



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday June 5, 2018 at 5:00 PM PDT

### **Location**

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

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*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.*

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### **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**

Approve minutes for Board Meeting on May 15, 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. Charter Committee Report
- C. Election Committee Report
- D. Academic Accountability Committee Report

**IV. Board Committees (Board Members Only)**

- A. Survey Committee
- B. Audit Committee

**V. Academic Excellence**

Academic Excellence

- A. ASB Survey Student Results
- B. Math Success Task Force Action Plan Updates
- C. Equity Study Group Recommendations
- D. Update on Non-School Sponsored Field Trip Policies & Procedures

**VI. Governance**

Governance

- A. Contract for New Dir. of Academic Guidance & Counseling

**VII. Facilities / Operations**

- A. School Safety & Security Update
- B. Approval of Janitorial Services Contract
- C. Approval of Transportation Contract
- D. Approval of Security Services Contract

**VIII. Finance**

Finance

- A. LCAP Updates
- B. Budget Updates & Priority Guidance - if needed
- C. Educator Effectiveness Expenditure Report
- D. Approval of SISC Contract (medical)
- E. 2018-19 Food Service Vendor (Cafeteria) Contract
- F. Approval of General and Workers Comp Insurance
- G. Approval of Cathay Bank Acct - Transportation Bank Acct.  
Acct #34120440

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

- A. EDP Evaluation Update

**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, June 19, 2018
- Board Annual Governance Training is Saturday, June 23, 2018

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

**XIII. Closed Session**

- A.** Conference with Legal Counsel: Existing Litigation  
OAH Case #2018030534
- B.** Public Employee Discipline/Dismissal/Release  
(Govt. Code section 54957)
- C.** Conference with Legal Counsel: Anticipated Litigation  
(Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9)

**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 May 15, 2018

APPROVED



# Palisades Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday May 15, 2018 at 5:00 PM

#### **Location**

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

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#### *REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY:*

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**Trustees Present**

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

**Trustees Absent**

Robert Rene

**Trustees who left before the meeting adjourned**

Shawn McClellan

**Ex Officio Members Present**

Dr. Pam Magee, Greg Wood

**Non Voting Members Present**

Dr. Pam Magee, Greg Wood

**Guests Present**

Shelby Ladnier

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**I. Opening Items**

**A. Call the Meeting to Order**

Emilie Larew called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday May 15, 2018 at 5:10 PM.

**B. Record Attendance and Guests**

Robert Rene was not present at the opening of the meeting.

**C. Public Comment**

No public comments

**D. Approve Minutes**

Emily Hirsch made a motion to approve minutes from the Board Meeting on 03-20-18, with two corrections to the spelling of the last name of public comment speaker Sue Pascoe and spelling of the new Auditor Nigro & Nigro. Board Meeting on 03-20-18.

Andrew Paris seconded the motion.

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

**Roll Call**

Deanna Hamilton	Aye
Robert Rene	Absent

**Roll Call**

Emily Hirsch           Aye  
Andrew Paris           Aye  
Shawn McClellan      Absent  
Mystic Thompson      Aye  
Emilie Larew           Aye  
Rocky Montz           Aye  
David Carini           Abstain  
Camille Schoenberg   Aye  
Leslie Woolley         Abstain  
Shawn McClellan left.

**E. Approve Minutes**

Mystic Thompson made a motion to approve minutes from the Board Meeting on 04-17-18 with one amended pg. 25 under 3-Year Cash Flow Forecast, the 3 sentence should be changed to "while the cash side looks good, we need to continue building cash balances" Board Meeting on 04-17-18.

Andrew Paris seconded the motion.

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

**Roll Call**

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

**II. Organizational Reports**

**A. Student Report**

Taylor Torgerson reported AP Testing is underway. Prom is scheduled for May 19th at Casa Vertigo

Other senior events : May 25th picnic, June 1 - Senior Carnival and June 7th- graduation

**B. Parent Report**

Deanna Hamilton reported parent volunteers, sponsors and donations are needed to fund the Senior Carnival.

**C.**

### **Classified Staff Report**

Andy provided accolades to Emilie Larew for 3 1/2 years as Chair of the Board and job well done.

### **D. Faculty Report**

David Carini read notes from Faculty Members. Teachers would like to see more details from the fundraising efforts and grant writing

More gender neutral bathrooms are needed, more counselors and more security officers instead of fencing

Could we shift Finals to Monday instead of Thursday.

### **E. Human Resources Director (HR) Report**

Stands as submitted. Amy mentioned she continues to attend Job Fairs

### **F. Director of Operations Report**

Stands as submitted

### **G. Director of Development Report**

Stands as submitted

Mike Rawson discussed the Career Day Fair scheduled for May 23rd. The job fair will offer students the opportunity to learn about career opportunities that exit and how to create a pathway to success. Currently, working with teachers to allow students out of class to participate. More exhibitors are needed for the fair.

### **H. Chief Business Officer (CBO) Report**

Stands as submitted.

### **I. Executive Director/Principal (EDP) Report**

Stands as submitted.

Accolades to our students for bringing the change the unity has been profound. Lets keep this momentum going.

## **III. Board Committees (Stakeholder Board Level Committees)**

### **A. Budget & Finance Committee Report**

Camille Schoenberg reported the committee met yesterday and last week to finalize the Textbook and IMA budget.

### **B. Charter Committee Report**

Nothing to report

**C. Election Committee Report**

Will be reviewed in the governance section for election status updates

**D. Academic Accountability Committee Report**

Committee have not met.

**IV. Board Committees (Board Members Only)**

**A. Survey Committee**

Leslie Woolley reported surveys went out to parents via an email blast. There are two separate surveys.

We also had 1400 students who took the survey. Faculty and Staff also completed their survey. Once the survey is finalizing the data will be made available to the board.

**B. Audit Committee**

Nothing to Report

**V. Academic Excellence**

**A. Student Organizations Presentation**

Gio Stewart and students presented to the Board of what has happened over this year. How in his role as the new Unification Director he has had an impact. His goal is changing mindsets and value diversity. Academics is important but giving students a voice, shaping mindset, social emotional skills are important, also. They have raised awareness through play, games and activities.

There are 400 students part of leadership and they are in tuned to the mission and goals of PCHS.

Dakotah and Sofie discussed **Justice League** - Our Mission is for all the stakeholders of Palisades Charter High School to value and support cultural, social and economic diversity. We aim to solve the problem of inequity and self segregation in classrooms, and on our campus, by inspiring all the stakeholders at Palisades Charter High School to use empathy regarding one another.

**Ambassadors:** Amir and Mia discussed how they met their main goal to bridge the school and community through 14 school tours, 28 community service events, supporting Open House, graduation and placement testing day. Future plans more merchandise and more diversity.

**ASB** - main goal is bridging gap between students and administrators; provide the student point view at Board Mtg., Budget and Finance Committee Meetings, PTSA. Also, want to make sure students are having a good time by planning Prom, Dances, etc.

**Peer Mediation** - mission is to help students figure out how to solve their own problems. Mission is to create a peaceful integrated campus.

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**Link Crew** - helps 9th graders integrate into Pali's community. Currently working on developing a process to help other students coming into 10th, 11th grade and help them integrate. This was the brainchild of Taylor Torgerson the student liaison for the Board.

**Dolphin Leadership** is a summer program for freshman before they start their 9th grade at Pali, to help students improve their study skills and integrate into Pali.

This year **P.E.E.R.** -Performance + Equity = Excellent Results worked on Trust and Awareness and next year will work on Collaboration.

#### **B. Annual Review of Pupil Placement Data / Math Placement Policy (SB359)**

The current PCHS Math Placement Policy was presented with a recommendation to revise the Qualification for Honors Level Math Classes. The Board Materials includes the Annual Review of Pupil Placement Data Report compiled by Dr. Butler. along with recommendations. There are some data trends. and some continuing discrepancies and that will require the need to continuing improvement for next year.

#### **OVERALL RECOMMENDATIONS FOR CHANGES TO THE MATH PLACEMENT POLICY:**

1. Recommendations throughout this report can be implemented through changes in the use of the same multiple measures available without necessitating formal changes in the Math Placement Policy.
2. Because the SBAC does not assess the same content as the prerequisites for Geometry or higher (most Algebra 1 content is not assessed in the 8th grade test), and data confirming a low correlation between SBAC achievement and demonstration of Algebra 1 content knowledge on the Math Placement Test, replace the use of the SBAC for placement into honors math classes with an opportunity to retest, possibly with a different exam that is better aligned with the prerequisites for higher level math courses.

#### **The current qualification for honors level math classes for 2017-2018 school year:**

An incoming 9th grade student may only qualify for honors math classes by

demonstrating advance levels of achievement on all the assessed Algebra 1 Essential Standards and Skills on their first attempt on the placement exam OR by earning a B or better in a UCOP approved Algebra 1AB-equivalent course AND Exceeds Standards on Grade 8 Math SBAC Test.

**The recommended qualification for honors level math classes for 2018-2019 school years:** An incoming 9th grade student may only qualify for honors math classes by demonstrating advance levels of achievement on all the assessed Algebra 1 Essential Standards and Skills on the PCHS Placement Exam OR the PCHS Re-Test.

Rocky Montz made a motion to approve the changes to the PCHS Math Placement Criteria as amended to change the qualification for Honors Level Math Classes.

Shawn McClellan seconded the motion.

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

**Roll Call**

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

**C. Update on Schoolwide Goals**

Dr. Magee included in the Board Materials a reflection on the progress made to meet the five school wide goals this school year. We will continue to focus on improving the school wide goals. The 2017-18 school year could be characterized as highly focused on reflection on progress made over the past six years and the development of a comprehensive action plan to guide the school for the next six years. PCHS actively engaged in the WASC Six-Year Self-Study (receiving the highest score possible) and developed the PCHS WASC Action Plan for Equity. The Equity Task Force is developing an implementation timeline for the 2018-19 school year. We have been focusing on Mental Health and Wellness; Meditation & Mindfulness. Changes in culture and climate are improving academics and relationships and mental wellness.

**VI. Governance**

**A. LAUSD Charter School Division (CSD) Visit Update**

Dr. Magee reported today was the second day of visits and thanked Chris Humphrey for attending. The oversight visit went very well. We should expect a final report later.

## **B. PCHS Employment Process Including Classifications & Evaluations**

Amy Ngugen discussed the PCHS employment process including classifications and evaluations. PCHS has three main staff classifications: Union Employees (UTLA and PESPU) and At-Will-Employees (Administrators, Mid-Level Managers, Salaried Professions like coaches).

The evaluations used for UTLA and PESPU are included in the Board Materials. The evaluations are rigorous and comprehensive review for each teacher. The evaluation process is an opportunity to honor teachers and staff members and also address concerns.

There is a due process in place: Verbal Warnings, which is counseling, Letter of Warning, which is not considered discipline and Letter of Reprimand, which is discipline. Letters of Reprimand can be grieved if employee is part of a Union. Suspension Process is a possible next step for Union Members: Notice of Unsatisfactory Service or Notice of Unprofessional Conduct; Pre-disciplinary meeting to communicate concerns with employee; Administrative Review (Skelly Hearing); Board Action. At-Will employees can be terminated after the Letter of Reprimand if there is no improvement.

## **C. Employee Health Plan Updates**

No bid available. Bid will be brought back to the Board at a later date.

## **D. Certification of Board Elections & Information Regarding Mandatory Board Legal/Governance Training**

Rocky Montz reviewed the election results and a few Election Committee recommendations to the Board.

Election Winners:

Community Seat - Leslie Woolley

Parent Seat- Reeve Chudd

Parent Seat (Traveling Student)- Dara Williams

Faculty Seat- Larry Weiner

Administration/Management Seat-Brooke King

Faculty Seat (Student Elected)- Susan Ackerman

Recommendations: (1). Have a Board without interested members-employees and parents. (2) Consider reducing the number of Board Members and how they are elected. Having appointed Board Members for a longer term maybe more effective.

Mystic Thompson made a motion to certify the 2018 election results for the PCHS Board of Trustees as presented by the Election Committee.

Andrew Paris seconded the motion.

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

**Roll Call**

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

**E. Board Member Recusal Policy (Revised)**

Rocky Montz made a motion to approve the Recusal Policy as written.

Emily Hirsch seconded the motion.

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

**Roll Call**

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

Emilie briefly refreshed the Board's memory regarding the purpose of Recusal Policy. Section B.iii-would provide an exception for Administrative Employee Board Members' participation in open or closed session discussions.

**F. Approval of 2018-2019 Board Meeting Dates**

Mystic Thompson made a motion to approve the 2018/2019 Board Meeting Dates with an amendment to change the August meeting to the 28th.

Leslie Woolley seconded the motion.

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

**Roll Call**

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

Emilie discussed the 2018-2019 Board Meeting schedule. Improving attendance at the Board Meeting was considered when developing the schedule. During a previous Board Meeting Saturday meetings or more frequent but shorter meetings were discussed.

Greg Wood would move the June meeting just in case last minute budget approval is needed. The schedule will be revisited during the first Board Meeting of 2018-2019 and presented to the newly elected Board Members.

**G. Communications Policy - Review & Recommendations**

Dr. Magee reviewed the existing PCHS Communications Policy included in the Board Materials and includes proposed communication guidelines which should be reviewed and feedback should be provided. The finalized policy will be updated in our Student/Parent Handbook. David Carini raised concerns about only authorized employees engaging with the Press/Media. The proposed communication guidelines would require all communication with members of the Press and Media to be approved beforehand by the Communications Coordinator and the Executive Director. The Communication Coordinator is Morgan Taylor.

**H. SELPA (Special Education Local Plan Area) Exit Letter**

Mary Bush reviewed the purpose, benefits and structure of the LAUSD SELPA, Charter Operated Programs. The SELPA allows districts to pool and share special education money and act as watch dogs for one another to ensure compliance.

We currently stay with the LAUSD SELPA to receive higher funding. LAUSD approved a reorganization of their SELPA, so there are two programs the District Operated Program and the Charter Operated Program. .

1. Special Ed Funds

- 2. 10% LAUSD Administrative Costs
- 3. 10% COP Administarive Cost

COP Benefits include:

Liaison between charter & district  
 Professional development and programs support

Opporutnities to recover special education funding through:

- Grants- (2017-2018) -\$141K (just to PCHS)
- Request for assistance/money- Requested \$170K +
- Programs (extended school year)- \$5,000.00

Purpose for exit letter

Charter Operated Programs Division exists at the discretion of the district  
 District can opt to discontinue at any time

PCHS and other members of the Charter Operated Programs collective submit a letter reserving the right to exit the LAUSD/SELPA. The letter which is effective July 1, 2018 is included in the Board Materials Exit Letter. Reason for the exit letter:

- Provide Charters with options should LAUSD cease to support COP model
- Required annually (one year prior) to allow charter to explore membership in other SELPAs

Rocky Montz made a motion to approve as presented the SELPA (Special Education Local Plan Area) Exit Letter.

Leslie Woolley seconded the motion.

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

**Roll Call**

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

**VII. Facilities / Operations**

**A. School Safety & Security Update**

Don Parcell provided an update on Safety and Security. The first phase of the fundraising campaign for security is complete; we collected \$57,000 in donations. There are pending commitments. We are soliciting support from incoming 9th grade families, applying for grants and will be requesting funding through the Budget and Finance Committee.

We continue to work with the NESSI DHS representatives: Exhibit A (page 37) of the Operation Report includes a number of capital expense items that are recommended as additional security measures:

Priority Ranked by Brian Keith of the Dept. of Homeland Security

1. PE Tunnel Fencing
2. Parking Lot Fencing
3. Mercer/Music Fencing
4. Fence Breach Detection/Alerting System around entire perimeter fencing
5. Intrusion Detection System (IDS) for tight perimeter around buildings for when Security Guards are not on campus overnight
6. Pali Academy Location Push-Bar Gate by Drive Gate
7. Extra Security Cameras on each New Push-Bar Gate
8. Extra Security Cameras for Perimeter Fencing Areas
9. Extra Security Cameras on Remaining Trouble Spots as identified by Campus Security & Deans
10. Fix Campus Wide PA System Issues - Some Classrooms need new speakers, some areas need speakers, some need fixing for clarity, etc.
11. W-Building to Sunset Push-Bar Gate - Out by Left Field in the Baseball Outfield
12. El Medio Drive Gate Push-Bar Gate by the Drive Gate
13. A-Building 1st Floor Office Escapes - Window Gates/Grates to open from the Inside Out (offices only have one exit via the door)
14. Bollards by Gilbert Hall Quad where students congregate at Nutrition, Lunch and 7th Period.

The temporary fencing (\$1050.00 per month for 3 months) is now set up in various locations; this fencing will provide an idea of where a more attractive permanent fencing would be installed.

Our PA system needs updating and it was ranked lower on the list by NESSE, Don would like this to push up the ranks for priority.

There are three now Push Bar Gates.

Leslie Woolley expressed concerns about over doing security measures and balancing the needs to keep students safe.

**B. Approval of Cafeteria Contract**

tabled

**C. Approval of Janitorial Services Contract**

tabled

**D. Approval of Transportation Contract**

Don Parcell reviewed the contract with Mission School Transportation. This contract is for the Special Education bus; we should have the contract with ATS by the June 5th meeting. Everyone is happy with the current service provided by Mission. Andy Paris and Mary Bush both agreed the service is fine. There is a 6% price increase over the current contract. The cost will range from \$85,000-\$86,000 for one bus.

Camille Schoenberg made a motion to authorize Dr. Magee to sign the transportation contract with Mission School Transportation.

Leslie Woolley seconded the motion.

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

**E. Approval of Security Services**

tabled

**F. IT Budget for 2018-19**

Don Parcell warned the Board the request for the IT Budget for 2018-2019 will be larger for next year. We have been postponing needed technology and we need to investing in our technology infrastructure.

**VIII. Finance**

**A. 2018-19 Food Service Vendor Contract**

tabled

**B. 2018-19 Educator Effectiveness Final Expenditure Report**

tabled

**C. 2018-19 IMA/TextBook Approval**

tabled

**IX. Consent Agenda 1: Non-Finance Items**

**A. Approval of Field Trips**

table for more information

**B. Board Committees - Approval of New Members**

Nothing to Approve

**X. Consent Agenda 2: Finance Items**

**A. Approval of reimbursements for Executive Director / Principal**

Camille Schoenberg made a motion to to approve the consent agenda-2: Finance Items.

Deanna Hamilton seconded the motion.

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

**Roll Call**

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

Board Members: Emilie Larew, David Carini, Rocky Montz and Andy Paris recused themselves from the vote.

**XI. Closed Session**

**A. Conference with Legal Counsel: Existing Litigation**

**B. Consideration of Student Appeal: 2018-01**

Went into closed session at 7:55pm

Returned to Open Session at 9:16pm

Reporting out for consideration of student appeal: 2018-01. The Board voted to deny the appeal for case 2018-01 in a

5 to 3 vote.

**C. Student Matter: Discipline/Expulsion**

**D. Public Employee Discipline/Dismissal/Release**

**E. Conference with Legal Counsel: Anticipated Litigation**

Closed Session 9:17pm

Open Session: 9:37pm

There is no reportable action taken.

## **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 9:38 PM.

Respectfully Submitted,  
Deanna Hamilton

# 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 Report\_06\_05\_18.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Human Resources Board Report

June 5, 2018

#### Election/New Hire:

Name	Classification/Position	Funding	Effective Date
Jaco Wong	Teacher – Music	General	August 10, 2018
Alanah Liggins	Special Education Assistant	General	August 10, 2018
Taylor Hanson	Library Assistant (Temporary)	General	May 25, 2018

#### Retirement/Resignation/Leaves:

Name	Classification/Position	Funding	Effective Date
Sundai Johnson	Teacher – English	General	June 8, 2018
Sheryl Martin	Library Media Technician	General	June 22, 2018
Richard Maxwell	Teacher – English	General	June 8, 2018
Bella McGowan	School Psychologist	General	June 30, 2018
Joann Frances Young	Teacher – Science	General	June 8, 2018

Action Item:

Approve contract for Director of Academic Planning and Guidance (*attached*)

\_\_\_ Approved      \_\_\_ Not Approved

#### 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

HR Board Report continued, page 2

### Staffing and Recruitment:

Interviews continue for all open positions for the 2018-2019 academic year. Status listed below.

Position	Status
Teacher – Math	Candidate selected, in hiring process
Teacher – Science, Biology	Candidate selected, in hiring process
Teacher – Spanish	Candidate selected, in hiring process
Teacher – Science, STEM	Interviewing, second round
Teacher – Special Education RSP	Candidate selected, in hiring process
Teacher – Special Education SDP	Candidate selected, in hiring process
Teacher – English (2, one at Pali Academy, PT)	Interviewing
Teacher – Math (Pali Academy, PT)	Interviewing
Teacher – Science (Pali Academy, PT)	Interviewing
School Psychologist	Recruiting
Library Media Technician	Recruiting
Director, Academic Planning and Guidance	Candidate selected, in hiring process

#### Our Mission:

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

# Coversheet

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** F. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_F\_Operations Report\_06\_5\_18.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Operations Report June 5, 2018

#### Security/Safety:

- PCHS through its budgeting process has currently allocated \$0 (Zero) dollars of funding for 2018-19 toward the Operations Department's #1 Top Priority request for CapEx spending related to student safety measures. Rationale was stated as fundraising should pay for that. Fundraising has only raised \$58,000 of the \$350,000+ desired. The Director of Operations disagrees with the Zero (\$0) of funding and is recommending PCHS to provide significant one-time funding in 2018-19 for most if not all of the following items:
  - **Fix/Improve General Public Address System (\$10,000):** Not clear enough in a number of classrooms, offices and common spaces, and needs some central system maintenance as well. The PA system is the schools primary Main Office communications tool to the entire Faculty/Staff & Student Body in emergency situations and should be easily and clearly heard.
  - **Emergency Exit Push-Bar Gates (\$23,000):** Additional emergency exit gates recommended in 3 locations 1) Pali Academy ~\$6,500, 2) W-Bldgs ~\$10,000, 3) El Medio Drive Gate ~\$6,500). The Director of Operations feels that at least 1 additional push-bar gate (Pali Academy) should be funded at a minimum, but ideally recommends funding for all 3.
  - **Fencing (\$225,000+\$12,000=\$237,000):** Fencing in the 3 locations previously discussed should be fully funded, with the Director of Operations recommendation for prioritization as:
    - 1) Parking Lot Fencing (~\$150,000)
    - 2) PE Fencing (~\$50,000)
    - 3) Mercer/Music Building Fencing (~\$25,000)
 This fencing pricing would include emergency exit push-bar gates where appropriate, but should also include an additional \$12,000 in sidewalk creation and curb-cuts to make the parking lot fencing push-bar gate by the main exit gate be more effective.
  - **Fence Breach Detection/Alerting System (\$50,000):** While ideal to install after the additional fencing is installed, this system would be useful even without some or all of the additional fencing.
  - **Additional Security Cameras (\$45,000):** Add more security cameras, and the infrastructure to make them work, to monitor the new push-bar gates and other perimeter and campus blind spots.
- PCHS's fundraising campaign for Safety/Security – Detailed status to be provided by Mike Rawson. Bottom Line – \$58,000 raised and still much more funding needed.
- PCHS has installed (or will soon) temporary fencing in all 3 areas that have been identified as the higher need/risk areas. The fencing is in the locations and rough configuration as to how long-term fencing would be placed when the ~\$225,000 of funding is available.



# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety (Continued):

- Perimeter fencing intrusion detection system (climbing-cutting) highly desired. Cost estimated at ~\$50,000, but still needs funding. Having an extra 1-3 minutes notice before an Active Intruder gets to the more populated parts of campus can make a big difference to maximize the lockdown and safety of more people.
- An additional Emergency Evacuation/Exit Push-Bar Gate has been installed to add to the 3 others previously installed. All are operational. Funding still needed for 3 more of these gates at ~\$7k-\$10k per gate.
- Additional Security Cameras, and the infrastructure to support them, needed to increase surveillance of additional emergency exit push-bar gates and campus perimeter. Cost TBD, depends on number of push-bar gates added, degree of fencing added, amount of camera coverage wanted, etc.
- PCHS has maintained the increased School Day campus security since the Parkland, FL incident, and will do so through the end of the 2017-18 school year, but additional guard coverage and proactive monitoring of security cameras needed, but needs funding, for 2018-19.
- The National Education on Safety & Security Institute (NESSI) personnel we're working with from the Dept. of Homeland Security (DHS) and FBI were on-site in April to do their assessment. Assessment final report expected soon.
- The NESSI DHS representative rank ordered a number of capital expense items that had been previously identified and discussed with them and is included in Exhibit A.
- Additional safety/security measures to increase campus safety have been compiled by PCHS and are being evaluated as part of the NESSI Assessment.
- Campus-Wide Emergency Supplies were reviewed and refreshed (as well as Classroom supplies re-surveyed/re-refreshed) for lockdown scenarios to ensure Faculty/Staff & Students have what they need.
- PCHS investigating Social Media Monitoring services such as the Social Sentinel ([www.SocialSentinel.com](http://www.SocialSentinel.com)) and as an additional early detection/warning of potential threats. Costs quoted/estimated at \$1,500/mo.
- Intrusion Detection System (IDS) proposals received and under evaluation (~\$45,000). Project put on-hold while more School Day specific safety measures are being evaluated, but still need funding
- Contracting with a locally patrolling security company for on-call emergency support when needed to quickly get additional trained guards on campus in the event of a true crisis. Besides our one (1) on-site LAUSD-PD Officer, even in a 911 situation, additional LAUSD-PD and LAPD are often 30-60minutes away and we need much faster response time in such events. Costs estimated at \$1,000-\$1,500/month, but funding still needed.



# PALISADES

## CHARTER HIGH SCHOOL

### Permits & Setups:

- Permit Revenue for May 2018 will be available at the June 19<sup>th</sup> Board Meeting
- Spring Sports Permits in full swing
- Summer camps/permits being setup
- Significant Setups activity daily in May with State & AP Testing plus Permits at Night.
- Senior Carnival ongoing right now
- Graduation planning well in hand

### MGAC/Pool:

- Summer hours start Mon 6/4 and run through 8/31
- PCHS, Group/Club and Public Use of MGAC/Pool Continues as Usual
- PCHS Girls & Boys Swim Team Record Board Installed
- 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 continue 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)

### Transportation:

- ATS RegularEd & Trips busing contract submitted for Board approval. Contract yields a \$2,150 annual cost per student riding the bus (\$215/mo. For those paying monthly).
- Student Transportation of America (STA) / Mission bus company continues providing Special Ed busing. Their contract for 2018-19 approved at the May 2018 board meeting.
- 2018-19 school year PCHS School Bus Registration is opened as planned on Thu 5/17 and will run through Fri 7/20 (~8 weeks). Anyone registering for the PCHS SCHOOL Bus Program after the registration deadline will be on a wait list and room availability basis only and are not guaranteed a seat on any bus. All transportation scholarship requests must be received before the PCHS Bus Program Registration Deadline! Transportation scholarship requests received after the Registration Deadline will only be considered under extreme and unique circumstances to be determined solely by Dr. Magee and/or the Board.
- The 3<sup>rd</sup>-Party Contractor for PCHS School Bus scholarship determination has been engaged and is accepting PCHS Transportation Scholarship Applications. Eighty-Eight (88) scholarship applications have been filed as of Fri 6/1 (after 2 weeks). Several hundred applications are expected. Transportation Scholarships will not be awarded before 8/1/2018.
- PCHS & Durham agreed to a separation in services effective with the 4/3/2018 return from Spring Break. Final signed separation agreement awaiting signature from Durham.



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects:

- Main Quad spring break heating system leak repair 100% completed.
- Another new heating system leak occurred near C-Bldg. 1<sup>st</sup> Floor Girls restroom in early May. Heating system current not operational. Leak to be repaired the week of 6/11 as soon as spring semester and graduation are over. There will be no heat available on campus other than the 3 spaces that have independent systems – Gilbert Hall, U-Buildings and W-Buildings.
- Additional thermostats replaced in A206, A210, D208, E102, F205, G107
- Data Center/Room A/C replacement being held up by LAUSD requiring additional investigation into infrastructure compatibility. Temporary A/C Units still operating until replacement project completed.
- Most of the missing classroom window guards/grates installed to further secure classrooms
- Visitor Bleachers in Stadium having older/rotting benches and floorboards replace in anticipation of a full house for Graduation 2018
- J-Bldg. Electrical Upgrades Completed, J100 & J123 STEAM classrooms upgraded as requested, IT Data Center generator/inverter now can be installed – need funding
- Some of the exterior rotted wood has been replaced on the U116/U115/U112/U111 bungalows with more to come during summer
- Phase 2 of the LED Lighting project underway. Many replaced over Spring break, and remaining rooms being worked on in April thru June. Phase 3 (final phase) expected to be done over Summer 2018.
- EV Charging stalls lines repainted and sign adjusted. New “EV CHARGING” stencil ordered to properly reflect purpose of those spots (for active charging only)
- Cafeteria grease trap serviced as part of every 3-month preventative maintenance
- Cafeteria dishwashing sink had critical repair made. All old plumbing pipes fully replaced.
- Created/Cleared an emergency evacuation path from behind both buildings at Pali Academy for escaping purposes to push bar gate that sits atop of their staircase
- Landscaping set to do our perimeter campus fire regulation clean up as Summer heat fast approaches
- Stadium LED Lighting Replacement Project completed over Spring Break
- LED light fixtures installed on staircase by W-Bldg for added lighting and security.
- 2 New LED light fixtures installed in Upper Level student parking for added lighting and security.
- District has completed their survey of our underground utilities as beginning phase for possible repair of underground piping
- Front of A-Building Landscaping project put on hold for budgetary reasons
- Stadium Landscaping project put on hold for budgetary reasons



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects (Continued):

- **Security Fencing** – Project Plan submitted to LAUSD. Awaiting review and approval. Funding still needed. Temporary fencing installed in the interim to increase safety and security until a long-term fence can be funded and installed.
- **Garden Gateway Phase 3** – Final project approval has been obtained from LAUSD. Project proceeding to the bidding phase. Anticipating start of construction this summer, and completion of project expected in Sep 2018.
- **Modular/Trailer Relocation Project** – LAUSD is requiring/forcing PCHS to move the Modulares/trailers behind the J-Building to a new location to get them farther away from J-Bldg, widen the Fire Lane, make them ADA compliant, etc. All issues held over from their installation in 2015. Plan to mitigate these issues has been reviewed with LAUSD and expected to be implemented this summer via the Classroom & Spaces Splits/Conversions Project.
- **Gym A/C Project (LAUSD Funded)** – Project has been DSA Approved. LAUSD currently preparing bid packages for General Contractor bidding/selection. Latest estimated start date pushed back to 10/1/2018 (and completion by Jan 2020 - 15 months), but further start date delays are possible.
- **Heating System Infrastructure Replacement Project (LAUSD Funded)** – Project design phase still underway. Estimated start date Summer/Fall 2019 and completion Winter/Spring 2020 (anticipated as a 10 month project). Many milestones still to be cleared before confidence in project being started at all becomes high.



# PALISADES

## CHARTER HIGH SCHOOL

### Exhibit A

#### **Desired Safety & Security Capital Expenditures Priority Ranked by Brian Keith of the Dept. of Homeland Security**

1. PE Tunnel Fencing
2. Parking Lot Fencing
3. Mercer/Music Fencing
4. Fence Breach Detection/Alerting System around entire perimeter fencing
5. Intrusion Detection System (IDS) for tight perimeter around buildings for when Security Guards are not on campus overnight
6. Pali Academy Location Push-Bar Gate by Drive Gate
7. Extra Security Cameras on each New Push-Bar Gate
8. Extra Security Cameras for Perimeter Fencing Areas
9. Extra Security Cameras on Remaining Trouble Spots as identified by Campus Security & Deans
10. Fix Campus Wide PA System Issues - Some Classrooms need new speakers, some areas need speakers, some need fixing for clarity, etc.
11. W-Building to Sunset Push-Bar Gate - Out by Left Field in the Baseball Outfield
12. El Medio Drive Gate Push-Bar Gate by the Drive Gate
13. A-Building 1st Floor Office Escapes - Window Gates/Grates to open from the Inside Out (offices only have one exit via the door)
14. Bollards by Gilbert Hall Quad where students congregate at Nutrition, Lunch and 7th Period

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_G\_Development Report\_06\_5\_18.pdf



# PALISADES

## CHARTER HIGH SCHOOL

5-Jun-18

### Board of Trustees Meeting Development Report

<b>TOTAL FUNDS RAISED TO DATE:</b>	<b>Prior Report</b>	<b>YTD</b>	<b>Inc.</b>
The PCHS Fund	\$90,497	\$91,367	\$870
Campus Safety & Security Campaign	\$57,148	\$58,541	\$1,393
Donor Brick Campaign	\$74,668	\$74,931	\$263
Donor Brick Campaign (Pledge)	\$50,000	\$50,000	\$0
Donations to Athletic Teams	\$23,068	\$23,574	\$506
Donations to Classroom Teachers	\$12,759	\$12,759	\$0
Donations to Extra-Curriculars	\$16,369	\$17,919	\$1,550
Donations to Pali Cares	\$5,200	\$5,200	\$0
Restricted Donations/Pledges - Received	\$25,112	\$50,112	\$25,000
Restricted Donations/Pledges	\$175,000	\$150,000	-\$25,000
	<u>\$529,821</u>	<u>\$534,403</u>	<u>\$4,582</u>
<b>TOTAL EXPENSES TO DATE:</b>			
Bacio Design		\$9,000	
L.A. Press Printing		\$6,885	
Postage/Mailing		\$6,237	
Advertising (Donor Brick Campaign)		\$2,327	
Subscriptions - Double the Donation		\$449	
Subscriptions - Foundation Directory Online		\$999	
Subscriptions - DonorPerfect		\$1,948	
Subscriptions - Grant Station		\$99	
Service Charges - SafeSave		\$4,104	
Videography		\$500	
Young Alumni Pizza Lunch		\$190	
New Parent Welcome Breakfast		\$930	
		<u>\$33,668</u>	
<b>NET PROCEEDS TO DATE:</b>		<u><u>\$500,735</u></u>	

### Campus Safety & Security Campaign:

Mailed out a letter to all incoming 9th grade parents asking for support on May 16th.



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Development Report

<b>Submitted Grant Proposals:</b>	<b>Amount</b>	<b>Category</b>	<b>Status</b>
American Honda Foundation	\$30,000	Tech	pending
District 4 Facilities Grant	\$20,000	Security	pending
Motorola Solutions Foundation	\$30,000	Tech	pending
Pacific Palisades Optimist Club Grant	\$2,000	Security	pending
Nonprofit Security Grant	\$50,000	Security	in process
3M Foundation Grant		STEM	
Cathay Bank Foundation	\$10,000	ELL	in process
Wells Fargo Foundation	\$10,000	ELL	Due 7/1/18
Mara W. Brech Foundation	\$35,000	Prof. develop	Due 10/31/18
William C. Bannerman Foundation	\$5,000	1:01	Due 10/31/18
Loew's Charitable & Education Foundation	\$5,000	STEM Tools	Due 9/28/18
Making the Future Grant	\$5,000	STEM Tools	Due 11/5/2018
Mazda Foundation	\$10,000	Literacy	in process

# 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 2\_FCMAT CALCULATOR\_2018\_19\_06\_5\_18.pdf

II\_H\_Part 3\_2018\_19\_May\_Revise\_Summary\_School\_Srv\_of\_California\_06\_5\_18.pdf

II\_H\_Part 1\_CBO Report\_06\_5\_18.pdf

LCFF Calculator Universal Assumptions									
Palisades Charter High (1995836) - 2018-2019 Budget #2 5.26.18									
Summary of Funding									
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
<b>Target Components:</b>									
Base Grant	23,223,222	23,725,807	24,399,006	24,398,577	25,351,920	25,855,700	26,521,326	27,230,175	
Grade Span Adjustment	604,096	617,525	634,294	634,283	660,570	671,389	688,679	708,849	
Supplemental Grant	1,622,640	1,585,725	1,589,114	1,520,997	1,646,070	1,750,788	1,872,048	1,911,029	
Concentration Grant	-	-	-	-	-	-	-	-	
<b>Total Target</b>	<b>25,449,958</b>	<b>25,929,057</b>	<b>26,622,414</b>	<b>26,553,857</b>	<b>27,658,560</b>	<b>28,277,877</b>	<b>29,082,053</b>	<b>29,850,053</b>	
<b>Transition Components:</b>									
Target	\$ 25,449,958	\$ 25,929,057	\$ 26,622,414	\$ 26,553,857	\$ 27,658,560	\$ 28,277,877	\$ 29,082,053	\$ 29,850,053	
Floor	18,753,597	19,807,299	22,036,959	24,446,540	26,213,327	26,605,866	28,277,885	28,277,885	
<i>Remaining Need after Gap (informational only)</i>	<i>5,892,684</i>	<i>4,275,426</i>	<i>2,175,449</i>	<i>925,601</i>	<i>792,421</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Current Year Gap Funding	803,677	1,846,332	2,410,006	1,181,716	652,812	1,672,011	-	-	
<b>Total LCFF Entitlement</b>	<b>\$ 19,557,274</b>	<b>\$ 21,653,631</b>	<b>\$ 24,446,965</b>	<b>\$ 25,628,256</b>	<b>\$ 26,866,139</b>	<b>\$ 28,277,877</b>	<b>\$ 29,082,053</b>	<b>\$ 29,850,053</b>	
<b>Components of LCFF By Object Code</b>									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
8011 - State Aid	\$ 8,688,019	\$ 11,726,704	\$ 12,338,383	\$ 14,174,113	\$ 14,947,637	\$ 16,043,908	\$ 17,497,951	\$ 24,804,754	\$ 25,572,754
8311 & 8590 - Categoricals	1,679,723	-	-	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	3,636,879	3,608,517	4,625,943	4,560,162	4,379,426	4,319,604	4,277,299	4,277,299	4,277,299
<i>Local Revenue Sources:</i>									
8096 - In-Lieu of Property Taxes	4,577,841	4,222,053	4,689,305	5,712,690	6,301,193	6,502,627	6,502,627	-	-
<b>Total Phase-In Entitlement</b>	<b>\$ 19,557,274</b>	<b>\$ 21,653,631</b>	<b>\$ 24,446,965</b>	<b>\$ 25,628,256</b>	<b>\$ 26,866,139</b>	<b>\$ 28,277,877</b>	<b>\$ 29,082,053</b>	<b>\$ 29,850,053</b>	
8012 - EPA Receipts (for budget & cashflow)	\$ 3,617,087	\$ 3,612,484	\$ 4,621,915	\$ 4,544,749	\$ 4,390,800	\$ 4,343,496	\$ 4,277,299	\$ 4,277,299	\$ 4,277,299

LCFF Calculator Universal Assumptions								
Palisades Charter High (1995836) - 2018-2019 Budget #2 5.26.18								
Summary of Student Population								
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Unduplicated Pupil Population</b>								
Agency Unduplicated Pupil Count	985.00	910.00	894.00	893.00	1,052.00	1,026.00	1,026.00	1,026.00
Total Unduplicated pupil Count	985.00	910.00	894.00	893.00	1,052.00	1,026.00	1,026.00	1,026.00
Rolling %, Supplemental Grant	34.0500%	32.5700%	31.7400%	30.3800%	31.6400%	33.0000%	34.4000%	34.2000%
Rolling %, Concentration Grant	34.0500%	32.5700%	31.7400%	30.3800%	31.6400%	33.0000%	34.4000%	34.2000%
<b>ACTUAL ADA (Current Year Only)</b>								
Grades 9-12	2,758.43	2,794.23	2,844.37	2,844.32	2,910.00	2,881.50	2,881.50	2,881.50
<b>Total Actual ADA</b>	<b>2,758.43</b>	<b>2,794.23</b>	<b>2,844.37</b>	<b>2,844.32</b>	<b>2,910.00</b>	<b>2,881.50</b>	<b>2,881.50</b>	<b>2,881.50</b>
<i>Funded Difference (Funded ADA less Actual ADA)</i>								
	-	-	-	-	-	-	-	-
<b>LCAP Percentage to Increase or Improve Services</b>								
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Current year estimated supplemental and concentration grant funding in the LCAP year \$	\$ 1,585,725	\$ 1,589,114	\$ 1,520,997	\$ 1,646,070	\$ 1,750,788	\$ 1,872,048	\$ 1,911,029	
Current year Percentage to Increase or Improve Services	7.90%	6.95%	6.31%	6.53%	6.60%	6.88%	6.84%	

# Overview of the 2018-19 May Revision

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# Themes for the May Revision

- **As Governor Jerry Brown completes his second term, this May Revision is his final opportunity to craft a State Budget proposal**
  - ◇ **And the last statutorily required revision to his 2018-19 proposed Budget, prior to adoption of local educational agency (LEA) budgets and the enactment of the State Budget in June**
  - **Current-year state revenue collections through April are approximately \$4 billion higher than the January forecast, causing speculation on the impact on K-14 education funding, for both this year and next**
  - **May Revision revenue forecast through 2018-19 is increased by \$8 billion, but as we expected, the impact to the Proposition 98 minimum guarantee is minor**
  - **Meanwhile, expenditures continue to rise, causing a huge squeeze for LEAs**
  - ◇ **In response, we are seeing many LEAs deficit spending and making expenditure reductions, including layoffs**

## Does the LCFF Restore Lost Purchasing Power?

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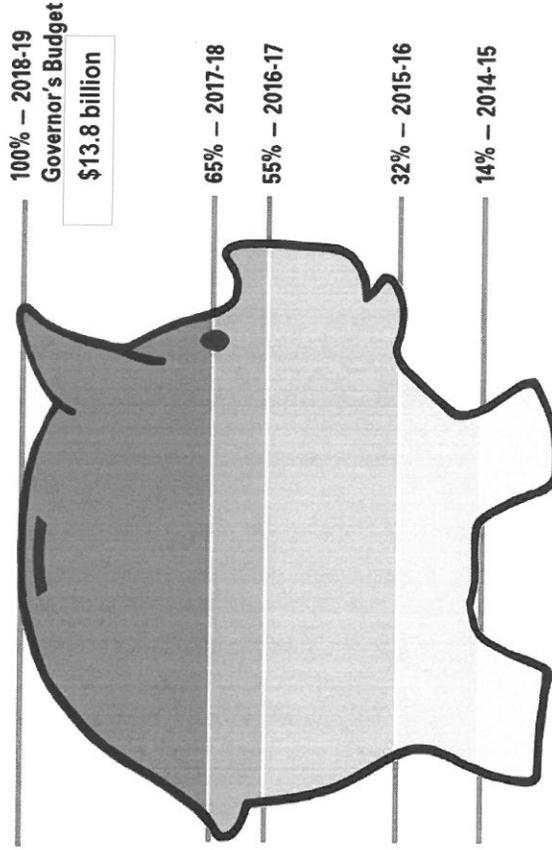
- Reaching full implementation of the LCFF in six years is no small achievement, thanks to a rebounding economy, strong tax revenue growth, and provisions of Proposition 98 requiring restoration of cuts imposed during the downturn
- However, the LCFF addresses an LEA's revenues – what about its costs over the same period?
  - ◊ Employer contribution rates to the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) have increased each year to address the unfunded liability of these pension systems
  - ◊ Our analysis finds that, of the \$20 billion in new funding provided through the LCFF, approximately \$2.8 billion, or 14%, has been used to fund these costs
    - ◊ Employer rate increases will continue well beyond full implementation of the LCFF
- Since full funding of the LCFF has not been adjusted for these local costs, purchasing power will not be fully restored

## Rainy Day Fund

- The May Revision maintains the Governor’s January proposal to provide a supplemental deposit to fully fill the Rainy Day Fund in 2018-19
- The May Revision includes a modest \$306 million increase from the January proposal, bringing the Rainy Day Fund to \$13.8 billion in 2018-19 (the maximum allowed by the State Constitution)

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Filling Up the Rainy Day Fund Before the Next Recession

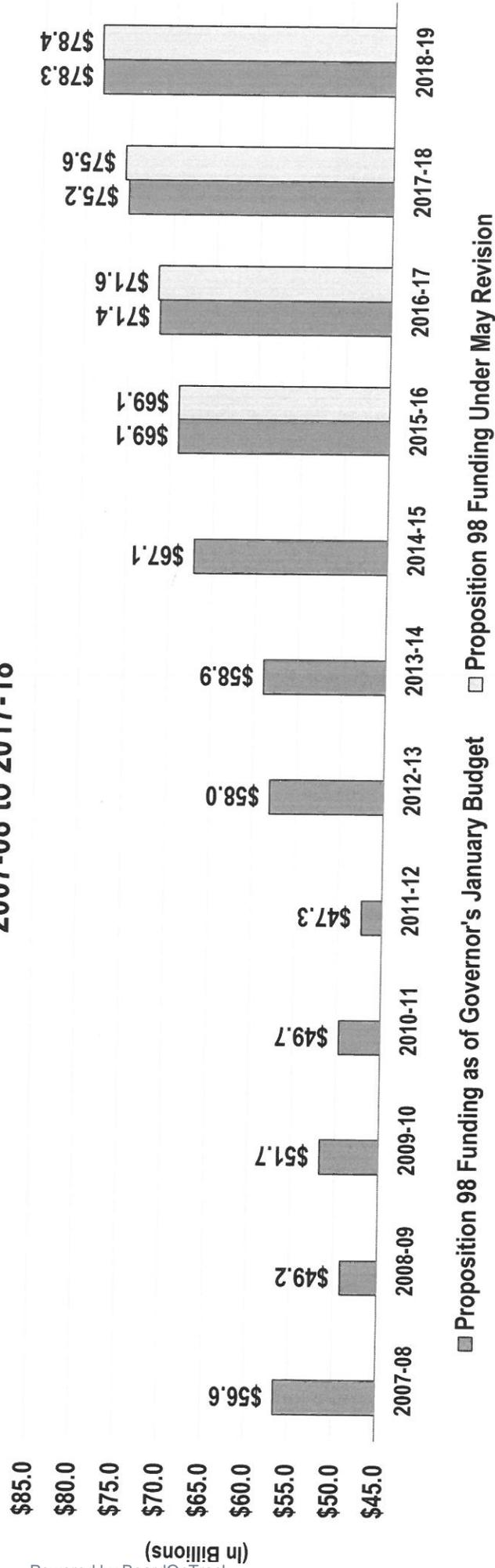


Source: Governor’s Budget Summary – 2018-19

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# Proposition 98 Funding

## Proposition 98 Funding 2007-08 to 2017-18



Source: 2018-19 Governor's Budget Summary, pg. 6 and 2018-19 May Revision, pg. 6

# January Budget vs. May Revision

Item	January Budget	May Revision
LCFF Gap Funding	100% or \$2.9 billion	100% or \$3.2 billion
Proposition 98 Minimum Funding Guarantee 2016-17 2017-18 2018-19	\$71.4 billion \$75.2 billion \$78.3 billion	\$71.6 billion \$75.6 billion \$78.4 billion
2018-19 COLA	2.51%	2.71%
One-Time Discretionary Funds for 2018-19	\$1.8 billion \$295 per ADA	\$2.02 billion \$344 per ADA

# 2018-19 Local Control Funding Formula

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- **May Revision proposes \$3.2 billion for funding beyond full implementation of the LCFF – \$320 million above the January level**
- **New funding closes the gap from 2017-18 funding levels**
  - ◇ **100% gap closure in six years**
  - ◇ **100% of the targeted funding levels in 2018-19**
- **2.71% COLA and additional LCFF funding in 2018-19, for a total increase of 3.00% on the LCFF base grant targets**
- **2018-19 LCFF growth provides an average increase in per-pupil funding of 6.2%, or \$587 per ADA, beyond 2017-18 level**
  - ◇ **Individual results will vary widely**

## Local Control Funding Formula 2.0

- **AB 2808 (Muratsuchi, D-Torrance) would increase the LCFF per-student funding targets beginning 2019-20 fiscal year, after the current LCFF targets are met**
  - ◇ **Would set funding level targets above the national average**
- **Base grants would set as follows:**

Grades	Amount
Kindergarten and grades 1-3	\$11,799
4-6	\$11,975
7-8	\$12,332
9-12	\$14,289

## Statutory COLA at 2.71%

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- Categorical programs outside of the LCFF will see a 2.71% COLA increase
- As costs continue to rise, these programs will see adjustments only for COLA (and ADA for Special Education):
  - ◇ Special Education
  - ◇ Foster Youth
  - ◇ American Indian Education Centers
  - ◇ American Indian Early Childhood Education Programs
  - ◇ Child Nutrition

## One-Time Discretionary Funds

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- **The May Revision includes an increase in one-time discretionary funding to LEAs by \$286 million from the January Budget, bringing the total to \$2.04 billion (\$344 per ADA)**
  - ◆ **One-time funds offset outstanding local mandate claims**
  - ◆ **One-time funds may, but are not required to, be used for state standards implementation, teacher induction, technology, infrastructure, and deferred maintenance needs**

# Career Technical Education – Legislative Proposal

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- The Legislature has responded by introducing AB 1743 (O'Donnell, D-Long Beach), which would extend the existing CTE Incentive Grant program indefinitely
  - ◆ The current \$200 million program sunsets on June 30, 2018
  - ◆ AB 1743 would provide \$500 million annually
    - Remains competitive and requires a matching grant
    - Includes funding for technical assistance and adds several new requirements, including data reporting and ongoing program evaluation provisions
- AB 1743 has 27 Assembly and Senate joint and co-authors and is supported by several school agencies, statewide education groups, and business community organizations

## Federal Programs

- In March 2018, President Trump signed the Fiscal Year (FY) 2018 spending bill that increased education funding nationally by over \$2.6 billion
  - ◊ Title IV Block Grant receives a \$1.1 billion increase nationally, the largest increase of all the Title programs
    - Funds can be used for school safety, educational technology, among other things
  - ◊ Funding for ESSA (Title I) and Special Education Individuals with Disabilities Education Act (IDEA) increase by nearly \$300 million each nationally
  - ◊ Title II professional development is flat funded
- The Governor’s May Revision reiterates California’s relationship with the federal government has never been more uncertain, noting the increasing federal deficit “caused by the tax bill will also create more pressure for the federal government to cut spending programs through rescissions or some other mechanism”

## Transparency Around LCAP Expenditures

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- **The May Revision maintains the proposal for a budget summary document but emphasizes that it is intended for parents – LCFF Budget Overview for Parents**
- ◇ **In addition, there are proposed investments in the Community Engagement Initiative and the proposed website to report the total amount of S/C funding provided to each LEA under the LCFF**
- **Deliberate efforts aimed at improving the ability of parents and community members to be engaged partners in the LCAP process**
- **LEAs should be working collaboratively with their stakeholders to have a shared understanding of the LEA’s needs and how LCFF dollars are used to meet those needs**

## CalSTRS Rate Increases

- Employer rates are increasing to 16.28% in 2018-19, up from 14.43% in 2017-18
  - ◆ No specific funds are provided for this cost increase
- Under current law, once the statutory rates are achieved, CalSTRS will have the authority to marginally increase or decrease the employer contribution rate
- Recently, the CalSTRS Board increased the contribution rate for post-PEPRA employees from 9.205% to 10.205% effective July 1, 2018

CalSTRS Rates			
Year	Employer	Pre-PEPRA Employees	Post-PEPRA Employees
2017-18	14.43%	10.25%	9.205%
2018-19	16.28%	10.25%	10.205%
2019-20	18.13%	10.25%	10.205%
2020-21	19.10%	10.25%	10.205%

## CalPERS Rate Increases

- CalPERS Board adopted an employer contribution rate of 18.062% for 2018-19, 2.531% higher than the current-year rate of 15.531%
- CalPERS Board also adopted the contribution rate for new employees
  - ◆ Currently, new members are contributing 6.5%, which will increase to 7.0% for 2018-19
  - ◆ Classic members continue to pay 7.0%

Year	Previously Released Employer Contribution Rates	Employer Contribution Rate*
2018-19	17.7%	18.062%
2019-20	20.0%	20.8%
2020-21	22.7%	23.5%
2021-22	23.7%	24.6%
2022-23	24.3%	25.3%
2023-24	24.8%	25.8%
2024-25	25.1%	26.0%

\*Actual for 2018-19

## Mandate Block Grant

- All school districts, charter schools, and COEs are eligible to participate in the Mandate Block Grant (MBG), notwithstanding the applicability of state mandates on their operations
- LEAs that opt into the MBG can plan for the following rates per ADA, inclusive of the 2.71% COLA, in all three years of the MYP:

Grade Span	School Districts	Charter Schools	COEs
K-8	\$31.16	\$16.33	\$32.21
9-12	\$59.83	\$45.23	\$60.88

- We recommend LEAs weigh the benefits of receiving money now from the MBG versus an unfunded receivable with no time-certain reimbursement



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MEETING JUNE 5, 2018**

#### **2017-2018**

**Cash Balances for PCHS at the end of May are still pending. Prior report: April were \$7.8 million (\$7.1 million unrestricted and \$4.71 million in Fund 20.0-Lifetime Benefits Account, excluding outstanding loans from Permit account of \$1.2) March 2018 were \$8.4 million (\$7.8 million Unrestricted and \$5.35 million in Fund 20.0-Lifetime Benefits Account, excluding \$536k outstanding loan from Permit account).**

**The Track and Field Loan in the amount of \$649,881 (with Cathay Bank) was paid off in April from the Lifetime Benefits Account, as approved by the Board. An additional \$200,000 will be needed to finalize the completion of the Track & Field project in June. This additional loan amount is under the previously approved Board borrowing resolution of \$850,000.**

#### **Cafeteria**

**An updated 2017-2018 Projection & 2018-2019 Budget was presented to the Budget & Finance Committee. The associated contract with Chartwells is included as a separate agenda item.**

#### **Special Ed SELPA (Option 3)**

**PCHS presented four requests for assistance (RFA Grants) to the COP Review Committee (totaling on unbudgeted and/or unforeseen expenses that were incurred in 2017-2018.**

**PCHS was approved for \$77,213 of the requested \$170,119 RFA amounts. Additional COP meetings were held on May 25<sup>th</sup>, at which time potential 2017-2018 Step Grants (Round 3) were discussed and approved. PCHS will receive \$23,966 in additional funding for Special Ed services.**



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MEETING JUNE 5, 2018**

#### **Special Ed SELPA (Option 3) continued**

**Additionally, PCHS was the Co-Chair on the Finance committee for this group that created the 2018-2019 Budget that was approved by the Option 3 Executive Council.**

#### **2018-2019**

**The highlights of the State of California's 2018-2019 Budget proposal has been included (as separate materials) that provides for a 3% COLA for next year and full implementation of the Local Control Funding Formula. Additional One Time Funding of \$344 per ADA is also new funding for 2018-19 only. This information was included and forwarded to the Budget & Finance Committee (BFC) for their meetings on May 29 & 30. The current status of the 2017-2018 Budget is in flux. This information is included separately on Agenda Item VIII.B. and is being discussed & will be further updated from the BFC meeting being held on June 4<sup>th</sup>.**

# 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\_06\_5\_18.pdf



# PALISADES CHARTER HIGH SCHOOL

## **PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT JUNE 5, 2018**

### **End of School Wrap up**

It is hard to believe the end of the school year is actually here. The close of each school year is both exciting and bittersweet. Final exams will be held Monday, June 4 through Thursday, June 6. On Thursday, June 7 PCHS will follow an all classes meet, minimum day schedule. Friday, June 8 is a non-student day; staff will wrap up final grades and enjoy a fun summer kickoff barbecue and softball game.

### **Graduation Assembly Day - June 7**

As the school year winds down, it can be hard for many students to leave their teachers and friends behind during the summer months. They are used to the school routine, and change does not come easily, especially when home lives are unpredictable. Even though summer vacation is highly anticipated, losing contact with people they have seen every day for ten months can be difficult for students. Closure provides everyone with a chance to say goodbye. Saying "Goodbye" at the end of the year gives a sense of continuity and comfort. "Goodbye" is a good culminating activity after our school opening of "Hello"! Our underclassmen will hear the graduation speeches during the rehearsal and witness the senior graduation practice processional. They will then experience a formal "Goodbye" to our seniors. Underclassmen will culminate to their next grades as well.

### **Class of 2018 Commencement Ceremony – June 7**

The ceremony begins promptly at 5:30pm at the Stadium by the Sea. Approximately 715 students will receive diplomas. LAUSD Board District 4 representative Nick Melvoin will be speaking at this year's ceremony along with Valedictorian Alicia Abramson and Senior Class President Nima Rafie. Additional speakers from the Class of 2018 are Robinne Taylor and Giselle Murillo.

### **Academic Achievement Team Updates**

- Dolphin Leadership Academy registration is open for incoming 9<sup>th</sup> graders. We are recruiting to fill 130-135 seats. The three week program begins on June 16.
- PCHS met the 95% participation rate required for CASSPP (CA Assessment of Student Performance and Progress).
- The Ed Tech position is expanding to a full-time position. A tech coach position was collapsed to help fund this much needed support position.
- PLC notebooks are now being submitted in digital format. At the end of each semester PLCs submit evidence of common assessments, data analysis, curriculum planning, goals, and progress toward goals.



# PALISADES

## CHARTER HIGH SCHOOL

- Back to School Professional Development and department retreats will focus on lesson plans for equity. Department retreats and PLC planning will focus on instruction and equity.
- The staff summer reading assignment will incorporate articles related to the schoolwide equity study.
- The World Language Department held a day long professional development focused on instruction and alignment of curriculum. The feedback from participants was very positive.
- Sociology will replace the pod Humanities course for all 9<sup>th</sup> graders.

### **Policy Review and Updates**

PCHS is reviewing existing policies and making revisions to reflect current practices and needs. New policies are being created to provide guidance and transparency. Policies being drafted pertain to AP Testing, Traveling Teachers, Grading, Dual Enrollment, and Communication/Press.

Currently under review - Field Trip/Tour Policy Board Approved June 2017 (included in meeting materials with recommended language from Charter Safe).

### **EDP Professional Development**

May 22 - May Revision Budget Workshop sponsored by School Services of California

# Coversheet

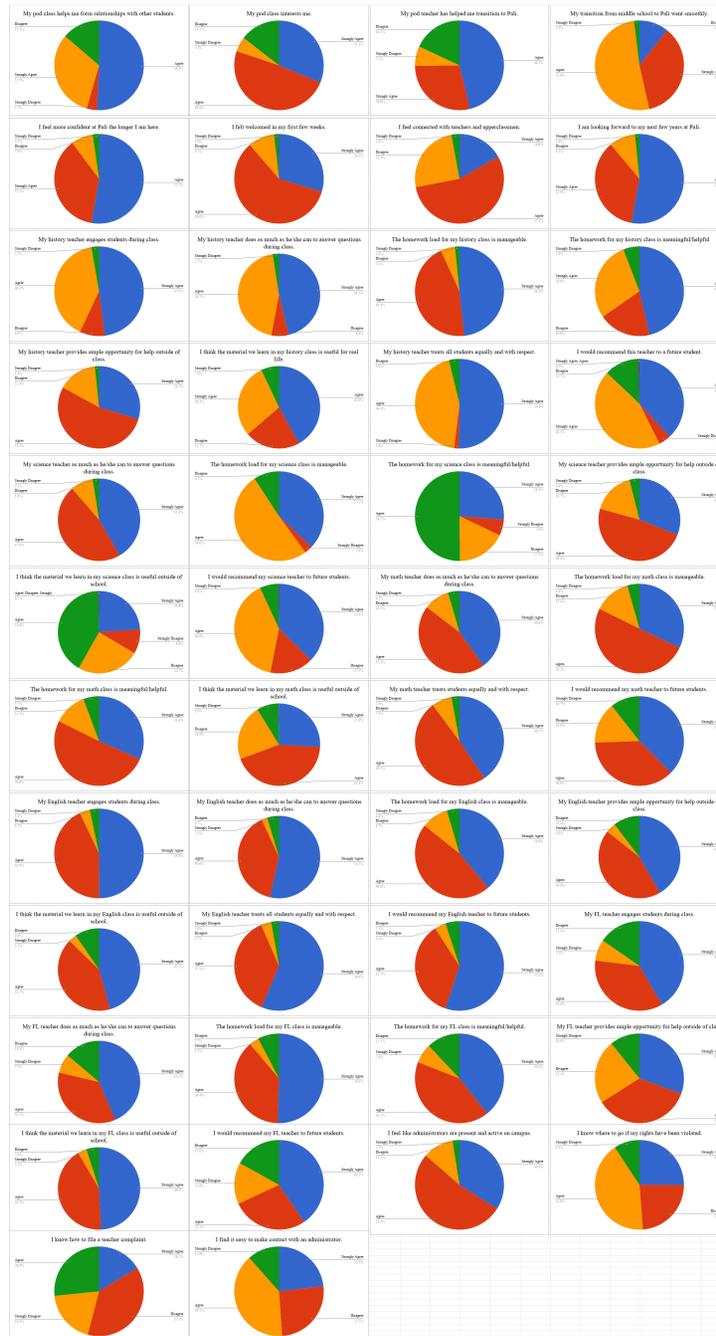
## ASB Survey Student Results

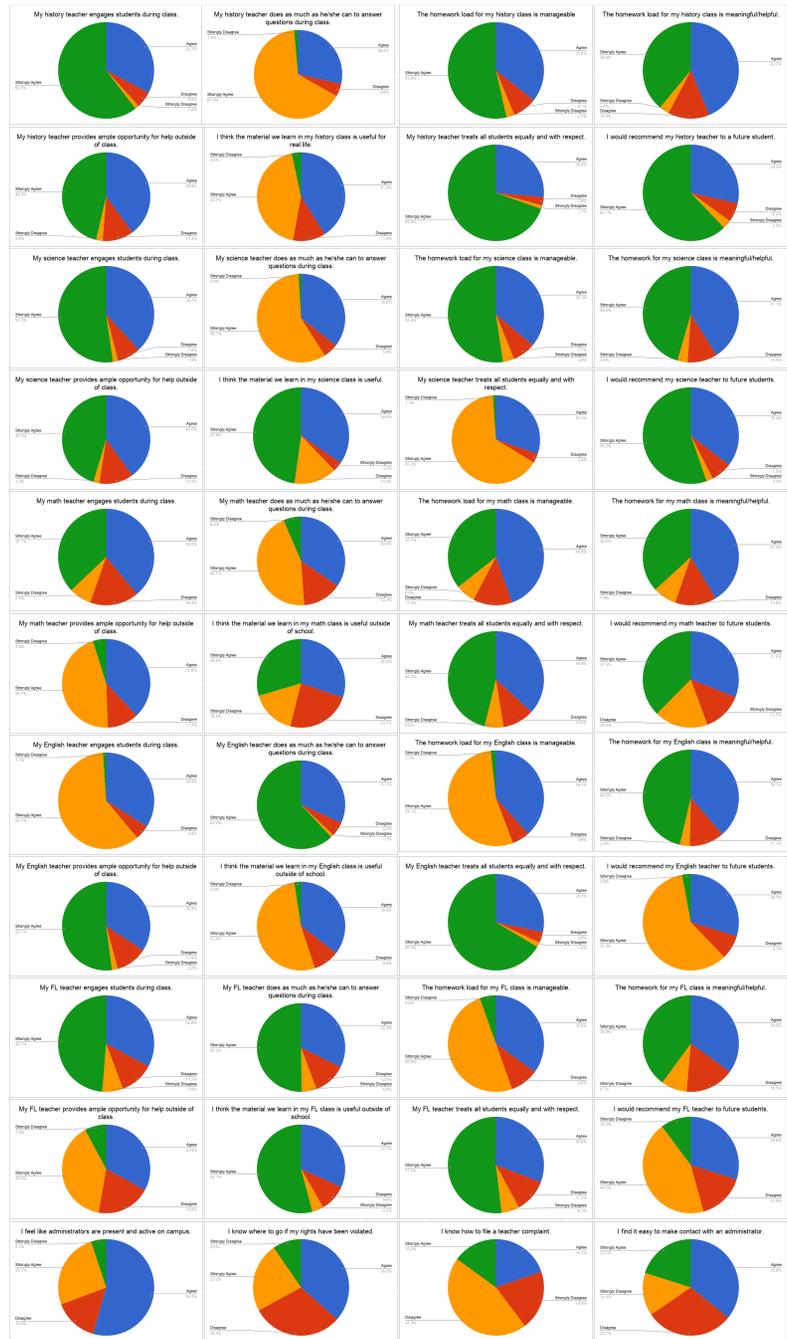
**Section:** V. Academic Excellence  
**Item:** A. ASB Survey Student Results  
**Purpose:** Discuss  
**Submitted by:**

**Related Material:**

V\_A\_ASB 9th Grade Survey Results January '18\_06\_05\_18\_Part 1.pdf

V\_A\_ASB\_10th, 11th, 12th Grade Survey Results January '18 - Graphs\_06\_5\_18\_Part 2.pdf





# Coversheet

## Math Success Task Force Action Plan Updates

**Section:** V. Academic Excellence  
**Item:** B. Math Success Task Force Action Plan Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** V\_B\_Math Success Task Force\_06\_05\_18v1.pdf

6/5/18



## Math Success Task Force Action Plan

Date	Tasks
05/30/18	Ad-hoc committee reads Equity Study and gathers information specific to math classes. Continue to analyze data and trends to address any issues of inequity.
6/1/18 -8/1/18	PCHS will hire and train two more exceptional math paraprofessionals. All paraprofessionals will be invited to PLC meetings and to Special Education meetings to share best practices. Perhaps, paraprofessionals can offer their own demos to the classes. Paraprofessionals would like to meet with teachers (in PLCs/conference periods) to know the lesson plans.
6/1/2018-12/14/2018	Using the research from math pedagogical theories, such as, but not limited to, Understanding by Design and Mathematical Mindsets, math department chairs/teachers, PLC point people, and the AA team will develop model lessons and units through PLC training specifically looking at means to support and target Black and Latino students and other concerns from Equity Study. Summer hours may be provided. Incorporate logic/puzzle/games in the curriculum. How to use math models to demonstrate understanding/mastery.
08/15/18	Math student pre-surveys will be given to all students in the math department to check for engagement.
08/15/18	Continue outreach with UCLA to pilot/explore using the Placement Test (MDTP) for May 2019. Explore how to use the MDTP, if at all.
8/15//18 - 12/1/18	PCHS will observe Paul Revere math classes and continue articulation that began this year.
8/15/2018-4/30/2018	Highlight math classes on schoolwide tours throughout the school year. Ambassadors will check first to make sure it is not a testing day.
9/10/18 - 9/11/18	A math team of one administrator, two department chairs, and one teacher will be trained with Jo Boaler at Stanford University.
9/15/18 - 6/7/19	Math PLCs will collaborate to use Mathematical Mindsets.
9/15/18 - 11/15/18	Peer observations will begin to help reflect upon new classroom pedagogy and practices.
9/15/18-5/15/19	PCHS Admin will work in teams to concentrate evaluation on teachers who need specific supports.
12/01/18	Math student post-surveys will be administered to all students in the math department. How to be teacher specific? Can be part of the evaluative process.
12/15 /18-1/30/19	The math surveys and common assessments will be analyzed by the PCHS Administration to provide feedback/data for spring semester instruction to teachers.
08/15/18-6/7/19	Schoolwide math campaign to include BSU and LSU. The campaign will include math competitions, games, and promotional PSAs. Focus on logic and problem/puzzle solving.

Notes: Explore peer tutors and college students.  
Math Lab may have trouble staffing in 2018-2019

6/5/18



Pali Pro/student groups (BSU, LSU, ASB) may record successful math lessons for all students to create a video database for different styles and puzzle/logic

How to check for student engagement

How to use student surveys in the evaluative process

Department retreat will revisit essential standards to look at essential skills, practices, and concepts-differentiation. Performance type tasks.

Stress the Student Rights and Responsibilities process

## Coversheet

### Update on Non-School Sponsored Field Trip Policies & Procedures

**Section:** V. Academic Excellence  
**Item:** D. Update on Non-School Sponsored Field Trip Policies & Procedures  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:**  
V\_D\_NonSchool Field Trip Policies 06\_06\_17 APPROVED\_BOT\_6\_5\_18\_Part 2.pdf  
V\_D\_School Sponsored Activity\_06\_5\_18\_Part 1.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### PALISADES CHARTER HIGH SCHOOL

#### **FIELD TRIPS AND EXCURSIONS POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

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

### Procedures

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

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

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



# PALISADES

## CHARTER HIGH SCHOOL

### **Charter Safe Recommended Revised Policy Language SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The Administration and Board believes that the goals and objectives of Palisades Charter High School are best achieved by a diversity of learning experiences that take place both in and outside of the classroom. To achieve this goal, the Board encourages students and staff to form clubs and extra-curricular activities that will enhance their educational experience.

*The following criteria should be used to differentiate between a school sponsored club or activity from that of a non-school sponsored student club or activity.*

School sponsored clubs and activities meet the following criteria:

1. Application for club or activity has been submitted to and approved by Administration and the Board in accordance with adopted written policy. *(Note: There should be an application form, specified advance timeframe for complete submission, and it should be clear which staff member, board member, etc. has the authority to authorize the club or activity.)*
2. Activities are conducted on or off school premises under the supervision and guidance of a staff member.
3. Activities adhere to school/student conduct rules and applicable State/Federal laws.
4. Participants are limited to enrolled students, approved parent volunteers, and staff only.
5. All participants must have signed voluntary activity-specific waivers and emergency medical release forms on file.
6. Any vendors involved carry recommended coverage types and limits, provide additional insured endorsement in favor of school/CMO, its directors, officers, employees, agents, volunteers, and authorizer; and sign an indemnity/hold harmless agreement in favor of Palisades Charter High School, its directors, officers, employees, agents, volunteers, and authorizer.

Non-school sponsored student clubs or activities are those whose activities fail to meet any of the criteria listed above. Guidelines for non-school-sponsored activities are as follows:

1. School resources such as copiers, paper, supplies, etc. may not be used to advertise, promote, or organize non-sponsored activities.
2. Classroom or educational time may not be used to advertise, promote, or organize non-sponsored events.



# PALISADES

## CHARTER HIGH SCHOOL

3. Materials must refrain from using the school logo or branding and include a disclaimer on each flyer, document, or electronic document stating: *"This [trip, event, activity, etc.] is not sponsored or supervised by Palisades Charter High School and the school assumes no liability for injuries or damages resulting from such non-sponsored activity."*

DRAFT

# Coversheet

## Contract for New Dir. of Academic Guidance & Counseling

**Section:** VI. Governance  
**Item:** A. Contract for New Dir. of Academic Guidance & Counseling  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
VI\_Gov\_Contract New Dir Acad Guidance Counseling\_Chris Lee\_06\_5\_18.pdf



## **Employment Agreement Between PALISADES CHARTER HIGH SCHOOL and CHRISTOPHER LEE**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and CHRISTOPHER LEE (hereinafter referred to as the “DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES”).

### **R E C I T A L S**

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES to assist the Executive Director/Principal and to carry out the duties and functions of the position as directed by the Executive Director/Principal and/or the Board; and

WHEREAS, PCHS desires to retain the services of the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES by way of this Agreement and the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is qualified to perform such duties; and

WHEREAS, the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

### **AGREEMENT**

1. **TERM.** PCHS hereby employs the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES from July 1, 2018 to June 30, 2021 (three year contract), according to the terms and conditions set forth in the Charter, or as specified herein. In the event of a conflict between the provisions of this agreement and the charter, the provisions of this agreement shall prevail.

2. **COMPENSATION.**
  - a. For the 2018-2019 school year, the **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** shall receive an annual salary of \$130,807.00 (Step 5), to be paid in monthly payments, subject to all regular withholdings.
  - b. The **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** is exempt from overtime law
3. **BENEFITS.** At PCHS's expense, the **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
4. **DUTIES.** The **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** shall perform the duties of **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** as directed by the Principal and Chief Administrative Officer, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** may be altered from time to time by the Board.
5. **WORK YEAR.** The **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** shall be required to work throughout the calendar year in accordance with the School Calendar. The annual work year will be two hundred forty-one (241) paid days, with 12 holidays and two hundred twenty-nine (229) work days.
6. **EVALUATION.** **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** should meet regularly with his/her supervisor, and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually on or before June 1 for 2019, 2020, and 2021. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** and he/she shall have the right to make an oral or written response to the evaluation.

Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.
7. **EXPENSE REIMBURSEMENT.** PCHS shall reimburse the **DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES** for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.

8. TERMINATION OF AGREEMENT. This Agreement may be terminated prior to the end of its term as a result of any of the following events:
  - a. mutual written agreement of the parties;
  - b. retirement, legal incapacity or death of the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES;
  - c. Charter revocation;
  - d. early termination of at-will employment by PCHS without cause in which event a gross taxable sum equivalent to twelve (12) weeks of salary (subject to all regular withholding) and benefits shall be paid to the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES as severance;
  - e. discharge from at-will employment without severance, for cause.

Acceptance by the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES of the severance payment pursuant to Section 8(d) shall constitute the sole amount owing and paid in the event of termination of this agreement without cause.

The bases for discharge for cause may include but are not limited to conduct such as neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES chooses to be accompanied by legal counsel at such meeting, the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES shall bear any cost therein involved. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES on paid administrative leave.

Upon termination for cause, the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

The termination for cause provisions of this Section shall not be construed as an agreement to terminate employment only for cause, but rather are intended to provide a mechanism for termination from employment without the payment of severance provided in Section 8(d).

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

Unless the agreement is terminated prior to the end of its term pursuant to this Section or the term is extended in writing in accordance with Section 12, the employment of the DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES will terminate at the end of the term of the agreement and no additional notice is required.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. INTERPRETATION AND OPPORTUNITY TO COUNSEL. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
15. SEVERABILITY. If any term, provision, condition or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

16. COUNTERPART EXECUTION. This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
17. SIGNATURES. We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

\_\_\_\_\_  
Dr. Pamela Magee,  
Executive Director/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Christopher Lee  
Director of Academic Planning and Guidance Services

\_\_\_\_\_  
Date

**ATTACHMENT A:  
BENEFIT DESCRIPTION**

1. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is entitled to leaves of absence in accordance with applicable Federal and State law, including but not limited to Family Medical Leave Act (FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is entitled to Paid Holidays of 12 days annually during the term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination. During the 2018-2019 school year, these dates include:
  - July 4 Independence Day
  - September 3 Labor Day
  - September 10 CA Admission Day (observed)
  - November 12 Veteran's Day (observed)
  - November 22 Thanksgiving Day
  - November 23 Friday after Thanksgiving
  - December 25 Christmas Day
  - December 31 New Year's Eve
  - January 1 New Year's Day
  - January 21 Martin Luther King Jr. Day
  - February 18 President's Day
  - May 27 Memorial Day
5. The DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES is entitled to paid sick days of 12 days annually during the term. Paid sick days accrue at a rate consistent with days worked. DIRECTOR OF ACADEMIC PLANNING AND GUIDANCE SERVICES may borrow against the contract year's paid sick days, but if he/she terminates his/her contract prior to contract end date, used, unaccrued days must be paid back to Palisades Charter High School. Unused paid sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination.

# Coversheet

## Approval of Transportation Contract

**Section:** VII. Facilities / Operations  
**Item:** C. Approval of Transportation Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VII\_C\_ATS\_Transportation Contract\_2018\_2019\_06\_5\_18.pdf



# PALISADES CHARTER HIGH SCHOOL

## AGREEMENT TO PROVIDE TRANSPORTATION SERVICES

This Agreement to Provide Transportation Services (“Agreement”) is made between American Transportation Systems (“ATS”), a California Corporation, and Palisades Charter High School (“PCHS”).

### RECITALS

ATS is a provider of transportation services, including providing various buses to schools and school districts; and

ATS and PCHS desire to enter into this Agreement with ATS to provide Student Pupil Activity Bus (SPAB) service from school to school for its students in the morning, afternoon, and for special events (field trips, athletic events, etc.); and

ATS and PCHS are willing to enter this Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the agreements stated herein, and such other and further consideration exchanged between the parties, ATS and PCHS agree as follows:

1. This Agreement commences on July 1, 2018 (“Commencement Date”) and ends on June 30, 2019 (“Term”).
2. ATS shall make available eighteen (18) buses per school weekday during the Term. Fuel shall be paid for and provided by ATS. All buses made available by ATS under this Agreement shall be certified/approved buses, as defined by applicable California statutory or administrative codes.
  - a. California (CA) CHP required maintenance, regular preventive maintenance, and any reactive repairs/maintenance shall be performed/practiced by ATS in a timely manner and adhere to all Federal, California, City of Los Angeles and Los Angeles Unified School District (“LAUSD”) requirements, and ATS shall contractually require the same of their affiliates on all buses used to service PCHS.



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- b. All buses used for servicing PCHS, whether to/from school or trips, must have GPS Tracking capabilities working at all times so PCHS and ATS can know where buses are at all times.
3. PCHS shall provide ATS with the number of buses required for each pick-up time/location, shall provide the routes/stops of each bus and shall confirm all pick-up and delivery times not already stated herein to ATS at least two weeks prior to the Commencement Date. Routes shall be consistent with current routes already determined and in practice by PCHS and will not change without mutual consent of both parties.
  - a. Up to eighteen (18) buses will pick students up at various other schools in the morning and deliver them to PCHS. At the end of the school day, up to eighteen (18) buses will pick students up at PCHS and take them back to the scheduled schools. Primary afternoon pull-times from PCHS are 2:20pm and 3:25pm, with bus arrival times on campus to be 20-35 minutes before the pull-time. Vehicles servicing only these specific afternoon PCHS pull-time/pickups are referenced as "Type 1" buses. At the start of the 2018-19 school year PCHS anticipates 14-16 Type 1 buses to be active.
  - b. Three (3) of the buses picking up students at 2:20pm will return to PCHS to do a second pick up and delivery of students with a pull-time at approximately 5:45pm ("Late Bus"), with bus arrival times on campus to be 15-60 minutes before the pull-time. Vehicles servicing both a 2:20pm and 5:45pm pull-time-from/pickup-at PCHS are referenced as "Type 2" buses.
4. ATS will charge PCHS the sum of \$513 per day for each of the up to eighteen (18) Type 1 buses PCHS anticipates using each day, which PCHS agrees to promptly pay in accordance with the terms of this Agreement. ATS will charge PCHS the sum of \$636 per day for three (3) Type 2 buses. Other than for the start of a new school year, cancellation by PCHS of any individual Type 1 or Type 2 buses (not the entire agreement) will require 30 day's written notice for each individual bus cancellation unless agreed upon by both parties.



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5. ATS will also provide vehicles to PCHS for school field trips, special events and athletic activities upon one (1) week's prior notice. The rates will be \$79/hour for each school bus with a five (5) hour minimum and \$99/hour for a coach bus with a five (5) hour minimum. Premium coach buses will be \$129/hour with a five (5) hour minimum. Cancellation of any buses relating to field trips, special events, and athletic activities will be treated as follows:
  - a. Two (2) or more business days before the scheduled trip day = 100% Refund
  - b. Up to Noon of the business day before the scheduled trip day = 50% Refund
  - c. Any other timeframe = Non-Refundable
  - d. Cancellation within 24 hours due to Acts of God, Tragedy, or Catastrophe or failure to advance in tournament/playoff situations for competition events will be 100% refundable.
  
6. ATS agrees that all buses used to service PCHS will be not be manufactured before January 1, 2000 for ATS in-house/owned buses, and for any affiliate or sub-contracted buses. Unless for emergency situations, ATS agrees to seek express approval from PCHS before using any bus that does not meet these age parameters in this paragraph but which may be of equivalent good operating condition. ATS's failure to provide buses manufactured before January 1, 2000 absent an emergency or express approval from PCHS, will result in a \$100 discount per older bus per day.
  
7. PCHS requires the drivers of all PCHS related buses to follow and enforce all of PCHS's policies, procedures, rules and regulations as outlined on PCHS's School Bus Transportation web pages. This includes, but is not limited to, dropping students off at PCHS in the proper location (unless instructed otherwise by PCHS personnel), not blocking student crosswalks, utilizing bus rosters and only allowing students authorized and permitted to ride a PCHS school bus to actually board and ride the bus. Students without valid ID or without valid authorization should not be permitted to ride the bus. This is the driver's responsibility at all times for all trips, even when picking up students at PCHS.



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8. For purposes of ensuring timely communication with PCHS parents, ATS agrees to require that its drivers report route delays to ATS Dispatch as follows:
  - a. In the event that the driver's bus will be delayed more than fifteen (15) minutes passed their scheduled pull-time at their morning pick-up stop; and/or
  - b. In the event that the driver's bus will be delayed, more than twenty-five (25) minutes passed their scheduled drop-off time at their afternoon drop-off stop.PCHS retains the right to request removal of any ATS driver who, in PCHS' determination, persistently fails to report route delays according to this paragraph.
  
9. ATS agrees to report to PCHS all bus accidents, bus damage, or incidents of PCHS student misbehavior (or unsafe behavior) to appropriate PCHS personnel (including Transportation or Security Staff and/or other members of PCHS Administration) in a timely manner, and in no circumstance more than two (2) hours after the incident occurred. In addition, all such incidents are to have a written Incident Report created and delivered to appropriate PCHS personnel within six (6) hours of the incident.
  
10. The parties agree that unless for Acts of God, Tragedy, Catastrophe, or a verifiable traffic accident that directly caused delays, not to be unreasonably contested by PCHS, the following late arrival penalties will be imposed on ATS as follows:
  - a. For morning arrival at PCHS - unloading in proper drop-off location not started:
    - i. By or before 8:00am is a \$50 discount in billing to PCHS/Bus/Day
    - ii. By or before 8:30am is a \$100 discount in billing to PCHS/Bus/Day
    - iii. By or before 9:00am is a \$150 discount in billing to PCHS/Bus/Day
  
  - b. For afternoon arrival at PCHS (for any of the three afternoon departure times) – student boarding in proper pick-up location not started:
    - i. By or before the scheduled pull-time is a \$100 discount in billing to PCHS/Bus/Day
    - ii. By or before 30 minutes past pull-time is a \$150 discount in billing to PCHS/Bus/Day
    - iii. By or before 60 minutes past pull-time is a \$250 discount in billing to PCHS/Bus/Day



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11. PCHS understands and agrees that ATS reserves the right to lease, sub-charter or otherwise arrange for the availability of sufficient busses from a third party, but ATS is responsible for ensuring requirements of those arrangements. However, unless for unique and extreme circumstances, ATS will, to the best of its ability, provide at least 50% of the vehicles on the route internally (not from affiliates or sub-contracted). As service continues, ATS will strive to incorporate more internal buses and fewer affiliates. Should PCHS witness reoccurring issues with an affiliate, ATS will expedite the replacement of such affiliate.
  
12. All drivers provided by ATS will have proper and current permits, licenses and certifications to drive their respective buses. Each driver and each bus will have adequate general and auto liability insurance with coverages and in amounts typically used for the services described in this Agreement, but liability limits will not be less than \$5,000,000 in Combined Single Limit per Occurrence coverage. ATS shall also maintain Workers' Compensation insurance as required by law and to protect ATS from claims, which may arise from its operation under this Agreement. ATS will provide proof of its insurance to PCHS at least one week prior to the Commencement Date, which PCHS shall agree to in writing, and upon written request from PCHS at other times of year with ten (10) business days' notice.
  
13. Before providing service to PCHS, all ATS drivers must be approved by PCHS's Human Resources Director or designee, obtain tuberculosis ("TB") test clearance, and submit to criminal background checks and fingerprinting consistent with the Education Code and as required of all PCHS staff having direct contact with students. ATS will maintain at all times two (2) extra substitute drivers that are approved by PCHS in the manner set forth in this paragraph, and for which PCHS has first right of refusal/use based on PCHS's need for substitute drivers before those substitute drivers are deployed for non-PCHS use on any given day. In the event ATS has to utilize a driver that is not PCHS approved, ATS must so notify PCHS within two (2) hours of the driver/bus leaving the yard. ATS's use of drivers that are not PCHS approved that exceed 5 times in a calendar month, will result in a \$100/day per driver billing discount.



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## CHARTER HIGH SCHOOL

14. Neither ATS, its employees nor its Agents shall be considered an Officer, Agent, or Employee of PCHS. PCHS shall have the right to request removal of any of ATS's employees from providing services under this Agreement provided that such request is made in writing with the reasons set forth and provided that such request does not violate any laws against discrimination.
15. ATS will be required to provide access to any and all operational records related to the provision of services under this Agreement, and kept in the ordinary course of business, to PCHS within ten (10) business days of PCHS' written request for such records.
16. To the extent permissible by law, ATS shall hold harmless and indemnify PCHS, its Governing Board, Officers, Agents, and Employees from every claim or demand which may be made by reason of any injury to person or damage to property sustained by any person, firm or corporation, to the extent that such injury or damage was caused by any negligent act or omission or willful misconduct of ATS or of any person, firm, or corporation, directly employed by ATS upon or in connection with its performance under this Agreement. Any claims or demands which may be made by reason of any injury to person or damage to property, to the extent that such injury or damages was caused by any negligent act or omission or willful misconduct of any subcontractor of ATS, shall be determined according to the arrangements between ATS and its subcontractor, and in no event shall PCHS assume such responsibility. To the extent permissible by law, PCHS shall hold harmless and indemnify ATS, its Officers, Agents, and Employees from every claim or demand which may be made by reason of any injury to person or damage to property sustained by any person, firm or corporation, to the extent that such injury or damage was caused by any negligent act or omission or willful misconduct of PCHS or of any person, firm, or corporation, directly or indirectly employed by PCHS upon or in connection with its performance under this Agreement.
17. ATS will invoice bi-weekly. Payment is due as in Net15 payment form except for trips specifically for Competition Events and Field Trips, which will have Net30 payment terms. All overdue and uncontested payments will be subject to an immediate 2% late fee plus an additional 2% per month thereafter.



# PALISADES

## CHARTER HIGH SCHOOL

18. Either party with 30 days' written notice may terminate this Agreement for cause. PCHS may terminate this Agreement without cause with 90 days' written notice. ATS may terminate this Agreement without cause with 150 days' written notice.
19. This Agreement shall be governed by the laws of California without regard to its conflict of laws principles.
20. This Agreement was drafted with the input of both parties and their legal counsel. In the event any portion of it is claimed to be vague or ambiguous it shall not automatically be construed against either party under the rules of contract construction.
21. Notices to be made by first class mail, telephonically or by email. Notices by mail are effective after 4 business days of postmarked mailing.

If to ATS:

Address: 3133 E SOUTH ST.,  
LONG BEACH, CA 90805  
Email: DAN@AMTRANS.US  
Telephone: 562-531-8000 ext. 701

Email: BELINDA@AMTRANS.US  
Telephone: 562-531-8000 ext. 700  
Attn: Dan Wilson

If to PCHS:

Address: 15777 Bowdoin St.  
Pacific Palisades, CA 90272  
Email: pmagee@palihigh.org  
Telephone: 310-230-6630

Email: dparcell@palihigh.org  
Telephone: 310-230-6625  
Attn: Dr. Pam Magee

22. This Agreement is the complete agreement of the parties with regard to the subject matter stated herein, except for all information required to be provided by either party. That information, when provided, is incorporated into and made apart hereof. This Agreement supersedes any other written or oral agreements. There have been no representations made to induce execution of this Agreement.
23. No waiver by either party shall be effective unless such waiver shall be contained in a writing or electronic transmission expressly confirmed by the receiving party.



# PALISADES

## CHARTER HIGH SCHOOL

Dated at Long Beach, California and Los Angeles, California as of the date first written above.

American Transportation Systems

Palisades Charter High School

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Print Name

By: \_\_\_\_\_  
Print Name

By: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Title

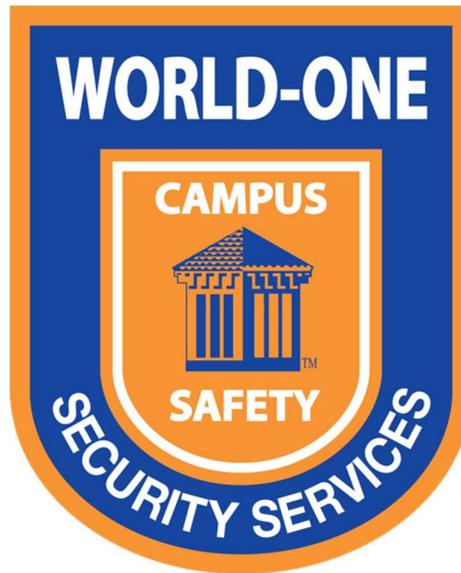
Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## Approval of Security Services Contract

**Section:** VII. Facilities / Operations  
**Item:** D. Approval of Security Services Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VII\_D\_PCHS Security Contract from World One for 2018-19.pdf



Is pleased to provide this

Solicited Proposal To:

**Palisades Charter High School**

**For Continuation of our Security Services - 2018-2019 School Year**

**Corporate Address**  
1051 Candace Lane  
La Habra, CA 90631  
Telephone: (213) 718-0435

PPO License #119696



## Executive Introduction

Dear Palisades Administration:

On behalf of our entire World-1 Team, we are pleased to provide a brief introduction to our Campus Safety firm, for your immediate reference and consideration. Our goal is to continue to provide high-quality Security Services to Palisades Charter High School in 2018-2019. After implementing our services and staffing the Security team at PCHS in October of 2017, we have gained a unique and thorough understanding of the site-specific security needs of your beautiful campus and diverse student-body.

On July 1<sup>st</sup>, 2018 World-1 proposes to continue to provide PCHS with a seasoned staff of Security Professionals. Our staff includes recognized current and former school police officers to conduct the site-specific training that meets and exceeds California's SB 1626 Law. Subsequently, we employ strategic, physical and technological solutions, such as CCTV, AI and other controls that are tailored to your administrative needs, student culture and school mission purpose. In providing customizable solutions that will meet all state mandates and your individual charter requirements, our firm has put together an experienced team who are familiar with your campus.

Please take a look at the enclosed information and let us know when we can meet to discuss our capabilities in person.

Thank you again,

A handwritten signature in black ink, appearing to read "Peter Straka".

Peter Straka  
Account Manager  
World-1 Security Specialists  
(818) 521-1395  
peterstraka@world-1security.com



## **Executive Summary**

World-1 Security Specialists, a Seven Shields Company, confidently submits this business profile as a way of introduction to the firm's mission, values and practices.

Seven Shields is an emerging industry provider in the global security market. The company is an international security and risk management contracting and consulting firm headquartered in Los Angeles County - Southern California region. It provides clients with comprehensive security services to help mitigate risks and safeguard valuable company assets such as life, property and information.

World-1 is a leader specializing in institutional, hospitality, and corporate security services in the Southern California and Southwest U.S. region's geographic markets, and enjoys widespread recognition for work in the area of mixed, high-requirement security. Also experienced with international overseas missions, Seven Shields employs between 350 permanent security officers and has more than 200 security personnel and individual contractors on standby within the region and more across the world.





World-1 is currently working at the forefront of design and security implementation programs that focus on client security needs across different industries. The firm is equipped with security professionals with an inherent understanding of security solutions through the use of innovative technology. With experience in security networks and infrastructure, World-1 employs qualified agents who assess and mitigate the risk of information systems and security systems.

### **Experience and Qualifications**

Experience makes World-1 unique. Our team members have footprints and a professional presence across the globe, including extensive experience in Southern California High Schools. World-1 is proud to have three accomplished law enforcement professionals on staff, all of whom have spent substantial amounts of time working in similar environments to Palisades Charter High School.

Vice President of Operations David Welp is a retired Huntington Park Police Officer. Mr. Welp worked in several charter schools in the city of Huntington Park for 18 years. Part of his daily beat was to oversee activities at 6 different charter schools in the city. This included assisting the schools with various types of incidents, such as: students with weapons, teacher/student incidents, drugs on campus, and students skipping classes.

Mr. Humberto Lozano worked with LAUSD as an Officer and was assigned to Roosevelt High School for several years. After his tenure at Roosevelt, Mr. Lozano spent 20 years working as an investigator of various crimes and incidents on school campuses.

Mr. Freddy Ramirez has been with World-1 for many years. He is currently working as a Pico Rivera School Police Officer. Mr. Ramirez's expertise with students and teachers is unparalleled. His ability to ensure safety and security in any high school environment makes him a great asset to our team.



World-1 also employs DA Investigators and many other retired Officers who bring years of experience in high schools throughout greater Los Angeles.

These members of the team include: specialists with unrivaled experience in operations, risk analysis, threat assessment, engineering, counter-terrorism, simulation and evaluation techniques, business management and development, and information technology and systems infrastructure

All World-1 security personnel are trained to de-escalate situations before they spin out of control. Also, we believe our officers should maintain a close relationship with school administrators and staff. Cohesion between our team and yours will yield the best possible outcome in any situation that may arise on campus.

This array of knowledge allows World-1 to bring real-world application and expertise to the client's challenges and provide teams to address a wide variety of issues, threats, and obstructions. World-1 is also able to engage with clients at every stage of their security initiatives from risk assessment to design development and implementation.





World-1 has provided high-level security and counter-terrorism training and services to the companies as well as worked with the community and governing bodies in areas of homeland security defense. World-1 analysts disseminate intelligence reports and prepare all-source intelligence products to support security projects.

World-1, upon request, provides a listing of current contracts as well as past contracts that are within the same breadth, size and scope of work, along with detailed information including contact information and references.

### **Business Profile/Qualifications**

World-1 is a privately owned, California based, state-licensed security guard company that is sanctioned and recognized under the Bureau of Security and Investigative Services (Private Patrol Operator License # 119696).

World-1 is a member or affiliate of the following business industry and cultural associations:

NASCO (National Association of Security Companies)

CALSAGA (California Association of Licensed Security Agencies, Guards and Associates)

IAHSS (International Association for Healthcare Security and Safety)

IFPO (International Foundation for Protection Officers)

BOMA (Building Owners and Managers Association)

BNI (Business Networking Association)



## Creative Concepts

Contractors and specialists train together in a team of professionals with unsurpassed military, law enforcement and security background. All members are properly vetted for credentials, licenses, and experience. These professionals provide the expertise and innovation necessary to satisfy the most sophisticated client's security needs.

World-1 management, along with key specialists and contractors, and qualified field and site specialists, currently train with LAPD Special Weapons and Tactics teams along with Tactical Missions Consulting. They focus on training

and development with up-to-date critical incident management skills and tactical strategies including the following:

- Active shooter training
- Armored Vehicle Operations and Motorcade
- Barricaded Subjects and Stealth Entry Tactics
- Explosive Breaching
- High-risk warrant service - Rapid Entries
- Hostage rescue tactics (HRT)
- Mobile Assaults
- Multi-Action Counter Terrorism Action Capabilities (MACTAC)
- Tactical Emergency Casualty Care
- Tactical Command Post Management

In addition to the specialized training, World-1 provides the client and the corporate setting with training in areas of safety and crisis prevention management. World-1 deploys corporate consultants and management specialists to clients in order to provide ongoing education and seminars in the area of corporate safety.



World-1 also has in-house security training services approved by the State of California to both (1) issue certifications to un-licensed personnel in order for them to qualify for licensure under the state, (2) issue additional training and certification to guards and public safety officers, (3) refer and train within and at offsite training facilities for permits, and (4) experience with training corporate employees for basic and intermediate security training. For Palisades Charter High School, all of our staff will be trained according to the California School Security Guard Training Syllabus before ever setting foot on campus. Please see the course outline below:

### **School Security Guard Training Syllabus**

*With the passage of SB 1626 in 1998, state law requires security guards in K-12 school districts or California community college districts to complete a course of training developed by BSIS. The law took effect July 1, 2000, and effects guards working on school property for more than 20 hours per week. The training requirement affects only guards employed pursuant to a contract between a K-12 school district or California community college district and a private patrol operator.*

The following syllabus outlines the new course of training:

#### **TOPICAL OUTLINE**

- 1.0 Role and Responsibility of School Security Officer (4)*
- 2.0 Laws and Liability (8)*
- 3.0 Security Awareness in the Educational Environment (3)*
- 4.0 Mediation/Conflict Resolution (4)*
- 5.0 Disasters and Emergencies (1)*
- 6.0 Dynamics of Student Behavior (3)*
- 7.0 Examination (1)*

*Total Hours - 24*



Our technology infrastructure allows us to take advantage of information technology (IT) advances and utilize the following:

- Paperless reporting and report management system using web-portals and mobile devices
- Real-time Guard Tour Device using GPS and RFID for reporting and management
- High-end surveillance monitoring systems
- Specialized access control systems
- Latest deterrents, equipment and signage in the industry



### **Value-Added Security Development**

World-1 offers professional guard services tailored to fit the needs of our clients. The application and screening process ensures that all candidates are qualified and demonstrate strong customer service, exhibit a commitment to excellence and possess the ability to act quickly and calmly in an emergency.

Corporate training and education for specialists, officers, and client employees is provided in order to keep up with due diligence and exemplify professionalism.



Corporate training in the following areas is also a key component to our success:

- Security Training and Education
- Corporate Emergency Preparedness Training
- First Responder Training
- Disaster Preparedness
- HAZMAT Training
- Bioterrorism, Chemical, Radiation, and Mass Casualty Emergency Readiness Training
- Risk, Threat and Vulnerability Assessment
- Executive Protection and Special Event Training
- Technical Surveillance and Counter Measures
- After-hours Escort Services
- Workplace Violence Prevention
- Crisis Prevention Training

### **Post Order and Scope of Work Information**

All World-1 personnel maintain a professional appearance and as the gatekeepers to our client's event, management ensures that uniforms are clean and professional in appearance at all times.

World-1 issues all new security officers with a security officer's manual developed by industry and recognized by industry leaders. Furthermore, the firm does ensure that all manuals are updated annually through governing agency standards or on an as needed basis.

With the proximity of the client location from our headquarters, our supervisor or manager will be relocated to stay in the area during the course of the event. Further, the project executive, manager and Senior Training Officer shall be available by phone or email at any time, unless otherwise noted and a replacement provided. Although client will have a cost breakdown of associated



security officers, our project executive, administrator and manager costs are included in the service we provide at no additional cost. World-1 supervisors are utilized as a liaison between World-1 and clients. Supervisors are on duty 24 hours a day, 365 days per year for your convenience and will regularly make spot checks to prevent the issue of complacency.

A standard set of Post Orders shall be provided for all posts to ensure general procedures and site-specific guard responsibilities.

World-1 currently prepares Daily Activity Reports (DAR) and Incident Reports (IR). The company has extensive experience in preparing these reports and proposes an experienced Senior Training Officer that will review and ensure proper documentation. However, World-1 also utilizes a paperless function that is web-based and can be utilized during the event. The client's management team will be able to view reports and activity in real-time. Furthermore, as an added bonus, a handheld device for guard tour reporting is also in use at different events and facilities. World-1 can provide report management online.

World-1 utilizes paperless activity logs for daily turnover of shift and ensures that all DAR and IR reports are annotated. It is important and a focal point for our shift change coordinator and Senior Training Officer to ensure that the log is utilized and available for review at any given time by both our clients and senior executives within our organization. In terms of paperless reporting, these functions are all available through a third-party program World-1 currently utilizes.

World-1's standing post guards are often used to maintain order, deter crime, enforce rules, and promote safety. However, they can also facilitate a number of other related activities, such as parking control, taking tickets, watching equipment overnight, and helping to answer questions from your guests.

World-1 shall consult with client to ensure foot patrols and vehicle patrols are conducted in accordance with the requirements. This cost proposal does not assume that any vehicles are provided for the event. However, the company has the capability to provide bicycles, golf carts or regular vehicles for our security officers to utilize for patrols. These additions may require an additional cost or none at all. Proper automobile insurance liability will be maintained for both vehicles provided by the company and/or the client.



At World-1, all security officers are equipped with two-way radios and cell phones to ensure constant communication with the management team. Each and every security officer is in-serviced regularly regarding your specific site to further enhance the protection we provide.

Security officers are required to abide by instructions pertaining to the use of personal devices and equipment such as tablets, televisions, radios, video games, books and newspapers. World-1 goes the extra mile in ensuring all officers use devices such as Bluetooth headsets while on duty.

World-1 has taken a unique approach to the business of contract security. Many of our competitors employ minimally screened and trained officers. Our approach involves a proactive method of utilizing well-groomed, exceptionally trained, uniformed security officers. Our strategy entails several steps to mitigate the possibility and opportunity for theft of property, natural disaster, or injury to persons for the event.

### **Project Timeline and Delivery Schedule**

A following project timeline and delivery schedule is provided. If awarded, we will provide a detailed Schedule for the 2018-2019 school year.

<b>EVENT</b>	<b>DATE</b>
Contract Renewal Announcement	TBA
2018-2019 Security Team Meeting with PCHS	TBA (June/July)
Project Personnel Orientation (Security System and Documentation Process)	TBA (June/July)
Project Executive and Senior Training Officer Walk Thru (Client Site)	TBA
All Project Personnel Walk Thru and Orientation to Client Site (Training session with PCHS in-house security)	TBA
Project Start Date	July 1, 2018
Project End Date	June 30, 2019



The following labor categories are provided based on the needs of client. In addition to the below onsite service providers, as an added value World-1 shall ensure this team is appropriately managed through our management team.

### **Senior Training Officer**

At the option of the Client, World-1 will provide one leader in charge of all other guards as private security protocol. This person will be the proxy point of contact for client when supervisors or managers are not available immediately. We will utilize the Senior Training Officer position for all sites when deemed necessary. In the case of the day and evening hours, there will be one Training Officer throughout.

If agreed to by the Client, he/she is responsible for supervising the security officers directly under his/her charge, and for ensuring that all security posts are properly staffed as required by the contract. This position requires qualifying experience, maturity, good judgment and good interpersonal skills. Responsibilities include, but are not limited to: supervision of security personnel, preparation of work schedules, inspection of officers to ensure effective security coverage, investigation of incidents, preparation of incident reports, maintaining control of furnished equipment, addressing and resolving employee issues, implementing post and general orders, and communicating effectively with the public.

### **Security Officer**

The security officer carries out instructions primarily oriented toward ensuring that emergencies and security violations are readily discovered and reported to the appropriate authority. He/she enforces regulations to prevent breaches of security throughout the venue or event while on watch. Exercises judgment and uses discretion in dealing with first responder issues. Prevents, Observes and Reports. Keeps situations under surveillance, and reports situations to the proper authorities. Duties include, but are not limited to: communicating with and assisting the public, standing post, performing duties as assigned, maintaining order and discipline at assigned post, preparing complete duty logs, incident reports and other reports as required, working on both stationary and roving posts, and rendering security assistance as needed.



## Pricing and Table of Cost Breakdown

Our cost breakdown for Security Services at Palisades High School is broken into two Options (“A” and “B”) and is outlined below:

*\*Please also see attached Month by Month Cost Breakdown for reference.  
 \*\*This is a calculated best estimate of pricing. This does not include special events or special circumstances that may require additional guard coverage/hours/cost.*

### OPTION “A” (Recommended by PCHS)

- **Student School Days -- Coverage from 7:00am-11:30pm --**
  - Days: 175
  - 4 Officers (32 hours) per day @ \$26/hr.
  - 1 Officer (8 hours) per day @ \$29/hr.
  - Annual Cost: \$186,200
  
- **Non-Student School Days -- Coverage from 3:00pm-11:30pm --**
  - Days: 74
  - 2 Officers (16 hours) per day @ \$26/hr.
  - Annual Cost: \$30,784
  
- **Saturday -- Coverage from 7:00am-9:00pm --**
  - Days: 52
  - 2 Officers (14 hours) per day @ \$26/hr.
  - Annual Cost: \$18,928
  
- **Sunday & Holidays -- Coverage from 7:00am-7:00pm --**
  - Days: 52+12=64
  - 1-2 Officers (12 hours) per day @ \$26/hr.
  - Annual Cost: \$19,968
  
- **Misc. Number of Hours for Events and Threats as Needed Student School Days +1 Roving/Supplemental Officer -- Coverage TBD**
  - Hours: 80 hours @ \$26/hr.
  - Annual Cost: \$2,080

**OPTION “A” ESTIMATED ANNUAL COST: \$257,960**



## **OPTION "B"**

*(Option "A" plus any additional shifts as needed)*

*The number of guards employed will be based on Palisades Charter High School's needs. We will coordinate with Administration on all personnel issues, including new hire screenings. All officers will be required to be PCHS Human Resources Dept. approved. All officers will be reviewed on a semi-annual basis, and pay raises will be awarded to officers who meet all expectations of both World-1 and Palisades Charter High School. Any employee pay increase must be approved by school administration.*

**Payment terms are agreed upon at the time of contract.**

### **Insurance**

World-1 currently carries all insurance certificates, insurance endorsements and waivers of subrogation.

World-1 maintains commercial general liability and property damage insurance, including endorsements or coverage for contractual liability, and product liability/completed operations, with a minimum single limit of Five Million Dollars (\$5,000,000.00). Additionally, World-1 maintains errors and omissions liability insurance with a minimum single limit of Five Million Dollars (\$5,000,000.00).



### **Closing Summary**

World-1 respectfully submits this unsolicited proposal for specialized security services to Palisades Charter High School. If there is any further information that you would like to see, please feel free to make a request or inquiry through your assigned point of contact.

If you should have any questions, concerns, comments, or would like to communicate anything, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Straka', is written in a cursive style.

Peter Straka  
Account Manager  
World-1 Security Specialists  
(818) 521-1395  
peterstraka@world-1security.com

# Coversheet

## Budget Updates & Priority Guidance - if needed

**Section:** VIII. Finance  
**Item:** B. Budget Updates & Priority Guidance - if needed  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VIII\_B\_Budget Recap BF vs Admin Updates\_06\_5\_18.pdf

PALISADES CHARTER HIGH SCHOOL  
2017-2018 Estimated Actuals 2018-2019 Adpoted Budget

	Unaudited Actuals 8/16/17	2017-2018 Budget - Approved 6/20/17	2017-2018 2nd Interim Updates	2017-2018 Estimated Actuals	2018-2019 Budget (as reviewed by B/F 5/30/18)	2018-2019 Budget (Admin Recommended)	Fixed Expenditures	Discretionary Expenditures	Comments
<b>ADA ESTIMATES/ACTUAL FUNDED</b>		<b>2,854</b>	<b>2,916</b>	<b>2,910</b>	<b>2,882</b>	<b>2,882</b>			P-1 ADA Levels
<b>LCFF FUNDING PER ADA</b>		<b>9,212.27</b>		<b>9,217</b>	<b>9,814</b>	<b>9,814</b>			
EPA Funding-Prop 30	4,355,534	4,183,522	4,414,124	4,319,604	4,277,299	4,277,299			PER FCMAT CALC
LCFF Entitlement - State Aid - <b>Current Year</b>	15,236,889	16,428,863	16,241,541	16,043,908	17,497,951	17,497,951			PER FCMAT CALC
LCFF PY Adjustments	(216,101)		(335,114)	(335,114)					
C S Funding In Lieu of PropTax -	6,037,268	5,677,956	6,229,268	6,502,627	6,502,627	6,502,627			PER FCMAT CALC
C S Funding In Lieu of PropTax - PY adjustments	213,109		274,600	289,053					
<b>LCFF Funding-Total</b>	<b>25,626,699</b>	<b>26,290,340</b>	<b>26,824,419</b>	<b>26,820,078</b>	<b>28,277,877</b>	<b>28,277,877</b>			
<b>NCLB:T1, Basic School Support</b>	<b>254,804</b>	<b>256,834</b>	<b>275,975</b>	<b>277,508</b>	<b>285,028</b>	<b>285,028</b>			
Special Ed: IDEA Basic Local Assistance Entitlement	549,373	555,461	570,865	570,865	583,296	583,296			
NCLB:T11, Teacher Quality/ESSA	6,797	6,903	57,922	57,891	57,891	57,891			PER MAY REVISE: ASSUME FLAT
MAA-Medical Reimbursements	37,823	37,926	37,926	-	18,000	18,000			
Perkins	28,120	24,736	24,736	24,736	29,570	29,570			
DOR-Rehab	13,174		10,000	15,000	20,000	20,000			
AP Fees	13,186		3,359	3,359	-	-			
Child Nutrition Program	287,401	409,325	373,328	373,328	397,851	397,851			
<b>Federal Revenues-Total</b>	<b>1,190,679</b>	<b>1,291,185</b>	<b>1,354,111</b>	<b>1,322,687</b>	<b>1,391,636</b>	<b>1,391,636</b>			
Prop. 39 energy	108,501	110,194	151,883	220,105	-	-			
State Lottery: Non Prop 20 - <b>Current Year</b>	428,732	438,082	432,306	432,306	420,699	420,699			
State Lottery: Non Prop 20 - <b>PY adjustments</b>	9,060		9,448	9,448					
Child Nutrition: School Programs	24,270	35,662	31,323	31,323	33,380	33,380			
Mandated Costs Reimbursement	119,113	119,478	125,271	125,271	130,330	130,330			
Educator Effectiveness Grant (3 year grant)	199,449	100,000	86,818	86,819	-	-			
One Time Discretionary Grant	610,704	-	419,538	419,051	991,236	991,236			at @\$344/ADA
State Lottery: Prop 20 Inst Matls- <b>Current Year</b>	138,559	147,807	139,968	139,968	138,312	138,312			
State Lottery: Prop 20 Ins Matls- <b>PY adjustments</b>	6,970		14,693	14,693					
Special Education- AB602	1,619,536	1,621,942	1,668,419	1,668,419	1,698,015	1,698,015			
Student ID/CAHSEE	5,636	4,992	5,767	5,767	13,111	13,111			
CTE Grant	482,174	368,012	527,648	527,648					
College Readiness Block Grant	-	133,494	135,048	135,048	-	-			
LAUSD-Sp Ed Grants (Option 3)	166,207	130,000	140,000	217,000	143,850	143,850			
<b>Other State Revenues-Total</b>	<b>3,918,911</b>	<b>3,209,662</b>	<b>3,888,129</b>	<b>4,032,866</b>	<b>3,568,933</b>	<b>3,568,933</b>			
Food Service Sales	93,030	194,907	204,907	204,907	190,255	190,255			
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,069,682	1,059,686	1,095,811	1,184,686	1,001,400	1,001,400			
Interest	111,873	80,000	101,400	101,400	112,932	112,932			
Fundraising	204,884	300,000	250,000	350,000	488,004	488,004			
<b>Other Local Revenues-Total</b>	<b>1,481,334</b>	<b>1,634,593</b>	<b>1,652,118</b>	<b>1,840,993</b>	<b>1,792,590</b>	<b>1,792,590</b>			
<b>Total Revenue</b>	<b>32,217,621</b>	<b>32,425,780</b>	<b>33,718,777</b>	<b>34,016,624</b>	<b>35,031,036</b>	<b>35,031,036</b>			
Teachers	12,237,584	13,324,423	12,506,944	12,506,944	12,757,083	12,757,083			
School Admin	865,419	785,000	898,346	898,346	916,313	916,313			
Librarians	126,493		126,924	126,924	129,463	129,463			
Guidance, Welfare	694,570		709,444	709,444	723,633	723,633			
<b>Other Support/Impact of / Step and Column</b>	<b>-</b>	<b>107,235</b>		<b>-</b>	<b>-</b>	<b>-</b>			
New Periods & Teachers (Master Budget- Other - SUBS)	254,773	289,427	289,427	374,427	7,740	7,740			
<b>Certificated Salaries</b>	<b>14,178,839</b>	<b>14,506,085</b>	<b>14,531,085</b>	<b>14,616,085</b>	<b>14,534,232</b>	<b>14,534,232</b>	<b>85,000</b>	Teachers on Paid Leave/Transition Position	
Inst'l Aides	1,022,273	-	1,137,732	952,330	971,377	971,377			
Admin. Sal	372,882	369,631	378,475	432,000	412,863	412,863			
Clerical/Office	1,734,553	3,900,370	1,903,706	1,930,124	1,968,726	1,968,726			
Maint./Oper (incl. in Clerical/Office)	105,227		104,916	104,916	107,014	107,014			

PALISADES CHARTER HIGH SCHOOL  
2017-2018 Estimated Actuals 2018-2019 Adpoted Budget

	Unaudited Actuals 8/16/17	2017-2018 Budget - Approved 6/20/17	2017-2018 2nd Interim Updates	2017-2018 Estimated Actuals	2018-2019 Budget (as reviewed by B/F 5/30/18)	2018-2019 Budget (Admin Recommended)	Fixed Expenditures	Discretionary Expenditures	Comments
<b>ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA</b>		<b>2,854</b>	<b>2,916</b>	<b>2,910</b>	<b>2,882</b>	<b>2,882</b>			P-1 ADA Levels
		9,212.27		9,217	9,814	9,814			
Food Services	44,666		48,215	45,500	46,410	46,410			
Math Paraprofessionals	-			79,739	170,000	170,000			
Other Classified	858,870		920,000	971,883	986,461	986,461			
Impact Step and Column	-	60,171			56,000	56,000			
Proposed New Positions/Hours	-	92,872			80,000	80,000			
<b>Classified Salaries</b>	<b>4,138,471</b>	<b>4,423,044</b>	<b>4,493,044</b>	<b>4,516,492</b>	<b>4,798,852</b>	<b>4,798,852</b>	<b>23,449</b>	Severance paid	
<b>Total Salaries</b>	<b>18,317,310</b>	<b>18,929,129</b>	<b>19,024,129</b>	<b>19,132,577</b>	<b>19,333,083</b>	<b>19,333,083</b>	<b>108,449</b>		
STRS - Certificated (ER 16.28%)	1,711,339	2,093,228	2,033,054	2,045,320	2,366,173	2,366,173			
PERS - Classified (ER 18.06%)	499,538	556,424	565,230	568,180	866,673	866,673			
OASDI Regular - Certificated	14,411	15,000	15,000	15,000	15,000	15,000			
OASDI Regular - Classified	258,209	274,229	278,569	280,023	297,529	297,529			
OASDI Medicare - Certificated	201,262	210,338	210,701	211,933	210,746	210,746			
OASDI Medicare - Classified	58,602	64,134	65,149	65,489	69,583	69,583			
Health & Welfare Benefits - Certificated	2,122,359	2,186,100	2,248,901	2,312,423	2,335,548	2,335,548			
Health & Welfare Benefits - Classified	983,152	1,021,221	1,099,560	1,124,915	1,181,164	1,181,164			
Unemployment Insurance - Certificated	12,869	7,253	7,266	7,308	7,267	7,267			
Unemployment Insurance - Classified	5,515	2,212	2,247	2,258	2,399	2,399			
Workers' Compensation - Certificated	139,186	132,394	144,185	144,185	133,191	133,191			
Workers' Compensation - Classified	49,351	56,740	61,890	61,890	57,082	57,082			
Other Employment Benefits - Certificated (LT Benefits)	483,000	441,000	483,000	483,000	483,000	483,000			
Other Employment Benefits - Classified (LT Benefits)	208,000	190,000	208,000	208,000	208,000	208,000			
<b>Employee Benefits</b>	<b>6,746,792</b>	<b>7,250,273</b>	<b>7,422,750</b>	<b>7,529,923</b>	<b>8,233,355</b>	<b>8,233,355</b>	-	-	
<b>Total Salary &amp; Benefits</b>	<b>25,064,102</b>	<b>26,179,402</b>	<b>26,446,879</b>	<b>26,662,501</b>	<b>27,566,439</b>	<b>27,566,439</b>	<b>108,449</b>	-	
Textbooks	231,344	186,578	146,578	146,578	99,583	99,583			
Instructional Materials	231,873	227,611	212,611	275,000	240,000	240,000			
Non-capitalized Equipment	431,038	51,555	470,502	470,502	763,067	476,187			
Other Supplies	171,716	130,694	130,694	190,000	165,000	165,000			
Food Service Supplies	193,188	256,421	244,265	244,265	247,776	247,776			
<b>Books &amp; Supplies</b>	<b>1,259,159</b>	<b>852,859</b>	<b>1,204,650</b>	<b>1,326,345</b>	<b>1,515,426</b>	<b>1,228,546</b>	-	-	
Personnel Services-Mileage	6,751	6,500	3,500	4,000	4,060	4,060			
Travel/Conference	80,918	75,250	62,068	72,068	36,034	36,034			
Due/Memberships (Subscriptions)	216,880	205,066	268,000	305,000	406,735	406,735			
Insurance	166,675	143,029	143,029	182,815	173,678	173,678			
Operation and Housekeeping Services	663,083	650,000	705,000	705,000	705,000	705,000			
Rentals/Leases/Repairs & Noncapitalized Improvements	414,179	400,000	416,000	419,000	598,254	598,254			
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860)	2,554,092	2,277,698	2,427,698	2,411,956	2,444,000	2,444,000			
Pupil Transportation	643,324	576,570	951,570	954,522	603,040	607,651			increased cost of late buses per updated transportation contract
Communications and Other Expenses	235,387	190,756	190,756	250,000	279,837	279,837			
<b>Services, Other Operating Exp</b>	<b>4,981,289</b>	<b>4,524,869</b>	<b>5,167,621</b>	<b>5,304,361</b>	<b>5,250,637</b>	<b>5,255,248</b>	-	-	
Capital Outlay (6100-6500) -Total (Detail Below)	523,685	983,000	961,000	1,004,060	818,890	818,890	-	-	
Sites & Improvement (6100)	45,713	105,000	230,000	219,555	-	-			No Prop 39 funding
Bldgs & Improvement (6200)	356,028	247,000	300,000	292,780	525,890	525,890			
Equipment-Technology (6400)	456,074	550,000	350,000	437,383	293,000	293,000			
Equipment/Furniture Replacement (6500)	58,778	81,000	81,000	54,342					
Depreciation Expense	594,295	574,000	625,000	625,000	860,000	860,000			
Interest	33,314	33,314	61,869	67,413	52,932	52,932			
Indirect Cost (Total charter school supervisory oversight fees only)	256,297	257,947	268,389	268,201	282,779	282,779			Indirect cost = 1% of LCFF

PALISADES CHARTER HIGH SCHOOL  
2017-2018 Estimated Actuals 2018-2019 Adpoted Budget

	Unaudited Actuals 8/16/17	2017-2018 Budget - Approved 6/20/17	2017-2018 2nd Interim Updates	2017-2018 Estimated Actuals	2018-2019 Budget (as reviewed by B/F 5/30/18)	2018-2019 Budget (Admin Recommended)	Fixed Expenditures	Discretionary Expenditures	Comments
ADA ESTIMATES/ACTUAL FUNDED LCFF FUNDING PER ADA		2,854	2,916	2,910	2,882	2,882			P-1 ADA Levels
		9,212.27		9,217	9,814	9,814			
Total Expenses-Financial Reporting Basis	32,188,456	32,422,390	33,774,408	34,253,821	35,528,212	35,245,943	108,449	-	
Total Expenses-Cash Reporting Basis	32,117,846	32,831,390	34,110,408	34,632,881	35,487,102	35,204,833	108,449	-	
Financial Reporting Basis-Adjusted for Depreciation	29,165	3,390	(55,630)	(237,197)	(497,176)	(214,907)			
Net Reserve Fund Increase(Reduction)-Cash Basis	99,775	(405,610)	(391,630)	(616,257)	(456,066)	(173,797)			

# Coversheet

## Educator Effectiveness Expenditure Report

**Section:** VIII. Finance  
**Item:** C. Educator Effectiveness Expenditure Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VIII\_D\_Educator Effectiveness Report\_06\_5\_18.pdf

**Educator Effectiveness Final Expenditure Report Template  
For Expenditures Between July 1, 2015 and June 30, 2018**

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the California <i>Education Code</i>	N/A	1.00		N/A	\$ 1,250.00
Of these expenditures, how much was spent on induction programs?	N/A	N/A	N/A	N/A	\$ -

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support	N/A	17.00	2.00	N/A	\$ 11,156.89

based on type of PD

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.8, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the California <i>Education Code</i>	N/A	N/A	N/A	N/A	\$ 121,633.86
	Mathematics	20.00		N/A	N/A
	English language arts/development	23.00		N/A	N/A
	Science	18.00		N/A	N/A
	History/social sciences	16.00		N/A	N/A
	Visual/performing arts	12.00		N/A	N/A
	Career technical	7.00		N/A	N/A
	World language	11.00		N/A	N/A
	Physical education	6.00		N/A	N/A

School-wide PD pullouts

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Activities to promote educator quality and effectiveness including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning	N/A	6.00	6.00		\$ 65,408.25

who attended CCSA/humanitas training

**TOTAL EXPENDITURES:** \$ 199,449.00  
**GRANT TOTAL** \$ 199,449.00  
**AMOUNT REMAINING:** \$ -

Note: N/A is used in areas where an item would not be applicable for a particular activity/category. LEAs should not be tracking expenditures, number of teachers, etc. in subject areas marked N/A.

Template Provided by the California Department of Education  
School Fiscal Services Division  
January 2016

# Coversheet

## Approval of SISC Contract (medical)

**Section:** VIII. Finance  
**Item:** D. Approval of SISC Contract (medical)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VIII\_E\_2018\_18\_SISC Contract\_HC Proposal\_06\_05\_18.pdf

**Palisades Charter High  
Classified & Certificated  
2018-2019 Renewal Worksheet**

*(This is a SISC Account Manager's worksheet and not an official document)*

<b>Composite</b>		
<b>Anthem Blue Cross - PPO 90-D \$10; Rx 200/10-35</b>	2017-2018	\$1,433.00
	2018-2019	\$1,448.00
	change	\$15.00
	percentage	<b>1.0%</b>
<b>90-E \$20; Rx 200/10-35</b>	2017-2018	\$1,333.00
	2018-2019	\$1,346.00
	change	\$13.00
	percentage	<b>1.0%</b>
<b>80-G \$20 (Select); Rx 200/10-35</b>	2017-2018	\$1,160.00
	2018-2019	\$1,172.00
	change	\$12.00
	percentage	<b>1.0%</b>

<b>Anthem Blue Cross - HMO Premier 20/200; Rx 9-35</b>	2017-2018	\$1,156.00
	2018-2019	\$1,167.00
	change	\$11.00
	percentage	<b>1.0%</b>
<b>Value 30/40/500/day; Rx 200/10-35</b>	2017-2018	\$1,039.00
	2018-2019	\$1,048.00
	change	\$9.00
	percentage	<b>0.9%</b>

<b>Kaiser Permanente \$20 OV, \$10-20 Rx</b>	2017-2018	\$1,198.00
	2018-2019	\$1,212.00
	change	\$14.00
	percentage	<b>1.2%</b>

<b>Anchor Bronze</b>		<b>Single</b>	<b>2 Party</b>	<b>Family</b>
		2017-2018	\$544.00	\$855.00
2018-2019	\$551.00	\$865.00	\$865.00	
change	\$7.00	\$10.00	\$10.00	
percentage	<b>1.29%</b>	<b>1.17%</b>	<b>1.17%</b>	

# Coversheet

## 2018-19 Food Service Vendor (Cafeteria) Contract

**Section:** VIII. Finance  
**Item:** E. 2018-19 Food Service Vendor (Cafeteria) Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VIII.A - 2018-2019 Cafeteria Budget v5.26\_Part 1.pdf  
VIII.A - Palisades Chartewlls - Amendment 1 to RA1 5-26-2018\_Part 2.pdf

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

<u>SUMMARY</u>	2017-2018 BUDGET	2017-2018 Projections	2018-2019 BUDGET
Total Cash Sales	\$ 194,907	\$ 196,407	\$ 190,255
State Reimbursements	\$ 35,662	\$ 31,323	\$ 33,380
Federal Reimbursements	\$ 409,325	\$ 373,328	\$ 397,851
<b>Total Revenue</b>	<b>\$ 639,894</b>	<b>\$ 601,058</b>	<b>\$ 621,485</b>
<b>Expenses</b>			
Total Salaries & Benefits (Internal)	\$ 60,653	\$ 57,765	\$ 59,786
<u>Food Service Expenses</u>			
Management	\$ 322,820	\$ 300,809	\$ 311,937
Food Expense	\$ 256,421	\$ 242,115	\$ 247,776
Total Food Service Expenses (Invoice)	\$ 579,241	\$ 542,924	\$ 559,713
<b>Total Expenses</b>	<b>\$ 639,894</b>	<b>\$ 600,688</b>	<b>\$ 619,499</b>
Net Expenses			
<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ 370</b>	<b>\$ 1,987</b>

Palisades CHS 2018-2019 Food Service Budget				
	2017/18	2018/19		
Meals Served-Budget	157,500	167,175		6.1%
Cost Per Meal (Breakfast 2:1)	\$ 3.65000	\$ 3.7400		2.5%
A La Carte	\$ 3.65000	\$ 3.5000		-4.1%
 <b>Note: Includes \$46,000 Investment in Equipment for 2017-2018</b>				
<b>Includes 1 New POS, 1 FTE, Software &amp; Cafeteria Serving Improvements for 2018-2019</b>				

**AMENDMENT NUMBER ONE TO  
RENEWAL AGREEMENT ONE**

This **RENEWAL AGREEMENT NUMBER ONE** is made as of July 1, 2018 by and between the **PALISADES CHARTER HIGH SCHOOL** (the “School Food Authority” or “SFA”) and **COMPASS GROUP USA, INC.**, by and through its Chartwells Division (“FSMC” or “Chartwells”) (collectively, the “Parties”).

**WITNESSETH:**

WHEREAS, the SFA and FSMC are parties to a certain agreement dated July 1, 2017, (the “Agreement”); pursuant to which the FSMC manages the SFA’s food service operation and facilities; and

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the Parties hereto agree as follows:

- 1. Fixed Cost Per Meal Rate. The Breakfast (2:1) and Lunch Fixed Cost Per Meal rate for the 2018-2019 school year shall be: \$3.74; reflecting an increase of 2.5% over the 2017-2018 rate. The A La Carte Billable Rate shall be: \$3.50; reflecting a reduction of 4% over the 2017-2018 rate.

All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Renewal Agreement to be signed by their duly authorized officers, all done the day and year first above written.

**PALISADES CHARTER HS**

**COMPASS GROUP USA INC.**  
by and through its **Chartwells**  
**Division**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Belinda Oakley

Its: \_\_\_\_\_

Its: CEO – Chartwells K12

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## Approval of General and Workers Comp Insurance

**Section:** VIII. Finance  
**Item:** F. Approval of General and Workers Comp Insurance  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** VIII\_F\_General Work Comp Ins\_06\_05\_18.pdf

## MEMBER CONTRIBUTION SUMMARY

Palisades Charter High School

Coverage Effective: July 01, 2018 at 12:01 AM - July 01, 2019 at 12:01 AM

The CharterSAFE Insurance Program includes the following coverages:

*[GENERAL INSURANCE]*

**Liability & Property Package Member Contribution** **\$164,678**

*+ \$9000 EST. PUPIL INSURANCE*

Core Liability Program

- Directors & Officers Liability
- Employment Practices Liability
- Fiduciary Liability
- General Liability
- Employee Benefits Liability
- Educator's Legal Liability
- Sexual Abuse Liability
- Law Enforcement Liability
- Automobile Liability & Physical Damage

Crime

Property

Additional Program Coverages

- Pollution Liability and First Party Remediation
- Terrorism Liability and Property
- Student & Volunteer Accident
- Cyber Liability

*[Workers' Compensation & Employer's Liability Member Contribution]*

**Workers' Compensation & Employer's Liability Member Contribution** **\$190,273**

**Total Member Contribution** **\$354,951**

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Choose One Payment Option

- Payment in Full \$354,951
- Installment Plan
  - Deposit (25%) - Due Now - \$88,738
  - 9 Monthly Installments - \$29,579

\*Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits

Invoices shall become delinquent thirty (30) calendar days from installment due date. Insurance policies are subject to cancellation for any invoice over ninety (90) days past due.

Proposal Acceptance:

By signing below, I, representing the named member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

## Coversheet

### Approval of Cathay Bank Acct - Transportation Bank Acct.

**Section:** VIII. Finance  
**Item:** G. Approval of Cathay Bank Acct - Transportation Bank Acct.  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
VIII\_G\_Approval Cathay bank Transportation Bank Acct\_34120440\_06\_5\_18.pdf



RESOLUTION APPLIES TO (check all that apply):  ALL ACCOUNTS  SAFE DEPOSIT BOX NUMBER(S):  
 ALL FUTURE ACCOUNTS  SPECIFIC ACCOUNTS - NUMBER(S): 34120440 TRANSPORTATION

NAME AND TITLE	SIGNATURE	LIMITATIONS
1. Gregory Wood Chief Business Officer	(X)	COUNTERSIGNERS: 1
2. Pamela Magee Executive Director	(X)	COUNTERSIGNERS: 1
3. Christopher Lee Assistant Principal	(X)	COUNTERSIGNERS: 1
4. Monica Iannessa Assistant Principal	(X)	COUNTERSIGNERS: 1
5.	X	COUNTERSIGNERS:
6.	X	COUNTERSIGNERS:
7.	X	COUNTERSIGNERS:
8.	X	COUNTERSIGNERS:

**SIGNATURE CERTIFICATION.** I certify that the foregoing are names, titles, and genuine signatures of the current Authorized Signers of the Entity authorized by the above Resolution.

IN WITNESS WHEREOF, I have subscribed my name as Designated Representative of the Entity on the date shown below.

DESIGNATED REPRESENTATIVE:

6/05/18'  
DATE

**IT IS FURTHER RESOLVED AS FOLLOWS, the Entity certifies to the Financial Institution that:**

- Unless specifically designated, each of the Authorized Signers whose signature appears above may sign without the other(s);
- (Select if applicable)  **FACSIMILE SIGNATURES.** The Financial Institution shall be entitled to honor and charge the Entity for all such negotiable instruments, checks, drafts, or other orders for payment of money drawn in the name of the Entity, on the indicated account(s), including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means a facsimile signature or other non-manual signature (collectively, "Facsimile Signatures") may have been affixed, or electronically communicated, if such Facsimile Signatures resemble the specimens duly certified to or filed with the Financial Institution for any of the named Authorized Signers, regardless of whether any misuse is with or without the negligence of the Entity. The Specimen Facsimile Signature Exhibit, when attached, is incorporated into and is an integral part of this Resolution. The Entity agrees that the duty of maintaining the security of any such Facsimile Signatures or device by which they are affixed is solely that of the Entity. Your authorization notwithstanding, Financial Institution is not obligated to accept or pay any items bearing Facsimile Signatures;
- As used herein, any pronouns relative to the signers for the Entity shall include the masculine, feminine, and neutral gender, and the singular and plural number, wherever the context so admits or requires;
- All items deposited with prior endorsements are guaranteed by the Entity;
- All items not clearly endorsed by the Entity may be returned to the Entity by the Financial Institution or, alternatively, the Financial Institution is granted a power of attorney in relation to any such item to endorse any such item on behalf of the Entity in order to facilitate collection;
- Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument or other order for the payment of money, that is not properly endorsed;
- Financial Institution is directed and authorized to act upon and honor any withdrawal or transfer instructions issued and to honor, pay and charge to any depository account or accounts of the Entity, all checks or orders for the payment of money so drawn when signed consistent with this Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the check or the order for the payment of the money involved, whether such checks or orders for the payment of money are payable to the order of, or endorsed or negotiated by any one or more of the Authorized Signers signing them or such party in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation of any one or more of the Authorized Signers signing them or of any other such party or not;
- Financial Institution shall be indemnified for any claims, expenses or losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified; and
- Notwithstanding any modification or termination of the power of any Authorized Signer of the Entity, this Resolution shall remain in full force and bind the Entity and its legal representatives, successors, assignees, receivers, trustees or assigns until written notice to the contrary signed by, or on behalf of, the Entity shall have been received by the Financial Institution, and that receipt of such notice shall not affect any action taken by the Financial Institution prior to receipt of such notice in reliance on this Resolution.

Additional comments or instructions:

<b>CERTIFICATION OF BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS</b>  <input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REPLACEMENT</b> <b>Effective Date of Change:</b>	<b>FINANCIAL INSTITUTION - NAME AND ADDRESS</b>  Cathay Bank 9045 Corbin Ave  Northridge, CA 91324 34
<b>BENEFICIAL OWNER INFORMATION</b> <input type="checkbox"/> This account is exempt from the beneficial ownership requirements. <input type="checkbox"/> This entity is excluded from the definition of legal entity customer. <input type="checkbox"/> This is a non-profit entity. <i>(If yes, then the beneficial owner data in paragraph (c) below is not required.)</i>	

## I. GENERAL INSTRUCTIONS

### What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

### Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

### What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. Persons) for the following individuals (*i.e.*, the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (*e.g.*, each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (*e.g.*, a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (*e.g.*, the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (*i.e.*, one individual under section (ii) and four 25 percent equity holders under section (i)).

The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.



# 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:** XI\_A\_Approval Field Trip\_06\_5\_18\_.pdf

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 [x] Athletic Trip
[ ] Curricular Buss Tour [ ] OTHER (Describe) Cheer Camp

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

- 1. Destination UC Irvine Are admission fees charged? Yes X No
2. Dates of Trips 7/26 7/29 2018 3. Number of Students 28 Number of adults 2
4. Name and employee number of employee who will go on trip: Cathye M. Estes M.A./Cheer Coach, Amber Yarbrough Cheer Coach
5. Substitute required? Yes No X How Many? Source of funds Fund Raising
6. Time schedule required by school: Leave School 8:00 AM Arrive destination 10:30 am
Leave destination 1:00 pm Return school 4:00 pm
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 X 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 learn skills needed to better themselves as School Ambassadors as well as healthy eating, physical activity and communication skills. Lastly, this is a great way to rein problem solving, conflict resolution and improve communication skills.
10. Source of funds for trip Cheer training camp

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 X No
b. Has the area been checked for potential hazards? Yes X No
c. Has the School Police Department been notified of the trip? Yes X No

APPROVALS:

Principal or Asst. Principal Date:

Board of Trustees\* Date:

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

# 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:** XII\_A\_Expense Reimbursement 6\_5\_2018 P Magee\_Part 1.pdf  
XII\_A\_Expense Reimbursement 6\_5\_2018 P Magee\_Part 2.pdf



**Palisades Charter High School  
Expense Report/ Reimbursement Form  
2018 Calendar Year**

Name: Pamela Magee

Date: 6/5/2018

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
4/24/2018	Dr. Magee	School Safety Symposium 2018 (round trip from PCHS to Los Angeles) UCLA Extension PARKING FEE					\$8.00		0.545	-
									0.545	-
4/26/2018	Dr. Magee	Pedro Noguera LACOE -Alhambra (round trip from PCHS to Alhambra )700 S. Almansor St. PARKING FEE					\$5.00		0.545	-
									0.545	-
5/21/2018	Dr. Magee	Beaudry CSD Feedback Mtg. (roundtrip from PCHS to Los Angeles)						40.00	0.545	21.80
									0.545	-
5/22/2018	Dr. Magee	Optimists Scholarship Breakfast (in Pacific Palisades)						-	0.545	-
5/22/2018	Dr. Magee	CA Budget Mtg. Camarillo, CA (roundtrip from PCHS to Camarillo)						88.00	0.545	47.96
5/24/2018	Dr. Magee	Value Briamal City Charter School Mtg. (roundtrip from PCHS to Pico, Los Angeles)						39.00	0.545	21.26
									0.545	-
									0.545	-
									0.545	-
<b>Total</b>			-	-	-	-	\$13.00	167.00		91.02

<b>Grand Total</b>	<b>\$ -</b>
<b>Charged/CASH Amount</b>	<b>\$ 13.00</b>
<b>Net Due Employee</b>	<b>\$104.02</b>

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.