflict of interest or potential conflict of interest know how and when to disqualify/recuse themselves. This policy takes into consideration the requirements of the Political Reform Act of 1974, as well as the California Nonprofit Public Benefit Corporation Law. In the event that this Policy conflicts with federal or state laws or regulations, said laws or regulations will control, to the extent applicable to PCHS.

II. DISQUALIFICATION/RECUSAL

A. Non-Employee Board Members

Non-employee Board members may not participate in open or closed session discussions of the Board involving any of the following topics:

- i. Discussions or actions as to transactions or contracts in which the Board member, or his or her immediate family member as defined herein, has a material financial interest; or
- ii. Discussions or actions as to transactions or contracts in which the Board member’s adult child has a material financial interest.

B. Employee Board Members

No Board member of PCHS who is also concurrently a PCHS employee may participate in open or closed session discussions of the Board involving any of the following topics:

- i. Discussions or actions as to transactions or contracts in which the Board member, or his or her immediate family member, has a material financial interest; immediate family member is defined to include the Board member’s spouse and dependent children;
- ii. Discussions or actions as to transactions or contracts in which the Board member’s adult child has a material financial interest;
- iii. Discussions or meetings as to the appointment, employment, compensation, performance evaluation, discipline, or dismissal of a PCHS employee or classes of employees, especially including any such employee or employees who are responsible for supervising and/or evaluating the employee Board

DRAFT

- member;
- iv. Hearing of complaints, claims or charges brought against a PCHS employee by another person or PCHS employee;
 - v. Discussions or meetings with legal counsel concerning pending or ongoing legal proceedings, either before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, in which a current or former PCHS employee is a party in his or her personal or official capacity;
 - vi. Discussions or actions regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of PCHS's employees; or
 - vii. Any discussions or meetings concerning negotiations with a collective bargaining unit or regarding the formation of a collective bargaining unit for PCHS's employees; or
 - viii. Consideration of claims made against PCHS for money and/or damages where the claimant is a current or former PCHS employee.

III. MANNER OF DISQUALIFICATION/RECUSAL

If one or more Board members are disqualified under Section II of this Policy, the interested Board member(s) shall disclose the disqualifying interest at the meeting prior to the Board's consideration of the matter taking place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e. the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and final voting. Effective recusal also means that the Board member may not attempt (outside of a meeting) to influence Board members or other decision-makers.

In accordance with PCHS bylaws, if a Board member or members refuses to recuse himself or herself where the Board believes recusal is warranted, the Board may vote to cause involuntary recusal by majority vote, excluding the member or members with the perceived or actual conflict of interest.

ADOPTED:

AMENDED:

Coversheet

Board Committee Code of Conduct Review

Section: VI. Governance
Item: D. Board Committee Code of Conduct Review
Purpose: Discuss
Submitted by:
Related Material:
VI_D_Code of Conduct_PCHS Governance Policies Excerpt - CoC 9.17 APPROVED.pdf

Policy GP #5: Board Secretary Role and Responsibilities

As noted here and in the PCHS bylaws, the Board Secretary is an officer of the Board whose purpose is to ensure the integrity of the Board's documents. The Secretary may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.

- 5.1 The Secretary's job is to ensure that all Board and Board committee documents and filings are accurate, timely, and adhere to legal requirements, including privacy and confidentiality; to ensure that all such documents are properly stored and accessible; and to inform the Board Chair if the documents are not in compliance.

Further, the Board Secretary shall ensure that:

- Governance Policies reflect the most current Board decisions
 - Requirements for format, brevity, and accuracy of Board agenda and minutes are met
 - Draft Board minutes are prepared in a timely manner for Board review, and approved at the following regular Board meeting
- 5.2 The authority of the Secretary includes access to and control over Board documents.

Policy GP #6: Board Member Code of Conduct

Trustees commit to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Trustees.

- 6.1 Trustees must uphold the PCHS Charter and Bylaws and all other corporate documents.
- 6.2 To the best of their ability, Trustees shall communicate to the Board the interests, concerns, and priorities of the group they represent, but shall at all times make decisions based on the full findings of fact and the best interests of the residents of the State of California.
- 6.3 Trustees must not permit their stakeholder affiliation to interfere with their fiduciary duty to act in the best interests of PCHS as a whole.
- 6.4 Trustees must avoid conflicts of interest with respect to their fiduciary responsibility as further outlined in PCHS's Conflict of Interest Code. In circumstances where the existence of a conflict of interest may be unclear, Trustees are encouraged to discuss the matter with the Board Chair or full Board in order to ensure that the Trustee fulfills his or her fiduciary responsibilities.

- 6.5 Trustees shall exercise the powers and duties of their office honestly and in good faith, and exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
- 6.6 Trustees must not make personal promises or take private action that may compromise their performance or responsibilities as a Trustee.
- 6.7 Trustees must not attempt to exercise individual authority over the organization.
 - 6.7a Trustees' interaction with the EDP or with any other PCHS employee must recognize the lack of authority invested in individual Trustees, except when explicitly authorized by the Board.
 - 6.7b A Trustee's interaction with the public, the press, or any other entity must recognize the same limitation set forth above. Individual Trustees may not speak for the Board, except to repeat explicitly stated Board decisions.
- 6.8 Trustees shall maintain strict confidentiality of any confidential matters discussed in closed session. Any violation of this duty shall result in appropriate sanction, which may include immediate dismissal from the Board.
- 6.9 In recognition of the high standards, trust, and responsibility required of those who serve on the PCHS Board, Trustees (whether or not acting in their official capacity as a Trustee) shall be respectful, judicious, and prudent when communicating with other Trustees, PCHS stakeholders, and the public. Further, Trustees must adhere to the requirements of the Brown Act when communicating with other Trustees.
- 6.10 Trustees shall be properly prepared for Board deliberation.
- 6.11 Trustees shall support the legitimacy and authority of the final determination of the Board on any matter, without regard to the Trustee's personal position on the matter.
- 6.12 Trustees shall volunteer to participate on standing and ad hoc committees as necessary to fulfill the Board's obligations.
- 6.13 Trustees who violate "Policy GP #6: Board Member Code of Conduct" or their duties to PCHS are subject to appropriate sanction by the Board including, without limitation, private admonishment, public censure, or removal.

GP #7: Board Committee

Board committees shall take direction from and report to the Board.

- 7.1 Pursuant to the Charter, the Board shall consider the recommendations of, and in

Coversheet

Approval of Application to the CTC for Clear Credential

Section: VI. Governance
Item: E. Approval of Application to the CTC for Clear Credential
Purpose: Vote
Submitted by:
Related Material: VI_E_Gov_Clear Eminence Credential Empl Renewal_02_27_18.pdf

RESOLUTION OF THE BOARD
OF
PALISADES CHARTER HIGH SCHOOL

In support of one (1) Clear Eminence Credential Renewal

WHEREAS, the Governing Board of Trustees, may approve an application to the California Commission on Teacher Credentialing seeking a Clear Eminence Credential Renewal as may be necessary for a certificated employee of Palisades Charter High School; and

NOW, THEREFORE, BE IT RESOLVED that approval is given supporting an application to the California Commission on Teacher Credentialing for one (1) Clear Eminence Credential Renewal to be issued to the following individual

Nancy Cassaro-Fracchiolla: Drama Teacher

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at a Regular Meeting of the Board of Palisades Charter High School held on February 27, 2018.

Pam Magee
Executive Director
Palisades Charter High School

Coversheet

Update on Post-Retirement Healthcare Benefits

Section: VI. Governance
Item: F. Update on Post-Retirement Healthcare Benefits
Purpose: Discuss
Submitted by:
Related Material: VI_F_Gov_Post Retirement Healthcare Benefits Update_02_27_18.pdf



January 10, 2018

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

Re: Retiree Health Benefits Study

Dear Mr. Wood:

Palisades Charter High School (PCHS) sponsors a retiree health benefits program for eligible employees at retirement. PCHS recently (in 2016) had Nyhart complete an actuarial valuation to provide the information necessary to comply with accounting requirements applicable to its program. Under the current plan the retiree health coverage is paid for entirely by PCHS for the lifetime of the eligible retiree except retirees electing the higher PPO plans must pay the difference in cost. PCHS is currently reviewing possible changes to the retiree health benefits program including PCHS contribution towards eligible coverage. PCHS is has requested assistance from Nyhart in order to measure the impact on costs. The proposed changes include the following:

- Option 1. Existing employees (excludes currently retired) will no longer receive a PCHS contribution for spouse and dependent coverage.
- Option 2. Existing employees (excludes currently retired) will no longer receive future increases in PCHS contributions. The contributions will be fixed based on the amounts from the prior valuation.
- Option 3. Existing employees (excludes currently retired) will receive a PCHS contribution based on the premium cost for the Kaiser HMO.

In order to measure the impact of the above changes, we updated the prior valuation results to reflect the described change only. All other plan provisions, assumptions and methods remain the same. Exhibit A shows the impact on the present value of the expected benefit obligation (EPBO), the accumulated benefit obligation (APBO - portion earned) and the service cost (cost for portion being earned in the upcoming period). The impact is measured assuming the change was in effect for the prior valuation. While the liabilities will change over time, the relative change will be similar.

Mr. Greg Wood
January 10, 2018
Page 2

We also performed additional analysis on the prior valuation to get liabilities on an individual basis. Exhibit B provides age service tables with the active employee counts as well as the total (average in the second table) EPBO, APBO and normal cost for those employees. This grid could be used by PCHS to determine the feasibility of eliminating future liability with a defined contribution arrangement.

As indicated above, the analysis of the cost and individual impact is based on the results and underlying assumptions as outlined in recent actuarial valuation report.

We have enjoyed working on this assignment and are available to answer any questions.

Sincerely,
NYHART



Marilyn K Jones, ASA, MAAA, EA, FCA
Consulting Actuary

Enclosures

MKJ:rl

EXHIBIT A. COMPARISON OF LIABILITIES UNDER CURRENT PLAN TO PLAN OPTIONS

The table below shows a comparison of impact on the plan liabilities under the current plan to the following plan options:

- Option 1. Existing employees (excludes currently retired) will no longer receive a PCHS contribution for spouse and dependent coverage.
- Option 2. Existing employees (excludes currently retired) will no longer receive future increases in PCHS contributions. The contributions will be fixed based on the amounts from the prior valuation.
- Option 3. Existing employees (excludes currently retired) will receive a PCHS contribution based on the premium cost for the Kaiser HMO.

Liability	Current Plan	Option 1	Option 2	Option 3
EPBO	\$21,282,703	\$17,455,628	\$9,802,008	\$13,956,387
<i>Decrease from Current Plan</i>		<i>(\$3,827,076)</i>	<i>(\$11,480,696)</i>	<i>(\$7,326,316)</i>
APBO	\$16,064,296	\$13,384,683	\$8,328,800	\$10,877,918
<i>Decrease from Current Plan</i>		<i>(\$2,679,613)</i>	<i>(\$7,735,496)</i>	<i>(\$5,186,377)</i>
Normal Cost	\$628,005	\$491,874	\$204,598	\$364,448
<i>Decrease from Current Plan</i>		<i>(\$136,131)</i>	<i>(\$423,407)</i>	<i>(\$263,557)</i>

The EPBO is the present value (in current dollars) of the PCHS expected benefits obligation, the APBO, is the accumulated benefit obligation (portion considered earned) and the normal cost is the cost for portion being earned in the upcoming period. The impact is measured assuming the change was in effect in the most recent (2016) valuation.

Coversheet

Track & Field Loan / Pool Loan Options

Section: VII. Finance
Item: A. Track & Field Loan / Pool Loan Options
Purpose: Discuss
Submitted by:
Related Material: VII_A_Track Field Loan Update_02_27_18.pdf

Loan Data		Grand Totals		Original Loan Data	
Original Principal	\$ 1,400,369	\$ 1,566,426	Payment	pool	\$ 550,369 as of Feb 2018
Loan Term (Years)	5	\$ 1,400,369	Principal	track	\$ 850,000 New
Annual Interest Rate	4.50%	\$ 166,057	Interest - On Loan to LTB		\$ 1,400,369 Total Re-finance
Payments per Year	12	\$ 97,326	Interest -From County Treasury		
Payment	\$26,107.10	\$ 68,732	Difference-Savings		

Month	Period	Payment	Interest	Principal	Balance	Interest to lifetime benefits account per fiscal year
0					1,400,368.66	
1	Mar-18	26,107.10	5,251.38	20,855.72	1,379,512.94	
2	Apr-18	26,107.10	5,173.17	20,933.93	1,358,579.02	
3	May-18	26,107.10	5,094.67	21,012.43	1,337,566.59	
4	Jun-18	26,107.10	5,015.87	21,091.23	1,316,475.36	20,535.10
5	Jul-18	26,107.10	4,936.78	21,170.32	1,295,305.05	
6	Aug-18	26,107.10	4,857.39	21,249.71	1,274,055.34	
7	Sep-18	26,107.10	4,777.71	21,329.39	1,252,725.95	
8	Oct-18	26,107.10	4,697.72	21,409.38	1,231,316.57	
9	Nov-18	26,107.10	4,617.44	21,489.66	1,209,826.91	
10	Dec-18	26,107.10	4,536.85	21,570.25	1,188,256.66	
11	Jan-19	26,107.10	4,455.96	21,651.14	1,166,605.52	
12	Feb-19	26,107.10	4,374.77	21,732.33	1,144,873.19	
13	Mar-19	26,107.10	4,293.27	21,813.83	1,123,059.37	
14	Apr-19	26,107.10	4,211.47	21,895.63	1,101,163.74	
15	May-19	26,107.10	4,129.36	21,977.74	1,079,186.00	
16	Jun-19	26,107.10	4,046.95	22,060.15	1,057,125.85	53,935.69
17	Jul-19	26,107.10	3,964.22	22,142.88	1,034,982.97	
18	Aug-19	26,107.10	3,881.19	22,225.91	1,012,757.06	
19	Sep-19	26,107.10	3,797.84	22,309.26	990,447.80	
20	Oct-19	26,107.10	3,714.18	22,392.92	968,054.88	
21	Nov-19	26,107.10	3,630.21	22,476.89	945,577.98	
22	Dec-19	26,107.10	3,545.92	22,561.18	923,016.80	
23	Jan-20	26,107.10	3,461.31	22,645.79	900,371.01	
24	Feb-20	26,107.10	3,376.39	22,730.71	877,640.31	
25	Mar-20	26,107.10	3,291.15	22,815.95	854,824.36	
26	Apr-20	26,107.10	3,205.59	22,901.51	831,922.85	
27	May-20	26,107.10	3,119.71	22,987.39	808,935.46	
28	Jun-20	26,107.10	3,033.51	23,073.59	785,861.87	42,021.21
29	Jul-20	26,107.10	2,946.98	23,160.12	762,701.75	
30	Aug-20	26,107.10	2,860.13	23,246.97	739,454.78	

Loan Data	
Original Principal	\$ 1,400,369
Loan Term (Years)	5
Annual Interest Rate	4.50%
Payments per Year	12
Payment	\$26,107.10

Original Loan Data	
pool	\$ 550,369 as of Feb 2018
track	\$ 850,000 New
	<u>\$ 1,400,369 Total Re-finance</u>

Grand Totals	
\$ 1,566,426	Payment
\$ 1,400,369	Principal
\$ 166,057	Interest - On Loan to LTB
\$ 97,326	Interest -From County Treasury
\$ 68,732	Difference-Savings

Month	Period	Payment	Interest	Principal	Balance	Interest to lifetime benefits account per fiscal year
31	Sep-20	26,107.10	2,772.96	23,334.14	716,120.64	
32	Oct-20	26,107.10	2,685.45	23,421.65	692,698.99	
33	Nov-20	26,107.10	2,597.62	23,509.48	669,189.51	
34	Dec-20	26,107.10	2,509.46	23,597.64	645,591.87	
35	Jan-21	26,107.10	2,420.97	23,686.13	621,905.74	
36	Feb-21	26,107.10	2,332.15	23,774.95	598,130.79	
37	Mar-21	26,107.10	2,242.99	23,864.11	574,266.68	
38	Apr-21	26,107.10	2,153.50	23,953.60	550,313.08	
39	May-21	26,107.10	2,063.67	24,043.43	526,269.65	
40	Jun-21	26,107.10	1,973.51	24,133.59	502,136.06	29,559.40
41	Jul-21	26,107.10	1,883.01	24,224.09	477,911.97	
42	Aug-21	26,107.10	1,792.17	24,314.93	453,597.04	
43	Sep-21	26,107.10	1,700.99	24,406.11	429,190.93	
44	Oct-21	26,107.10	1,609.47	24,497.63	404,693.30	
45	Nov-21	26,107.10	1,517.60	24,589.50	380,103.80	
46	Dec-21	26,107.10	1,425.39	24,681.71	355,422.09	
47	Jan-22	26,107.10	1,332.83	24,774.27	330,647.82	
48	Feb-22	26,107.10	1,239.93	24,867.17	305,780.65	
49	Mar-22	26,107.10	1,146.68	24,960.42	280,820.23	
50	Apr-22	26,107.10	1,053.08	25,054.02	255,766.20	
51	May-22	26,107.10	959.12	25,147.98	230,618.23	
52	Jun-22	26,107.10	864.82	25,242.28	205,375.95	16,525.08
53	Jul-23	26,107.10	770.16	25,336.94	180,039.01	
54	Aug-23	26,107.10	675.15	25,431.95	154,607.05	
55	Sep-23	26,107.10	579.78	25,527.32	129,079.73	
56	Oct-23	26,107.10	484.05	25,623.05	103,456.68	
57	Nov-23	26,107.10	387.96	25,719.14	77,737.54	
58	Dec-23	26,107.10	291.52	25,815.58	51,921.96	
59	Jan-24	26,107.10	194.71	25,912.39	26,009.56	
60	Feb-24	26,107.10	97.54	26,009.56	(0.00)	3,480.85

CASH BORROWING RESOLUTION

Temporary Inter-fund Cash Borrowing of
Funds Maintained by the Los Angeles County Treasurer
For

PALISADES CHARTER HIGH SCHOOL

A California Nonprofit Public Benefit Corporation
Operating a Public Charter School

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements and debt service lawfully incurred in the fiscal year, and;

WHEREAS, the temporary transfer of cash between school-owned funds maintained by the Los Angeles County Treasurer ("County-held Funds") is lawfully permitted in accordance with Education Code section 42603, and;

WHEREAS, the Board of Trustees ("Board") of Palisades Charter High School ("School") deem the temporary borrowing of cash between School's County-held Funds is in the best interests of the School, and;

WHEREAS, the following statements, conditions, restrictions and/or obligations apply to this resolution:

1. The School's County-held funds maintained in Fund 20 (Lifetime Benefits Account) are sufficient to allow for temporary transfer to PCHS Pool Account to meet lawfully incurred obligations of the School;
2. The maximum amount of authorized transfer from Fund 20 (Lifetime Benefits Account) to the PCHS Pool Account is Eight Hundred Thirty-five Thousand dollars (\$835,000.00);
3. The transfer of funds shall be for a term of five (5) years (Fiscal Years 2015-2016 to Fiscal Years 2020-2021) and shall be due and payable in full on or before May 31, 2021, with no pre-payment penalty;
4. The transfer of funds shall not exceed Seventy-five percent (75%) of the anticipated revenues accruing to the School;
5. The School shall pay an interest rate on all borrowed funds of Four and one-half-percent (4.5%);
6. The School shall make payments to the Fund 20 (Lifetime Benefits Account) in equal monthly payments of principal and interest from the School's Civic Center Permit Account based on a five (5) year full amortization;

7. Funds borrowed shall not be considered income to the borrowing fund;
8. Repayment of funds borrowed according to this resolution 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.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Palisades Charter High School hereby authorizes the transfer of funds in accordance with this resolution and the repayment of such transfer with interest as outlined herein;

BE IT FURTHER RESOLVED, that the Board of Trustees of Palisades Charter High School requests the Los Angeles County Treasurer to make such transfer in accordance with this resolution and said resolution will be reconfirmed by the Board annually.

PASSED AND ADOPTED, as amended, this 3rd day of May 2016, by the following vote:

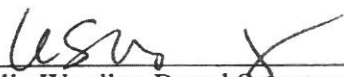
AYES: 6

NOES: 0

ABSTENTIONS/RECUSALS: 3

CERTIFICATION OF THE SECRETARY OF THE BOARD OF TRUSTEES

I, Leslie Woolley am the Secretary of the Board of Trustees of Palisades Charter High School, a California nonprofit public benefit corporation operating a public charter school. I hereby certify that the foregoing is a true copy of a resolution duly and legally adopted by the Board of Trustee at a duly and legally noticed and agendized meeting held on May 3rd, 2016, and that this resolution has not been revoked.



Leslie Woolley Board Secretary

5/3/16

Date

Coversheet

Review of PCHS Tax Return

Section: VII. Finance
Item: B. Review of PCHS Tax Return
Purpose: Discuss
Submitted by:
Related Material: VII_B_PCHS 2016-2017 Form 990 Tax Return - Final_02_27_18.pdf

XTENDED TO MAY 15, 2018

OMB No. 1545-0047

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2016
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.
Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2016 calendar year, or tax year beginning **JUL 1, 2016** and ending **JUN 30, 2017**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization PALISADES CHARTER HIGH SCHOOL		D Employer identification number 92-0184898
	Doing business as		E Telephone number 310-230-6623
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	G Gross receipts \$ 34,197,784.
	15777 BOWDOIN ST		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code PACIFIC PALISADES, CA 90272		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
F Name and address of principal officer: PAMELA MAGEE SAME AS C ABOVE			H(c) Group exemption number
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
J Website: WWW.PALHIGH.ORG			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other			L Year of formation: 2003 M State of legal domicile: CA

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PALISADES C.H.S. WILL EMPOWER OUR DIVERSE STUDENT POPULATION TO MAKE POSITIVE CONTRIBUTIONS		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	10
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5 Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	397
	6 Total number of volunteers (estimate if necessary)	6	36
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	31,135,869.	32,556,345.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	464,404.	392,238.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	48,308.	78,560.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,088,534.	1,097,331.
		32,737,115.	34,124,474.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	24,209,281.	26,948,514.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25)	0.	0.
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	7,902,028.	7,894,952.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	32,111,309.	34,843,466.	
19 Revenue less expenses. Subtract line 18 from line 12	625,806.	-718,992.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	17,162,007.	18,504,991.
	22 Net assets or fund balances. Subtract line 21 from line 20	7,222,974.	21,342,788.
	9,939,033.	-2,837,797.	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: **PAMELA MAGEE, EXECUTIVE DIRECTOR** Date: _____

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name: **MATTHEW S. MILLER** Preparer's signature: *Matthew Miller* Date: **2/15/18** Check if self-employed: PTIN: **P01385220**

Firm's name: **VAVRINEK, TRINE, DAY & CO., LLP** Firm's EIN: **95-2648289**

Firm's address: **10681 FOOTHILL BLVD SUITE 300 RANCHO CUCAMONGA, CA 91730** Phone no. **909-466-4410**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

PALISADES CHARTER HIGH SCHOOL WILL EMPOWER OUR DIVERSE STUDENT POPULATION TO MAKE POSITIVE CONTRIBUTIONS TO THE GLOBAL COMMUNITY BY DEDICATING OUR RESOURCES TO ENSURE EDUCATIONAL EXCELLENCE, CIVIC RESPONSIBILTY, AND PERSONAL GROWTH.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 27,636,335. including grants of \$) (Revenue \$ 392,238.)

A CHARTER SCHOOL PROVIDING EDUCATIONAL OPPORTUNITIES TO THE SURROUNDING COMMUNITY.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 27,636,335.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X

Part IV Checklist of Required Schedules *(continued)*

	Yes	No
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?		
Note. All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
	1a 102		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
	1b 0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a 397		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
6b			
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
7h			
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
8			
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
9b			
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	10	
b Enter the number of voting members included in line 1a, above, who are independent	6	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6 Did the organization have members or stockholders?		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	X	
b Each committee with authority to act on behalf of the governing body?	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **CA**
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: **GREGORY WOOD - 310-230-6623**
15777 BOWDOIN ST, PACIFIC PALISADES, CA 90272

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ROCKY MONTZ TRUSTEE/TEACHER	2.00	X					62,104.	0.	21,949.	
(2) SUSAN ACKERMAN TRUSTEE/TEACHER	2.00	X					109,870.	0.	26,756.	
(3) LESLIE WOOLLEY VICE CHAIR	2.00	X		X			0.	0.	0.	
(4) ROBERT RENE TRUSTEE	2.00	X					0.	0.	0.	
(5) DEANNA HAMILTON TRUSTEE	2.00	X					0.	0.	0.	
(6) EMILIE LAREW TRUSTEE/TEACHER/CHAIR	30.00	X	X				113,445.	0.	27,138.	
(7) ANDREW PARIS TRUSTEE	2.00	X					54,272.	0.	19,415.	
(8) DARA WILLIAMS TRUSTEE/SECRETARY	2.00	X	X				0.	0.	0.	
(9) EMILY HIRSCH TRUSTEE	2.00	X					0.	0.	0.	
(10) ELLEN PFAHLER TRUSTEE	2.00	X					0.	0.	0.	
(11) PAMELA MAGEE EXECUTIVE DIRECTOR	40.00			X			199,171.	0.	37,051.	
(12) GREGORY WOOD CHIEF BUSINESS OFFICE	40.00			X			142,184.	0.	32,388.	
(13) MONICA IANNESSA DIRECTOR OF STUDENT ACHIEVMENT	40.00				X		135,274.	0.	29,879.	
(14) RUSSEL R HOWARD DIR OF STUDENT ATHLETICS	40.00				X		135,274.	0.	29,604.	
(15) DAVID SUAREZ TEACHER	40.00				X		147,096.	0.	30,849.	
(16) MARY BUSH DIR OF SPECIAL EDUCATION	40.00				X		135,306.	0.	29,892.	
(17) DAVID RICCARDI OPERATION MANAGER	40.00				X		133,417.	0.	31,278.	

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	31,681,440.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	874,905.				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f		32,556,345.				
	Program Service Revenue	2 a STUDENT ACTIVITIES	Business Code 611710	299,208.	299,208.		
		b STUDENT FOOD SALES	611710	93,030.	93,030.		
c							
d							
e							
f All other program service revenue							
g Total. Add lines 2a-2f			392,238.				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		78,560.			78,560.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real	1,069,682.				
		(ii) Personal					
		b Less: rental expenses	0.				
		c Rental income or (loss)	1,069,682.				
	d Net rental income or (loss)		1,069,682.			1,069,682.	
	7 a Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other					
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a	100,959.				
		b Less: direct expenses	73,310.				
c Net income or (loss) from fundraising events			27,649.			27,649.	
9 a Gross income from gaming activities. See Part IV, line 19	a						
	b Less: direct expenses						
	c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold						
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11 a _____	a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions.			34,124,474.	392,238.	0.	1,175,891.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	681,046.	538,862.	142,184.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	18,409,316.	15,947,477.	2,461,839.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	3,985,048.	2,744,545.	1,240,503.	
10 Payroll taxes	3,873,104.	3,051,240.	821,864.	
11 Fees for services (non-employees):				
a Management				
b Legal	214,455.		214,455.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	2,496,879.	2,395,092.	101,787.	
12 Advertising and promotion	3,119.		3,119.	
13 Office expenses	224,781.		224,781.	
14 Information technology				
15 Royalties				
16 Occupancy	663,083.		663,083.	
17 Travel	87,669.		87,669.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	594,295.	594,295.		
23 Insurance	166,675.	8,717.	157,958.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a EQUIPMENT	878,367.	878,367.		
b CHARTER SCHOOL	743,853.		743,853.	
c STUDENT TRANSPORTATION	643,324.	643,324.		
d TEXTBOOKS & INSTRUCTION	463,217.	463,217.		
e All other expenses	715,235.	371,199.	344,036.	
25 Total functional expenses. Add lines 1 through 24e	34,843,466.	27,636,335.	7,207,131.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1	Cash - non-interest-bearing	1,084,191.	1	1,686,255.
	2	Savings and temporary cash investments	8,051,506.	2	8,758,917.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	689,670.	4	626,070.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	5,481.	8	5,481.
	9	Prepaid expenses and deferred charges	276,172.	9	293,629.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 13,060,066.		
	b	Less: accumulated depreciation	10b 5,925,427.	10c	7,134,639.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
16	Total assets. Add lines 1 through 15 (must equal line 34)	17,162,007.	16	18,504,991.	
Liabilities	17	Accounts payable and accrued expenses	2,548,940.	17	3,347,920.
	18	Grants payable		18	
	19	Deferred revenue	412,737.	19	399,023.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	4,261,297.	25	17,595,845.
	26	Total liabilities. Add lines 17 through 25	7,222,974.	26	21,342,788.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	9,512,932.	27	-3,303,220.
	28	Temporarily restricted net assets	115,099.	28	150,969.
	29	Permanently restricted net assets	311,002.	29	314,454.
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	Total net assets or fund balances	9,939,033.	33	-2,837,797.	
34	Total liabilities and net assets/fund balances	17,162,007.	34	18,504,991.	

Form 990 (2016)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	34,124,474.
2	Total expenses (must equal Part IX, column (A), line 25)	2	34,843,466.
3	Revenue less expenses. Subtract line 2 from line 1	3	-718,992.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	9,939,033.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	-12,057,838.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	-2,837,797.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other		
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:			
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2b	Were the organization's financial statements audited by an independent accountant?	X	
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:			
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis			
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	X	
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form 990 (2016)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here	<input type="checkbox"/>					

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14		%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15		%
16a 33 1/3% support test - 2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
b 33 1/3% support test - 2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 2016

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b A family member of a person described in (a) above?		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions	
7 Total annual distributions. Add lines 1 through 6	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions			
3 Excess distributions carryover, if any, to 2016:			
a			
b			
c From 2013			
d From 2014			
e From 2015			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2016 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4			
5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
6 Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
7 Excess distributions carryover to 2017. Add lines 3j and 4c			
8 Breakdown of line 7:			
a			
b Excess from 2013			
c Excess from 2014			
d Excess from 2015			
e Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Lined area for supplemental information.

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Name of the organization <p style="text-align: center;">PALISADES CHARTER HIGH SCHOOL</p>	Employer identification number <p style="text-align: center;">92-0184898</p>
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Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2016)

Name of organization PALISADES CHARTER HIGH SCHOOL	Employer identification number 92-0184898
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Part I Contributors (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CALIFORNIA DEPARTMENT OF EDUCATION 1430 N ST SACRAMENTO, CA 95814	\$ 31,681,440.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	PALISADES HS BOOSTER CLUB 15777 BOWDOIN ST PACIFIC PALISADES, CA 90272	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	PALISADES CHARTER HIGH SCHOOL ASB 15777 BOWDOIN ST PACIFIC PALISADES, CA 90272	\$ 12,083.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	LEWIS A KINGSLEY FOUNDATION 2415 CAMPUS DR SUITE 225 IRVINE, CA 92612	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	LOOKING ABOVE AND BEYOND 448/ SHADOW HILL WAY BEVERLY HILLS, CA 90210	\$ 40,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	MR AND MRS PAUL PETACH 2061 HOLMBY AVE LOS ANGELES, CA 90025	\$ 6,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization PALISADES CHARTER HIGH SCHOOL	Employer identification number 92-0184898
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Part I Contributors (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	MR AND MRS ROBERT RENE 235 N CARMELINA AVE LOS ANGELES, CA 90049	\$ 6,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
8	WILLIAM C BANNERMAN FOUNDATION 9255 SUNSET BLVD WEST HOLLYWOOD, CA 90069	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
9	TED AND RITA WILLIAMS FOUNDATION 435 N LAYTON WAY LOS ANGELES, CA 90049	\$ 5,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization PALISADES CHARTER HIGH SCHOOL	Employer identification number 92-0184898
--	---

Part II Noncash Property (See instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	

Name of organization PALISADES CHARTER HIGH SCHOOL	Employer identification number 92-0184898
--	---

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization **PALISADES CHARTER HIGH SCHOOL** Employer identification number **92-0184898**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area

Protection of natural habitat Preservation of a certified historic structure

Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenue included on Form 990, Part VIII, line 1
- (ii) Assets included in Form 990, Part X
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:
- a Revenue included on Form 990, Part VIII, line 1
- b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2016

632051 08-29-16

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange programs
- e Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	311,002.	324,892.	341,657.	364,333.	385,975.
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships		13,890.	16,765.	22,676.	21,642.
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	311,002.	311,002.	324,892.	341,657.	364,333.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
- b Permanent endowment %
- c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations		X
(ii) related organizations		X
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings		6,999,409.	1,645,636.	5,353,773.
c Leasehold improvements				
d Equipment				
e Other		6,060,657.	4,279,791.	1,780,866.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				7,134,639.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DUE TO STUDENT GROUPS	294,547.
(3) POSTEMPLOYMENT BENEFITS	17,301,298.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	17,595,845.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	34,197,784.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	73,310.
e	Add lines 2a through 2d	2e	73,310.
3	Subtract line 2e from line 1	3	34,124,474.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	34,124,474.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	34,916,776.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	73,310.
e	Add lines 2a through 2d	2e	73,310.
3	Subtract line 2e from line 1	3	34,843,466.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	34,843,466.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE CHARTER SCHOOL HAS ADOPTED FINANCIAL ACCOUNTING STANDARDS BOARD (FASB) ACCOUNTING STANDARDS CODIFICATION (ASC) TOPIC 740 THAT CLARIFIES THE ACCOUNTING FOR UNCERTAINTY IN TAX POSITIONS TAKEN OR EXPECTED TO BE TAKEN ON A TAX RETURN AND PROVIDES THAT THE TAX EFFECTS FROM AN UNCERTAIN TAX POSITION CAN BE RECOGNIZED IN THE CONSOLIDATED FINANCIAL STATEMENTS ONLY IF, BASED ON ITS MERITS, THE POSITION IS MORE LIKELY THAN NOT TO BE SUSTAINED ON AUDIT BY THE TAXING AUTHORITIES. MANAGEMENT HAS DETERMINED THAT ALL INCOME TAX POSITIONS ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON POTENTIAL AUDIT OR EXAMINATION; THEREFORE, NO DISCLOSURES OF UNCERTAIN INCOME TAX POSITIONS ARE REQUIRED.

Part XIII Supplemental Information (continued)

PART XI, LINE 2D - OTHER ADJUSTMENTS:

SPECIAL EVENTS-DIRECT EXPENSE

PART XII, LINE 2D - OTHER ADJUSTMENTS:

SPECIAL EVENTS-DIRECT EXPENSE

SCHEDULE E
(Form 990 or 990-EZ)

Schools

OMB No. 1545-0047

2016

Open to Public Inspection

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule E (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

Name of the organization: **PALISADES CHARTER HIGH SCHOOL**
Employer identification number: **92-0184898**

Part I

	YES	NO
1 Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENROLLMENT PACKAGES		
4 Does the organization maintain the following?		
a Records indicating the racial composition of the student body, faculty, and administrative staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d Copies of all material used by the organization or on its behalf to solicit contributions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you answered "No" to any of the above, please explain. If you need more space, use Part II.		
A CALIFORNIA PUBLIC CHARTER SCHOOL NO FINANCIAL ASSISTANCE AWARDED		
5 Does the organization discriminate by race in any way with respect to:		
a Students' rights or privileges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Admissions policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Employment of faculty or administrative staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Scholarships or other financial assistance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Educational policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Use of facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Athletic programs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h Other extracurricular activities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		
6a Does the organization receive any financial aid or assistance from a governmental agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Has the organization's right to such aid ever been revoked or suspended?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If you answered "Yes" on either line 6a or line 6b, explain on Part II.		
7 Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2016

Part II

Supplemental Information. Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.
Also provide any other additional information.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

CALIFORNIA STATE APPORTIONMENT INCOME BASED ON STUDENT ATTENDANCE

Lined area for providing supplemental information.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		HOLIDAY BOUTIQUE (event type)	(event type)	NONE (total number)	
Revenue	1	Gross receipts	100,959.		100,959.
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)	100,959.		100,959.
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses	73,310.		73,310.
	10	Direct expense summary. Add lines 4 through 9 in column (d)			73,310.
	11	Net income summary. Subtract line 10 from line 3, column (d)			27,649.

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
	2	Cash prizes			
Direct Expenses	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No _____ %	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No _____ %	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No _____ %
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? Yes No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No

b If "Yes," explain: _____

Part IV Supplemental Information *(continued)*

Lined area for supplemental information.

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

2016

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Information about Schedule J (Form 990) and its instructions is at www.irs.gov/form990.

Name of the organization

PALISADES CHARTER HIGH SCHOOL

Employer identification number
92-0184898

Part I Questions Regarding Compensation

		Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. <input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Housing allowance or residence for personal use <input type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b	
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2	
3	Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. <input type="checkbox"/> Compensation committee <input type="checkbox"/> Independent compensation consultant <input type="checkbox"/> Form 990 of other organizations <input type="checkbox"/> Written employment contract <input type="checkbox"/> Compensation survey or study <input checked="" type="checkbox"/> Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
a	Receive a severance payment or change-of-control payment?	4a	X
b	Participate in, or receive payment from, a supplemental nonqualified retirement plan?	4b	X
c	Participate in, or receive payment from, an equity-based compensation arrangement?	4c	X
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.			
Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
a	The organization?	5a	X
b	Any related organization?	5b	X
If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
a	The organization?	6a	X
b	Any related organization?	6b	X
If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7	X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8	X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2016

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.
 For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii).
 Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) PAMELA MAGEE	(i) 199,171.	0.	0.	22,916.	14,135.	236,222.	0.
EXECUTIVE DIRECTOR	(ii) 0.	0.	0.	0.	0.	0.	0.
(2) GREGORY WOOD	(i) 142,184.	0.	0.	18,053.	14,335.	174,572.	0.
CHIEF BUSINESS OFFICE	(ii) 0.	0.	0.	0.	0.	0.	0.
(3) MONICA IANNESSA	(i) 135,274.	0.	0.	15,557.	14,322.	165,153.	0.
DIRECTOR OF STUDENT ACHIEVEMENT	(ii) 0.	0.	0.	0.	0.	0.	0.
(4) RUSSEL R HOWARD	(i) 135,274.	0.	0.	15,557.	14,047.	164,878.	0.
DIR OF STUDENT ATHLETICS	(ii) 0.	0.	0.	0.	0.	0.	0.
(5) DAVID SUAREZ	(i) 147,096.	0.	0.	16,761.	14,088.	177,945.	0.
TEACHER	(ii) 0.	0.	0.	0.	0.	0.	0.
(6) MARY BUSH	(i) 135,306.	0.	0.	15,557.	14,335.	165,198.	0.
DIR OF SPECIAL EDUCATION	(ii) 0.	0.	0.	0.	0.	0.	0.
(7) DAVID RICCARDI	(i) 133,417.	0.	0.	16,955.	14,323.	164,695.	0.
OPERATION MANAGER	(ii) 0.	0.	0.	0.	0.	0.	0.
	(i)						
	(ii)						
	(i)						
	(ii)						
	(i)						
	(ii)						
	(i)						
	(ii)						
	(i)						
	(ii)						
	(i)						
	(ii)						

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

Lined area for supplemental information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public
Inspection

Name of the organization

PALISADES CHARTER HIGH SCHOOL

Employer identification number

92-0184898

FORM 990, PART VI, SECTION B, LINE 11B:

THE FORM 990 IS AVAILABLE TO ALL BOARD MEMBERS FOR REVIEW PRIOR TO FILING
THE RETURN.

FORM 990, PART VI, SECTION B, LINE 12C:

PALISADES CHARTER HIGH SCHOOL REQUIRES ALL KEY EMPLOYEES AND MEMBERS OF THE
BOARD OF TRUSTEES TO COMPLETE A CALIFORNIA FORM 700 "ANNUAL STATEMENT OF
ECONOMIC INTEREST". IF A CONFLICT ARISES THE BOARD MEMBER IS ASKED TO
EXCUSE HIMSELF/HERSELF FROM ALL DISCUSSION AND VOTING ON THE ISSUE.

FORM 990, PART VI, SECTION B, LINE 15:

THE SALARIES ARE REVIEWED AND APPROVED BY THE BOARD OF TRUSTEES.

FORM 990, PART VI, SECTION C, LINE 19:

THE REQUIRED DOCUMENTS ARE AVAILABLE AT THE BUSINESS ADDRESS DURING NORMAL
BUSINESS HOURS UPON REQUEST.

FORM 990, PART XI, LINE 9, CHANGES IN NET ASSETS:

INCREASE IN POST EMPLOYMENT BENEFIT PAYABLE -12,057,838.

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Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
	PROGRAM SERVICES														
1	DATALINK ASSOCIATE	08/19/05	SL	5.00		16	80,920.				80,920.	80,920.		0.	80,920.
2	DATALINK ASSOCIATE	08/19/05	SL	5.00		16	22,836.				22,836.	22,836.		0.	22,836.
3	DATALINK ASSOCIATE	07/01/95	SL	5.00		16	30,586.				30,586.	30,586.		0.	30,586.
4	DATALINK ASSOCIATE	09/26/05	SL	5.00		16	64,736.				64,736.	64,736.		0.	64,736.
5	DATALINK ASSOCIATE	08/12/05	SL	5.00		16	28,600.				28,600.	28,600.		0.	28,600.
6	DATALINK ASSOCIATE	10/05/05	SL	5.00		16	4,426.				4,426.	4,426.		0.	4,426.
7	DIGITAL NETWORKS	07/18/05	SL	5.00		16	25,726.				25,726.	25,726.		0.	25,726.
8	DIGITAL NETWORKS	09/13/05	SL	5.00		16	131,500.				131,500.	131,500.		0.	131,500.
9	DIGITAL NETWORKS	11/02/05	SL	5.00		16	11,064.				11,064.	11,064.		0.	11,064.
10	STARMAN ELECTRICAL	09/09/05	SL	5.00		16	13,623.				13,623.	13,623.		0.	13,623.
11	STARMAN ELECTRICAL	09/26/05	SL	5.00		16	2,375.				2,375.	2,375.		0.	2,375.
12	VOIP EQUIPMENT	10/13/07	SL	5.00		16	53,869.				53,869.	53,869.		0.	53,869.
13	APPLE COMPUTER	07/21/08	SL	5.00		16	31,854.				31,854.	31,854.		0.	31,854.
14	CDW GOVERNMENT	07/18/08	SL	5.00		16	30,601.				30,601.	30,601.		0.	30,601.
15	ADVANCED CABLE SOL	10/05/08	SL	5.00		16	25,293.				25,293.	25,293.		0.	25,293.
16	INTERRA-LIBRARY EQ	11/01/08	SL	5.00		16	50,000.				50,000.	50,000.		0.	50,000.
17	BUNGALOWS	01/01/03	SL	15.00		16	1,019,026.				1,019,026.	1,019,026.		0.	1,019,026.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

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Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
18	TRACK & FIELD	01/01/03	SL	15.00		16	1,359,983.				1,359,983.	1,359,983.		0.	1,359,983.
19	MISC PROJECTS	10/13/07	SL	5.00		16	126,139.				126,139.	126,139.		0.	126,139.
20	MEDINA CONSTRUCTION	01/14/09	SL	15.00		16	144,981.				144,981.	144,981.		0.	144,981.
21	MEDINA CONSTRUCTION	01/14/09	SL	15.00		16	18,495.				18,495.	13,562.		1,233.	14,795.
22	MEDINA CONSTRUCTION	01/14/09	SL	15.00		16	19,087.				19,087.	13,996.		1,272.	15,268.
23	FY CONSTRUCTION	09/12/08	SL	15.00		16	29,564.				29,564.	29,564.		0.	29,564.
24	COMMERCIAL PAVING	09/11/08	SL	15.00		16	26,464.				26,464.	26,464.		0.	26,464.
25	JONES	11/14/08	SL	15.00		16	25,940.				25,940.	25,940.		0.	25,940.
26	DAVID MACGREGOR	06/01/09	SL	15.00		16	9,172.				9,172.	9,172.		0.	9,172.
27	WSL SPEAKER	07/01/08	SL	15.00		16	27,411.				27,411.	27,411.		0.	27,411.
28	SARLAN BUILDERS	07/07/09	SL	15.00		16	37,495.				37,495.	37,495.		0.	37,495.
29	POOL CONSTRUCTION	07/01/09	SL	30.00		16	633,798.				633,798.	118,974.		21,127.	140,101.
30	POOL CONSTRUCTION	07/01/09	SL	30.00		16	224,079.				224,079.	42,222.		7,469.	49,691.
31	POOL CONSTRUCTION	07/01/09	SL	30.00		16	3,153,941.				3,153,941.	638,547.		105,131.	743,678.
32	COMPUTER EQUIPMENT	10/01/10	SL	10.00		16	54,354.				54,354.	46,200.		5,435.	51,635.
33	POOL CONSTRUCTION	10/01/10	SL	30.00		16	1,482,713.				1,482,713.	434,079.		49,424.	483,503.
34	MEDINA CONSTRUCTION	01/14/09	SL	15.00		16	7,398.				7,398.	5,179.		493.	5,672.
35	BUILDING	10/01/11	SL	30.00		16	955,024.				955,024.	131,821.		31,834.	163,655.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

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Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
36	EQUIPMENT	10/01/11	SL	15.00		16	147,164.				147,164.	51,447.		9,811.	61,258.
37	CONSTRUCTION IN PROGRESS	10/01/11	NC	.000	HY		371,712.				371,712.	27,916.		0.	31,904.
38	ASB EQUIPMENT	10/01/11	SL	15.00		16	59,817.				59,817.	11,541.		3,988.	15,738.
39	LEARNING LAB	12/01/13	SL	15.00		16	62,948.				62,948.	7,628.		4,197.	11,018.
40	SCIENCE LAB	03/31/14	SL	10.00		16	33,900.				33,900.	39,263.		3,390.	11,018.
41	GILBERT RENOVATION	03/31/14	SL	27.50	MM	16	479,877.				479,877.	4,618.		17,450.	56,713.
42	MODERNIZATION	02/28/14	SL	27.50	MM	16	54,424.				54,424.	80,143.		1,979.	6,597.
43	CAMPUS SOFTWARE UPGRADE	08/30/13	SL	10.00		16	282,856.				282,856.	4,992.		28,286.	108,429.
44	CAMPUS SOFTWARE UPGRADE	04/30/14	SL	5.00		16	11,518.				11,518.	4,992.		2,304.	7,296.
45	SECURITY GATE PROJECT	08/31/13	SL	10.00		16	11,300.				11,300.	3,202.		1,130.	4,332.
46	AIR DUCTS	10/31/13	SL	10.00		16	13,985.				13,985.	3,730.		1,399.	5,129.
47	MODERNIZATION	01/31/14	SL	27.50	MM	16	15,553.				15,553.	1,132.		566.	1,698.
48	CAFETERIA RENOVATION	01/31/14	SL	10.00		16	5,000.				5,000.	1,459.		500.	1,959.
49	CAMERA SYSTEM	02/28/14	SL	5.00		16	4,447.				4,447.	1,778.		889.	2,667.
50	CAMERA SYSTEM	07/01/13	SL	5.00		16	20,000.				20,000.	10,000.		4,000.	14,000.
51	HVAC SURVEY	09/15/14	SL	3.00		16	4,375.				4,375.	2,673.		1,458.	4,131.
52	HVAC CLASSROOMS	10/06/14	SL	10.00		16	6,169.				6,169.	1,080.		617.	1,697.
53	A SHARE AUDIT - PROP 39 (ACCO)	01/19/15	SL	3.00		16	6,950.				6,950.	3,282.		2,317.	5,599.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

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Asset No.	Description	Date Acquired	Method	Life	Conv	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
54	GYM - AIR BALANCE - PROP 39 - (ACCO)	05/01/15	SL	3.00		16	3,972.				3,972.	1,545.		1,324.	2,869.
55	HVAC UNIT	12/31/14	SL	5.00		16	15,379.				15,379.	4,614.		3,076.	7,690.
56	NETWORKING & WI-FI	07/01/14	SL	5.00		16	14,027.				14,027.	5,610.		2,805.	8,415.
57	NETWORKING PROJECT	07/10/14	SL	5.00		16	24,898.				24,898.	9,960.		4,980.	14,940.
58	UPGRADING SPRINKLER SYSTEM (BEAUTY TREE)	08/11/14	SL	10.00		16	12,556.				12,556.	2,407.		1,256.	3,663.
59	SWIMMING POOL ARCHITECT	02/24/15	SL	23.00		16	2,081.				2,081.	120.		90.	210.
60	ENERGY ASSESSMENT	08/18/14	SL	5.00		16	4,961.				4,961.	1,819.		992.	2,811.
61	WINDOW FILM	09/08/14	SL	10.00		16	40,984.				40,984.	7,513.		4,098.	11,611.
62	LEARNING ACADEMY RENOVATION	07/02/14	SL	10.00		16	12,000.				12,000.	2,400.		1,200.	3,600.
63	CERAMICS ROOM KILN	07/30/14	SL	10.00		16	17,000.				17,000.	3,258.		1,700.	4,958.
64	BUILDING RENOVATIONS MEDINA	08/01/14	SL	5.00		16	7,350.				7,350.	2,818.		1,470.	4,288.
65	HVAC SYSTEM MACHADO	08/05/14	SL	5.00		16	21,537.				21,537.	8,255.		4,307.	12,562.
66	HVAC SYSTEM MACHADO	08/05/14	SL	5.00		16	21,537.				21,537.	8,255.		4,307.	12,562.
67	HVAC SYSTEM MACHADO	08/05/14	SL	5.00		16	21,537.				21,537.	8,255.		4,307.	12,562.
68	TEMESCAL FACILITIES UPGRADE	08/05/14	SL	10.00		16	19,738.				19,738.	3,783.		1,974.	5,757.
69	MAJOR RENOVATION PROJECTS MEDINA	08/05/14	SL	5.00		16	13,545.				13,545.	5,192.		2,709.	7,901.
70	SOUSAPHONE, SILVER PLATED	09/04/14	SL	10.00		16	23,658.				23,658.	4,338.		2,366.	6,704.
71	EQUIPMENT REPLACEMENT LAUSD	09/30/14	SL	5.00		16	32,028.				32,028.	11,210.		6,406.	17,616.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

2016 DEPRECIATION AND AMORTIZATION REPORT

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72	YAMAHA SOUND SYSTEM	10/02/14	SL	5.00		16	29,977.				29,977.	10,492.		5,995.	16,487.
73	HVAC SYSTEM	10/31/14	SL	3.00		16	8,297.				8,297.	4,610.		2,766.	7,376.
74	TRACK UPGRADE	12/31/14	SL	5.00		16	25,200.				25,200.	7,560.		5,040.	12,600.
75	HVAC INSTALLATION	12/31/14	SL	5.00		16	11,822.				11,822.	3,546.		2,364.	5,910.
76	ENERGY MODELING PROP39	01/27/15	SL	5.00		16	8,017.				8,017.	2,271.		1,603.	3,874.
77	HVAC SYSTEM MACHADO	03/15/15	SL	5.00		16	21,537.				21,537.	5,743.		4,307.	10,050.
78	GREENECONOME PROP39	03/31/15	SL	5.00		16	8,800.				8,800.	2,200.		1,760.	3,960.
79	GREENECONOME EXTERIOR LIGHTING	06/30/15	SL	5.00		16	81,455.				81,455.	16,291.		16,291.	32,582.
80	PROP 39	06/30/15	SL	5.00		16	25,791.				25,791.	5,158.		5,158.	10,316.
81	PROP 39	06/30/16	SL	10.00		16	41,101.				41,101.			4,110.	4,110.
82	LIGHTING UPGRADES	01/01/16	SL	5.00		16	111,538.				111,538.	11,154.		22,308.	33,462.
83	GATEWAY	01/01/16	SL	10.00		16	29,048.				29,048.	1,452.		2,905.	4,357.
84	SPRINKLERS	01/01/16	SL	10.00		16	5,885.				5,885.	294.		589.	883.
85	STAIRCASE	01/01/16	SL	10.00		16	6,500.				6,500.	325.		650.	975.
86	SIGNAGE GYM	10/01/15	SL	5.00		16	5,093.				5,093.	764.		1,019.	1,783.
87	GYM IMPROVEMENTS	09/01/15	SL	10.00		16	29,212.				29,212.	2,434.		2,921.	5,355.
88	GYM LOCKERS	06/01/15	SL	10.00		16	21,535.				21,535.	2,154.		2,154.	4,308.
89	REFRIGERATION UPGRADES	12/01/15	SL	5.00		16	21,528.				21,528.	2,512.		4,306.	6,818.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

2016 DEPRECIATION AND AMORTIZATION REPORT

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90	CLASSROOM	01/01/16	SL	5.00		16	36,139.				36,139.	3,617.		7,228.	10,845.
91	STEM UPGRADES	01/01/16	SL	5.00		16	42,280.				42,280.	4,228.		8,456.	12,684.
92	BLEACHER UPGRADES	04/04/16	SL	5.00		16	21,328.				21,328.	1,066.		4,266.	5,332.
93	CHIMES MUSICAL UNIT	10/01/15	SL	10.00		16	9,152.				9,152.	686.		915.	1,601.
94	CAFETERIA RENOVATION	11/30/15	SL	5.00		16	10,671.				10,671.	1,245.		2,134.	3,379.
95	UTILITY CARTS	07/01/15	SL	5.00		16	14,500.				14,500.	2,900.		2,900.	5,800.
96	MDF UPGRADES	04/30/16	SL	5.00		16	40,940.				40,940.	1,365.		8,188.	9,553.
97	SERVER UPGRADES	10/01/15	SL	5.00		16	124,004.				124,004.	15,805.		62,468.	78,273.
98	CAMERA SYSTEM	06/30/15	SL	5.00		16	70,442.				70,442.	14,088.		14,088.	28,176.
99	SERVER UPGRADES	10/01/15	SL	5.00		16	7,814.				7,814.	1,172.		1,563.	2,735.
100	POOL VARIABLE DRIVE	07/01/16	SL	10.00		16	10,614.				10,614.			1,061.	1,061.
101	POOL COVERS	07/05/16	SL	7.00		16	21,466.				21,466.			3,067.	3,067.
102	POOL LIGHTING	07/26/16	SL	7.00		16	37,773.				37,773.			4,946.	4,946.
103	FENCING	07/13/16	SL	10.00		16	7,485.				7,485.			749.	749.
104	STREET STRIPPING	08/01/16	SL	5.00		16	7,252.				7,252.			1,330.	1,330.
105	CLASSROOM PARTITION	08/25/16	SL	19.00		16	11,904.				11,904.			522.	522.
106	EQUIPMENT	10/05/16	SL	5.00		16	24,492.				24,492.			3,674.	3,674.
107	IMPROVEMENTS	04/10/17	SL	19.00		16	48,905.				48,905.			643.	643.

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(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

2016 DEPRECIATION AND AMORTIZATION REPORT

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108	FENCING	12/28/16	SL	10.00		16	9,088.				9,088.			454.	454.
109	TRACTOR	01/31/17	SL	5.00		16	10,257.				10,257.			855.	855.
110	TRACK IMPROVEMENTS	05/29/17	SL	10.00		16	15,226.				15,226.			127.	127.
111	SECURITY CAMERAS	07/01/16	SL	5.00		16	18,706.				18,706.			3,741.	3,741.
112	WIRELESS MICROPHONE	08/17/16	SL	5.00		16	30,106.				30,106.			5,018.	5,018.
113	NETWORK UPGRADES	07/01/16	SL	5.00		16	50,664.				50,664.			10,133.	10,133.
114	HEART RATE MONITORS	12/29/16	SL	5.00		16	16,960.				16,960.			1,696.	1,696.
115	SECURITY CAMERAS	10/31/16	SL	5.00		16	5,706.				5,706.			761.	761.
	* 990 PAGE 10 TOTAL PROGRAM SERVICES						13060066.				13060066.	5,331,132.		594,295.	5,925,427.
	* GRAND TOTAL 990 PAGE 10 DEPR						13060066.				13060066.	5,331,132.		594,295.	5,925,427.
	CURRENT YEAR ACTIVITY														
	BEGINNING BALANCE						12733462.			0.	12733462.	5,331,132.			5,886,650.
	ACQUISITIONS						326,604.			0.	326,604.	0.			38,777.
	DISPOSITIONS						0.			0.	0.	0.			0.
	ENDING BALANCE						13060066.			0.	13060066.	5,331,132.			5,925,427.
	ENDING ACCUM DEPR										5,925,427.				
	ENDING BOOK VALUE										7,134,639.				

628111 04-01-16

(D) - Asset disposed

* ITC, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

Form **8868**
(Rev. January 2017)

Application for Automatic Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

Department of the Treasury
Internal Revenue Service

► **File a separate application for each return.**

► **Information about Form 8868 and its instructions is at www.irs.gov/form8868.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile, click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. PALISADES CHARTER HIGH SCHOOL	Enter filer's identifying number Employer identification number (EIN) or 92-0184898
	Number, street, and room or suite no. If a P.O. box, see instructions. 15777 BOWDOIN ST	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. PACIFIC PALISADES, CA 90272	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

GREGORY WOOD

• The books are in the care of ► **15777 BOWDOIN ST - PACIFIC PALISADES, CA 90272**
 Telephone No. ► **310-230-6623** Fax No. ► _____

• If the organization does not have an office or place of business in the United States, check this box
 • If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 15, 2018**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► calendar year _____ or
 ► tax year beginning **JUL 1, 2016**, and ending **JUN 30, 2017**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2017)

Form **8879-EO**

IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

For calendar year 2016, or fiscal year beginning JUL 1, 2016, and ending JUN 30, 2017

2016

Department of the Treasury
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**

▶ **Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo.**

Name of exempt organization

Employer identification number

PALISADES CHARTER HIGH SCHOOL

92-0184898

Name and title of officer

PAMELA MAGEE

EXECUTIVE DIRECTOR

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than 1 line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>34,124,474.</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2016 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize VAVRINEK, TRINE, DAY & CO., LLP to enter my PIN 13489
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2016 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature _____ Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

33565600050
do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2016 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____ Date _____

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form To the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2016)

623051 09-26-16

Coversheet

Consolidated Application for Federal Funding (CONAPP)

Section: VII. Finance
Item: C. Consolidated Application for Federal Funding (CONAPP)
Purpose: Vote
Submitted by:
Related Material: VII_C_Consolidated Application CONAPP_02_27_18.pdf

California Department of Education**Consolidated Application**

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Gregory Wood
Date: 2/22/2018 6:30 PM**2017-18 Application for Funding****CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/16/2017
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Betty Soleymani
DELAC review date	01/28/2017
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	http://www.palihigh.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Title IV, Part A Addendum

To apply for Title IV, Part A categorical funds for the fiscal year select "Yes." Only eligible LEAs will receive Title IV, Part A funds.

Title IV, Part A (Student Support) ESSA Sec. 1112(b) SACS 4127	Yes
Date of material change approval by local governing board Participation is considered a material change per Section 64000, as such, local board approval is required.	02/27/2018

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction)	Yes

*****Warning*****

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Report Date:2/23/2018

Page 1 of 4

California Department of Education

Consolidated Application

Palisades Charter High (19 64733 1995836)

Status: Certified
 Saved by: Gregory Wood
 Date: 2/22/2018 6:30 PM

2017-18 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESEA Sec. 2104 SACS 4035	
Title III, Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III, Part A English Learner ESEA Sec. 3102 SACS 4203	No

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Report Date:2/23/2018

Page 2 of 4

California Department of Education

Palisades Charter High (19 64733 1995836)

Consolidated Application

Status: Draft
 Saved by: Gregory Wood
 Date: 2/22/2018 6:31 PM

2017-18 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Subpart 1 Rural Education Achievement Program Flexibility (REAP-Flex) governed by ESEA Section 5211. Funds transferred under REAP-Flex are not to be included on this form.

CDE Program Contact:

Juan J. Sanchez, Educator Excellence Office (Title II), jsanchez@cde.ca.gov, 916-319-0452
 Tom Herman, Coordinated School Health & Safety (Title IV), THerman@cde.ca.gov, 916-319-0914

Title II, Part A Transfers	
2017-18 Title II, Part A entitlement	\$57,891
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III, Part A English Learner	\$0
Transferred to Title III, Part A Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2017-18 Title II, Part A entitlement after transfers out	\$57,891
Title IV, Part A Transfers	
2017-18 Title IV, Part A entitlement	\$0
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III, Part A English Learner	\$0
Transferred to Title III, Part A Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2017-18 Title IV, Part A entitlement after transfers out	\$0

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Report Date:2/23/2018

Page 3 of 4

California Department of Education**Consolidated Application**

Palisades Charter High (19 64733 1995836)

Status: Draft
Saved by: Gregory Wood
Date: 2/7/2018 5:21 PM**2017-18 Title I, Part A LEA Allocation**

The purpose of this data collection is to calculate the full Title I, Part A allocation available to the LEA.

CDE Program Contact:Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948**Nonprofit Private School Equitable Services Percentage Calculation**

Total participating nonprofit private school low income students	
Total participating attendance area low income students	
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Title I, Part A LEA Allocations

2017-18 Title I, Part A entitlement	\$278,970
Transferred-in amount	\$0
Title I, Part A entitlement after transfers	\$278,970
Note: In order for the 2016-17 allowable carryover amount to be pre-populated, the 2016-17 Title I, Part A Carryover data collection should be completed and saved before beginning data entry on this data collection.	
2016-17 Allowable Carryover (Allowable values are the 12 month 2016-17 carryover amount or, whichever is less either the 15 month 2016-17 carryover amount or 15% of the 2016-17 entitlement plus transferred-in amount)	\$0
Repayment of funds	
2017-18 Total allocation	\$278,970
Nonprofit private school equitable services proportional share amount	\$0
Total allocation after nonprofit private school equitable services proportional share amount	\$278,970
Indirect cost reservation	\$11,347
Administrative reservation	\$30,498
2017-18 Title I, Part A adjusted allocation	\$237,125
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administrative reservations, based on the LEA's approved indirect cost rate, as defined on the Indirect Cost Rates Web page at http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2017-18 Approved indirect cost rate	4.24%
Maximum allowable indirect cost reservation	\$11,347
Recommended administration reservation	\$30,498

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Report Date:2/23/2018

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California Department of Education**Consolidated Application**

Palisades Charter High (19 64733 1995836)

Status: Draft
Saved by: Gregory Wood
Date: 2/23/2018 3:24 PM**2017-18 Title I, Part A Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Rina DeRose, Title I Policy and Program Guidance Office, RDerose@cde.ca.gov, 916-323-0472**Required Reservations**

Parent and Family Engagement (1% of the entitlement if greater than \$500,000.)	\$0
School parent and family engagement	\$2,500
LEA parent and family engagement	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$2,723
Public school Choice transportation (Only applies to students previously transferred under NCLB.)	\$0

Authorized Reservations

Other authorized activities	
-----------------------------	--

Reservation Summary

Title I, Part A adjusted allocation	\$0
Total required reservations	\$2,723
Total authorized reservations	\$0
Allocation after reservations	(\$2,723)
School parent and family engagement set-aside	\$2,500
Amount available for Title I, Part A school allocations	\$231,902

*****Warning*****

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Report Date:2/23/2018

Page 3 of 5

2017-18 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Rina DeRose, Title I Policy and Program Guidance Office, RDeRose@cde.ca.gov, 916-323-0472

LEA meets small district criteria.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Actuals, the LEA meets one or more of the following:

- Is a single school district
- Has a single school per grade span
- Has enrollment total for all schools less than 1,000

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opted In
- k - Funded with EIA/SCE

Low income measure	FRPM
Group Schools by Grade Span	No
District-wide low income %	33.73%
Available Title I, Part A school allocation	\$231,902
Available parent and family engagement reservation	\$2,500

Total participating nonprofit private school low income students

*****Warning*****

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ROB

2017-18 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Low Income Students	Low Income Student %	Eligible for Funding	Funding Required	Public School	Ranking	Planned for Funding	\$ Per Low Income Student (0.00)	Carryover	TIA School Allocation	Parent and Family Engagement Amount	Total School Allocation	Exception Reason
Palisades Charter High	1995836		3012	1016	33.73	Y	N	Y	1	N	228.25		231902.00	\$2,500	234402.00	

Warning

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California Department of Education

Palisades Charter High (19 64733 1995836)

Consolidated Application

Status: Draft
 Saved by: Gregory Wood
 Date: 2/7/2018 5:17 PM

2017-18 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	Yes
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Supporting Effective Instruction) SACS Code 4035	No
Title III, Part A (Immigrant Students) SACS Code 4201	No
Title III, Part A (English Learner Students) - 2% maximum SACS Code 4203	No
Title IV, Part A (Student Support) SACS Code 4127	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

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Report Date:2/23/2018

Page 5 of 5

California Department of Education**Consolidated Application**

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Gregory Wood
Date: 2/22/2018 6:30 PM**2016-17 Title I, Part A Carryover**

Report only expenditures for fiscal year 2016-17 allocation to determine funds to be carried over to fiscal year 2017-18.

CDE Program Contact:Kevin Donnelly, Title I Policy and Program Guidance Office, kdonnelly@cde.ca.gov, 916-319-0942Rina DeRose, Title I Policy and Program Guidance Office, RDeRose@cde.ca.gov, 916-323-0472**2016-17 Carryover Calculation**

2016-17 Title I Part A Entitlement	\$251,427
Transferred in	\$0
Title I Part A available allocation	\$251,427
Expenditures and obligations from July 1, 2016 through June 30, 2017 (12 Months)	\$251,427
Carryover as of June 30, 2017	\$0
Carryover percent as of June 30, 2017	0.00%
Expenditures and obligations from July 1, 2016 through September 30, 2017 (15 Months)	\$251,427
Carryover as of September 30, 2017	\$0
Carryover percent as of September 30, 2017	0.00%

*****Warning*****

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Report Date:2/23/2018

Page 1 of 1

California Department of Education

Palisades Charter High (19 64733 1995836)

Consolidated ApplicationStatus: Certified
Saved by: Gregory Wood
Date: 2/22/2018 6:30 PM**2015-16 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2015 through September 30, 2017.

CDE Program Contact:Melissa Flatt, Educator Excellence Office, mflatt@cde.ca.gov, 916-324-5689

2015-16 Title II, Part A entitlement	\$6,797
2015-16 Title II, Part A total apportionment issued	\$6,797

Professional Development Expenditures

Professional development for teachers	\$6,797
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and/or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and/or relocation allotment	
National Board Certification and/or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$6,797
2015-16 Unspent Funds	\$0
Note: CDE will invoice the LEA for the 2015-16 unspent apportionment amount.	
General Comment (Maximum 500 characters)	

*****Warning*****

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Report Date:2/23/2018

Page 1 of 1

California Department of Education

Consolidated Application

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Gregory Wood
Date: 2/22/2018 6:30 PM**2014-15 Title III, Part A Immigrant YTD Expenditure Report, Supplemental Closeout 39 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2017.

CDE Program Contact:Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831**Approved Immigrant Sub-grantee Activities****(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-**

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

- (A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
- (B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- (C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth
- (D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2014-15 Title III, Part A Immigrant supplemental entitlement	\$444
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$444
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$444
2014-15 Unspent funds	\$0
Note: CDE will invoice the LEA for the amount of 2014-15 unspent supplemental entitlement funds.	
General comment	

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Report Date:2/23/2018

Page 1 of 2

California Department of Education

Consolidated Application

Palisades Charter High (19 64733 1995836)

Status: Certified
Saved by: Gregory Wood
Date: 2/22/2018 6:30 PM

2014-15 Title III, Part A Immigrant YTD Expenditure Report, Supplemental Closeout 39 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2014 through September 30, 2017.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

(Maximum 500 characters)

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Report Date:2/23/2018

Page 2 of 2

Coversheet

Approval of Field Trips

Section: X. Consent Agenda 1: Non-Finance Items
Item: A. Approval of Field Trips
Purpose: Vote
Submitted by:
Related Material: X_A_Field Trip Part 1_02_27_18_Palo Alto.pdf
X_A_Field Trip Part 5_02_27_18_Bakersfield_Additional Materials.pdf
X_A_Field Trip Part 6_02_27_18_Princeton_Additional Materials.pdf
X_A_Field Trip Part 2_02_27_18_Newport Beach.pdf
X_A_Field Trip Part 3_02_27_18_Wind Wolves Preserve.pdf
X_A_Field Trip Part 4_02_27_18_711_12th Ave.pdf

BAY AREA CLASSIC CHALLENGE

TENNIS
Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

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

1. Destination PALO ALTO CALIF Are admission fees charged? Yes _____ No
2. Dates of Trips 3-1-3-3 3. Number of Students 14 Number of adults 2
4. Name and employee number of employee who will go on trip: E.L. KLING 142193

5. Substitute required? Yes No _____ How Many? 1 Source of funds _____
6. Time schedule required by school: Leave School 9:00 Arrive destination 2:00
Leave destination 7:15 Return school 9:30

7. Duration of trip: Less than one day _____ One day _____ Overnight (if overnight, how many days?) 3 DAYS 2 NIGHTS
8. Method of transportation: School bus (indicate number required) _____ Walking _____ Automobile
Public Carrier: airplane boat _____ bus _____ train _____ other _____ (explain) SOUTHWEST AIR - CAR RENTED MINIVANS

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will _____
PLAY AGAINST TOP LEVEL COMPETITION.
MET & SOCIALIZE WITH STUDENTS (STATE WIDE)

10. Source of funds for trip PARENTS & TEAM TRUST FUND
(AND DONATE)

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

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

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

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

APPROVALS:
Principal or Asst. Principal [Signature] Date: 2/3/18
Board of Trustees* _____ Date: _____

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

Submit by Email

Print Form

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of School: Palisades Charter High School Employee Supervising trip Aldo Juliano Certified _____ Non-Cert. X

Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 (11 12) OTHER _____

1. Destination Rabobank Arena/Bakersfield Are admission fees charged? Yes _____ No X
 2. Dates of Trips 3/1-3/3 3. Number of Students 4 Number of adults 2
 4. Name and employee number of employee who will go on trip: Aldo Julinao Erik Miranda

5. Substitute required? Yes _____ No X How Many? _____ Source of funds _____

6. Time schedule required by school: Leave School 12pm 3/1 Arrive destination 2:30pm 3/1
 Leave destination 8pm 3/1 Return school students return to homes

7. Duration of trip: Less than one day ___ One day ___ Overnight X (if overnight, how many days?) 2

8. Method of transportation: School bus (indicate number required) ___ Walking ___ Automobile X
 Public Carrier: airplane ___ boat ___ bus ___ train ___ other ___ (explain) _____

9. Brief description of educational benefit to be derived form this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will CIF state wrestling

10. Source of funds for trip _____

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

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

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

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

APPROVALS:
 Principal or Asst. Principal [Signature] Date: _____
 Board of Trustees* _____ Date: _____

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Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of Employee ID #: 50723fac Certified X
 School: **Palisades Charter High School** Supervising trip Lauran Spivack Non-Cert. _____
 Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination Princeton University Are admission fees charged? Yes ✓ No _____
2. Dates of Trips 4/26/18 - 4/28/18 3. Number of Students 14 Number of adults 1
4. Name and employee number of employee who will go on trip: Lauran Spivack
ID #: 50723fac
5. Substitute required? Yes ✓ No _____ How Many? 1 Source of funds club account
6. Time schedule required by school: Leave School 4/26 Arrive destination 4/26
Leave destination 4/28 Return school _____
7. Duration of trip: Less than one day ___ One day _____ Overnight ✓ (if overnight, how many days?) 3 days, 2 nights
8. Method of transportation: School bus (indicate number required) ___ Walking _____ Automobile _____
Public Carrier: airplane ✓ boat _____ bus _____ train _____ other _____ (explain) _____
9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will argue constitutional law in a national moot court competition, furthering their knowledge and understanding of the Constitution and the judicial system.
10. Source of funds for trip parent donations, fundraising

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

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

APPROVALS:

Principal or Asst. Principal _____ Date: _____

Board of Trustees* _____ Date: _____

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Request for Approval of School Organized Trip

Revised January 2012

ALL AMERICAN NATIONAL CHAMPIONS
BOYS TENNIS
Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

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

- 1. Destination NEWPORT BEACH Are admission fees charged? Yes (No)
- 2. Dates of Trips MAR 23-25 3. Number of Students 12 Number of adults 2
- 4. Name and employee number of employee who will go on trip:
EL BUD KLING 142193
- 5. Substitute required? Yes No _____ How Many? 1 Source of funds _____
- 6. Time schedule required by school: Leave School 3/23 @ 12:00 Arrive destination 1:00
Leave destination 6:00 Return school 6:45
- 7. Duration of trip: Less than one day _____ One day _____ Overnight (if overnight, how many days?) 3 DAYS 2 NIGHTS
- 8. Method of transportation: School bus (indicate number required) _____ Walking _____ Automobile
Public Carrier: airplane _____ boat _____ bus _____ train _____ other _____ (explain) _____

- 9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will _____
WE ARE THE OXFORDING CHAMPIONS & OPPORTUNITY TO COMPETE VS TOP LEVEL COMPETITION
- 10. Source of funds for trip LOADING PARENTS GAS - TEAM FUNDS
ENTRY FEE TEAM FUNDS

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

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

APPROVALS:
Principal or Asst. Principal [Signature] Date: 2/3/18

Board of Trustees* _____ Date: _____

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Submit by Email

Print Form

Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

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

1. Destination Wind Wolves Preserve Are admission fees charged? Yes _____ No
2. Dates of Trips 4/6 - 4/7 3. Number of Students 12 Number of adults 2
4. Name and employee number of employee who will go on trip: Steve Engelmann 612849
Jessica Elisha
5. Substitute required? Yes _____ No How Many? _____ Source of funds _____
6. Time schedule required by school: Leave School 2:15 PM 4/6 Arrive destination 4:30 PM 4/6
Leave destination 4 PM 4/7 Return school 6 PM 4/7
7. Duration of trip: Less than one day ___ One day ___ Overnight (if overnight, how many days?) 2 days, 1 night
8. Method of transportation: School bus (indicate number required) ___ Walking ___ Automobile
Public Carrier: airplane _____ boat _____ bus _____ train _____ other _____ (explain) _____

9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will compete in the California Environment state competition demonstrating their knowledge on natural resource management strategies

10. Source of funds for trip Booster Club, parent donations

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

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

APPROVALS:
 Principal or Asst. Principal Sam Majeed Date: 2/9/2018
 Board of Trustees* _____ Date: _____

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Palisades Charter High School

REQUEST FOR APPROVAL OF SCHOOL-ORGANIZED TRIP FOR STUDENTS

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

Name of Employee Certified _____
 School: **Palisades Charter High School** Supervising trip Kolavo/TBD Non-Cert. _____

Telephone Number (310) 230-6623 Grade levels (Circle) 9 10 11 12 OTHER _____

1. Destination 711 12th Ave Are admission fees charged? Yes No _____
2. Dates of Trips Sun April 15 to Thurs April 19 3. Number of Students 20 Number of adults 2
4. Name and employee number of employee who will go on trip: Brad Kolavo
5. Substitute required? Yes No _____ How Many? 2 Source of funds CTE
6. Time schedule required by school: Leave School Sun 4/15 - by plane Arrive destination 4/15
 Leave destination Thurs 4/19 Return school Thurs 4/19
7. Duration of trip: Less than one day ___ One day _____ Overnight (if overnight, how many days?) 4
8. Method of transportation: School bus (indicate number required) _____ Walking _____ Automobile _____
 Public Carrier: airplane boat _____ bus _____ train _____ other _____ (explain) _____
 to be booked _____
9. Brief description of educational benefit to be derived from this activity. Please state specifically as an instructional objective (not required for athletic trips of Youth Services Activities) The students will compete in business competitions, leadership events, and professional networking, rising talent from middle and high schools around the world display professional skills & business acumen they have developed by running a VE company during the school year.
10. Source of funds for trip _____

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

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

APPROVALS:

Principal or Asst. Principal *Sam Majer* Date: 2/13/18

Board of Trustees* _____ Date: _____

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Coversheet

Approval of reimbursements for Executive Director / Principal

Section: XI. Consent Agenda 2: Finance Items
Item: A. Approval of reimbursements for Executive Director / Principal
Purpose: Vote
Submitted by:
Related Material: XI_Expense Reimbursement 2_28_2018 - P Magee.pdf

Palisades Charter High School Expense Report/ Reimbursement Form 2018 Calendar Year

Name: Pamela Magee

Date: 2/27/2018

P.O. # _____

Date	Vendor	Description	Office Supplies	Classroom Materials	Conferences	Comm/Postage	Other*	Business Miles	Rate Per Mile	Total Mileage
			4350	4310	5220	5920				5210
									0.545	-
1/31/2018	Dr. Magee	CAASPP Pasadena (round trip from PCHS)			\$13.00			75.20	0.545	40.98
2/8/2018	Dr. Magee	All Council/LAUSD Operated Programs Team (West Hills, round trip from PCHS)						54.60	0.545	29.76
2/14/2018	Dr. Magee	RSDSS Strategies _ Alhambra (round trip from PCHS)						60.80	0.545	33.14
2/4/2008	Dr. Magee	Curriculum Meetings (on school card)					\$29.56		0.545	-
1/31/2018	Dr. Magee	CAASPP Pasadena (round trip from PCHS)							0.545	-
2/14/2018	Dr. Magee	RSDSS Strategies _ Alhambra (round trip from PCHS)			\$9.50				0.545	-
2/7/2018	Dr. Magee	Curriculum Meetings (on school card)					\$21.23		0.545	-
2/7/2018	Dr. Magee	Curriculum Meetings (on school card)					\$24.80		0.545	-
									0.545	-
									0.545	-
									0.545	-
Total			-	-	22.50	-	75.59	190.60	6.54	103.88

Grand Total	\$	201.97
Charged Amount	\$	75.59
Net Due Employee	\$	126.38

Employee Signature: _____

Approved By: _____

Date: _____

Department/Program Name & #: _____

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