



Palisades Charter High School

Board Meeting

Date and Time

Tuesday May 21, 2019 at 5:00 PM PDT

Location

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board of Palisades Charter High School may request assistance by contacting the Main Office at (310) 230-6623 at least 24 hours in advance.

SUPPORTING DOCUMENTATION:

Supporting documentation is available at the Main Office of the School, located at 15777 Bowdoin Street, Pacific Palisades, CA 90272, (Tel: 310- 230-6623) and may also be accessible on the PCHS website at <http://palihigh.org/boardrecords.aspx>.

ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice. All items may be heard in a different order than listed on the agenda.

DIAL-IN NUMBER: (605) 475-5900. ACCESS CODE: 660-0134

Please note that the conference dial-in number above is only active when a Board Trustee has indicated they will be calling from an off-site location to participate.

Agenda

I. Opening Items

Opening Items

- A. Call the Meeting to Order
- B. Record Attendance and Guests
- C. Public Comment

*"Public Comment" is available to all audience members who wish to speak on any agenda item or under the general category of "Public Comment." "Public Comment" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to two (2) minutes, per person. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well. **Govern Code § 54954.3(b)(2).***

- D. Approve Minutes (4/30/19)

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

- Certification of Board Elections results

- E. Post-Retirement/Lifetime Healthcare Benefits

IV. Board Committees (Board Members Only)

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

V. Academic Excellence

Academic Excellence

- A. Department Presentations/Initiatives

- Math Department - review the SB 359 Annual Requirements of our Math Placement Policy Report

- B. Update on School-wide Goals

VI. Facilities/Operations

- A. Special Ed Transportation Contract
- B. Home to School Transportation Scholarships
- C. Update - Facilities Safety/Security

VII. Finance

Finance

- A. May Revise Update

B. Budget Finance Outcomes

VIII. Governance

A. LAUSD Charter School Division (CSD) Visit Update

B. Mandatory Board Legal/Governance Training

- Board Training is on 6/22/19 at St. Matthews Church in Pacific Palisades (9am to 3pm)

IX. Consent Agenda: Non-Finance Items

A. Approval of reimbursements for Executive Director/Principal

B. Approval of Field Trips

X. New Business / Announcements

A. Announcements / New Business

- Date of next Board Meeting (Budget Approval) is Tuesday, June 4th @ 5:00 pm
- PCHS Graduation is on Thursday, June 6th @ 5:30pm
- Date of next Board Meeting is Tuesday, June 18th, 2019
- Date of our next Board Training is Saturday, June 22, 2019 @ St. Matthews Church (9:00 am to 3:00 pm)
- Date of our next Board Retreat is Saturday, September 14, 2019 - TBA

B. Announce items for closed session, if any.

XI. Closed Session

A. Conference with Legal Counsel: Anticipated Litigation

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

B. Public Employee Discipline/Dismissal/Release

- (Govt. Code section 54957)

XII. Open Session

- A.** Return to Open Session
- B.** Report Out on Action Taken In Closed Session, If Any.

XIII. Closing Items

- A.** Adjourn Meeting

Coversheet

Approve Minutes (4/30/19)

Section: I. Opening Items
Item: D. Approve Minutes (4/30/19)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on April 30, 2019

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday April 30, 2019 at 5:00 PM

Location

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

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Trustees Present

Andrew Paris, Brooke King, Camille Schoenberg, Dara Williams, Emily Hirsch, Jeanne Saiza, Larry Wiener, Leslie Woolley, Reeve Chudd, Susan Ackerman

Trustees Absent

Shawn McClellan

Ex Officio Members Present

Dr. Pam Magee, Greg Wood

Non Voting Members Present

Dr. Pam Magee, Greg Wood

Guests Present

Abby Fisher, Amy Nguyen

I. Opening Items

A. Call the Meeting to Order

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Apr 30, 2019 at 5:07 PM.

B. Record Attendance and Guests

C. Public Comment

Monique Lafia

She has a concern about the condition of the tennis courts. On Thursday, a player slipped. At Paul Revere they were able to get the courts were resurfaced. Asking the school to resurface the courts over the summer. Liability to the school. Understanding that there is a grant to resurface the courts. Parents are ready to start a fundraiser to resurface the court.

Chris Arvin

Wants a special committee formed to deal with communications on the tennis team. Private messaging that is inappropriate. Thinks private text messages are inappropriate and the coach has not done anything about this. Concerned that there could have liability for this.

Bud Kling

Optimists club did not give them a grant to cover the resurfacing of the courts. He agrees that the courts here do need to be fixed. The courts at the park are better but there are

not sufficient courts for everyone to practice. So the courts here are needed. Team has communicated through texts, this is not uncommon and students are allowed to text to communicate. Players are allowed to miss things for academics.

Board goes into Closed Session at 5:17.

Return to Open Session at 5:53

D. Approve Minutes (3/19/19)

Correction:

Governance 8A

The visit is the 8th and 9th of May, not 9th and 10th.

Reeve Chudd made a motion to approve minutes from the Board Meeting on 03-19-19 with the correction as to the LAUSD visit dates. Board Meeting on 03-19-19.

Camille Schoenberg seconded the motion.

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

Roll Call

Andrew Paris	Aye
Reeve Chudd	Aye
Camille Schoenberg	Aye
Brooke King	Aye
Jeanne Saiza	Aye
Susan Ackerman	Aye
Larry Wiener	Aye
Leslie Woolley	Aye
Dara Williams	Aye
Emily Hirsch	Aye

E. Approve Minutes (3/26/19)

Typographical error with regard to meeting place.

Reeve Chudd made a motion to approve minutes from the Special Board Meeting on 03-26-19 Special Board Meeting on 03-26-19.

Brooke King seconded the motion.

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

Roll Call

Dara Williams	Aye
Andrew Paris	Aye
Leslie Woolley	Aye
Shawn McClellan	Absent
Brooke King	Aye
Jeanne Saiza	Aye

Roll Call

Emily Hirsch	Abstain
Camille Schoenberg	Aye
Susan Ackerman	Aye
Reeve Chudd	Aye
Larry Wiener	Aye

II. Organizational Reports

A. Student Report

Spring spirit week and pep rally before spring break.

Earth Day celebration at lunch. Information tables and sales of food and drinks as well as some bracelets made from recycled plastic bags

Prom May 18th at Skirball.

Used the new sound system paid for by the Booster Club and it is really great and a nice thing to have at Pali.

Ms. Newbill has an entire prom closet of dresses to borrow for the prom. The only cost is to clean it.

Don Parcel added that American Legion also contributed to the sound system.

B. Parent Report

AP Math teachers are indicating that they will not sign off on the AP math class not because of the math grade but because the teachers felt the student was taking too many AP classes.

C. Classified Staff Report

Nothing to report

D. Faculty Report

The payroll company is correcting past payroll issues. 2015 and 2018 years have been fixed; 2016 and 2017 are still being worked on. H&R Block services were offered for staff who need assistance with filing corrected tax returns.

Faculty meeting - teachers like the new format with mindful minute discussions and there is a lot of positive feedback.

E. Human Resources Director (HR) Report

The report stands submitted. Hiring season so they are very busy

F. Director of Operations Report

The report stands as submitted.

G.

Director of Development Report

Powerpoint presentation.

Primary fundraising source is our PCHS fund.

107% over last year.

\$176,000 for 2019 vs. \$85,000 for 2018

This includes restricted giving; unrestricted giving is up by 41%

Parents give for 2 reasons: they know you or something that they value

So trying to communicate what we are doing that they value

The report in the materials details the grants that we have received so far

7 grants received for a total of \$25,000

We have pending grants as well

Submitted a grant for Chromebooks

Submitting a grant for school security

Finishing the 3rd year of our CTE program; received just over \$1 million in Incentive Grant funds

Foundation grants are difficult to get unless they are to build something or for a particular program

Year-end push for the PCHS Fund; June 30th is the cut off for the fund year for the PCHS Fund

For some of the grants applied for that were out of funding, there are plans to submit earlier.

While some foundations are sympathetic to the issue of transportation costs, for the most part, they do not usually fund these types of things.

The matching funds that we have to provide, are generally covered by us providing teacher salaries.

H. Chief Business Officer (CBO) Report

The report stands as submitted.

Asked as to how much it costs when a student misses school: \$60.

I. Executive Director/Principal (EDP) Report

Poway incident was something that was impactful to the students and staff. There will be a forum on Thursday to reiterate that this is a safe zone for everybody and that Pali stands against hate.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee Updates

B.

Budget & Finance Committee Updates

Committee met and started to work on the budget. The budget is not yet complete. There was a conversation about restructuring the way that departments make requests. Dates were set for the lengthy budget meetings. May 28th and May 29th.

C. Charter Committee Updates

Dara summarized the minutes attached Meeting at 3:30 on Friday, May 3rd.

Dara Williams made a motion to approve committee members Pam Magee, Dara Williams, Monica Iannessa, Tami Christopher, Susan Ackerman, Larry Wiener, Daphne Gronich, Keri Kraft, Maddie Stein, and Paula Anderson.

Leslie Woolley seconded the motion.

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

Roll Call

Shawn McClellan	Absent
Dara Williams	Aye
Andrew Paris	Aye
Jeanne Saiza	Aye
Camille Schoenberg	Aye
Larry Wiener	Aye
Emily Hirsch	Aye
Reeve Chudd	Aye
Susan Ackerman	Aye
Brooke King	Aye
Leslie Woolley	Aye

D. Election Committee Updates

Meeting Friday, May 3rd at 2:30.

E. Post-Retirement/Lifetime Healthcare Benefits

Nothing to report.

IV. Board Committees (Board Members Only)

A. Audit Committee Updates

Hired a new auditor, Christy White
Set up a schedule. The first time we have had a local team.

B. Grade Appeal Committee Updates

Grade appeal committee has noticed that there is an increase in grade appeals and we need more people.

C. Survey Committee Updates

Students have taken their survey.

Some corrections needed to be made to the parent survey.

Faculty will be taking it at the next Faculty Meeting.

V. Academic Excellence

A. Department Presentations/Initiatives

Science Department presented by Karyn Newbill

Science pathways - shows the kids what classes can be taken and what the prerequisites are

Greatest accomplishment PCHS Science Pathway 2018

Some changes were made to their department including a 9th-grade class called Global Science - has chemistry, biology, physics, and earth and space science

Also added Conceptual Physics that Mr. Schalek will be teaching; it is a basic physics class that they are hoping will open up the option of more kids taking physics.

Changed the prerequisites for Biology and Chemistry

Biology has no requirements, so incoming 9th graders can take it. So more options for incoming 9th graders

Trying to have options for kids who are upperclassmen be able to take advantage of these different pathways

The department is trying to look at the best needs of the students

Earth Day - Pali Elementary visits and participates in this. There will be an article in the Palisades Post this week

Students at Pali participate in the Marquez Science Fair

Tami Christopher spoke about the new admissions process. New online registration process.

Preference order based upon our charter - in the materials

We typically get down to #4 with our preference order

Because this is what our charter says, we can not deviate from it.

Even residents submit the initial application. The initial application has to be submitted.

Residents can still get in if they do not submit it but Paul Revere students have to submit it and if they do not, they do not get the preference for coming from Paul Revere.

Residents have to prove residency.

The online registration process will help streamline the process for all of the families.

Infinite Campus has this function so we should utilize it. Documents can also be uploaded.

So for August registration, the only form that will be needed is the free and reduced lunch form.

The online registration form was explained.

If the registration is not verified then it is put on hold or denied.

Family accounts are linked so that there is only one account.

As of April 24th, there are 713 approved families and 50 families are on hold

Also a process for returning families

Both parents on the Board who have done it had a problem changing the birthdates for the adults

Forced parents to sign in to their own Infinite Campus

If current parents don't do it, it doesn't mean that the students will be expelled but they will try to make personal contact with the parents to have them complete the online registration.

Attendance question - Impact of Coachella and Senior Ditch Day percentages are in the materials

B. Approval to submit PCHS (SARC)

SARC Report is in the materials.

Emily Hirsch made a motion to approve the SARC.

Reeve Chudd seconded the motion.

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

Roll Call

Leslie Woolley	Aye
Andrew Paris	Aye
Shawn McClellan	Absent
Larry Wiener	Aye
Camille Schoenberg	Aye
Emily Hirsch	Aye
Brooke King	Aye
Jeanne Saiza	Aye
Reeve Chudd	Aye
Susan Ackerman	Aye
Dara Williams	Aye

C. New & Revised Policies

Discussions around school policies for classes, such as AP classes. Some of the draft policies are in the Board materials.

Dara brought up that there should be a limit on the number of hours of homework for AP classes as well.

Dara brought up the fact that 250 juniors are not taking math. Some of the students are not meeting state standards, but it is not clear if the students that are taking it online are doing well

Another aspect of this is whether the students have access to teachers to get feedback as they are doing their homework

D. Update on School-wide Goals

April draft of schoolwide goals presented to the board

Powerpoint presentation

Student Wellness Goal - lots of progress: mindfulness messages; meditation; training on trauma-informed schools; PALI (positivity, aspiration, learning, integrity) values has been a focus

Student-Centered Learning Goal - considering attendance, grading, AP classes, and other things

Funding Goals - working on bringing in more; trying to go beyond fundraising from parents

Sustainable sources of funding

Communications Goal - this is always a challenge; over-communicating and under-communicating is always a balance

Looking at different social media options - students look at Instagram but not facebook so thinking about various options

Need parents and students to want to read the things

Mike Rawson had put together a way to be able to donate to the Pali organization that is best suited to what you want to donate to

E. Math Task Force Progress Update

Math Task Force - details in the materials.

Very robust discussions about all of these issues.

Students gave positive feedback as to the Math Paraprofessional Program.

Department is looking to pair with UCLA's Curtis Center to discuss how to approach a growth mindset with math; Revere is involved with Curtis as well

Analysis of the placement test

How to promote the math lab

Looking to support students at all levels of math but starting by adding Math Analysis

VI. Facilities/Operations

A. Security Guard Contract

Need funding for safety and security such as cameras and shelter in place funds.

Would be great if we could fundraise for that.

Security guard contract

Problems with our current companies with absences and failure to provide replacement guards. Scaling up for a particular event has been a problem as well.

This contract is adjustable because we can modify the hours to fit within our budget. The rate per guard per hour stays the same.

They will work with changing needs with regard to budgets, threats, and changing needs.

It is all built into the contract.

There is also a 60 day out clause.

Reeve Chudd made a motion to approve the contract.

Emily Hirsch seconded the motion.

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

Roll Call

Brooke King	Abstain
Leslie Woolley	Aye
Camille Schoenberg	Aye
Dara Williams	Aye
Reeve Chudd	Aye
Emily Hirsch	Aye
Susan Ackerman	Abstain
Shawn McClellan	Absent
Andrew Paris	Abstain
Larry Wiener	Abstain
Jeanne Saiza	Abstain

B. Janitorial Contract

Uniserve is our current provider. The contract for this year was approximately \$411,000. The minimum wage has been increased so this drives the cost up but we have mitigated with less staff at certain times so that the approximate increase is only 1.2%. One less janitor during the year and then over the summer two fewer janitors and then less during the breaks. Service seems to be good and the quality of the employees is good. We have our own vendors to buy janitorial supplies and there may be overall cost savings with this.

Emily Hirsch made a motion to approve the janitorial contract.

Reeve Chudd seconded the motion.

The motion did not carry.

Roll Call

Leslie Woolley	Aye
Emily Hirsch	Aye
Susan Ackerman	Abstain
Brooke King	Abstain
Jeanne Saiza	Abstain
Andrew Paris	Abstain

Roll Call

Reeve Chudd	Aye
Camille Schoenberg	Aye
Larry Wiener	Abstain
Dara Williams	Aye
Shawn McClellan	Absent

C. Update - Bus Transportation

Public transportation Big Blue Bus and Metro bus programs are going well.

Metro booth has been on campus and will return.

For the Pali school bus, the registration ended in April and the bus registrations are being looked at.

We don't know what the scholarship fund is going to be for next year; need to know this because we need to be able to award scholarships so that people can make decisions about getting to Pali and whether they will in fact come

Applications to date: 200 applications for 225 students for financial assistance

About 500 registered for a seat on the bus

Looked at the documents submitted for financial aid

About \$260,000 in current demonstrated financial need

For the students we are inviting for admission, there will be people who request aid. Best estimate is \$15,000.

But things happen and then we have offered additional financial aid to those students; last year that was about \$25,000

So best estimate is about \$300,000

Contract with the bus company is about \$300,000 more, this includes athletic buses

Contract with our bus company is \$1.2 million

If there were no scholarships and no vacancies then we would still have to pay \$300,000

This year we started the school year with about the low 500s riders but then as the year progressed, we were in the high 400s

If ridership drops, then our costs would go down somewhat but the price per bus does increase

Numbers discussed for the students asking for financial aid.

We can downsize the number of buses.

The maximum scholarship requires families to pay at least \$50 per month per student

Some families were supplemented with the donation money from the Pali Go Fund.

Tami Christopher added that she puts into the acceptance letters that there is parent-run bus and that there is a potential for a scholarship; want to keep our diversity and this is one reason for trying to provide transportation.

D. Update - Facilities Safety/Security

VII. Governance

A. Board Member Recusal Policy Review

Tabled until the next Board Meeting

B. LAUSD Charter School Division (CSD) Visit Update

May 8th and May 9th. Working hard to pull all of the binders together. Shelby has been helping with this.

C. Charter Renewal - Board Resumes

Board Members need to fill out resumes, covering the past 10 years. It should be submitted by the June meeting.

The template for the resume will be sent.

D. Charter Renewal - Board Member Questionnaire

Shelby will send this template.

E. Charter Renewal - Due Diligence Questionnaire for EDP & CBO

Will be submitted.

VIII. Consent Agenda: Non-Finance Items

A. Approval of reimbursements for Executive Director/Principal

Dara Williams made a motion to approve the listed reimbursements for Dr. Magee.

Andrew Paris seconded the motion.

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

Roll Call

Brooke King	Abstain
Larry Wiener	Abstain
Reeve Chudd	Aye
Camille Schoenberg	Aye
Susan Ackerman	Abstain
Dara Williams	Aye
Shawn McClellan	Absent
Emily Hirsch	Aye
Jeanne Saiza	Abstain

Roll Call

Andrew Paris Abstain

B. Approval of Field Trips

Dara Williams made a motion to approve the two field trips.

Andrew Paris seconded the motion.

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

Roll Call

Dara Williams	Aye
Leslie Woolley	Aye
Susan Ackerman	Aye
Brooke King	Aye
Reeve Chudd	Aye
Emily Hirsch	Aye
Shawn McClellan	Absent
Andrew Paris	Aye
Camille Schoenberg	Aye
Jeanne Saiza	Aye
Larry Wiener	Aye

IX. Open Session

A. Return to Open Session

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

No action taken in closed session.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:41 PM.

Respectfully Submitted,
Leslie Woolley

Coversheet

Faculty Report

Section: II. Organizational Reports
Item: D. Faculty Report
Purpose: FYI
Submitted by:
Related Material: II_D_Faculty Report_05_21_19.pdf



PALISADES

CHARTER HIGH SCHOOL

Faculty Report: submitted by Jeanne Saiza and Larry Wiener

UTLA invited Alex Caputo-Pearl to speak to faculty during lunch about EE. Teachers had the opportunity to learn more and volunteer to help with its passage.

Teachers really appreciated all of the efforts of the Administrative Team and PTSA parents to make Teacher Appreciation Week special.

Teacher morale was high following the LAUSD visitation. The initial report praised faculty for engaging and encouraging students.

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_05_21_19.pdf



PALISADES

CHARTER HIGH SCHOOL

Human Resources Board Report

May 21st, 2019

Retirement/Resignation:

Name	Classification/Position	Funding	Effective Date
Joan George	Special Education Assistant	Special Ed.	June 6, 2019
Robert Schlanger	Teacher - English	General	June 6, 2019

New Hire/Temporary Contract:

Name	Classification/Position	Funding	Effective Date
Stephanie Moore	Teacher – Social Science	General	August 12, 2019
Kyle Thomas	Teacher – Social Science	General	August 12, 2019
Malia Jakus	Teacher – VAPA	General	August 12, 2019

Staffing and Recruitment:

We are posting, recruiting, interviewing and hiring for several positions for the 2019/2020 academic year. Recruitment postings and job fair booths have included Edjoin.org, Indeed.com and Edtechrecruiter.com as well as utilizing the major university job posting board and network 'Handshake'. I have listed the status of positions below.

Position	Status
Teacher – Music	Pending reference check to extend offer
Teacher – Science, STEM	Pending selection, demos have been conducted.
Teacher – Social Science	Extended offers
Teacher – Special Education RSP	Pending interviews starting this week.
Teacher- Physical Education	Pending selection, in the demonstration process.
Teacher- VAPA	Candidate has been hired. Offer received.
Teacher- English	Interviews are in process.
School Psychologist	Interviews are in process.

Our Mission:

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



PALISADES

CHARTER HIGH SCHOOL

HR Board Report – May 21st, 2019 - continued

Benefits:

SISC will be changing the life insurance carrier for PCHS staff for the 2019/2020 academic year. Currently PCHS employees are covered through Mutual of Omaha, during this following year PCHS employees will be covered through Lincoln Financial. There will be no change in status or coverage for any employee. We are expecting a proposal from Gallagher Insurance for the 2019/2020 medical, dental, and vision plans within this week and will provide an update. On May 31, 2019 Eric Reese, our dedicated representative from Schools First will be on campus. As the third party administrator to PCHS for all 403b retirement savings plans Mr. Reese will be holding an information session in the staff cafeteria for all interested staff.

Professional Development and Training:

On Friday, May 31st Pryor corporation will be on the PCHS campus to present a campus wide workshop for all interested classified and certificated staff to be trained on Microsoft Excel: Beyond the Basics.

It is imperative that HR keep current with new laws therefore an HR representative will be attending multiple legal and employment training workshops during the month of May. On May 21, 2019, Michael Sullivan & Associates will present a seminar on Effective Employment Investigations. On May 23, 2019, Compass will hold a webinar on Engaging Parents and Communities. Then on May 29, 2019, AALRR will hold their 'Mid-Year Legal Update Keep your Organization on Track' workshop.

Recognition:

This month we also recognized the entire staff for staff appreciation and honored the staff that are retiring and awarded them with a certificate and bell.

Evaluation:

STULL evaluations were distributed as per the union agreement to those staff on the evaluation cycle. Intent to Return letters were distributed to classified and certificated staff to ensure adequate notice of coverage for the following school year.

Our Mission:

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

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_05_21_19.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report May 21, 2019

Security/Safety:

- There are no more scheduled Safety Drills for 2018-19. The last one was today (Tue 5/21) – a Fire Drill.
- PCHS school safety training by third-party professional being considered for 2019-20. Presentations and proposals to be made to the Administration and any appropriate recommendations for the Board will be agendaized/presented if/as needed.
- PCHS is being more diligent on ensuring adults are visibly wearing their PCHS IDs/Badges during school days/hours. A reminder that all adults should be wearing PCHS IDs or a Visitors Badge at all times during the school day.
- PCHS fundraising for Safety & Security needed to build up the necessary funds to implement the #1 Safety Priority as determined via a multiple Stakeholder & 3rd-Party expert process – Fencing. Other Unfunded and Currently Not Being Pursued, but Desired:
 - Additional Security Cameras
 - Additional Emergency Exit Gates
 - Fence Breach Detection/Alerting System
 - Contracting with a locally patrolling security company for on-call emergency support
 - Intrusion Detection System
- Additional safety/security measures to increase campus safety have been compiled and prioritized by National Education on Safety & Security Institute (NESSI) and PCHS personnel working together.

Transportation:

- The 2019-20 PCHS School Bus Program Registration and Financial Assistance Applications processes have been completed (3/1 – 4/7/2019). Scholarship requests have been assessed/evaluated and awards recommendations determined. A Demonstrated Financial Need of ~\$260,000 was determined to cover current requested assistance. An additional \$40,000 of need anticipated (for an estimated 2019-20 total of \$300,000) based on expected Appeals, Wait List requests, change of circumstances, etc. additional financial



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CHARTER HIGH SCHOOL

Transportation (Continued):

- ~200 PCHS School Bus financial aid requests have been received representing ~225 students (some families have multiple students), and more requests are anticipated during the finalization of the PCHS Admissions/Enrollment process. The Board needs finalize the funding for 2019-20 PCHS School Bus Scholarships in order to let students and their families know what their net total cost per bus riding student will be so they can make their decisions on how to best get their students to/from PCHS every day. Timeline for this is ideally in early May, so the appeals process can be concluded in May, so all families can make their decisions in June to assist PCHS in knowing its enrollment and bus ridership to ensure budget rightsized busing for 2019-20.
- The Budget & Finance Committee has spent considerable time reviewing the options and details for the 2019-20 PCHS School Bus Scholarship funding and is recommending an option yielding scholarship funding of \$240,000. Details of the selected option can be found in the materials provided, and a vote is requested for approval.
- As reported previously, PCHS has worked with Metro LA and the Big Blue Bus (BBB) company to add additional public transportation buses, and create a Pali Express bus. All seems to be working well with those changes and have been well received by PCHS students.
- The Metro LA Mobile Customer Center (MCC) has been to PCHS's campus once a month since March and was on-campus just this morning (Tue 5/21). The MCC representatives have been pleased with customer volume and are looking forward to being on-campus throughout our 2019-20 Orientation Week in early August and monthly throughout the 2019-20 school year. The MCC enables students and faculty/staff to apply for Tap Cards and the Re-Load TAP Cards for use on Metro Bus and Rail lines.

Information Technology:

- LAUSD Conversion Charter HS Technology Leader Meeting:
 - Met with three other Charters, El Camino Real, Birmingham, and Granada. Topics discussed included participating in regional CETPA meetings, the dangers of wireless study conducted by Glendale USD, Microsoft K-12 Voucher program status, raising additional funding for tech programs, what models the other schools use, and the role and implementation of Ed Tech in secondary education.
 - Vendors present were STS Education, Robo + MyStemKits.com, and Hayes software, who each demonstrated various technology tools and services aimed at the Education space.
- FACTOR support July 13 - August 3rd
 - FACTOR will be holding their annual parent meetings each Saturday beginning 7/13 – 8/3 and require technical support. Since this is not a funded overtime event, Jeff Roepel is working with the IT Team to volunteer for various days during the critical end-of-summer prep time.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- STS Education
 - STS offers better pricing on digital whiteboards than we were receiving from the LACOE piggyback contract. They also have some interesting service and deployment models that aid in “predictable and fixed cost IT” that PCHS’s is seeking additional information. Jeff Roepel and John Vieira traveled to their Simi Valley headquarters to view their demo room, which allowed us to work with and evaluate multiple devices we normally do not have access to, in a controlled classroom setting.
- Brightbytes Survey Data and Tech Plan
 - The Parent, Student, and Faculty stakeholder surveys have been closed and the data compiled. John Vieira and Jeff Roepel are working with Brightbytes to review and analyze the results, including how to best utilize the data and integrate it into the 2019 – 2023 school wide Technology Plan.
- Tech Table Support in Library, Beginning 5/24
 - A Student loaner device return table will be setup in the Library from 5/23 – 6/5 to accept devices. It is critical that we receive and evaluate senior borrowed devices before 5/29 to ensure that students have time to clear fines before they receive their cap and gowns. All other devices will be inspected within two weeks so the parent letters can be sent home.
- Lightwerks Monday 5/20 & New Quad Audio System
 - Lightwerks will be onsite Monday, 5/20, to adjust the newly installed Quad Audio system. Additionally, two small form factor speakers will be installed to add moderate volume and a new sound zone between the A and Mercer entrances. Thank you again Boosters and American Legion!!!
- Respondus License Pilot
 - Teachers in our Respondus pilot were very interested in the tool, which allows for a secure testing environment within Schoology. A prorated license was purchased to extend the pilot program through finals and year-end.
- Laura Bachrach was awarded a \$5,000 grant for the purchase of a SMART Board.
 - Utilizing the new LACOE piggyback contract, and thanks to Laura’s efforts and the grant, PCHS is procuring/installing the new device in her classroom in the coming weeks.
 - The order via the piggyback contract was halted in favor of better pricing through an alternate vendor. We are looking forward to receiving the device the week of 5/20. During this time, we will also have an onsite trainer available to work with Laura and any other teacher interested in learning about the technology.
- AP Testing Support
 - The IT Team supported two solid weeks of AP Testing to assist students and the College Center as needed.



PALISADES

CHARTER HIGH SCHOOL

Information Technology (Continued):

- Schoolwide Information Systems - Jeff Roepel continuing to meet and collaborate with the Tech Committee whose charge it is to determine the SIS, LMS, and AMP needs of the school, weigh them against our current systems (SIS-Infinite Campus, LMS-Schoology, and Amp - Mastery Manager) and compare them to available systems on the market to see if we are using the systems that are the best affordable fit for PCHS. Final recommendations coming soon.
- Reviewing school wide departmental InfoTech budget requests to determine if requests align with school standards and can be approved for the Budget Committee cycle.
- The IT Team is also working with the Ed Tech Team with all the various departments on their technology budgeting for 2019-20. IT Management also continued to collaborate with Ed Tech Management in preparation of PCHS's long-term Tech Plan.
- A new faculty device assignment model is being developed – Utilizing a desktop computer in every classroom for teacher/substitute use, while also issuing a Chromebook to each teacher for the frequently asked for teacher mobility within the classroom and device availability outside the classroom for meetings and professional development. This model could also reduce cost as the two items together typically cost less than the average faculty laptop purchase.
- Continuing to work with Impero, our classroom device management tool, for increased utilization. InfoTech and EdTech continuing to collaborate to help increase adoption/utilization.
- Copy Center Repairs – The two Duplo devices we own have reached practical end-of-life. Manufactured in 2003, the machines have lost the ability to print lengthwise along the first few inches of the left hand side of paper, and are not repairable and need to be replaced. IT will be evaluating different models from multiple vendors to replace these.
- The E-Rate infrastructure project (still awaiting Federal approval/funding) – The company that was awarded the contract reached out to us and said that their eRate consultants said that we can proceed with our portion of the funding, allowing them to perform a percentage of the work until the Federal portion of the funding becomes available. We will be sending this information with our eRate consultants and if correct, work with the Administrative Team to determine the best course of action. Project highlights are:
 - Replace aged and failing core network infrastructure
 - Replace aged and/or failing classroom lab networks
 - Supplement wireless access points in classrooms with insufficient infrastructure
 - Grow physical network in insufficient, non-existent, or otherwise problematic areas
 - Provide for, repair, or replace the battery backup to each network IDF
 - Repair/Replace fiber runs that have stopped working
 - Run new fiber runs to new classroom labs and new IDF's
 - Add new Ethernet capacity where exhausted in lower A, B101, AA office, H, E, G, J, Mercer Hall, Cafeteria/Staff Cafeteria



PALISADES

CHARTER HIGH SCHOOL

MGAC/Pool:

- Currently seeking proposals for MGAC Proactive & Reactive Maintenance vendors to ensure quality and cost-effective servicing is available. Current vendor Knorr still involved. Just really testing the waters for cost-effectiveness.
- Chlorine Pump Motor required replacement this month. Other minor issues addressed as needed.
- Friday 5/17 hosting our first “Parents Night Out” event in partnership with Westside Aquatics.
- American Red Cross (ARC) Lifeguard training for current and prospective staff/lifeguards and students conducted.
- Summer MGAC hours slated to begin 6/3.
- PCHS Swim and Dive Teams won City Section Finals (Boys and Girls). Congrats to all!
- MGAC welcoming two new programs: Aqua Circuit and Polyendurance Sports.
- Permit rate increases being evaluated for roll out 7/1/2019
- Public rates to be streamlined for 2019-20 fiscal year (effective 7/1/19)
- MGAC Policies Updated and can be found here:
 - Permit: <https://4.files.edl.io/b357/04/06/19/014743-705073de-5da5-492a-bf86-582a0d697a3e.pdf>
 - Pool: <https://4.files.edl.io/3c7b/04/06/19/015837-a0c813c0-9ce3-44a8-a6fc-03af2df03f91.pdf>
- Frequency of miscellaneous repairs continues 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)

Permits & Setups:

- Permit Revenue for Apr 2019 was ~\$51,700:
 - ~\$27,300 from Facility Rentals
 - ~\$4,100 from Banner Rentals
 - ~\$8,400 from Filming
 - ~\$11,900 from Misc. Events/One Time Permitters
- Many filming requests coming May/June (two of which have already happened): Hyundai and Old Navy. Upcoming in May and June: Justice (clothing brand) Oshkosh, American Eagle, etc.
- Banner demand continues strong, especially this month with many buying for cyclical postings.
- Spring sports/permits going well – Club Sports revenues are strong.



PALISADES

CHARTER HIGH SCHOOL

Permits & Setups (Continued):

- **Apr 2019 Set-Ups/Events:**

- Caesar Chavez Day – 4/1 – SCHOOL CLOSED
- CAASPP/CAST Make Up Testing – 4/1- 4/30
- Incoming 9th Grade Meeting – 4/2
- Spring Musical Performance – 4/4-4/6
- Budget and Finance Committee – 4/8
- Spring Spirit Week – 4/8- 4/12
- PTSA – 4/9
- Faculty Meeting – 4/9
- Coffeehouse Concert – 4/10
- Finance Meeting – 4/12
- Mr./Mrs. Palisades Contest – 4/12
- Spring Break – 4/15-4/19
- After Spring Break Spirit Week – 4/22-4/26
- Booster Club Meeting – 4/23
- Career Day Fair – 4/24
- LTSP – 4/24
- PTSA – 4/25
- Earth Day Celebration – 4/25
- QB Club Mattress Sale – 4/28
- Board Meeting – 4/30

- **May/June 2019 Coming Soon Set-Ups/Events:**

- CAASPP/CAST Make Up Testing – 5/1- 5/31
- Advanced Drama Spring Show – 5/2- 5/5
- SATs – 5/4
- PCHS Cheer Banquet – 5/4
- AP Testing – 5/6 – 5/17
- PTSA Appreciation Week – 5/6 - 5/10
- Faculty Meeting – 5/7
- LAUSD Charter Visit – 5/9
- PTSA Appreciation Week – 5/6 - 5/10
- Sunset Concert – 4/10
- East and West Tennis Courts Closed – Until Further Notice
- PTSA Meeting – 5/14
- Budget and Finance – 5/15
- FNL Performance – 5/17
- 2019 Senior Class Meetings – 5/22
- LTSP – 5/22
- PTSA – 5/23
- VAPA Show – Jazz Band – 5/23
- VAPA Show – Symphony – 5/28
- VAPA Show – Choral – 5/29
- VAPA Show – Dance – 5/30
- 2019 Senior Trip – Disneyland – 5/31
- PTV Showcase – 5/31



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects:

- Finished off Spring Break Survey items. Getting ready for Summer Break Survey and Summer Projects
- Continued efforts on proactive closing/sealing of small entry points in the Music, Mercer, Cafeteria Complex
- Installed anti – bird security above our emergency exit gates behind gym and El Medio/Sunset
- Replaced rotted walking sections of stadium visiting side bleachers.
- Campus-wide Safety Emergency Supply Containers – Conducted inventory, refreshed/replaced any outdated products, cleaned container, ordered some additional supplies, etc.
- Completed a Faculty/Staff-Self-Reporting inventory of all classroom/room Safety Supplies
- Boiler Room Cleared for LAUSD to start loading in material for the Long-Term Temporary Heating System repair
- Repaired/Replaced Aging Exit Signs for Large & Small Gyms
- Assisted in Many Set-Ups related to AP Testing, Budget & Finance Meetings, Earth Day Celebration, Career Day Fair, and Spring Musical Performance
- Student Restroom Renovation: Installed New BOYS/GIRLS and CUSTODIAL signs in finishing off the exterior phase of this project, and developing detailed work scopes for each restroom being renovated this summer.
- Prepping for Annual LAUSD Charter School Division (CSD) oversight/compliance visit
- Prepping for Annual LAUSD School Accountability Report Card (SARC) Facilities compliance visit
- Graduation Preparations/Planning Well Underway: Re-Seed/Fertilize Main Quad & Gilbert Quad Areas, Touch-Up Painting Main Quad, Tunnel & Stadium Areas, Landscaping Tune-Ups, etc.
- Ongoing Day-to-Day Operations/Facilities Support as usual

Larger Scale Projects:

- **Security Fencing (Unfunded)** – LAUSD mandated Architectural & Structural Engineering plans created by Breen Engineering Inc. - Funding needed for fence purchase/installation.
- **Student Restroom Renovation Project (Donor Funded)** – Project planning underway for interiors remodel summer 2019. Exterior Entrance improvements completed over Winter & Spring Breaks. 4-5 restrooms planned to be renovated this summer.
- **Garden Gateway Phase 3 (Fully Boosters Funded)** – Project is underway. MOU between Boosters and PCHS was signed on April 4th. Contract between Boosters and American Heritage signed soon after. Projected progressing as planned. Project seems to be on target for completion before Graduation with the exception of the benches which have a longer delivery time than the vendor expected (those should be in place by the end of June).



PALISADES

CHARTER HIGH SCHOOL

Facilities/Projects (Continued):

- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Project re-design believed to be completed by LAUSD. Phase 1 was anticipated to be done over Thanksgiving through Winter Breaks, was then postponed until Late Spring 2019, and is now targeted for Summer 2019. Funding expected to be provided by LAUSD - Any cost to PCHS still TBD.
- **Long-Term Heating System Infrastructure Replacement Project (LAUSD Funded)** – Project design phase still ongoing. Estimated start date Summer/Fall 2021 and completion Spring/Summer 2022 (anticipated as a 10-12 month project). Many milestones still to be cleared before confidence in project being started at all becomes high. Temporary heating solution still be analyzed and planned by LAUSD.
- **Gym A/C Project (LAUSD Funded)** – Project has been DSA Approved. LAUSD prepared bid packages for General Contractor bidding/selection. Projected estimates came in much higher than anticipated. Project now being reviewed for cost reduction via Value Engineering, reduction in scope, or both. New target start date is TBD, but was recently targeted for Oct/Nov 2019.

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_05_21_19.pdf

Board of Trustees Meeting
Development Report

5/16/2019

TOTAL FUNDS RAISED TO DATE:	Fund	Prior Report	YTD	Inc.	Budget
The PCHS Fund	General	\$176,289	\$180,485	\$4,196	
The Pali GO Fund	Pali GO	\$42,018	\$42,408	\$390	
Campus Safety & Security	General	\$2,860	\$2,860	\$0	
Donor Brick Campaign	General	\$1,276	\$1,276	\$0	
Donations to Athletic Teams	ASB	\$4,705	\$9,162	\$4,457	
Donations to Classroom Teachers	ASB	\$19,350	\$19,350	\$0	
Donations to Extra-Curriculars	ASB	\$28,550	\$30,196	\$1,646	
Donations to Pali Cares	ASB	\$0	\$0	\$0	
TOTAL UNRESTRICTED FUNDS RAISED		\$275,048	\$285,737	\$10,689	
Rest. Donations/Pledges - Recd	General	\$79,727	\$104,176	\$24,449	
Rest. Donations/Pledges	General	\$74,414	\$49,965	-\$24,449	
TOTAL RESTRICTED FUNDS RAISED		\$154,141	\$154,141	\$0	
TOTAL FUNDS RECEIVED		\$429,189	\$439,878	\$10,689	\$488,000

TOTAL EXPENSES TO DATE:

Bacio Design	\$4,905	\$5,100
L.A. Press Printing	\$10,746	\$6,900
American Direct Mail	\$2,228	\$5,000
Postage	\$449	\$250
Subscriptions	\$9,642	\$10,000
California Consulting	\$12,041	\$12,041
SafeSave service fees	\$5,321	\$6,232
Salaries & Benefits (Campus Unification/Development Dir)	\$162,184	\$176,928
Office supplies	\$256	\$200
Videography	\$0	\$1,500
Young Alumni Pizza Lunch	\$199	\$190
Career Day & Fair Breakfast/Lunch	\$322	\$0
Donor Reception	\$0	\$1,500
Awards	\$0	\$200
New Parent Welcome Breakfast	\$1,162	\$1,162
TOTAL EXPENSES FOR UNRESTRICTED FUNDS	\$209,455	\$227,203

TOTAL NET FUNDS**\$230,423****\$260,797**

Board of Trustees Meeting
Development Report

Submitted Grant Proposals:

<i>Date Submitted</i>	<i>Found./ Grantor</i>	<i>Request Amt.</i>		<i>Award Receipt Date</i>
3/28/2018	District 4 Facilities	\$20,000	Pending - Campus Safety & Security	6/15/19
8/2/2018	Hidden Leaf	\$10,000	Transportation Assistance - Submitted	9/1/19
8/2/2018	Saban Family	\$10,000	Transportation Assistance - Submitted	2/15/19
9/18/2018	Cynthia & Wm Simon	\$5,000	Transportation Assistance - Submitted	None
1/25/2019	CTE Incentive Grant	\$450,000	Career Technical Education	5/1/19
4/25/2019	District 4 Board Grant	\$20,000	Chromebooks	6/15/19
5/12/2019	NSGP Grant	\$100,000	Perimeter fencing	8/30/19

Grants Received:

3/31/2018	PP Optimist Found.	\$1,500	Received - Surveillance camera	7/1/18
6/1/2018	Lewis A. Kingsley	\$10,000	Received - General program funds	7/3/18
9/24/2018	Lowe's Toolbox	\$5,000	Received - Interactive SmartBoard	1/30/19
10/15/2018	Mara Breech Found.	\$5,000	Received \$5,000 for professional dev.	12/31/18
10/15/2018	Cathay Bank Found.	\$5,000	Received \$5,000 for ELL program	11/20/18
10/22/2018	PP Women's Club	\$1,500	Library Renovation project	3/12/19
11/26/2018	Target Foundation	\$1,000	Approved - Soccer grant	12/15/18
3/1/2019	PP Optimist Found.	\$1,000	Career Awareness	5/7/19

Grants Denied:

4/28/2018	Motorola Solutions	\$30,000	Denied - PCHS lacked proven eval. proc.	7/15/18
7/12/2018	A & E Borchard Fdn	\$10,000	Not accepting uninvited proposals	None
7/16/2018	Jewett & Chandler	\$10,000	Denied - not a funding priority	Twice/yr
7/16/2018	Norman F. Sprague, Jr	\$5,000	Unsolicited requests not accepted	None
8/1/2018	American Honda	\$30,000	Denied - PCHS lacked proven eval. proc.	12/1/18
8/2/2018	William H. Hannon	\$10,000	Denied - already allocated funds for yr.	None
8/2/2018	Leonardt	\$5,000	Denied - already allocated funds for yr.	None
8/2/2018	Donald T. Sterling	\$5,000	Foundation not active since 2014 incident	Varies
8/2/2018	Hofmann Family	\$10,000	Only supports local charities (No. Cal.)	None
8/2/2018	Kathryne Beynon	\$5,000	Supports only higher education	None
9/17/2018	Craigslist Charitable	\$5,000	Supports only higher education	None
9/1/2018	Joseph Drown	\$25,000	Denied - do not fund for transportation	1/31/19
9/18/2018	T & D Leavey	\$10,000	Denied - already allocated funds for yr.	Varies
10/15/2018	Wm. Bannerman Fdn	\$10,000	Denied - transportation not a priority	3/15/19
3/15/2019	K12SWP Grant	\$165,000	Career Technical Education	4/30/19

Board of Trustees Meeting
Development Report

Grants to be Submitted:		Deadline
Wells Fargo Foundation	\$5,000 Entrepreneurship	7/1/2019
J.P. Morgan Found.	\$5,000 Entrepreneurship	8/1/2019
U.S. Bank Foundation	\$5,000 Entrepreneurship	8/1/2019
M.B. Seretean Fdn.	\$5,000 Arts Education	3/1/2020
Bank of America Fdn.	\$5,000 Entrepreneurship/Leadership Development	LOI
Partner for Dev. Futures	\$5,000 Charter School Education	LOI
W.M. Keck Found.	\$100,000 Mathematics/Science/Technology Equip	LOI
Sydney Stern Trust	\$5,000 Tech Equity	LOI
Crail-Johnson Fdn.	\$9,500 Academic Equity (Albert I.O.)	LOI
Amgen Foundation	\$10,000 Science probes for labs	LOI
Joseph Stanley Leeds	\$5,000 Professional Development	LOI
Semel Charitable Fdn	Performing Arts/Dance/Econ. Disadv.	LOI
Motorola Solutions	\$30,000 Innovation Generatoin STEM Grant	LOI
Toshiba America Fdn.	\$5,000 Professional Dev. - math/science teachers	LOI
Toyota USA Foundation	STEM/Science/Mathematics	LOI
MUFG Union Bank	\$5,000 Transportation Assistance/Scholarships	LOI
Chartwell Charitable	\$10,000 Performing Arts/Program Development	LOI
S. Mark Taper Fdn.	Performing Arts	LOI
Willametta Day Fdn.	Performing Arts/General Support	LOI
Mazda Foundation	Cross-Cultural Understanding	LOI
David Bohnett Fdn.	\$2,500 Anti-discrimination/Human rights	LOI
William H Hannon Fdn.	\$10,000 Transportation Assistance/Scholarships	LOI
Ahmanson Found.	\$25,000 Tech Equity	LOI
Siemens Foundation	\$2,500 STEM/Mathematics/Science	LOI
Annenberg Found.	\$20,000 Tech Equity	LOI
Carrie Estelle Doheny	\$20,000 Transportation Assistance/Scholarship	LOI
Eisner Foundation	Performing Arts	LOI
Mazda Foundation	Cross-Cultural Understanding	LOI
David Bohnett Fdn.	\$5,000 Anti-discrimination/Human rights	LOI
America Honda Fdn.	\$75,000 STEAM/Robotics/Mathematics	Meet
Verizon Foundation	\$5,000 STEAM program development	Meet



**Board of Trustees Meeting
Development Report**

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: H. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: II_H_CBO Report_05_21_19.pdf



**CBO REPORT
BOARD OF TRUSTEES MEETING
MAY 21, 2019**

2018-2019

Cash Balances for PCHS at the end of March 2019 was \$7.1 million (\$6.6 unrestricted) February 2019 was \$6.1 million (total). PCHS received the benefit of the Quarterly LCFF Funding in March.

Attendance

Current enrollment through Month 8 (4/12/19) was 2,933 (2,941-Month 7). The Cumulative ADA to Month 8 was 2,834.3 at a rate of 95.9% (incl. 6.3 NPS students). PCHS ADA is below the revised 2nd Interim Budget of 2,845. Month 8 signifies the end of the ADA period (P-2) for which ADA Funding is calculated. The 2018-2019 Financial projections (attached) are now updated to reflect this lower ADA from the prior Interim report (down 10.7 ADA)

2018-2019 Budget

PCHS attended the Special Education Charter Operated Programs (Option 3) meeting this month and learned about additional local funding will be approved & received for Special Education funding for the remainder of the 2018-2019 School Year. As a result of the awards granted (\$14k Step Grant, \$130k Assistance Grants), our projected revenue in this area will increase approximately.

Other

PCHS financial staff will be attending the May Revise workshop, which will provide information on the levels of state funding for PCHS in the 19/20 FY. The 2-day Budget & Finance Committee meeting to discuss and recommend the 19/20 budget for PCHS will take place May 28th & 29th in the staff cafeteria. PCHS is also in the process of updating its LCAP (Local Control Accountability Plan) for the 19/20 school year, and reflecting upon the 18/19 goals and actions year as well. A summarized version of our LCAP is attached to this report.



**CBO REPORT
BOARD OF TRUSTEES MEETING
MAY 21, 2019**

Cafeteria

The Free & Reduced population at PCHS remains largely unchanged at 31.4% of the total Enrollment (928 students) at the date of this report. A separate attachment is provided for review of the PCHS/Cafeteria Financial results to April 2019. The 2019-2020 Contract with Chartwells (our Food Service Provider) is in the final stages of review by the CDE. We will present the contract Amendment at the June meeting.

Audit

Christy White & Associates will be the PCHS Auditors for 2018-2019, which 2 additional option years available. We have scheduled their review to start in July 2019 and return visit to take place in October 2019.

2019-2020

We met with our current Medical provider (SISC) to discuss premium renewals for 2019-2020. The preliminary information is that premiums will be increasing anywhere for 2.2% for Anthem Blue Cross PPO plans to 4.9% for Kaiser plans (HMO plans up 4.1%). The overall increase would be approx. 3.2%. Another Health Benefit provider (CharterLife) is scheduled to present a proposal to PCHS in the near future. PCHS is also anticipating receiving the 2019-2020 premium quotes for General Liability and Worker's Compensation Insurance from CharterSafe. Early indications are that while the Worker's Compensation rates will decrease in 2019-2020 (current year premium-\$207,000), the General Liability rate increase may approach 10% (current year premium \$174,000).

PCHS met with various Charter Leaders to coordinate utilizing the State of California's School Based Medi-Cal Administrative Activities Program (SMAA). SMAA has the potential to provide PCHS with State of California SMAA reimbursements that could amount to tens of thousands of dollars.

PCHS CAFETERIA OPERATIONS

	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	Year To Date 18/19	
Cash sales per day	\$ -	\$ 1,129.35	\$ 1,509.72	\$ 1,601.98	\$ 1,558.14	\$ 1,235.99	\$ 1,455.18	\$ 1,555.36	\$ 1,619.90	\$ 1,540.17		
Revenue												
A La Carte/Paid	\$ 4,321	\$ 16,940	\$ 25,665	\$ 36,846	\$ 23,372	\$ 11,124	\$ 24,738	\$ 29,552	\$ 34,018	\$ 24,643		
Total Sales	\$ 4,321	\$ 16,940	\$ 25,665	\$ 36,846	\$ 23,372	\$ 11,124	\$ 24,738	\$ 29,552	\$ 34,018	\$ 24,643	\$ 231,219	
Catering Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Reimbursements	\$ 124	\$ 1,775	\$ 2,755	\$ 4,086	\$ 2,657	\$ 1,318	\$ 2,756	\$ 3,188	\$ 3,706	\$ 2,667	\$ 25,033	
Federal Reimbursements	\$ 1,701	\$ 21,746	\$ 33,227	\$ 49,306	\$ 31,721	\$ 15,053	\$ 33,091	\$ 38,270	\$ 44,311	\$ 31,949	\$ 300,374	
Total Revenue	\$ 6,146	\$ 40,461	\$ 61,647	\$ 90,238	\$ 57,751	\$ 27,495	\$ 60,585	\$ 71,010	\$ 82,035	\$ 59,259	\$ 556,626	
Cumulative	\$ 6,146	\$ 46,607	\$ 108,254	\$ 198,492	\$ 256,243	\$ 283,738	\$ 344,322	\$ 415,332	\$ 497,367	\$ 556,626		
Expenses												
Total Salaries & Benefits		\$ 3,525	\$ 6,844	\$ 6,140	\$ 8,275	\$ 6,671	\$ 6,224	\$ 7,641	\$ 6,914	\$ 7,194	\$ 59,428	
Food Expense 44.27%	\$ 1,409	\$ 16,199	\$ 24,829	\$ 33,810	\$ 22,874	\$ 10,900	\$ 24,074	\$ 28,397	\$ 32,473.20	\$ 23,398	\$ 218,362	
Chartwells Management 55.73%	\$ 1,774	\$ 20,392	\$ 31,256	\$ 42,562	\$ 28,795	\$ 13,721	\$ 30,306	\$ 35,747	\$ 40,879.42	\$ 29,455	\$ 274,888	
Total Chartwells Expenses (Invoice)	\$ 3,184	\$ 36,590	\$ 56,085	\$ 76,373	\$ 51,669	\$ 24,621	\$ 54,380	\$ 64,144	\$ 73,353	\$ 52,853	\$ 493,250	
Total Expenses (Before Commodity Credit)	\$ 3,184	\$ 40,115	\$ 62,929	\$ 82,513	\$ 59,944	\$ 31,292	\$ 60,604	\$ 71,785	\$ 80,266	\$ 60,046	\$ 552,678	
Commodity Credit	\$ (18,861)	\$ (1,675)	\$ (3,848)	\$ (3,848)	\$ (2,895)	\$ (2,895)	\$ (2,895)	\$ (6,057)	\$ (4,386)	\$ (4,386)	\$ (18,861)	
Net Expenses	\$ 3,184	\$ 38,441	\$ 62,929	\$ 78,665	\$ 59,944	\$ 31,292	\$ 57,709	\$ 71,785	\$ 74,209	\$ 55,660	\$ 533,818	
Net Income/(Loss)	\$ 2,962	\$ 2,020	\$ (1,282)	\$ 11,573	\$ (2,193)	\$ (3,797)	\$ 2,876	\$ (776)	\$ 7,826	\$ 3,599	\$ 22,808	
Operational Expenses	\$ -	\$ 8,550	\$ 932	\$ (3,395)	\$ 15,236	\$ -	\$ -	\$ 3,107	\$ 1,425	\$ -	\$ 25,857	
Net Income/(Loss) - After Operations	\$ 2,962	\$ (6,530)	\$ (2,214)	\$ 14,967	\$ (17,429)	\$ (3,797)	\$ 2,876	\$ (3,883)	\$ 6,401	\$ 3,599	\$ (3,049)	
Per day profit		\$ (435.32)	\$ (130.24)	\$ 650.75	\$ (1,161.96)	\$ (421.90)	\$ 169.16	\$ (204.37)	\$ 372.66	\$ 224.91		
Operating Days	12	15	17	23	15	9	17	19	21	16		
Operating Days-Cumulative	12	27	44	67	82	91	108	127	148	164	164	
Free Students	29	738	733	751	745	739	743	744	743	739		
Reduced Students	13	189	203	185	186	185	185	192	194	191		
Total F & R-	42	927	936	936	931	924	928	936	937	930	-	
Enrollment (Per Infinite Campus)	-	2,968	2,966	2,949	2,948	2,967	2,952	2,945	2,945	2,935		
F & R %	0	31%	31.56%	31.74%	31.58%	31.14%	31.44%	31.78%	31.82%	31.69%		
Meals Served:												
Breakfast	Free	141	2,769	4,597	6,676	4,573	2,650	4,551	5,312	6,231	4,484	41,984
	Reduced	36	437	750	1,151	788	521	868	967	1,229	860	7,607
	Paid	92	428	796	1,186	841	550	899	1,080	1,396	1,042	8,310
Lunch	Free	179	3,766	5,341	7,933	4,929	1,975	5,154	6,018	6,870	4,943	47,108
	Reduced	53	639	947	1,497	931	421	1,064	1,167	1,320	976	9,015
	Paid	159	1,426	2,115	2,986	1,876	766	2,109	2,301	2,684	1,981	18,403
Total Meals		660	9,465	14,546	21,429	13,938	6,883	14,645	16,845	19,730	14,286	
Participation:												
Free	Breakfast	9%	18%	38%	33%	38%	49%	28%	38%	30%	51%	
	Lunch	7%	21%	42%	37%	44%	73%	30%	41%	32%	55%	
Reduced	Breakfast	33%	9%	24%	21%	23%	39%	17%	22%	18%	30%	
	Lunch	23%	13%	30%	30%	34%	58%	25%	31%	24%	41%	
Paid	Breakfast & a la carte	13%	1%	2%	1%	2%	3%	1%	1%	1%	2%	
	Lunch	8%	10%	17%	15%	15%	27%	11%	16%	15%	27%	



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2018-2019 LCAP Goals & Updates (with continuing & new actions)

Goals/Need	Actions/Services	19-20 Updates
<p>#1- Teachers are required to and will hold a valid CA teaching credential as defined by the CA Commission on Teaching Credentialing. Teachers will also be appropriately qualified in the content area taught.</p> <p>Need: Teachers must be highly qualified in content areas taught to meet standards for the California Standards for the Teaching Profession.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> • Will continue staffing of instructional program and review of all teacher credentials per the master schedule • Continuing Action (EL): All teachers of EL students will be certified in SDAIE and ELD instructional strategies, will continue to ensure that faculty complete classes and testing for English Learner Authorization 	
<p>#2- All students will have access to standards aligned materials.</p> <p>Need: Based on records review of student economic status and stakeholder survey results, need was established for student access to technology given the school plan to increase technology based instruction.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> • Instructional & Supplemental materials aligned to the Common Core State Standards. Update Instructional & Supplemental Materials. • Teachers will participate in CCSS professional development, conferences, and training • Release time for PLC/SCL curriculum planning • Continuation of the Academic Achievement Team (teacher coaches supporting professional development, PLC/SLC coordination, data, EL, math, and literacy) -PLC/SLC notebooks • School will continue administer interim assessments in ELA and Math through SBAC in their English and Math classes. <p><u>New action:</u></p> <ul style="list-style-type: none"> • Increase student access to technology by adding additional devices to 	



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Goals/Need	Actions/Services	19-20 Updates
<p>#3- All school facilities are maintained and in good repair. Daily cleanliness is maintained and items on inspection list are in compliance.</p> <p>Need: All school facilities are maintained and in good repair to ensure a safe and healthy educational environment.</p>	<p>classrooms by 20% over the next 3 years.</p> <p>Actions to Continue:</p> <ul style="list-style-type: none"> • Continue to maintain custodial staff day and night to clean facilities • Continue to service/clean facilities in compliance with SARC • Continue to refresh classrooms to be complainant with SARC <p>New Actions:</p> <ul style="list-style-type: none"> • Repair/add additional safety equipment • Additional security • ADA compliant campus • Add A/C to large/small gyms • Install more hydration stations 	
<p>#4- School will provide opportunities for parent involvement in school decisions through parent volunteer opportunities, committee membership, and informational sessions as well as continue to increase communication efforts in areas of family and community outreach and parent involvement in all key operations and programs.</p> <p>Need: To provide stakeholder input in order to increase student achievement.</p>	<p>Actions to Continue:</p> <ul style="list-style-type: none"> • Hold outreach meetings for 2x/year for ELAC parents, disability parents, foster youth • Release time for PLC/SCL curriculum planning • Reclassify EL learners • Continue to track performance data in EL, math, and literacy • Provide support and counseling for students not meeting adequate growth • Transition program for youth with disabilities • Continue to provide training for parents on school technology systems • Continue to hold minimum 3 outreach meetings per semester to encourage parents participation • Use surveys to record temperature and climate on campus 	
<p>#5- PCHS will develop and maintain partnerships with colleges and will enhance the CTE program to improve</p>	<p>Actions to Continue:</p> <ul style="list-style-type: none"> • Develop partnerships through development director & CTE 	



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Goals/Need	Actions/Services	19-20 Updates
<p>Post-secondary success.</p> <p>Need: Students need to be prepared for more than just college but also for potential careers.</p>	<p>advisory council to enhance services and expose students to college course and alternative opportunities</p> <ul style="list-style-type: none"> Continue to re-define CTE pathways by increasing offerings and CTE-credentialed teachers 	
<p>#6- 70% of EL students will demonstrate one year's growth in English Language Development each academic year as measured by the CELDT</p> <p>Need: 75% will show growth in CELDT scores while 30% will be classified as RFEP.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> EL coordinator, PIQE, ELAC, EL Teacher/Assistant, Tutoring, MESA/SHPE to provide services to EL students and families <p><u>New Actions:</u></p> <ul style="list-style-type: none"> Utilize Achieve 3000 to track & adjust Lexile growth for EL Students 	
<p>#7- Increase student academic achievement as evidenced by high graduation rate and increased A-G/CTE completion rate.</p> <p>Need: To be successful in either college or career students need the preparation that A-G and/or CTE courses provided.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> Counseling Support, Teacher Training, PIQE, TVN, Fuerza Unida that leads to more students taking and completing A-G and/or CTE courses. Increase student participation in Honors and AP courses. Increase student participation in Dolphin Leadership Academy. Provide alternative options such as summer school, Virtual Academy, Pali Academy and the Pali Online Program for students to take courses, improve grades and recover credits. Proper placement of incoming 9th grade students in English and math support courses Reduce class sizes to increase support and pass rates in support classes 	
<p>#8- School will maintain a high ADA- as close to 96% as possible.</p> <p>Need: High attendance leads to higher student achievement.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> Attendance Personnel/training. Continue with high levels of communication with various media/formats. 	



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Goals/Need	Actions/Services	19-20 Updates
	<ul style="list-style-type: none"> Continue with providing positive incentives and reinforcements for perfect attendance. Intervention & counseling for students with attendance concerns. Monitor ADA, as well as modes of transportation. 	
<p>#9- School will maintain a low (under 2.5%) suspension rate and maintain less than a 1% expulsion rate.</p> <p>Need: Some students are suspended for more than 2 days in a year and lose instruction</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> Discipline Deans staffing Discipline and expulsion records Provide counseling services including crisis counselor/consultant and Educationally Related Mental Health Services. Increase counseling participation rates, Continue to improve completion and decrease drop-out rates <p><u>New Action:</u></p> <ul style="list-style-type: none"> Link students with behavior challenges to adult mentors to develop positive behaviors via Link Crew, & restorative justice program 	
<p>#10- School will explore additional funding to reduce expenses & costs focused High Needs Students & Families. Funding will also address low performing students in all categories</p> <p>Need: Identify and obtain revenue outside of State Funding to reduce reliance on annual State Budget.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> School will dedicate funding efforts to address transportation costs and alternative methods Continue to support PCHS efforts to on-going efforts to provide 1:1 Technology devices in the hands of all students <p><u>New Action:</u></p> <ul style="list-style-type: none"> Fundraise to provide on-going support for Math and increasing test scores. Math assistants identified as primary recipient of these funds. LEA added a campus unification director to assist with creating a positive learning environment on campus (HELLO PROGRAM) 	



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Goals/Need	Actions/Services	19-20 Updates
<p>#11- Improve student achievement in math for lowest achieving subgroups.</p> <p>Need: Not all subgroups are performing equally well in math standardized testing.</p>	<p><u>Actions to Continue:</u></p> <ul style="list-style-type: none"> • Provide both in-class and out-of-class math interventions, such as math paraprofessionals and Math Lab. • Provide target interventions. • Work with programs, such as TVN, Fuerza Unida, DLA, and PIQE, as well as student groups, such as BSU, LSU and Link Crew, to provided target support and intervention. <p><u>New Action:</u></p> <ul style="list-style-type: none"> • AA team to develop & model lessons through PLC trainings as a means to support marginalized groups identified in equity study,. 	

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 Report_05_21_19.pdf



PALISADES CHARTER HIGH SCHOOL

PALISADES CHARTER HIGH SCHOOL BOARD OF TRUSTEES MEETING EXECUTIVE DIRECTOR AND PRINCIPAL REPORT MAY 21, 2019

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

Schoolwide Goal Update: PCHS will commit to equitable policies and practices to ensure PCHS's diverse student population has access to academic opportunities.

Professional Learning Committee supports include scheduling teachers to **observe colleagues** who have student-centered lessons and **developing common PLC lesson designs**.

Teachers-observing-teachers is a new piece for PLC development and follows a "Lesson Study" model. (We have video-recorded (geometry) teachers, and PLC Coordinator has documented student interactions *for Induction candidates), but we have not done the PLC reflection that would make this a powerful tool for improvement).

Math:

- *Geometry* PLC has worked together to create a common lesson on a topic for which their students have struggled. They each did the common lesson, reflected on its implementation, and made recommendations for remediation and improvement for next year. Fall semester, they worked on a "Triangles" lesson; this semester, they are working on a "Trigonometry" lesson.
- Similarly, *Algebra 1's* goal was to explore multiple representations for linear functions, and *Algebra 2's* goal is to have a common Performance Task per unit (and discuss and reflect on that unit).

Science:

With the implementation of the Next Generation Science Standards, the science department's goal is to have students be proficient in Claim Evidence Reasoning (CER) statements.

- *Environmental Engineering* asks students to write CER statements with each unit, which are graded using a common rubric.
- *Biology* is tailoring their CER rubric to a common lab (from each semester), norming the grading of the lab, and having robust discussion regarding expectations and student achievement as a result.

English:

English 9, English 10, and English 11 each have a common Persuasive Essay and a common Literary Analysis Essay.

- *English 9* has been implementing common PearDeck lessons and common Schoology formative assessments to support students as they work toward the common assessment essays.
- *English 11* is collectively revamping and updating their entire curriculum in order to better serve student needs.



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Pods:

Each Pod's overarching goal is to integrate their curriculum and provide timely intervention for their 9th grade students.

- Pod highlights include the year-long projects in *Media Pod* (Design Thinking) and *Entrepreneurship Pod* (Business Plan & Trade Show).
- Media Pod, specifically, is implementing common Graphic Organizers, to scaffold the long-term project.
- The other pods continue to have common projects and essays, including the Pod-specific Sociology Document-Based Question (DBQ) Essay, which are graded on a common rubric.

Social Science:

The Social Science department's goal is to have at least one common DBQ Essay in each PLC each semester.

- *Sociology* is a new PLC, and they are emphasizing common use of BAR (Background Argument Roadmap), a DBQ Essay, Oral Presentations, and Research.
- 10th grade *World History* teachers are working to create one common rubric that they can use for all of their common essays.
- By the time that our students reach 11th grade/*US History*, they are expected to have mastery of BAR, and the common DBQ rubric builds on the skills gathered in the previous years.

World Languages:

The World Language department has blended Honors and College-Prep curriculum within the same class period, and, therefore, differentiation is the overall department goal. The department has spent a lot of time vertically aligning Key Questions, Objectives, and Culture for each PLC (particularly Spanish 1, 2, & 3 and Spanish for Natives 1 & 2).

- Spanish 1 has implemented common vocabulary lists for each unit (including extended vocabulary for Honors students) and common writing prompts.

PLCs not mentioned are working hard on things such as using Schoology features in each classroom (Tech Ed), common standards, skills and grading (PE), common student reflection prompts and opportunities for project revision (VAPA-Visual).

Advanced Placement tests were administered May 6-17.

Number of tests taken - 2175

Number of subject tests administered - 21

LAUSD Charter School Division Annual Compliance Visit – May 8 and 9

The recent visit with the **LAUSD Charter School Division team** was a positive **first step in Pali's charter renewal process**. The audit covered all aspects of the school program including finances, governance, operations, and instruction. Much of our conversation analyzed Pali's instructional practices and student progress. The visiting team interviewed teachers and students. They visited 23 classrooms including Pali Academy. The visiting team commended Pali's strategic planning and frequent reference to guiding plans produced through stakeholder self-study such as the WASC Action Plan for Equity, Schoolwide Equity Study, Math Success Task Force Action Plan, and LCAP.



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Some of the **highlights noted by the visiting team** included:

- Student engagement – Observers noted that students in each classroom they visited were engaged in the lesson.
- Lesson objectives were clear in observed classrooms and students understood the purpose of the lesson.
- Safety supplies were readily available in classrooms and in the school safety bins.
- School governance procedures and policies follow best practices including training, adherence to the Brown Act, posting agendas and minutes for the Board and Board committees, and audio recordings of monthly meetings.

The **Math Department** was the most visited group during classroom observations. The charter division noted:

- They were impressed by the station work.
- They appreciated student discussions in groups.
- They were interested in math investigations and applications.
- They were able to identify teachers using a growth mindset.

Areas noted for growth that PCHS is already working to address are

- Developing a data system for frequently analyzing and addressing individual student progress.
- Making significant progress toward closing the achievement gap.

The LAUSD CSD team will be back on campus later in May to complete the evidence binder review.

Scores from the annual audit will be sent in **six-weeks**. Scores range from 4 to 1 (4 being the highest).

Last year, Pali earned a score of 4 in three of four areas with a 3 in finance.

LAUSD held a **Charter Renewal Orientation meeting on May 14**. PCHS administrators Tami Christopher and Monica Iannessa attended with me. We learned about the specifications for the charter renewal process and recommended timelines.

Contract negotiation meetings continue with PCHS collective bargaining groups. PCHS management and PCHS UTLA met on May 16 and 20 with additional upcoming meetings. PESPU discussions will resume June 7.

Coversheet

Charter Committee Updates

Section: III. Board Committees (Stakeholder Board Level Committees)
Item: C. Charter Committee Updates
Purpose: FYI
Submitted by:
Related Material: III_C_Charter Committee Meeting_Minutes_Draft_05_03_19.pdf



PALISADES CHARTER HIGH SCHOOL

Charter Committee Meeting Minutes from May 3, 2019

Attendance

Dara Williams
Pam Magee
Monica Iannessa
Tami Christopher
Larry Wiener
Student – Maddie Stein
Daphne Gronich
Keri Kraft

Approval of minutes:
Tabled to next meeting

Question was raised: Do we want to change the charter so that we have some appointed seats. The decision is essentially to have a Plan B, like Granada's Charter. Looking for people who are interested in the school and/or bring special skills. Would be a vetting process and board approval. We will talk about this more fully at the next meeting.

In the process of finalizing a response to the District Charter Office Inquiry

LAUSD has a Charter Renewal Orientation on May 15th

2019-2020 LAUSD Workshop

Have to approach the charter renewal with all hands on deck given the current climate at the District

CCSA wants us to organize together. An earlier submission with a block of other charters is the best way to approach this. Easier to go in as group to avoid too much focus on one charter.

Target would be to have it finalized for the LAUSD September Board Agenda.

47 Independent LAUSD charters are up for renewals

Different dynamics on the LAUSD Board and a new governor

The template should be similar to current template



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Take control of your narrative

Need to keep in mind the appellate timeline on the remote chance that something doesn't go our way

Some bills have made it out of the Legislative Education Committee: whether there will be a cap, appellate rights might be taken away

Board member concerns will be subgroup scores, English learners, comparison with Resident schools

Have to make sure that our house is in order

In the last inquiry, LAUSD compared us to smaller schools with much different populations

In the response, we used schools that are a better comparison because they are more similar to ours

We need a communications strategy person: for your 3 minutes with the Board, you need to be able to get your message across during the public comment

Choose parents and teachers that are diverse, in the sense that they represent different stakeholders at the school

CCSA wants to get there early to camp out and get a premium place in line

Data people from CCSA gave advice on how to present the data in the best light

CCSA offered to come help us with our narrative

Don't leave things uncovered.

College and Career Readiness Calculation

This is one of your dashboard items

How many CTE pathways and the completion rate

State scores in 11th grade in English and Math

AP Exams: the number taken or the results, we are n

Dual enrollment

A-G completion percentage

State Seal Biliteracy

Military Science

We don't have ROTC, but there are some students who are interested in this.

The dashboard is on the website (it's on California Department of Education website)

Educational Program

What should we highlight?

Some ideas:

PLCs wrote statements



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Equity Plan needs to be in it, especially because our WASC emphasized it; this was something that we were not required to do, we chose to do it

Diverse learners and diverse learning styles; differentiated instruction

English Department had breakout sessions about this

Ability to move from honors to non-honors and vice versa, even mid-year; we can add the data on this and also how it affected grade distribution

Utilizing our own experts and working collaboratively

Multi-lingual program; EL and reclassified EL

Collaborative math classes with special education and regular education and that this will be expanded into history

Technology Education

Graduation requirements

Science and STEM

Mathematical mindset and growth mindset

CTE

VAPAs commitment

Alternative Programs – Pali Academy, Virtual Academy, POP (Pali online), AP and Honors

Pilots – PODS, Sociology

Socio-Emotional: restorative justice, therapeutic classroom, MH professionals on campus, Link crew

Safety curriculum: HERO

Community days

Diversity: African American Lit, African American History, Chicano Lit are some examples

Emphasis on social justice

Health and wellness: meditation, mindfulness, yoga, MH team, Chartwell, 2 school nurses

Mobile Medical Health Clinic

Looking to restructure the support systems and bell schedule to provide greater access and support

Discussion about transportation but the agreement is that this is not the place to include it. Monica will work on a draft and present it.

Next charter meeting May 17th.

Meeting adjourned.

Coversheet

Election Committee Updates

Section: III. Board Committees (Stakeholder Board Level Committees)
Item: D. Election Committee Updates
Purpose: Vote
Submitted by:
Related Material: III_D_Election Committee Updates_05_21_19.pdf



Election Committee Updates Report Board of Trustee's Meeting 5/21/19

1. VOTE: BOT Election Results
2. VOTE: Election Committee Board Seat
Announcement Policy-“Election committee will certify results. Board Seat Announcement shall not be announced until certified by Election Committee”. (to be added to [Board of Trustees Election Policy](#))
3. Update BOT Election Policy with new logo

Coversheet

Department Presentations/Initiatives

Section: V. Academic Excellence
Item: A. Department Presentations/Initiatives
Purpose: Discuss
Submitted by:
Related Material:
V_A_Math Dept Annual Requirements SB 359_2018 Math Placement Data Report.pdf

Palisades Charter High School 2018 Freshman Math Placement Data Report

(Prepared by Libby Butler – Freshman Math Placement Coordinator)

OVERVIEW:

This report includes data for all freshman who completed a math class in the 2018 fall semester (N=711). Analysis includes breakdowns for placements based on the Placement Criteria approved by the Board of Trustees 5/15/2018. Interpretations of the data and recommendations for future placements are provided.

The Math Placement Test was used to place 92.1% of the freshman students prior to the start of the school year, compared to 92.6% in 2017.

FRESHMAN MATH COURSE ENROLLMENT FOR THE 2016 FALL SEMESTER:

COURSE	2018	2017	2016
Algebra 1A1	1.4%	0.9%	NA
Algebra A	2.8%	12.6%	16.7%
Algebra 1A CL	2.3%	1.3%	NA
Algebra 1A	35.1%	33.8%	31.3%
Algebra 1B	5.1%	4.6%	12.2%
Geometry A	22.6%	21.4%	17.5%
Geometry B	0.3%	0.1%	NA
Honors Geometry A	8.2%	3.2%	0.9%
Algebra 2A	9.9%	13.6%	12.6%
Honors Algebra 2A	12.3%	8.3%	8.2%
Math Analysis (Honors included)	0%	0.1%	0.2%

Interpretation and Recommendations:

- ❖ *The percent of incoming freshman enrolled in an intervention version of the grade level course has reduced from 16.7% in 2016 to less than 5% in 2018. The sharp decline in 2018 is partially due to a protocol that prioritized the use of grades for placement in Algebra 1A. However, this protocol only improved the placement for eight students who would have otherwise been placed into Algebra A based solely on the placement exam results. The majority of Math 8 students taking the exam in 2018 showed higher levels of proficiency with the pre-algebra content on the placement exam than in previous years.*
- ❖ *The percentage of incoming freshman placed in Honors Geometry rose from 3.2% to 8.2%, while the percentage of students placed in Algebra 2 and Honors Algebra 2 declined. This trend is representative of changes in course enrollment in middle school, with fewer students overall completing more than Algebra 1 before entering high school.*

FALL SEMESTER MATH SUCCESS FOR FRESHMAN PLACED ACCORDING TO PLACEMENT CRITERIA:

Course	2018 Earned a "C" or Better	2017 Earned a "C" or Better	2016 Earned a "C" or Better
Algebra 1A1	100%	100%	NA
Algebra A	80%	65.3%	51.5%
Algebra 1A CL	93.8%	100%	NA
Algebra 1A	64.3%	81.4%	77.4%
Algebra 1B	97.2%	91.4%	90.7%
Geometry A	90.7%	98.2%	92.6%
Geometry B	100%	100%	NA
Algebra 2A	97.2%	97.2%	98.9%
Honors Geometry	91.4	96%	85.7%
Honors Algebra 2	98.9%	100%	98.4%

In placing students into higher courses based on math course completion and grades from 8th grade, eight students placed into Algebra 1A instead of Algebra A based on grades alone, one student placed into Algebra 1B instead of Algebra 1A based on prior Algebra 1A grade, and 41 students placed into Geometry instead of Algebra 1A or 1B because of middle school math grade(s). Below is a table of these students Fall Semester Math Success:

Course	2018 Earned a "C" or Better
Algebra 1A (N=8)	37.5%
Algebra 1B (N=1)	100%
Geometry (N=41)	95.2%

Interpretation and Recommendations:

- ❖ *The percentage of students who were unsuccessful in Algebra 1A almost doubled from 18.6% in 2017 to 35.7% in 2018.*
- ❖ *All but 8 incoming freshman placed into Algebra 1A using only placement test results so changes in the placement protocol designed to increase access cannot account for this large decrease in student success.*
- ❖ *Despite placing all students who were successful in Math 8 into Algebra 1A, leaving only students who both earned grades of "D" or "F" in Math 8 AND failed to demonstrate sufficient proficiency with the pre-algebra content assessed on the placement exam, the percentage of students who succeeded in Algebra A rose significantly, from 65.3% to 80%.*
 - *Having this class more homogeneous for the extremely at risk students seems to have been beneficial in the short term. It will be important to follow these students to see if this intervention carries through to success throughout the college prep math sequence.*
 - *Only 3 of the 8 students who moved into Algebra 1A instead of Algebra A, based on grades alone, earned a "C" or better in the Fall semester.*
 - **Recommendation:** *The department should consider additional intervention support for students who demonstrate significant gaps in their pre-algebra content knowledge with Math 8 grades high enough for placement into Algebra 1A. This does not have to be enrollment in Algebra A, but should include some form of support.*

- ❖ *The percentage of students who failed to earn grades of “C” or better in Geometry rose five fold in 2018 compared to 2017. A significantly large number of students were placed into Geometry based on grades from Algebra 1B but the percentage of those students who earned grades of “C” or better (95.2%) was higher than the overall success rate (90.7%) so these students do not account for the significantly lower success rate in 2018.*
- ❖ *The success rates in other courses remained about the same or slightly higher.*
- ❖ *The combined decreases in success of students in Algebra 1A and Geometry indicate a need for additional systemic support for all students in the early stages of the college preparatory math program.*
 - **Recommendation:** *The department should consider a critical analysis of instructional and/or grading practices to ensure all students currently in the foundational college preparatory courses have opportunities for success.*

OVERALL PLACEMENT DATA:

This data represents students who took the math placement test prior to the start of the 2018 school year with complete data from middle school course placement and grades. The percentages provided in parentheses represent subsets of students based on last course completed, with those percentages reflecting proportions of students coming from different courses. The purpose for the separation of Revere and Non-Revere is to determine whether or not there may be unintended advantages or disadvantages in the placement criteria that depend on middle school attended.

Placement	Percent of Total Placements	Revere (N=554)	Non-Revere (N=109)
Algebra ABC	3.2%	3.61%	0.9%
Algebra 1A	36.1%	32.49%	54.1%
❖ From Math 8		84.5%	97.1%
❖ From Algebra 1		13.5%	36.7%
❖ From Geometry or Higher		0%	9.1%
Algebra 1B	7.4%	7.4%	7.3%
❖ From Algebra 1		14.35%	12.2%
❖ From Geometry or Higher		0.7%	0%
Tested out of Algebra 1AB	44.8%	47.29%	32.11%
• Geometry A		(47.8% from Algebra 1)	(36.7% from Algebra 1)
• Honors Geometry A		(23.9% from Algebra 1)	(12.24% from Algebra 1)
• Algebra 2A		(34.5% from Geometry)	(45.5% from Geometry)
• Honors Algebra 2A		(61.2% from Geometry)	(36.4% from Geometry)

Interpretation and Recommendations:

- ❖ *Most of the students who placed into the Algebra ABC, 3 semester Algebra 1 sequence, came from Revere. Overall, the numbers were low but this data is worthy of sharing with the Revere Math Department.*
- ❖ *Non-Revere students had higher proportions entering Algebra 1A from Math 8 and from Algebra 1 or higher compared to Revere students. This is indicative of a less strong alignment between the Math 8 courses for Algebra 1 readiness but a stronger alignment between Revere Algebra 1 courses with content knowledge expectations for placement in Geometry and Algebra 2 compared to Non-Revere courses.*
- ❖ *There are significant differences between Revere and Non-Revere students’ placement into honors level courses that cannot be ignored, both for Honors Geometry and for Honors Algebra 2.*
 - **Recommendation:** *Consider including another measure for students to place into Honors Geometry and Honors Algebra 2.*

PLACEMENTS BY GENDER:

Course	Female	Male
Algebra ABC	3.1%	3.2%
Algebra 1A	34.8%	37%
Algebra 1B	6%	8%
Tested out of Algebra 1AB	55.5%	51.48%
❖ Honors	(24.48%)	(22.52%)

Interpretation and Recommendations:

- ❖ *The gender differences for math placements in 2018 have slightly increase, though still not significantly different. This is an area that the department should watch closely to see if the trend continues to slowly increase the gap.*

PLACEMENTS BY ETHNICITY:

Breakdown of Placements Out of Total in Each Ethnic Group

Course	Asian (N=51)	Hispanic (N=117)	Black (N=61)	White (N=428)
Algebra ABC	0%	6%	8.2%	2.1%
Algebra 1A	13.7%	59.8	55.7%	28.7%
Algebra 1B	3.9%	5.1%	9.8%	8.2%
Tested out of Algebra 1AB	82.4%	29.1%	26.2%	61%
❖ From Retest	(2%)	(3.4%)	(1.6%)	(3.7%)
❖ Honors	(52.9%)	(6.8%)	(8.2%)	(26.9%)

Interpretation and Recommendations:

- ❖ *The ethnic gaps for math placement remain significantly prevalent. These gaps are mostly attributed to course completion in middle school but the gaps in honors placement reflect differences in math placement test achievement as well. Asian and white students have much higher rates of success that meet the criteria for placement in honors courses.*
 - **Recommendation:** *The math department should examine alternatives to separating to honors and college preparatory students for Geometry and Algebra 2 in order to decrease the segregation of students into different courses when there is obvious unintentional bias in the placement criteria and students receive no benefit in their Grade Point Average calculations for honors math prior to fourth year courses.*

Placements Based on Previous Course Completion

- ❖ *Available data for course completion is not entirely complete for all students, noted in the N values for this analysis*

Course	Asian (N=49)	Hispanic (N=113)	Black (N=57)	White (N=416)
Math 8→Algebra ABC	(N=5) 0%	(N=66) 10.6%	(N=37) 13.5%	(N=98) 9.2%
Algebra 1 → Algebra 1A or 1B	(N=17) 17.6%	(N=42) 35.7%	(N=16) 25%	(N=203) 32%
Geometry or Higher → Algebra 1A or 1B	(N=27) 0%	(N=5) 0%	(N=4) 25%	(N=115) 0%
8 th grade course completed→Next Class	(N=49) 93.9%	(N=113) 80.5%	(N=57) 82.5%	(N=416) 82.2%

Interpretation and Recommendations:

- ❖ *The gaps in course placement for intervention, repeating Algebra 1, and advancing to higher levels of advanced math courses when eligible are all decreasing. Current gaps can be attributed mostly to the course completion patterns prior to enrollment, trends that continue to be significantly biased by ethnicity.*

Coversheet

Special Ed Transportation Contract

Section: VI. Facilities/Operations
Item: A. Special Ed Transportation Contract
Purpose: Vote
Submitted by:
Related Material:
VI_A_Sp Ed Transportation Contract_05_21_19_PCHS - YC Contract for 2019-20 thru 2021-22 - Final.pdf

INDEPENDENT CONTRACTOR AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES

THIS INDEPENDENT CONTRACTOR AGREEMENT (“Agreement”) is entered into as of June 1st, 2019 between Administrative Services Cooperative (“Contractor”) and the Palisades Charter High School (“PCHS”) with the following facts:

- A. Certain special education pupils of PCHS require transportation during the 2019-2020, 2020-2021, and 2021-2022 school years from their homes to the school and back.
- B. PCHS is requesting that Contractor provide transportation for PCHS’s special education pupil(s), the school is willing to reimburse the Contractor for the provision of such services, in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Contractor Services

Contractor agrees to transport the following special education pupils (the “Pupil(s)”) to and from their residences and PCHS each school day during the 2019-2020, 2020-2021, and 2021-2022 school years (“School Days” to include regular school days and extended school year days which will total 175-200 days per school year) :

Contractor agrees to use reasonable efforts to coordinate with the Parents of the Pupil(s) regarding the picking up and dropping off of the Pupil(s) during each School Day and to provide its services hereunder in such a way that the Pupil(s) will arrive at PCHS in time to avoid the Pupil’s being tardy and be picked up promptly after the conclusion of the Pupil’s school day. The Contractor’s services provided pursuant to this Agreement are sometimes referred to herein as the “Services.”

The Parent and/or Pupil and/or PCHS should notify the Contractor the day before if the Pupil is not to be picked up on any given day and the Driver should have Parental Authorization if pick up services deviate from the schedule listed.

2. Term

The term of this agreement shall commence on July 6th, 2019 and shall terminate on July 8th, 2022 unless earlier termination by the giving of thirty (30) days written notice of cancellation by one party to the other.

3. Vehicles

The Contractor agrees to supply, at its sole cost and expense, such automobiles (the “Vehicles”), as may be necessary or advisable to lawfully perform the Services. All such Vehicles shall fully comply with all applicable regulations of the Department of Motor Vehicles. The Contractor shall maintain all such Vehicles in good repair with GPS, seat belts and two-way communication system. The Contractor shall be solely responsible for all Vehicles used in transporting Pupil(s).

INDEPENDENT CONTRACTOR AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES

4. Fees for Services

The Contractor shall be paid the agreed sums based on the distances and service needs of the individual Pupils utilizing the service using the rates of \$2.75 per mile with a \$25.00 Exclusivity charge each way, a \$30.00 fee for the use of a wheelchair-accessible van, and a \$5.00 car seat charge. The Contractor will also charge a No Show Fee of up to \$30 per trip.

Once the Pupils utilizing these Services have been identified and assigned to a Vehicle based on a mutually agreed upon Vehicle Route/Stops, Contractor will create per School Day per Vehicle fixed rates to be used for billing purposes per semester for the duration of the Agreement. These fixed per School Day per Vehicle rates to be determined within the 1st 10 School Days at the start of each semester, and can be adjusted if/as needed during a semester as long as mutually agreed to by both parties.

Additional charges for additional requested services to be at \$2.75 per mile with a \$25.00 Exclusivity charge each way, plus a \$30.00 fee for the use of a wheelchair-accessible van, and a \$5.00 car seat charge. The Contractor will also charge a No Show Fee of up to \$30 per trip.

The Contractor shall bill PCHS for the provision of the Services on a monthly basis and shall be paid within thirty (30) days after the school's receipt of the Contractor's invoice for the provision of the Services for the relevant month. Each such invoice shall specify each day on which the Services were provided and which Pupils were transported in accordance with the Agreement.

Please note that PCHS will be responsible for the replacement or repair of equipment in the Vehicle if it is damaged by Pupil(s).

5. Contractors Personnel

Contractor shall, at its sole cost and expense, provide and supervise such qualified and properly licensed personnel as required by law in the State of California and the City of Los Angeles and as deemed appropriate by Contractor to perform the Services. All of Contractor's 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. Contractor shall provide a written statement from the California Department of Justice noting that said agency has determined that none of Contractor's employees or subcontractors' employees has been convicted of a felony.

The Vehicle(s) shall only be used and operated by Contractor, or persons authorized by Contractor whose names are on file with the school. Contractor expressly represents and warrants to the school that its personnel are skilled and properly licensed to perform the Services for a California public school.

PCHS shall have the right to request removal of any of Contractor's personnel 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.

INDEPENDENT CONTRACTOR AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES

6. Contractors Insurance

Contractor shall at its sole cost and expense, obtain and maintain in full force and effect during the term of this agreement and as required by the PCHS Charter, general liability and automobile (common carrier) insurance issued by the insurance companies licensed to do business in California with minimum limits of One Million US Dollars (\$1,000,000.00) for Commercial Auto Liability Combined Single Limit per occurrence. Contractor shall maintain Commercial General Liability insurance with a minimum limit of \$4,000,000 per occurrence. Contractor shall maintain sexual molestation coverage with minimum limits of \$2,000,000 per occurrence and \$2,000,000 general aggregate, and this coverage may be held as a separate policy or included by endorsement in the Commercial General Liability policy. Should Contractor at any time provide Services using a 15-passenger van, these insurance requirements may be modified.

Contractor shall maintain Workers Compensation Insurance as required by law. If the Contractor's work is sublet, the Contractor shall require its subcontractors to provide workers' compensation insurance for all the subcontractor's employees engaged in work under the subcontract. We are not required to have these policies since our drivers are independent contractors.

Contractor shall require any subcontractors to take out and maintain similar liability insurance in like amounts and scope of coverage. The company carries the insurance that covers the drivers.

PCHS shall be named as an additionally insured of the Policy or Policies and shall be furnished with a certificate of insurance requiring notice to PCHS of at least thirty (30) days prior to cancellation of any such Policy or Policies.

7. Assignment of Contractor's Rights

Contractor shall have NO right to assign its rights or obligations under this Agreement, it being understood that this is a personal services contract.

8. Indemnity of PCHS

Contractor hereby agrees to indemnify, defend and hold PCHS, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney's fees and court costs) arising out of (1) any injury to any person or property sustained by Contractor, or the Pupils, or any combination of them, in connection with Contractor's providing of the Services, however caused, and (2) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor, or the Pupils, or any combination of them, in connection with Contractor's providing of the Services, whether said injury or damage occurs on or off school property.

INDEPENDENT CONTRACTOR AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES

12. Waivers

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. The waiver by either party of a breach or violation of any provisions of this agreement shall not operate as, or be construed to be, a waiver of any subsequent breach or violation of any provision of this Agreement.

13. Attorney Fees

Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover court costs and reasonable attorney fees in the judgment rendered in such action.

14. Performance

Time is of the essence regarding this Agreement and all obligations to be performed under this Agreement.

15. Severability

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it, shall be valid and enforceable.

16. Governing Law

This Agreement shall be governed by the laws of California without regard to its conflict of laws principles.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this date June 1st, 2019.

PCHS

By: _____

Its: _____

CONTRACTOR

By: _____

Its: _____

Coversheet

Home to School Transportation Scholarships

Section: VI. Facilities/Operations
Item: B. Home to School Transportation Scholarships
Purpose: Vote

Submitted by:

Related Material:

Part 5_PCCHS School Bus Scholarship Funding for 2019-20 - Scholarship Methodology Options.pdf

Part 4_School Bus Scholarship Funding for 2019-20 - Selected Option Detail.pdf

Part 3_PCCHS School Bus Scholarship Funding for 2019-20 - Ridership Summary.pdf

Part 2_PCCHS School Bus Scholarship Funding for 2019-20 - ATS Pricing Matrix.pdf

Part 1_PCCHS School Bus Scholarship Funding for 2019-20 - Selected Option Summary.pdf

PCHS 2019-20 Bus Program Scholarship Bands/Buckets Options

Option 1 (Original):

Originally Used for All Students (Returning + New)								
Annual Amounts			Monthly Amounts					
2019-20 Bus Scholarship Buckets			2019-20 Bus Scholarship Buckets					
Family Pays	PCHS Pays	Total	PCHS Pays Range		Family Pays	PCHS Pays	Total	
			Low	High				
No Scholarship	\$2,250	\$0	\$2,250	0	249	\$225	\$0	\$225
	\$1,750	\$500	\$2,250	250	699	\$175	\$50	\$225
	\$1,350	\$900	\$2,250	700	1024	\$135	\$90	\$225
	\$1,100	\$1,150	\$2,250	1025	1274	\$110	\$115	\$225
	\$850	\$1,400	\$2,250	1275	1524	\$85	\$140	\$225
Full Scholarship	\$600	\$1,650	\$2,250	1525	1949	\$60	\$165	\$225
We don't do this level for anyone	\$0	\$2,250	\$2,250	1950	2250	\$0	\$225	\$225

Used for All Students for 2018-19 (This School Year)						
Annual Amounts			Monthly Amounts			
2018-19 Bus Scholarship Buckets			2018-19 Bus Scholarship Buckets			
Family Pays	PCHS Pays	Total	Family Pays	PCHS Pays	Total	
	\$2,150	\$0	\$2,150	\$215	\$0	\$215
	\$1,650	\$500	\$2,150	\$165	\$50	\$215
	\$1,250	\$900	\$2,150	\$125	\$90	\$215
	\$1,000	\$1,150	\$2,150	\$100	\$115	\$215
	\$750	\$1,400	\$2,150	\$75	\$140	\$215
	\$500	\$1,650	\$2,150	\$50	\$165	\$215
	\$0	\$2,150	\$2,150	\$0	\$215	\$215

2019-20 Overall Cost: \$257,150 Rounded up to: \$260,000
Overall Cost of this Option #1:
 \$260,000
 \$0
 \$260,000

Option 2 (Lowered for All):

Revised/Lowered for All Students (Returning + New)								
Annual Amounts			Monthly Amounts					
2019-20 Bus Scholarship Buckets			2019-20 Bus Scholarship Buckets					
Family Pays	PCHS Pays	Total	PCHS Pays Range		Family Pays	PCHS Pays	Total	
			Low	High				
No Scholarship	\$2,250	\$0	\$2,250	0	249	\$225	\$0	\$225
	\$1,850	\$400	\$2,250	250	699	\$185	\$40	\$225
	\$1,450	\$800	\$2,250	700	1024	\$145	\$80	\$225
	\$1,200	\$1,050	\$2,250	1025	1274	\$120	\$105	\$225
	\$950	\$1,300	\$2,250	1275	1524	\$95	\$130	\$225
Full Scholarship	\$700	\$1,550	\$2,250	1525	1949	\$70	\$155	\$225
We don't do this level for anyone	\$0	\$2,250	\$2,250	1950	2250	\$0	\$225	\$225

Overall Savings of this Change:
 224 Nbr of Students requesting a Scholarship
 23 Nbr of Students Receiving No Scholarship that Requesting Help
 201 Nbr of Students Receiving a Scholarship
 \$100 Avg Savings per Student Receiving a Scholarship
 \$20,100 Total Savings of this Change

Overall Cost of this Option #2:
 \$260,000
 (\$20,000)
 \$240,000

Option 3 (2 Tiered - Lowered Phase In):

Proposed for Returning Students ONLY (Same as Originally Proposed)								
Annual Amounts			Monthly Amounts					
2019-20 Bus Scholarship Buckets			2019-20 Bus Scholarship Buckets					
Family Pays	PCHS Pays	Total	PCHS Pays Range		Family Pays	PCHS Pays	Total	
			Low	High				
No Scholarship	\$2,250	\$0	\$2,250	0	249	\$225	\$0	\$225
	\$1,750	\$500	\$2,250	250	699	\$175	\$50	\$225
	\$1,350	\$900	\$2,250	700	1024	\$135	\$90	\$225
	\$1,100	\$1,150	\$2,250	1025	1274	\$110	\$115	\$225
	\$850	\$1,400	\$2,250	1275	1524	\$85	\$140	\$225
Full Scholarship	\$600	\$1,650	\$2,250	1525	1949	\$60	\$165	\$225
We don't do this level for anyone	\$0	\$2,250	\$2,250	1950	2250	\$0	\$225	\$225

Proposed for New/Incoming Students ONLY (Significantly Lowered)								
Annual Amounts			Monthly Amounts					
2019-20 Bus Scholarship Buckets			2019-20 Bus Scholarship Buckets					
Family Pays	PCHS Pays	Total	PCHS Pays Range		Family Pays	PCHS Pays	Total	
			Low	High				
	\$2,250	\$0	\$2,250	0	299	\$225	\$0	\$225
	\$1,850	\$400	\$2,250	300	699	\$185	\$40	\$225
	\$1,450	\$800	\$2,250	700	1024	\$145	\$80	\$225
	\$1,100	\$1,150	\$2,250	1025	1274	\$110	\$115	\$225
	\$850	\$1,400	\$2,250	1275	1524	\$85	\$140	\$225
Full Scholarship	\$600	\$1,650	\$2,250	1525	1949	\$60	\$165	\$225
We don't do this level for anyone	\$0	\$2,250	\$2,250	1950	2250	\$0	\$225	\$225

Overall Savings of this Change: \$10,000
Overall Cost of this Option #3:
 \$260,000
 (\$10,000)
 \$250,000

PCHS 2019-20 Bus Program Cost Estimate (Cost to PCHS) - Option "Selected" (Originally A.2)

Variable Assumptions:

10	Regular Ed Nbr of Buses - Stays as is now (10) or Shrinks to 9
10%	Regular Ed Vacancy Rate Threshold stays at <= 10%
\$260,000	Scholarship Pool Start/Base - Option 1 (Demonstrated Financial Need) = \$260,000, Option 2 = \$240,000, Option 3 = \$250,000
0	Field Trips Paid for by PCHS General Fund funding
0.0%	Misc./Contingency Pct (RegEd, SpecEd, Trips)
45	Dolphin Leadership Academy Buses - Stay as is now (15*3=45 Bus Days) or Shrink to 2 Buses/Day (15*2=30) or Eliminate All Together from General Fund funding
0	Summer Football Buses - Stay as is now (12*1=12 Bus Days) or Eliminate All Together from General Fund funding
0	9th Grade Orientation Buses - Stay as is now (1*5=5 Bus Days) or Eliminate All Together from General Fund funding
504	Nbr of Overall Riders - Stays as Registered Now (504), or shrinks more b/c of Normal Attrition & Low Scholarships (3% Loss 504-15=489), shrinks significantly (10% Loss 504-50=454)

Base Assumptions:

- Using ATS 3-Year Contract Year 2 Rates
- Special Ed Busing needs DO NOT require a Yellow Bus with a Lift, which would require PCHS to retain the more expensive Mission SPED School Bus as opposed to a Yellow Van/Cab, for one of it's assumed 2 vehicles needed. We/MHS cannot predict needs until ~2 weeks before each semester starts, so this estimate assumes the less expensive option at this time.
- Late Bus Incremental Rate/Fee stays at Year 2 Rates of \$126/hr. The State 15 Hour Rule may increase this cost significantly if we violate it on a regular basis.
- Athletic Trips volume and pricing (~125% of Daily Rate) to stay similar to 2018-19 - These are very variable based on many factors - Traffic, Sport, Nbr. Tournaments, Tournament & Playoff Depth, etc.
- Fast Aid Paid for Applications - Stay as is now (202) - No Additional Scholarship Applications from Wait List, for Appeals, During Year, etc. (Originally Est. was 215)
- Number of Student School Days stays as is - 175, and Special Ed Extended School Year (ESY) stays as is - 195
- Federal & State Regulations do not materially change the School Bus Transportation Landscape

195	Nbr. of School Days for Special Ed (175+20=195)		
\$135	Daily Rate for SPED Vans/Cabs (Bus Aid, if needed, not included) - 2019-20 YC SPED Rate not yet finalized, so this is an estimate (\$128/day for 2018-19)		
2	Nbr. of SPED Vans/Cabs we need (this will not be finalized until Aug, but it's highly likely 2)		
\$52,650	Special Ed Bus Cost Estimate		
10	Number of Regular Ed Buses		
\$526	Daily Rate for Non-SPED Buses	\$126	(Incremental Cost over Daily Rate for Late Buses - Because a Regular Ed Bus loops back to be a Late Bus)
\$63,882	Late Buses for After-School Activities	3	169 (Nbr. PCHS Late Bus Days (175-6=169) * 3 Buses/Day = Nbr. Annual Trips - Late Buses do not run on the 6 Final Exam Days)
\$105,200	Competition/Athletics Trips	160	(Nbr. PCHS Paid for Trips - 125% of Daily Rate Due to OT (5 Hour minimum then \$79/hr)
\$0	PCHS Paid for Field Trips	0	(Nbr. of PCHS Paid for Trips - 125% of Daily Rate Due to OT)
\$27,221	Dolphin Leadership Academy Buses	45	(Nbr. of Paid for Trips - 115% of Daily Rate - DLA 15*3=45)
\$0	Summer Football Buses	0	(Nbr. of Paid for Trips - 115% of Daily Rate - Football 17*1=17)
\$0	9th Grade Orientation Buses	0	(Nbr. of Paid for Trips - 115% of Daily Rate - 9th Grade Orientation 1*5=5)
\$196,303	Non-SPED/Non-Reg-Ed Bus Cost Estimate		
\$248,953	SPED + Non-RegEd Cost Estimate		
\$0	Misc./Contingency (Reg, SPED, Trips)	0.0%	
\$8,484	Fast Aid Application Fees	\$42	202 (\$42/App * Est. 215 Applications)
\$257,437	Estimated Cost to PCHS for all Non-RegEd Busing		
\$260,000	Regular Ed Bus Scholarships (TBD by Admin, B&FC & Board) - Current Estimate for Demonstrated Financial Need (see other tab for details)		
\$92,050	Regular Ed Vacancy Cost - Assumes 10% Vacancy Rate over the course of the entire year (10 Buses/Day * 175 Days * \$526/Day * 10%)		
\$352,050	Estimated Cost to PCHS for all RegEd Busing		
\$609,487	Estimated Costs to PCHS for the PCHS Bus Program - Assumes we have Regular Ed Buses with the Assumptions listed here		

PCHS School Bus Ridership-Scholarship Information

All Regular Ed Bus Routes for 2019-20

Grade	Rider#	Rider#-%	Scholar#	Scholar#-%	Scholar\$	Scholar\$-%
9	188	37.2%	48	21.4%	\$50,000	19.5%
10	117	23.1%	60	26.8%	\$71,200	27.7%
11	111	21.9%	62	27.7%	\$72,800	28.4%
12	90	17.8%	54	24.1%	\$62,700	24.4%
	506	100.0%	224	100.0%	\$256,700	100.0%

Scholar# - Represents the # of Students that have Requested Financial Assistance
 Scholar\$ - Represents the Demonstrated Financial Need for the Scholar# population

Current Ask ~	\$260,000	(After Appeals it's likely be this)
Wait List Ask Est.	\$15,000	
During SY Ask Est.	\$25,000	
Total Scholarship Ask Est.	\$300,000	(Demonstrated Financial Need)

Current 2018-19 Vacancy Rate

56			
Routes	Empty Seats	Total Seats	Vacancy %
Other 9 Buses	49	504	9.7%
Route 910	23	56	41.1%
All 10 Buses	72	560	12.9%

Route Stops in AM are: 1) Millikin MS, 2) Woodland Hills ACH, 3) Topanga ES

Note 1 - Route 910 Accounts for 32% of our Current 2018-19 Vacancies (23/72=31.9)

Note 2 - Overall Vancancy Rate was < 10% (is now 12.9%) in October 2018 after the Rightsizing, but additional Riders have left the Bus Program since then

Route 910 for 2018-19

Grade	Rider#	Rider#-%
9	14	42.4%
10	13	39.4%
11	3	9.1%
12	3	9.1%
	33	100.0%

Total Riders on Route 910 as of 4/30/2019

ATS Bus Contract Pricing Matrix for 5 to 20 Buses (Per Day Costs):

	Nbr Buses	2018-19 1.000	2019-20 1.025	2020-21 1.025
Regular Ed	11-20	\$513.00	\$525.83	\$538.98
	10	\$513.00	\$525.83	\$538.98
	9	\$538.65	\$552.12	\$565.92
	8	\$565.58	\$579.72	\$594.21
	7	\$593.86	\$608.71	\$623.93
	6	\$623.55	\$639.14	\$655.12
	5	\$654.73	\$671.10	\$687.88
Reg + Late	11-20	\$636.00	\$651.90	\$668.20
	10	\$636.00	\$651.90	\$668.20
	9	\$667.80	\$684.50	\$701.61
	8	\$701.19	\$718.72	\$736.69
	7	\$736.25	\$754.66	\$773.53
	6	\$773.06	\$792.39	\$812.20
	5	\$811.72	\$832.01	\$852.81
Incr. for Late	11-20	\$123.00	\$126.08	\$129.23
	10	\$123.00	\$126.08	\$129.23
	9	\$129.15	\$132.38	\$135.69
	8	\$135.61	\$139.00	\$142.48
	7	\$142.39	\$145.95	\$149.60
	6	\$149.51	\$153.24	\$157.07
	5	\$156.98	\$160.91	\$164.93

PCHS 2019-20 Bus Program Cost Estimate (Cost to PCHS) - Selected Option Summary

Cost Estimate Variables:

10	Regular Ed Nbr of Buses - Stays as is now (10) or Shrinks to 9
10%	Regular Ed Vacancy Rate Threshold stays at <= 10%
\$260,000	Scholarship Pool Start/Base - Option 1 (Demonstrated Financial Need) = \$260,000, Option 2 = \$240,000, Option 3 = \$250,000
0	Field Trips Paid for by PCHS General Fund funding
0.0%	Misc./Contingency Pct (RegEd, SpecEd, Trips)
45	Dolphin Leadership Academy Buses - Stay as is now (15*3=45 Bus Days) or Shrink to 2 Buses/Day (15*2=30) or Eliminate All Together from General Fund funding
0	Summer Football Buses - Stay as is now (12*1=12 Bus Days) or Eliminate All Together from General Fund funding
0	9th Grade Orientation Buses - Stay as is now (1*5=5 Bus Days) or Eliminate All Together from General Fund funding
504	Nbr of Overall Riders - Stays as Registered Now (504), or shrinks more b/c of Normal Attrition & Low Scholarships (3% Loss 504-15=489), shrinks significantly (10% Loss 504-50=454)

Cost Summary:	10-Bus
	Selected
Regular Ed	\$352,050
Late	\$63,882
Special Ed	\$52,650
Competition Trips	\$105,200
Field Trips	\$0
Summer: DLA, FB, O	\$27,221
Other	\$8,484
Total	\$609,487

Scholarship Methodology Options:	Scholarship Pool	Reduction	
Scholarship Option 1:	\$609,487	\$0	Originally Used for All Students (Returning + New)
Scholarship Option 2:	\$589,487	(\$20,000)	Revised/Lowered for All Students (Returning + New)
Scholarship Option 3:	\$599,487	(\$10,000)	Same as Originally Proposed for Returning Students ONLY + Significantly Lowered for New/Incoming Students (Primarily 9th Graders)

● B&FC 5/15/2019 Voted to Recommend this Option (previously referred to as A.2) to the Board on 5/21/2019 - Yielding a PCHS School Bus Program Scholarship Pool of \$240,000

Coversheet

Approval of reimbursements for Executive Director/Principal

Section: IX. Consent Agenda: Non-Finance Items
Item: A. Approval of reimbursements for Executive Director/Principal
Purpose: Vote
Submitted by:
Related Material:
IX_A_Expense Reimbursement 5_21_19 - P Magee Part 1 mileage_parking.pdf

Palisades Charter High School Expense Report/ Reimbursement Form 2019 Calendar Year

Name: Pamela Magee

Date: 5/21/2019

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
5/14/2019	Dr. Magee	Parking for LAUSD Charter Renewal Mtg. Los Angeles (Reimburse Dr. Magee) out of pocket					\$8.00		0.580	8.00
5/14/2019	Dr. Magee	Ralphs Market Curriculum Council/Admin Mtg. Food	\$37.94						0.580	-
5/15/2019	Dr. Magee	Dominos Food for Admin Mtg. (4 hour mtg.)	\$35.53						0.580	-
5/14/2019	Dr. Magee	LAUSD Charter Renewal Mtg. (Los Angeles) (round-trip from PCHS to Los Angeles)						39.80	0.580	23.08
5/1/2019	Dr. Magee	CCSA Exec Summit Mtg. (round-trip from PCHS to Los Angeles)						39.80	0.580	23.08
5/2/2019	Dr. Magee	CCSA/YY&A Public Record Act Seminar (round-trip from PCHS to Los Angeles)						42.80	0.580	9.00
	Dr. Magee								0.580	-
	Dr. Magee								0.580	-
	Dr. Magee								0.580	-
									0.580	-
									0.580	10.00
									0.580	-
Total			73.47	-	-	-	8.00	122.40	0.580	73.17

Grand Total	\$ 154.64
Charged Amount	\$ -
Net Due Employee	\$ 73.17

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.