



# Palisades Charter High School

## Board Meeting

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### **Date and Time**

Tuesday June 4, 2019 at 5:00 PM PDT

### **Location**

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

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

### **SUPPORTING DOCUMENTATION:**

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

### **ALL TIMES ARE APPROXIMATE AND ARE PROVIDED FOR CONVENIENCE ONLY:**

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

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

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

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### **Agenda**

## I. Opening Items

### Opening Items

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

Approve minutes for Board Meeting on May 21, 2019

## II. Finance

### Finance

- A. 2018-2019 Budget Updates
- B. Special Ed Costs
- C. LCAP Updates
- D. College Readiness Block Grant Effectiveness Report
- E. 2019-2020 Food Service Vendor - Cafeteria Contract
- F. Approval of General Liability and Workers Comp Insurance Policy

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

- A. 2019-2020 Budget & Finance Committee Updates
- B. B/F Recommendations and Priority Guidance

**IV. Governance**

- A. Memorandum of Understanding (MOU) CSU East Bay
- B. Memorandum of Understanding (MOU) SMM AB 288 CCAP Agreement 2019 to 2022
- C. Board Member Removal

**V. Consent Agenda**

- A. Approval of reimbursements for Executive Director/Principal

**VI. New Business / Announcements**

**A. Announcements / New Business**

- Date of next Board Meeting is Tuesday, June 18th, 2019
- Date of next Board Training is on Saturday, June 22, 2019

**B. Announce items for closed session, if any.**

**VII. 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)

**C. Negotiations Updates**

- PESPU
- UTLA

**D. EDP Evaluation**

**E.** Administrators Evaluations

**VIII. Open Session**

**A.** Return to Open Session

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

**IX. Closing Items**

**A.** Adjourn Meeting



# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on May 21, 2019

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday May 21, 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

**Non Voting Members Present**

Dr. Pam Magee

**Guests Present**

Abby Fisher, Shelby Ladnier

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**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 May 21, 2019 at 5:10 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Bob Rubin

Teacher Appreciation week, May 6th to 10th

Responsibilities that never stop, barely even slow down. Work never ends. More to be done and more to be given.

We need to show them appreciation every day. Not merely for a week but forever.

Monique Lafia

Addressing Bud Kling's favoritism

Gave an example of favoritism

Asking the Board to require everyone to stay until 3:08

Chris Arvin

Addressing issues with Bud Kling

Read some text messages

Alleging that Coach Kling has conflicts of interests by giving private lessons and is giving favoritism to those who take lessons from him

Bud Kling

Indicates that what has been said is untrue

Any lessons that he gave were approved by CIF

There are only 4 courts available for after school

Some people do take lessons

Some are in virtual academy

Some of the people that the parents are claiming are not where they are "supposed to be" are up at Palisades Park practicing

All top kids are coached elsewhere and miss after school because they are taking private lesson

Cassie Macdowell

One girl that wasn't there was training and she wasn't injured

Bud Kling scheduled a number of matches in September and it violated the rules as to the limit as to the number of matches that can be set. Her daughter has special needs and she failed a class because she missed so many of her 5th and 6th period classes because Bud Kling set so many matches.

#### **D. Approve Minutes (4/30/19)**

Parent Report

AP will NOT sign off needs to be corrected.

Camille Schoenberg made a motion to approve minutes from the Board Meeting on 04-30-19 Board Meeting on 04-30-19.

Reeve Chudd seconded the motion.

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

#### **Roll Call**

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

**Roll Call**

Larry Wiener      Aye  
Emily Hirsch      Aye

**II. Organizational Reports**

**A. Student Report**

Prom was this past weekend.  
Yearbooks are being distributed.  
Gender neutral bathroom has still not been re-opened and students are upset.

**B. Parent Report**

Mentioned that there were robocalls to kids taking the AP tests that they were going to get detention.

**C. Classified Staff Report**

Nothing to report

**D. Faculty Report**

Stands as submitted.

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

Stands as submitted.

**F. Director of Operations Report**

Stands as submitted.

**G. Director of Development Report**

Mike Rawson  
The report stands as submitted but wanted to highlight a couple of items.  
Applied for a nonprofit security program grant to address some of the threat assessments.

Alumni Network  
Created an alumni career spotlight that went to all of the alums  
Received submissions from 18 different alums with career information and other information  
135 alums signed up to mentor  
Donors that want to contribute to PCHS, scholarships, and to buy bricks  
Alumni who want to help with jobs  
The current senior class will be given the opportunity to provide information

Board members all indicated that none of their children have received their emails. Nor had some of the Board members.

Working on expanding the list; need the alumni who are members to reach out to their friends.

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

The report stands as submitted with a brief update.

The LAUSD site visit included a budget review.

They requested additional documents, which have been provided.

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

Report stands as submitted.

Attended a breakfast focusing on EE.

Encourages everyone to do their research and how it might impact Pali and other local schools.

June 4th is the election.

Pali will be providing neutral information on the election.

The administration is working on a solution to re-opening a gender-neutral bathroom.

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

#### **A. Academic Accountability Committee Updates**

Larry Wiener

Started speaking about what they want to achieve with any potential change in the bell schedule.

Discussed specifically the students who have to travel and have to leave at 2:00 pm

Also discussed having stakeholders buy-in, because people are adverse to change.

There is an enthusiasm within the committee to increase access to all resources for all students.

#### **B. Budget & Finance Committee Updates**

Sara Margiotta

Committee met twice.

The primary focus was on transportation with the understanding that the Board wanted the status quo with regard to transportation.

#### **C. Charter Committee Updates**

Dara summarized the minutes of the meeting, which are part of the materials.

Much of it was things Monica needs to focus on that need to be mentioned as far as education.

The possible appointment of Board members was briefly discussed.

We may want a number of Board members and stakeholders to be there to make a public comment.

**D. Election Committee Updates**

Brooke King:

Results of the election:

Classified: Andy Paris

Faculty Seat: Paula Anderson

Parent Seat: Sara Margiotta

PCHS Community Seat: Emily Hirsch

PCHS Community Seat: Adam Glazer

Faculty Seat (student elected): Rick Steil

Andy Paris left at 5:40

Reeve Chudd made a motion to certify the election results.

Camille Schoenberg seconded the motion.

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

**Roll Call**

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

Jeanne Saiza made a motion to approve the new policy on the Election ommittee Board Seat announcement policy.

Emily Hirsch seconded the motion.

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

**Roll Call**

Susan Ackerman	Aye
Larry Wiener	Aye
Leslie Woolley	Aye
Andrew Paris	Absent
Shawn McClellan	Absent
Brooke King	Aye
Camille Schoenberg	Aye
Dara Williams	Aye

**Roll Call**

Reeve Chudd	Aye
Jeanne Saiza	Aye
Emily Hirsch	Aye

**E. Post-Retirement/Lifetime Healthcare Benefits**

LAUSD adopted a new health insurance policy. It will save LAUSD an estimated \$50 million. So we are looking to possibly adopt this or something similar as well.

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

**A. Audit Committee Updates**

Nothing to report.

**B. Grade Appeal Committee Updates**

Continuing with grade appeals. The committee may bring some updated policies to the Board.

**C. Survey Committee Updates**

Teachers survey has been launched.  
Parents survey was launched.

**V. Academic Excellence**

**A. Department Presentations/Initiatives**

Dr. Ngo  
Math Placement Report  
Wanted to mention that it is not true that AP math teachers would not sign off on AP math because of multiple AP classes.  
Dara clarified that it was one teacher and that it was not Dr. Ngo. And that it was kept generic.

**B. Update on School-wide Goals**

Dr. Magee briefly commented on the goals.

**VI. Facilities/Operations**

**A. Special Ed Transportation Contract**

Don Parcell



This school year we had two different vendors. For next year, we are going with all yellow cab.

Yellow cab is more cost effective and they have done a very good job

We don't need the full capacity of the Mission bus, so this is a better option.

This is a 3-year contract with the ability to scale up or scale down depending on need.

Right-sizing is easier because these are fairly small vehicles.

Some variability in pricing based on where students live.

Reeve Chudd made a motion to approve the special education transportation contract.

Emily Hirsch seconded the motion.

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

**Roll Call**

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

**B. Home to School Transportation Scholarships**

Don Parcell

Scholarship funding for buses.

Proposed demonstrated financial need has been vetted and it is roughly \$260,000.

After looking at a number of different options, the Budget & Finance Committee is recommending \$240,000 for scholarships for the next school year. And then to look at other adjustments that we might need to make, including eliminating high vacancy routes. Materials have the options discussed.

We won't be able to pay for field trips, orientation buses, summer football buses in order to pay for the \$240,000 in scholarships.

Dara inquired as to how much of the \$240,000 is for 9th graders - a little less than \$50,000

One of the major conversations was that we wanted to include students here.

At this point messaging students on the wait list that scholarships are not likely.

9th graders were discussed as being included in the scholarships because we mentioned to 9th graders that scholarships were available.

Board members raised the issue that we should not be advertising the scholarship program because we cannot sustain funding when we are in a budget crisis.

We should make a decision on whether we are going to fund transportation for incoming students.

It has to be a policy decision that is adopted.

The consensus that we are not going to take scholarships away from students who are already here.

We can award scholarships to 9th graders in a lower amount.

Discussion about how many families there are: about 30

Discussion of the drop in enrollment, but we have a substantial waitlist.

Camille suggested cutting \$20,000 from the 9th-grade budget

Riders should not be paying less than this year unless there is a change in financial circumstances

And, the increase of \$10 per month will be passed on to the ridership

We don't know how many free and reduced students take the bus.

If we don't make the cuts here we have to make them somewhere else.

A suggestion was made that the carpool option be sent along with the school bus letter and also the public transportation option.

There has been some decrease in the ridership on the paid buses but it cannot necessarily be correlated with the push for public transportation ridership.

Topanga route is about 40% full, but it would only result in about a \$4000 savings because the cost of the other buses would increase

But if the ridership goes down on that route, at some time it becomes more cost effective to stop this route

The point was made that we want diversity. But we really do not know the impact that this will have on diversity.

Camille Schoenberg made a motion to adopt the Budget and Finance Committee's recommendation for the transportation budget including the amount for the 2019-2020 transportation scholarships in the amount \$240,000 with the \$20,000 reduction coming from scholarships for new students.

Dara Williams seconded the motion.

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

**Roll Call**

Leslie Woolley	Aye
Reeve Chudd	Aye
Emily Hirsch	Aye

**Roll Call**

Susan Ackerman	Abstain
Camille Schoenberg	Aye
Larry Wiener	Abstain
Dara Williams	Aye
Andrew Paris	Absent
Shawn McClellan	Absent
Brooke King	Abstain
Jeanne Saiza	Abstain

**C. Update - Facilities Safety/Security**

Don Parcell

Need more funding for safety and security.

Leslie Woolley brought up that a student was disturbed by some graphics in a video.

Susan Ackerman brought up that this was done as a girl scout project.

**VII. Finance**

**A. May Revise Update**

Information Bulletin #5012 regarding the May Revise Budget Updates.

Not much has changed from January.

The specific information is contained in the Bulletin provided to the Board.

**B. Budget Finance Outcomes**

The two-day budget meeting is coming up.

We have made up approximately \$199,000 of the deficit from last year has been reduced according to Arleta's most recent numbers.

**VIII. Governance**

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

There have definitely been some challenges regarding the schools we are compared to. There are many things that make Pali unique as compared to a traditional high school and we need to emphasize that and back it up with data.

LAUSD is changing personnel within the Charter School Division so we will have a new liaison.

They were very impressed with our math department.

Looking to work on technology to get deeper into the data and we can pull it quickly.

They interviewed Pam, Greg, and Arletta.

They were very complimentary of our governance and saw us a model board. This has not always been the case.

They looked at our safety procedures.

The review is not complete and they will be back to look at more of our notebooks.

We are starting off strong.

We do need to look at the Charter to see if there are ways to address what needs to be changed to achieve our goals (i.e. are there ways to increase diversity other than transportation?).

Meeting with teachers and staff so that they are aware of the dialogue and they are participating in the discussions.

**B. Mandatory Board Legal/Governance Training**

June 22nd at St. Matthews.

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

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

There is an error so this is tabled to the next meeting.

**B. Approval of Field Trips**

**X. New Business / Announcements**

**A. Announcements / New Business**

Pali High Graduation is June 6th.

Meetings on June 4th and June 18th.

Booster Club end of the year party is tonight.

**B. Announce items for closed session, if any.**

**XI. 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 8:00 PM.

Respectfully Submitted,  
Leslie Woolley

# Coversheet

## 2018-2019 Budget Updates

**Section:** II. Finance  
**Item:** A. 2018-2019 Budget Updates  
**Purpose:** FYI

**Submitted by:**

**Related Material:**

II\_A\_Part 4\_B&FCommittee Development Report\_jBudget Proposal\_06\_04\_19.pdf

II\_A\_Part 3\_Special Ed Consulting Detail.pdf

II\_A\_Part 2\_Professional Services.pdf

II\_A\_Part 1\_2018-19 Estimated Actuals.pdf

Budget Finance Committee  
Development Report

5/31/2019

<b>TOTAL FUNDS RAISED TO DATE:</b>	<b>Fund</b>	<b>Prior Report</b>	<b>YTD</b>	<b>Budget</b>
The PCHS Fund	General	\$165,769	\$193,425	\$27,656
The Pali GO Fund	Pali GO	\$41,809	\$42,528	\$719
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	\$9,874	\$5,169
Donations to Classroom Teachers	ASB	\$18,501	\$19,607	\$1,106
Donations to Extra-Curriculars	ASB	\$28,287	\$30,655	\$2,368
Donations to Pali Cares	ASB	\$0	\$0	\$0
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$263,207</b>	<b>\$300,225</b>	<b>\$37,018</b>
Rest. Donations/Pledges - Recd	General	\$79,727	\$104,176	\$24,449
Rest. Donations/Pledges	General	\$74,414	\$49,965	-\$24,449
<b>TOTAL RESTRICTED FUNDS RAISED</b>		<b>\$154,141</b>	<b>\$154,141</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$417,348</b>	<b>\$454,366</b>	<b>\$488,000</b>

**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
<b>TOTAL EXPENSES FOR UNRESTRICTED FUNDS</b>		<b>\$209,455</b>	<b>\$227,203</b>

**TOTAL NET FUNDS** **\$244,911** **\$260,797**

Unrecognized Grants to be received:

CTE Incentive Grant	\$171,655
Perkins V Grant	\$37,102
<b>Total</b>	<b>\$208,757</b>

Special Ed Consulting Detail	17/18	18/19	18/19	19/20	
Vendor	Actuals	2nd Interm Projeictons	Estimated Actuals	Adopted Budget	Comments
ADMINISTRATIVE SERV. CO-OP	\$ -		\$ 2,132	\$ -	in transportation (Sped Yellow Cab)
BEACH CITIES LEARNING CENTER	\$ 11,663	\$ 8,214	\$ 8,214	\$ -	No NPS
BEHAVIOR THERAPY CLINIC	\$ 2,567				
BODIL STEVENSON	\$ 17,490				
DAVID TOKOFSKY CONSULTING	\$ 9,990	\$ -	\$ 1,890	\$ 1,500	Facilities
DIRECTED	\$ 5,635	\$ 129,084	\$ 134,958	\$ -	one time use
EDLOGICAL GROUP CORP	\$ 56,639	\$ 10,000	\$ 59,629	\$ 60,000	
LAUSD 20% SpED AB602	\$ 335,706	\$ 353,042	\$ 319,885	\$ 330,313	
LAUSD 20% SpED IDEA	\$ 113,700	\$ 119,571	\$ 118,191	\$ 122,044	
LAUSD Psych assesment	\$ -	\$ 240,000	\$ 489,690	\$ 250,000	mental health services
LRP PUBLICATION	\$ -	\$ 280	\$ 280	\$ 300	
MAYA BORNA INC	\$ 67,735	\$ 68,000	\$ 68,000	\$ 68,000	SpEd
SANDRA KALER	\$ 4,375				
S.T.A.R ACADEMY	\$ -	\$ -	\$ 1,580	\$ 1,600	SpEd
SPEECH, LANGUAGE AND EDUCATIONAL	\$ 16,303	\$ 17,000	\$ 30,338	\$ 31,000	
SUMMIT VIEW WESTSIDE SCHOOL	\$ 74,269	\$ 123,492	\$ 200,018	\$ 142,870	NPS going from 7 to 5 students
TEACHERS ON RESERVE, LLC	\$ -	\$ -	\$ 2,185	\$ -	In Ed Consulting
TOTAL EDUCATION SOLUTIONS	\$ 8,103	\$ 8,000	\$ 8,000	\$ 8,000	SpEd
VERDUGO HILLS AUTISM PROJECT	\$ 178,948	\$ 272,683	\$ 450,259	\$ 475,000	SpEd
VISTA DEL MAR	\$ 31,855	\$ 30,000	\$ 27,727	\$ 15,000	share psych services
VISTA SCHOOL	\$ -	\$ 13,030	\$ 13,030	\$ -	No NPS
<b>Grand Total</b>	<b>\$ 934,977</b>	<b>\$ 1,392,395</b>	<b>\$ 1,936,004</b>	<b>\$ 1,505,627</b>	

**Professional Services/Consulting Expenses:**

Object Category	17-18	18-19			19/20	
	Unaudited Actuals	Budgeted	Actuals Until 5/20	Estimated Actuals	Budgeted Vs. Estimated Actuals	Adopted Budget
5800 Other Contracted Services	\$ 33,761	\$ 27,657	\$ 22,804	\$ 22,804	\$ (4,853.04)	\$ 23,575
5801 Discount Earned/Lost	\$ -	\$ -	\$ 424	\$ 424	\$ 424.25	\$ -
5803 Late Charges	\$ 4,154	\$ 3,690	\$ 1,304	\$ 1,304	\$ (2,385.92)	\$ 800
5810 Consulting	\$ 2,507,125	\$ 2,196,651	\$ 2,922,010	\$ 3,456,321	\$ 1,259,669.50	\$ 2,908,016
5821 Legal	\$ 340,993	\$ 125,000	\$ 306,134	\$ 375,000	\$ 250,000.00	\$ 375,000
5831 Recruitment	\$ 1,269	\$ 434	\$ 575	\$ 575	\$ 141.00	\$ 594
5840 Computer/Tech Related Services	\$ 15,470	\$ 8,012	\$ 22,100	\$ 22,100	\$ 14,088.00	\$ 22,847
5850 Education Consulting	\$ 148,356	\$ 80,266	\$ 134,477	\$ 149,477	\$ 69,210.75	\$ 76,776
5860 Fingerprinting	\$ 3,130	\$ 2,314	\$ 4,307	\$ 4,307	\$ 1,993.00	\$ 4,453
<b>TOTAL</b>	<b>\$ 3,054,258</b>	<b>\$ 2,444,024</b>	<b>\$ 3,414,135</b>	<b>\$ 4,032,312</b>	<b>\$ 1,588,288</b>	<b>\$ 3,412,061</b>



**PALISADES CHARTER HIGH SCHOOL**  
**2017/18 Unaudited Actuals 2018/19 Estimated Actuals**

	2017-2018 Unaudited Actuals (6/30/18)	Board Approved 2018/19 Budget Updates (10/16/18)	2018-2019 Estimated Actuals	Comments/ Changes
ADA ESTIMATES/ACTUAL FUNDED		2,867	2,834	<i>Recommended ADA at capacity (3,000 enrollment)</i>
LCFF FUNDING PER ADA		\$ 9,873	\$ 9,868	<i>Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student</i>
EPA Funding-Prop 30	4,657,544	5,061,334	5,006,518	<i>Per FCMAT Calc 5/20/19</i>
LCFF Entitlement - State Aid - <b>Current Year</b>	15,142,505	16,327,203	16,356,478	<i>Per FCMAT Calc 5/20/19</i>
LCFF Entitlement - State Aid - <b>PY adjustments</b>				
ADA Adjustment 1/2019				
LCFF PY Adjustments	(265,161)			
C S Funding In Lieu of PropTax -	7,281,331	6,917,354	6,604,195	<i>Per FCMAT Calc 5/20/19</i>
C S Funding In Lieu of PropTax - PY adjustments	-			
<b>LCFF Funding-Total</b>	<b>26,816,219</b>	<b>28,305,891</b>	<b>27,967,191</b>	
NCLB:T1,Basic School Support	281,972	308,894	321,894	
Special Ed: IDEA Basic Local Assistance Entitlement	565,541	568,813	568,813	
NCLB:TII, Teacher Quality/ESSA	57,519	64,848	64,848	
ESSA:TIV,Student Support and Academic Enrichment	-	-	18,335	
MAA-Medical Reimbursements	16,925	-		
Perkins	24,736	29,570	29,570	
DOR-Rehab	8,550	20,000	20,000	
AP Fees	3,359			
Child Nutrition Program	362,687	397,851	316,851	<i>Adjusted for 4/19 results</i>
<b>Federal Revenues-Total</b>	<b>1,321,289</b>	<b>1,389,976</b>	<b>1,340,311</b>	
Prop. 39 energy	220,105	-	-	
State Lottery:Non Prop 20 - <b>Current Year</b>	461,509	448,182	448,182	<i>\$151/ADA</i>
State Lottery:Non Prop 20 - <b>PY adjustments</b>	-	9,542	9,541	
Child Nutrition: School Programs	30,495	33,380	29,080	<i>Adjusted for 4/19 results</i>
Mandated Costs Reimbursement	125,271	131,554	131,554	<i>\$46.87/ADA 2019/20</i>
Classified School Employees Professional Development Block Grant		-	13,998	
One Time Discretionary Grant	419,051	535,301	535,301	<i>No one time \$\$ in 19/20</i>
State Lottery:Prop 20 Inst Matls- <b>Current Year</b>	176,959	157,746	157,746	<i>\$53/ADA</i>
State Lottery:Prop 20 Ins Matls- <b>PY adjustments</b>	-	15,218	15,218	
Special Education- AB602	1,681,851	1,687,258	1,687,258	<i>\$557.57/ADA</i>
Student ID/CAHSEE	4,860	13,111	13,111	
CTE Grant	527,117	-		<i>\$170,000 pending</i>
College Readiness Block Grant	124,016	11,032	11,032	
Low-Performing Students Block Grant			37,545	<i>recognize 2nd 1/2 of grant in 19/20</i>
LAUSD-Sp Ed Grants (Option 3)	172,997	163,850	354,835	<i>Extra SpED COP Grant/Step Grants(round 2) 2019/lower expected 2019/20</i>
<b>Other State Revenues-Total</b>	<b>3,944,232</b>	<b>3,206,174</b>	<b>3,444,401</b>	
Food Service Sales	202,852	190,255	267,755	<i>Adjusted for 4/19 results</i>

**PALISADES CHARTER HIGH SCHOOL**  
**2017/18 Unaudited Actuals 2018/19 Estimated Actuals**

	2017-2018 Unaudited Actuals (6/30/18)	Board Approved 2018/19 Budget Updates (10/16/18)	2018-2019 Estimated Actuals	Comments/ Changes
ADA ESTIMATES/ACTUAL FUNDED		2,867	2,834	<i>Recommended ADA at capacity (3,000 enrollment)</i>
LCFF FUNDING PER ADA		\$ 9,873	\$ 9,868	<i>Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student</i>
<b>Leases &amp; Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)</b>	1,116,993	1,101,400	1,078,874	
Interest	115,788	112,932	132,825	
Fundraising	343,734	488,004	374,580	
<b>Other Local Revenues-Total</b>	1,779,367	1,892,591	1,854,035	<i>Total Increase in Revenue from 18/19 to 19/20:</i>
<b>Total Revenue</b>	33,861,107	34,794,632	34,605,937	<i>103%</i>
Teachers	12,976,082	12,757,083	12,817,291	
School Admin	900,745	916,313	905,118	
Librarians	127,764	129,463	129,614	
Guidance,Welfare (Counselors)	698,603	723,633	722,863	
Other Support/Impact of / Step and Column	-	(150,000)		
Reduced Auxiliaries/Periods-Net	-	(100,000)		<i>removing 2 aux</i>
Less: 1 FTE not replacing				
<b>Certificated Salaries</b>	14,703,193	14,276,492	14,574,885	
Inst'l Aides	905,595	971,377	910,455	<i>Adding 5 SpEd Aides-Net</i>
Admin. Sal	435,684	412,863	410,452	
Clerical/Office	1,829,675	1,968,726	1,982,065	<i>Less: 1 FTE</i>
Maint./Oper	107,143	107,014	113,204	
Food Services	46,488	46,410	47,682	
Math Paraprofessionals	84,181	170,000	163,756	
Other Classified	1,183,398	986,461	961,543	
Impact Step and Column	-	56,000		
Proposed New Positions/Hours	-	80,000		
<b>Classified Salaries</b>	4,592,164	4,798,851	4,589,158	
<b>Total Salaries</b>	19,295,357	19,075,343	19,164,043	
STRS - Certificated (ER 16.28%, 16.70% in 19/20)	2,059,405	2,324,213	2,372,791	
PERS - Classified (ER 18.06%, 20.733% in 19/20)	609,158	866,768	696,194	
OASDI Regular - Certificated	14,330	15,000	15,000	
OASDI Regular - Classified	277,840	297,529	284,528	
OASDI Medicare - Certificated	209,576	210,634	211,336	
OASDI Medicare - Classified	67,090	69,583	66,543	
Health & Welfare Benefits - Certificated	2,302,720	2,335,548	2,380,858	
Health & Welfare Benefits - Classified	1,115,968	1,181,164	1,202,208	
Unemployment Insurance - Certificated	11,188	11,716	14,212	
Unemployment Insurance - Classified	4,795	4,879	5,962	
Workers' Compensation - Certificated	146,742	143,191	156,560	
Workers' Compensation - Classified	59,333	64,082	51,258	

**PALISADES CHARTER HIGH SCHOOL**  
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Other Employment Benefits - Certificated (LT Benefits)	203,094	263,000	222,778	19/20 funding at historical levels (\$483K) (18/19 Pay as you go amount)
Other Employment Benefits - Classified (LT Benefits)	26,134	48,000	48,504	19/20 funding at historical levels (\$208K) (18/19 Pay as you go amount)
Employee Benefits	7,107,370	7,835,308	7,728,732	
Total Salary & Benefits	26,402,727	26,910,651	26,892,775	
Textbooks	156,447	99,583	64,379	
Instructional Materials	303,557	240,000	238,877	
Non-capitalized Equipment	540,471	335,547	145,000	
Other Supplies	220,386	165,000	165,000	
Food Service Supplies	231,314	247,776	252,776	
Books & Supplies	1,452,174	1,087,906	866,032	
Personnel Services-Mileage	6,817	4,060	4,060	
Travel/Conference	101,280	36,034	43,534	<i>Title 2 funding only</i>
Due/Memberships (Subscriptions)	299,208	404,160	302,392	
Insurance	183,815	173,678	174,603	
Operation and Housekeeping Services	308,389	683,850	203,989	
Utilities	459,712	-	411,000	
Rentals/Leases/Repairs & Noncapitalized Improvements	510,828	578,254	465,000	
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860)	3,097,378	2,370,680	4,032,312	<i>Increased consulting expenses for special ed NPS, mental health services (LAUSD, \$300K), and legal</i>
Pupil Transportation	689,084	712,651	626,281	<i>Budget approved includes board recommended \$240K scholarship account</i>
Other Expenses	233,213		152,768	
Communications	70,315	279,837	72,000	<i>CPI reflection</i>
Services, Other Operating Exp	5,960,039	5,243,204	6,487,938	
Capital Outlay (6100-6500) -Total (Detail Below)	-	610,890	424,363	Capital Reduction in spending
Sites & Improvement (6100)	-			
Bldgs & Improvement (6200)	-	375,890	375,890	<i>90% of 18/19 capital budget (\$375K*.9 = \$337K + \$46K-pool/permits)</i>
Equipment-Technology (6400)	-	235,000	-	<i>Federal e-rate project</i>
Equipment/Furniture Replacement (6500)	-		48,473	
Depreciation Expense	637,921	860,000	860,000	
Interest	44,961	52,932	52,932	<i>Pool/Track Loan Interest Payments</i>
Indirect Cost (Total charter school supervisory oversight fees only)	268,177	284,528	279,672	Indirect cost = 1% of LCFF

**PALISADES CHARTER HIGH SCHOOL**  
**2017/18 Unaudited Actuals 2018/19 Estimated Actuals**

	2017-2018 Unaudited Actuals (6/30/18)	Board Approved 2018/19 Budget Updates (10/16/18)	2018-2019 Estimated Actuals	Comments/ Changes
ADA ESTIMATES/ACTUAL FUNDED		2,867	2,834	<i>Recommended ADA at capacity (3,000 enrollment)</i>
LCFF FUNDING PER ADA		\$ 9,873	\$ 9,868	<i>Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student</i>
<b>Total Expenses-Financial Reporting Basis</b>	<b>34,765,997</b>	<b>34,439,221</b>	<b>35,439,349</b>	
<b>Total Expenses-Cash Reporting Basis</b>	<b>34,128,077</b>	<b>34,190,111</b>	<b>35,003,712</b>	
Financial Reporting Basis-Adjusted for Depreciation (before L/T Benefit accrual)	(904,890)	355,411	(833,412)	
Net Reserve Fund Increase(Reduction)-Cash Basis	(266,970)	604,521	(397,774)	
Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB (\$1,391,880)	(749,445)		1,120,598	Based on acutarial study done on 6/30/18
Revised Financial Reporting	(986,642)		(1,954,010)	

# Coversheet

## Special Ed Costs

**Section:** II. Finance  
**Item:** B. Special Ed Costs  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** II\_B\_SPECIAL ED YTD\_5\_29\_19.pdf

# SPECIAL EDUCATION — COST INCREASES PER YEAR

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19 (Projected)
<b>Federal (IDEA)</b>	\$499,597	\$532,702	\$540,503	\$549,373	\$565,541	\$568,813
<b>State (AB602)</b>	\$1,513,572	\$1,605,659	\$1,629,296	\$1,619,536	\$1,681,851	\$1,687,258
<b>Local (STEP Grant)</b>	\$170,804	\$103,248	\$107,588	\$166,207	\$172,997	\$354,835
<b>Total Revenue</b>	\$2,183,973	\$2,241,609	\$2,277,387	\$2,168,909	\$2,247,392	\$2,610,906
<b>Total Cost</b>	\$3,337,183	\$3,667,079	\$3,620,064	\$4,315,948	\$4,581,186	\$5,893,378
<b>General Fund (Encroachment)</b>	<b>\$1,513,210</b>	<b>\$1,425,472</b>	<b>\$1,342,676</b>	<b>\$1,980,832</b>	<b>\$2,160,797</b>	<b>\$3,282,472</b>
<b>% Increase (Total)</b>	26%	10%	-1%	19%	6%	28%
<b>% Increase (Gen Fund)</b>	85%	24%	-6%	48%	9%	11%
<b>% Funded by Gen Fund</b>	35%	39%	37%	46%	47%	52%

5 year annual average increase of 12%, 5 year general fund increase of 32%



**Palisades Charter High School**  
**Special Education Summary**  
**2017-2020**

**Revenue:**

Object	Category	18-19 Estimated		
		17-18 Actuals Revenue:	Actuals Revenue	19-20 Budget Revenue
8285	Federal	\$ 565,541.14	\$ 568,813.00	\$ 587,356.00
8677	State	\$ 1,681,850.80	\$ 1,687,258.00	\$ 1,770,542.00
8697	LAUSD - Option 3	\$ 172,997.19	\$ 354,835.00	\$ 204,835.00
<b>Total Revenue</b>		<b>\$ 2,420,389.13</b>	<b>\$ 2,610,906.00</b>	<b>\$ 2,562,733.00</b>

**Expenses:**

Object	Category	18-19 Estimated		
		17-18 Actuals Expenses:	Actuals Expenses	19-20 Budget Expenses
1110	Cert Salaries	\$ 1,710,262.12	\$ 1,561,013.72	\$ 1,568,818.79
2110	Class Aides	\$ 931,159.40	\$ 927,637.23	\$ 1,072,275.42
3111	STRS	\$ 239,790.27	\$ 254,133.03	\$ 261,992.74
3212	PERS	\$ 136,273.97	\$ 188,840.17	\$ 222,314.86
3312	OASDI	\$ 58,585.01	\$ 57,513.51	\$ 66,481.08
3331	MEDI - Cert	\$ 23,755.79	\$ 22,634.70	\$ 22,747.87
3332	MEDI - Class	\$ 13,441.46	\$ 13,450.74	\$ 15,547.99
3411	H&W - Cert	\$ -	\$ 267,098.00	\$ 267,401.86
3412	H&W - Class	\$ -	\$ 348,302.56	\$ 353,420.39
4100	Textbooks	\$ 123.33	\$ -	\$ -
4310	IMA	\$ 13,536.40	\$ 5,278.05	\$ 6,769.02
4410	Non-Cap	\$ 17,284.76	\$ 15,450.00	\$ -
5210	Mileage	\$ 2,383.34	\$ 1,100.00	\$ 1,100.00
5220	Conferences	\$ 3,474.59	\$ 900.00	\$ 900.00
5310	Subscriptions	\$ 8,094.99	\$ 835.00	\$ 835.00
5610	Rentals/Leases/Repairs	\$ 3,534.82	\$ 1,700.00	\$ 1,700.00
5810	Consulting	\$ 934,541.89	\$ 1,908,277.00	\$ 1,693,000.00
5811	Transportation	\$ 165,631.84	\$ 105,000.00	\$ 52,650.00
5821	Legal	\$ 217,016.43	\$ 145,000.00	\$ 150,000.00
5850	Ed Consulting	\$ 26,773.50	\$ 69,214.00	\$ 40,000.00
5890	Other Services	\$ 115.30	\$ -	\$ -
7310	Indirect Cost	\$ 75,447.00	\$ -	\$ -
<b>Total Expenses</b>		<b>\$ 4,581,226.21</b>	<b>\$ 5,893,377.71</b>	<b>\$ 5,797,955.02</b>
<b>Net Total</b>		<b>\$ (2,160,837.08)</b>	<b>\$ (3,282,471.71)</b>	<b>\$ (3,235,222.02)</b>

# Coversheet

## LCAP Updates

**Section:** II. Finance  
**Item:** C. LCAP Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** II\_C\_LCAP goals & updates 18-19\_19-20 updates.pdf



PALISADES CHARTER HIGH SCHOOL  
2018-19 Estimated Actuals 2019-20 Estimated Actuals

	2017-2018 Unaudited Actuals (6/30/18)	Board Approved 2018/19 Budget Updates (10/16/18)	2018-2019 Estimated Actuals	Comments/ Changes
ADA ESTIMATES/ACTUAL FUNDED		2,867	2,834	Recommended ADA at capacity (3,000 enrollment)
LCFF FUNDING PER ADA		\$ 9,873	\$ 9,868	Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student
EPA Funding-Prop 30	4,657,544	5,061,334	5,006,518	Per FCMAT Calc 5/20/19
LCFF Entitlement - State Aid - <b>Current Year</b>	15,142,505	16,327,203	16,356,478	Per FCMAT Calc 5/20/19
LCFF Entitlement - State Aid - <b>PY adjustments</b>				
ADA Adjustment 1/2019				
LCFF PY Adjustments	(265,161)			
C S Funding In Lieu of PropTax -	7,281,331	6,917,354	6,604,195	Per FCMAT Calc 5/20/19
C S Funding In Lieu of PropTax - PY adjustments	-			
LCFF Funding-Total	26,816,219	28,305,891	27,967,191	
NCLB:T1,Basic School Support	281,972	308,894	321,894	
Special Ed: IDEA Basic Local Assistance Entitlement	565,541	568,813	568,813	
NCLB:TII, Teacher Quality/ESSA	57,519	64,848	64,848	
ESSA:TIV,Student Support and Academic Enrichment	-	-	18,335	
MAA-Medical Reimbursements	16,925	-	-	
Perkins	24,736	29,570	29,570	
DOR-Rehab	8,550	20,000	20,000	
AP Fees	3,359			
Child Nutrition Program	362,687	397,851	316,851	Adjusted for 4/19 results
Federal Revenues-Total	1,321,289	1,389,976	1,340,311	
Prop. 39 energy	220,105	-	-	
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Capital Outlay (6100-6500) -Total (Detail Below)	-	610,890	424,363	Capital Reduction in spending
Sites & Improvement (6100)	-	-	-	
Bldgs & Improvement (6200)	-	375,890	375,890	90% of 18/19 capital budget (\$375K*.9 = \$337K + \$46K-pool/permits)
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Interest	44,961	52,932	52,932	Pool/Track Loan Interest Payments
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Total Expenses-Financial Reporting Basis	34,765,997	34,439,221	35,439,349	
Total Expenses-Cash Reporting Basis	34,128,077	34,190,111	35,003,712	
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Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB (\$1,391,880)	(749,445)		1,120,598	Based on acutarial study done on 6/30/18
Revised Financial Reporting	(986,642)		(1,954,010)	

# Coversheet

## College Readiness Block Grant Effectiveness Report

**Section:** II. Finance  
**Item:** D. College Readiness Block Grant Effectiveness Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II\_D\_College Readiness Block Grant.pdf

**Palisades Charter High School**  
**College Readiness Block Grant**  
**2017-2019**

Object	Category	17-18 Amount	18-19 Amount
2920	Math Paraprofessionals - Salary	\$ 84,180.86	\$ 9,463.72
3312	Math Paraprofessionals - OASDI	\$ 5,219.22	
3332	Math Paraprofessionals - MEDI	\$ 1,178.53	
3412	Math Paraprofessionals - H&W	\$ 23,832.00	
3512	Math Paraprofessionals - SUI	\$ 1,094.35	
4390	Supplies	\$ -	\$ 1,568.33
5220	Professional Development	\$ 3,510.99	
5850	Educational Consulting	\$ 5,000.00	
Total		\$ 124,015.95	\$ 11,032.05

# Coversheet

## 2019-2020 Food Service Vendor - Cafeteria Contract

**Section:** II. Finance  
**Item:** E. 2019-2020 Food Service Vendor - Cafeteria Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** II\_E\_2019-2020 PCHS-Chartwells Contract Amendment\_CDE.pdf

**CONTRACT EXTENSION (EXAMPLE)**

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

Pages

Renewal (Extension Number) <b>2</b>	Agreement Number (Base year) <b>2017</b>
----------------------------------------	---------------------------------------------

1. This Extension Agreement is entered into between the School Food Authority and Food Service Management Company named below:

**SCHOOL FOOD AUTHORITY'S NAME**

Palisades Charter High School

**FOOD SERVICE MANAGEMENT COMPANY'S NAME**

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

2. Base year contract term: Effective date: **July 1, 2017** Expiration date: **June 30, 2018**

Extension year: Effective date: **July 1, 2019** Expiration date: **June 30, 2020**



3. The parties mutually agree to this extension as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein: **(Note: This section is used to indicate the current cost per meal. Please include your cost per meal table.)**

Exhibit B, Schedule of Fees. The Breakfast (2:1) and Lunch Fixed Cost Per Meal for the 2019-2020 school year shall be: \$3.86; reflecting an increase of 3.2% over the 2018-2019 rate. The A La Carte Billable Rate shall for the 2019-2020 school year shall be: \$3.61; reflecting an increase of 3.2% over the 2018-2019 rate.

**Exhibit B – Schedule of Fees**

LINE ITEM	FIXED-COST-PER-MEAL			Total
	UNITS*	2018-2019 RATE	2019-2020 RATE*	
Breakfast	8,232	\$3.74	\$3.86	\$31,775.52
Lunch	8,265	\$3.74	\$3.86	\$31,902.90
Seamless Summer Feeding Option				
Child and Adult Care Food Program Supper				
Ala Carte	2,402	\$3.50	\$3.61	\$8,671.22
TOTAL	18,899			\$72,349.54

\*Units to be provided by SFA, based upon a 21 day meal cycle.

<b>FOOD SERVICE MANAGEMENT COMPANY</b>	
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Compass Group USA, Inc., by and through its Chartwells Division	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING Belinda Oakley, CEO, Chartwells K12	
ADDRESS 2 International Drive, Rye Brook, NY 10573	
<b>SCHOOL FOOD AUTHORITY</b>	
SCHOOL FOOD AUTHORITY NAME Palisades Charter High School	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS	

**INSTRUCTIONS FOR USE:**

1. Enter renewal number (also known as extension number). The contract can only be extended four times. Indicate the extension by entering 1 for year 1 of the extension from the base year or 2, 3 or 4.
2. Enter agreement number. Every agreement (contract) should have a number assigned to identify that contract. If there is not an agreement number, identify the contract by the year of the contract also known as base year.
3. Item 1: Enter the contractor's and the school food authority's name.
4. Item 2: Enter the base year terms and the current extension terms. The term is the effective and expiration dates
5. Item 3: Enter the maximum dollar amount.
6. Item 4: Indicate **the current cost per meal**. Include the cost per meal table.
7. The contractor's and school food authority's authorized signer should be identified, and signatures provided.

**CONTRACT AMENDMENT**

<input checked="" type="checkbox"/> CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED	Pages	Renewal (Extension Number)	Agreement Number (Base year)
		2	2017
		Amendment	
		2	

- This Agreement is entered into between the School Food Authority and Contractor named below:  
SCHOOL FOOD AUTHORITY'S NAME  
Palisades Charter High School  
FOOD SERVICE MANAGEMENT COMPANY'S NAME  
Compass Group USA, Inc., by and through its Chartwells Division
- The term of this Agreement  
July 1, 2019 through June 30, 2020
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

**NOTE:** The following terms have been amended to reflect current federal regulation. The numbering is according to the CDE Sample Request for Proposal and Model Fixed-Price contract. If you did not use the CDE Sample Request for Proposal and Model Fixed-Price contract, please number these provisions appropriately for your existing contract. Keep all highlighted verbiage but remove the highlighting before submitting to CDE.

**Section II (D) General Terms and Conditions. This section is hereby deleted and replaced with the following:**

**D. Contract Cost Adjustment**

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home (Los Angeles - 3.2%). Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA.

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

**Commented [VG1]:** The contract has this under section II (A). There seems to be two subsection A's under Section II.

**Section II (J) General Terms and Conditions. This section is hereby deleted and replaced with the following.**

**J. Subcontract/Assignment**

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible.



**Section II (Q) General Terms and Conditions.** This section is hereby deleted and replaced with the following.

**Q. Sanctions**

If the FSMC fails to perform the contract terms, FSMC will be required to provide in writing to the SFA how they will ensure future contract compliance.

**Section II (W) General Terms and Conditions.** This section is hereby amended by adding the following new section:

**W. Breach of Contract**

If the FSMC violates or breaches the contract terms, the SFA may seek administrative, contractual, or legal remedies, sanctions and penalties as may be appropriate. 7CFR§210.16(b)(2) and 7CFR§3016.36(i)(1)

**Section II (X) General Terms and Conditions.** This section is hereby amended by adding the following new section:

**X. Penalties**

Costs resulting from the SFA's violations, alleged violations of, or failure to comply with, Federal, State, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

**Section IV (B)(4) Food Service Program.** This section is hereby amended by adding the following new subsection:

**B. School Food Authority Responsibilities**

4. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).

**Section VI (H) Food Service Program.** This section is hereby amended by adding the following new subsection:

H. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).

**Section XIII (A) Buy American Requirements.** This section is hereby amended by adding the following new section:

**A. Food Service Management Company Responsibilities**

1. The Food Service Management Company (FSMC) must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo [SP 38-2017](#)).

2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:
  - a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or
  - b) Why competitive bids reveal the cost of domestic product are significantly higher (10%) than the nondomestic product.

**Section XIII (B) Buy American Requirements. This section is hereby amended by adding the following new section:**

**B. School Food Authority Responsibilities**

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an onsite administrative review and an offsite procurement review.
2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.
3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

**Scope of Work (J) Contracting With Small, and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms. This section is hereby amended by adding the following:**

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

**Scope of Work (K) Buy American. This section is hereby amended by adding the following:**

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U. S. substantially (51% or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 *CFR* 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products.** The Food Service Management Company (FSMC) must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.



OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:

- a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product.
- b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions.
- c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product.

**E. Menus (This section is hereby amended by adding the following):**

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 CFR, sections 210.10, 210.16[b][1] and 220.8).

FOOD SERVICE MANAGEMENT COMPANY	
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)	
Compass Group USA, Inc., by and through its Chartwells Division	
BY (Authorized Signature)	DATE SIGNED (Do not type)
	
PRINTED NAME AND TITLE OF PERSON SIGNING	
Belinda Oakley, CEO, Chartwells K12	
ADDRESS	
2 International Drive, Rye Brook, NY 10573	
SCHOOL FOOD AUTHORITY	
SCHOOL FOOD AUTHORITY NAME	
Palisades Charter High School	
BY (Authorized Signature)	DATE SIGNED (Do not type)
	
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS	

## INSTRUCTIONS FOR USE

1. Enter agreement number. Every agreement (contract) should have a number assigned to identify that contract. If there is not an agreement number, identify the contract by the year of the contract also known as base year.
2. Enter renewal number also known as extension number. The term can only be extended 4 times. Indicate the extension by applying 1 for year 1 of the extension from the base year or 2, 3 or 4.
3. Enter amendment number. The original agreement can be amended any number of times. Each amendment should have a unique identifier consisting of current extension number and sequential amendment letter (i.e., 3-A, 3-B, etc.)
4. Item 1: Enter the contractor's and the school food authority's name.
5. Item 2: Enter the term of the base year agreement. The term is the effective and expiration dates of the contract. If the contract amendment is extending the term, the expiration date would be the new expiration date.
6. Item 3: This part of the amendment form is used to indicate any provisions (paragraphs, sections, or sentences) to be amended. Show only the provisions being amended, and how they are being amended. For example, "Paragraph 6 is amended as shown: Payment shall be ~~monthly~~ quarterly."
7. The contractor's and school food authority's authorized signer should be identified, and signatures provided.

# Coversheet

## Approval of General Liability and Workers Comp Insurance Policy

**Section:** II. Finance  
**Item:** F. Approval of General Liability and Workers Comp Insurance Policy  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

II\_F\_Part 3\_CharterSAFE Proposal 2019-2020.pdf

II\_F\_Part 2\_CharterSafe Executive Report -April 2019.pdf

II\_F\_Part 1\_2019-2020 CharterSAFE Renewal Letter to the Membership.pdf

# CharterSAFE

BE SAFE • FEEL SAFE

## 2019-2020 Membership Proposal

*Prepared for:*

**Palisades Charter High School**

*Coverage Effective:*

July 01, 2019 at 12:01 AM - July 01, 2020 at 12:01 AM

California Charter Schools Joint Powers Authority  
P.O. Box 969, Weimar, CA 95736  
Phone: 888.901.0004 Fax: 888.901.0004  
[www.chartersafe.org](http://www.chartersafe.org)

Issued: May 29, 2019 at 5:43 am

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

Dear Greg,

CharterSAFE is pleased to present your membership proposal for the 2019-2020 year. Your membership includes the following:

Insurance Policy	HR Consulting	Student Activities	Compliance Consulting	Employee Safety	Transportation Consulting
Site Inspection	Compliance Posters	Contract Review	Safety Training	Mandatory Staff Training	Claims

For a more detailed listing of our member services, please contact our Risk Management team at 818-394-6559 or email [Carly Weston](mailto:cweston@chartersafe.org) at [cweston@chartersafe.org](mailto:cweston@chartersafe.org).

All of CharterSAFE's coverage placements are with insurance companies that have a financial rating with A.M. Best of A- VII or higher.

**2019-2020 CLAIMS FILING PROCESS:**

Please refer to the following page on guidelines and a step-by-step process on how to file a claim or incident report.

**REQUIRED SIGNATURES:**

To bind coverage, you must sign and complete the following:

1. The proposal acceptance at the end of the "Member Contribution Summary" page
2. Cyber Application, if not yet completed

We look forward to working with you in the 2019-2020 year!

Thank you,

The CharterSAFE Team

**CharterSAFE • Protecting Schools. Promoting Safety. Customizing Insurance.**

# CharterSAFE

## 2019-2020 CLAIMS AND INCIDENT REPORTS GUIDELINES

**Member schools must notify CharterSAFE by submitting an online report, as soon as practicable, of an occurrence, accident, injury, claim, or suit or of circumstances that may reasonably result in a claim or suit.** A delay in reporting could mean lapse in coverage.

For your protection, claims will not be accepted by phone, email, or fax.

### CLAIMS FILING PROCESS ON THE WEB PORTAL

- Go to [www.chartersafe.org](http://www.chartersafe.org) and log in.
- If you need to reset your login credentials, please reach out to your CharterSAFE Representative: [Whitney Delano](mailto:wdelano@chartersafe.org) at [wdelano@chartersafe.org](mailto:wdelano@chartersafe.org).
- Hover over the "Claims" tab, choose "Submit a Claim" and our website will prompt you with a series of questions to help you determine the appropriate claim form to submit.
- Complete the online questions and select the "Submit" icon at the bottom. After submission, you will receive a confirmation email with information regarding next steps.

### CLAIMS RESOURCES AND FORMS

- Hover over the "Claims" tab, choose "Resources and Forms" and you will find all supporting documents you might need when filing a claim or incident report, such as:
  - Student Accident Claim Packet (English and Spanish)
  - Volunteer Accident Claim Packet (English and Spanish)
  - Statement of No Insurance
  - WC Claim Form (DWC-1)
  - Employee Fact Sheet
  - Kaiser on the Job Clinics
  - Employee Injury Card

For any claim reporting questions, please contact [Ben Hunter](#) at 818-394-6556 or email [bhunter@chartersafe.org](mailto:bhunter@chartersafe.org).

**CharterSAFE • Protecting Schools. Promoting Safety. Customizing Insurance.**



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## MEMBER CONTRIBUTION SUMMARY

### Palisades Charter High School

Coverage Effective: July 01, 2019 at 12:01 AM - July 01, 2020 at 12:01 AM

Your CharterSAFE Insurance Program includes the following coverages:

<b>Liability &amp; Property Package Member Contribution</b>	<b>\$183,695</b>
Core Liability Program <ul style="list-style-type: none"> <li>• Directors &amp; Officers Liability</li> <li>• Employment Practices Liability</li> <li>• Fiduciary Liability</li> <li>• General Liability</li> <li>• Employee Benefits Liability</li> <li>• Educator's Legal Liability</li> <li>• Sexual Abuse Liability</li> <li>• Law Enforcement Liability</li> <li>• Automobile Liability &amp; Physical Damage</li> </ul>	Crime Property Student & Volunteer Accident  Additional Program Coverages <ul style="list-style-type: none"> <li>• Pollution Liability and First Party Remediation</li> <li>• Terrorism Liability and Property</li> <li>• Cyber Liability</li> </ul>
<b>Workers' Compensation &amp; Employer's Liability Member Contribution</b>	<b>\$195,854</b>
<b>Total Member Contribution</b>	<b>\$379,549</b>

Choose One Payment Option

- Payment in Full \$379,549**
- Installment Plan**
  - Deposit (25%) - Due Now - \$94,887
  - 9 Monthly Installments - \$31,629

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

Invoices shall become delinquent thirty (30) calendar days from installment due date. CharterSAFE membership, including insurance coverage, is subject to cancellation for any invoice over sixty (60) days past due.

#### Proposal Acceptance:

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

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

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

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

## EXPOSURES & LOCATIONS

Member contributions are calculated based on the following exposures:

Location Address(es)	Students	Employees	Payroll
Palisades Charter High School 15777 Bowdoin Street Pacific Palisades, CA 90272	2,900	230	\$17,237,611.00
Palisades Charter High School 777 Temescal Canyon Pacific Palisades, CA 90272	0	0	\$0.00
Palisades Charter High School 777 Temescal Canyon Pacific Palisades, CA 90272	0	0	\$0.00
<b>Total:</b>	<b>2,900</b>	<b>230</b>	<b>\$17,237,611.00</b>

## Continuity and Retroactive Dates

**Directors & Officers Liability Continuity Date:** **7/1/03**

**Employment Practices Liability Continuity Date:** **7/1/03**

**Fiduciary Liability Continuity Date:** **7/1/03**

## Vehicles

**None scheduled.**

## Mailing Address

15777 Bowdoin Street  
Pacific Palisades, CA 90272

## Locations

	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Palisades Charter High School 15777 Bowdoin Street Pacific Palisades, CA 90272	\$1,200,000	\$6,540,000	\$1,624,645	\$9,364,645
Palisades Charter High School 777 Temescal Canyon Pacific Palisades, CA 90272	\$1,539,000	\$75,000	\$250,000	\$1,864,000
Palisades Charter High School 777 Temescal Canyon Pacific Palisades, CA 90272	\$3,425,000	\$0	\$10,000	\$3,435,000
<b>Total:</b>	<b>\$6,164,000</b>	<b>\$6,615,000</b>	<b>\$1,884,645</b>	<b>\$14,663,645</b>

## CORE LIABILITY PROGRAM

Core Liability Program Coverage Limits: **\$30,000,000** Per Member Aggregate

The Core Liability Program Breaks Down As Follows:

### Directors & Officers, Employment Practices, and Fiduciary Liability

Coverages	Limits	Deductibles
<b>Directors &amp; Officers and Company Liability</b>	\$2,000,000 per <b>claim</b> and member aggregate	\$5,000.00 per <b>claim</b>
<b>Employment Practices Liability</b>	\$2,000,000 per <b>claim</b> and member aggregate	\$25,000.00 per <b>claim</b>
<b>Fiduciary Liability</b>	\$1,000,000 per <b>claim</b> and member aggregate	\$0

#### Reporting:

Claims must be reported to CharterSAFE within 60 days after policy expiration. Coverage is provided on a claims-made basis.

### General Liability

Coverages	Limits	Deductibles
<b>Bodily Injury Property Damage</b>	\$2,000,000 per occurrence	\$500 per occurrence for bodily injury arising out of participation in a school sponsored <i>High-Risk Activity</i> *
<b>Medical Payments</b>	\$10,000 per person \$50,000 per occurrence	\$0
<b>Products and Completed Operations</b>	\$2,000,000 per occurrence	\$0
<b>Armed Assailant Sublimit</b>	\$100,000 per occurrence and aggregate	\$0

\*A list of *High-Risk Activities* is available at [www.chartersafe.org](http://www.chartersafe.org) or you may contact **Carly Weston** ([cweston@chartersafe.org](mailto:cweston@chartersafe.org) / 818-709-1570) of CharterSAFE's Risk Management team.

The above coverages (excluding sublimit) do not have aggregates.

### Employee Benefits Liability

Coverages	Limits	Deductibles
<b>Employee Benefits Liability</b>	\$2,000,000 per occurrence	\$0

The above coverage does not have aggregates.

### Educator's Legal Liability

Coverages	Limits	Deductibles
<b>Educator's Legal Liability</b>	\$2,000,000 per occurrence	\$2,500 per occurrence
<b>IEP (Individualized Education Program) Defense Sublimit</b>	\$50,000 per occurrence and aggregate sublimit	\$7,500 per occurrence

The above coverage (excluding sublimit) does not have aggregates

## Sexual Abuse Liability

Coverages	Limits	Deductibles
<b>Sexual Abuse Liability</b>	\$2,000,000 per occurrence	\$0
The above coverage does not have aggregates. <b>*New Custom Training Available</b> Sexual Abuse Prevention Training by CharterSAFE will be available under the CharterSAFE Learning Center and via in-person training. See "Excess Reinsurance" for more information on training requirements.		

## Law Enforcement Activities Liability

Coverages	Limits	Deductibles
<b>Law Enforcement Activities Liability</b>	\$2,000,000 per occurrence	\$0
The above coverage does not have aggregates.		

## Automobile

Coverages	Limits	Deductibles
<b>Auto Liability, including autos scheduled with CharterSAFE, non-owned autos, and hired autos</b>	\$2,000,000 per occurrence	\$0
<b>Auto Physical Damage*</b>	\$1,000,000 per occurrence	\$500 per occurrence for Hired Auto Physical Damage
*Auto Physical Damage described herein for hired automobiles is secondary to any/all rental coverage offered by the rental company(ies). CharterSAFE strongly advises our members to purchase auto physical damage when renting vehicles. The above coverages do not have aggregates.		

## Excess Reinsurance

Coverages	Limits	Deductibles
<b>Excess over underlying:</b> <ul style="list-style-type: none"> <li>• General Liability</li> <li>• Auto Liability</li> <li>• Sexual Abuse Liability</li> <li>• Educator's Legal Liability</li> <li>• Employee Benefits Liability</li> <li>• Law Enforcement Activities Liability</li> <li>• Directors and Officers Liability</li> <li>• Employment Practices Liability</li> </ul>	\$28,000,000 per occurrence/claim and aggregate  Please note that the total core liability & property package limit of \$30M includes this limit in excess of the \$2M limits above.	Follows underlying coverages listed above.

### \*New Requirement

Sexual Abuse Prevention Training by CharterSAFE & Child Abuse Mandated Report Training for all employees is **REQUIRED** to be completed within 90 days of CCS JPA implementation of the training to maintain the full \$30,000,000 limits. If training is not completed within the 90 days, the maximum limit for sexual abuse liability is \$10,000,000 per occurrence and aggregate.

### Optional Excess Limits:

Optional excess liability limits of \$25,000,000 above the provided \$30,000,000 is available (to total \$55,000,000 in limits). If interested, contact:

Gallagher  
18201 Von Karman Avenue, Suite #200  
Irvine, CA 92612

Kiki Goldsmith  
Client Service Manager  
[Kiki\\_Goldsmith@ajg.com](mailto:Kiki_Goldsmith@ajg.com)  
949-349-9842

## CRIME

Coverages	Limits	Deductibles
<b>Money and Securities</b>	\$1,000,000 per occurrence	\$500 per occurrence
<b>Forgery or Alteration</b>	\$1,000,000 per occurrence	\$500 per occurrence
<b>Employee Dishonesty</b>	\$1,000,000 per occurrence	Varies*
<b>Computer and Funds Transfer Fraud</b>	\$1,000,000 per occurrence	\$500 per occurrence

The above coverage does not have aggregates.

\*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

## PROPERTY

**Perils Include:** Direct Physical Loss subject to all the terms, conditions, and exclusions established in the applicable policy(ies)

**Valuation:** Replacement Cost as scheduled with CharterSAFE, see "Exposures & Locations" section above

Coverages	Limits	Deductibles
<b>Property</b>	As scheduled with CharterSAFE subject to the maximum limit of \$150,000,000 per occurrence.  See "Exposures & Locations" section above for scheduled limits.	\$1,000 per occurrence
<b>Boiler &amp; Machinery / Equipment Breakdown</b>	As scheduled with CharterSAFE subject to the maximum limit of \$150,000,000 per occurrence.  See "Exposures & Locations" section above for scheduled limits.	\$1,000 per occurrence
<b>Business Interruption</b>	\$10,000,000 per occurrence	\$1,000 per occurrence
<b>Extra Expense</b>	\$10,000,000 per occurrence	\$1,000 per occurrence
<b>Water Damage</b>	As scheduled with CharterSAFE subject to the maximum limit of See "Schedule of Locations" page above for scheduled limits.	Varies*  *Subject to Named Member's claim experience beginning five years prior to the inception of the period coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

### PLEASE NOTE:

If you have a renovation/construction project valued over \$200,000 in hard and soft costs, please contact your CharterSAFE Representative: **Whitney Delano** at [wdelano@chartersafe.org](mailto:wdelano@chartersafe.org). CharterSAFE is able to endorse builder's risk coverage for renovation projects up to \$10,000,000 onto your policy. Additional premium would apply.

If you are interested in a separate policy for flood and/or earthquake coverage, please contact **Kiki Goldsmith** ([Kiki\\_Goldsmith@ajg.com](mailto:Kiki_Goldsmith@ajg.com)/ 949-349-9842).

## STUDENT AND VOLUNTEER ACCIDENT

Coverages	Limits	Deductibles
<b>Student Accident</b>	\$50,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
<b>Volunteer Accident</b>	\$25,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
*A list of <i>High-Risk Activities</i> is available at <a href="http://www.chartersafe.org">www.chartersafe.org</a> or you may contact Carly Weston ( <a href="mailto:cweston@chartersafe.org">cweston@chartersafe.org</a> / 818-709-1570) of CharterSAFE's Risk Management team.		

**Terms & Conditions:**

- Coverage is provided on an Excess Basis, but would become primary should the student not have health insurance.
- Claim submission deadline: 90 days after the Covered Accident.

**Optional Catastrophic Student Accident Coverage:**

If interested in obtaining higher limits with or without sports included, please contact:

Gallagher  
18201 Von Karman Avenue, Suite #200  
Irvine, CA 92612

**Kiki Goldsmith**  
Client Service Manager  
[Kiki\\_Goldsmith@ajg.com](mailto:Kiki_Goldsmith@ajg.com)  
949-349-9842



## ADDITIONAL PROGRAM COVERAGES

### Pollution Liability And First Party Remediation

Coverages	Limits	Deductibles
<b>Pollution Liability and First Party Remediation</b>	\$1,000,000 per pollution condition or indoor environmental condition \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per occurrence

**Reporting:** Claim must be reported to CharterSAFE within 60 days after policy expiration.  
Coverage is provided on a claims-made basis.

### Terrorism Liability

Coverages	Limits	Deductibles
<b>Terrorism Liability</b>	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate	\$0

**Reporting:** Claim must be reported to CharterSAFE within 60 days after policy expiration.  
Coverage is provided on a claims-made basis.

### Terrorism Property

Coverages	Limits	Deductibles
<b>Terrorism Property</b>	As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section above for schedule limits.	\$1,000 per occurrence

### Cyber Liability

Coverages	Limits	Deductibles
<b>Cyber Liability</b>	\$1,000,000 per <b>claim</b> \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$2,500 per <b>claim</b>

**Coverage Includes:**

- Privacy Notification Costs
- Regulatory Fines and Claim Expenses for Privacy Liability
- Extortion Damages for Extortion Threat
- Crisis Management Expenses
- Business Interruption

**Reporting:** Claim must be reported within 60 days after policy expiration.  
Coverage is on a claims-made basis.

**Requirement for Coverage to be in effect:** Completed cyber application.

## WORKERS' COMPENSATION & EMPLOYER'S LIABILITY

Coverages	Limits	Deductibles
<b>Workers' Compensation</b>	Statutory	\$0
<b>Employer's Liability</b>	\$5,000,000 per Accident \$5,000,000 by Disease per Employee \$5,000,000 by Disease Policy Limit	\$0

**Auditable:**

The estimated payroll figure will be audited at the end of each coverage period. CharterSAFE will request copies of the 941 Federal Quarterly Reporting Forms on a quarterly basis to verify the payroll figure. If the estimated payroll figure has been overestimated, a refund will be issued. If the estimated payroll figure has been underestimated, an invoice for the additional amount due will be issued.

# Charter**SAFE**

BE SAFE • FEEL SAFE

## EXECUTIVE REPORT

April 2019

Protecting **Schools**. Promoting **Safety**. Customizing **Insurance**.

## BACKGROUND.

### *What is CharterSAFE?*

CharterSAFE is a nonprofit Joint Powers Authority (JPA) solely dedicated to protecting independent charter schools in California by providing expertise in group insurance, safety, risk management, and human resource consulting. We serve leaders of the charter community who are in need of a comprehensive insurance program and hands-on proactive risk management services - to keep their schools safe and financially sustainable. Our program goes beyond the conventional scope of insurance by protecting both physical and reputational assets, so charter school leaders can focus on what they do best – operating excellent schools.

CharterSAFE’s mission is to provide its members with a strong understanding of charter school risk exposure and mitigation strategies. Founded in 2004 by leaders in the charter school movement and owned by its charter school members, CharterSAFE is led by a California charter school alumna and overseen by a board of directors exclusively comprised of charter school leaders. Joined by a team of dedicated experts, CharterSAFE is a partner to more than 275 members and works to safeguard over 900 schools.

### *How does a Joint Powers Authority (JPA) work?*

Authorized under California Government Code (§6500-6536), a JPA is a contract between two or more similar public agencies (e.g. counties, school districts) for the purpose of economies in achieving a common goal. Pooling together resources allows greater access to insurance with premiums at lower and more stable cost. A JPA is a nonprofit where members are the JPA’s owners, aligning the purpose of the members and the JPA with no conflicting motivation. As specialists on behalf of its members, JPAs annually conduct due diligence, perform trend analyses, protect shared resources, and guide members to avoid pitfalls.

Authorized in the late 1970s, JPAs rose as the solution to an unreliable insurance market that offered little to no stability or risk management for the public scholastic sector. With stronger cost stability and control in safety practices, JPAs remain the de facto insurance and safety solution for cities, school districts, counties, and charter schools. This is evidenced by the fact that 99% of public scholastic entities in California participate in a JPA.

Considering the underlying relationship between insurance companies and customers, JPAs are without question the most effective way to obtain insurance. With traditional insurance, customers pay premium to an insurance company, from which the insurance company takes a profit and uses the rest to pay for claims from customers. An insurance company will have many different types of customers, some much riskier than others. That means that in traditional insurance, despite the façade of a separate standalone policy, all customers share in the risk of one another in addition to paying for the profits of the insurance company. Conversely, a JPA only allows



membership for similar risks (e.g. a JPA for charter schools only). By limiting the risk to similarly operated entities, members are protected because losses are more predictable, and both the JPA and member can focus on effective specialized risk management and safety techniques.

#### Standard Insurance Policy.



#### CharterSAFE Membership.

Insurance Policy	HR Consulting	Contract Review
Waiver Forms	Vendor Procedures	Policy Templates
Litigation Assistance	Sexual Abuse Prevention	Best Practices
Safety Consulting	Certified Playground Inspection	Facility Use Agreements

CharterSAFE is uniquely positioned as the only JPA dedicated exclusively to California charter schools. Your membership means access to an insurance and risk management program customized specifically to meet the ever-changing needs of California charter schools; it is not just insurance. Our team is specialized in proactively identifying charter school trends – to develop, communicate and support members in establishing and implementing safety precautions.

## FINANCIAL POSITION.

### *What is CharterSAFE's financial position?*

CharterSAFE continues to be in a strong financial position. Member contributions in the 2018-2019 fiscal year so far total \$26.8 million, making total member contributions since the inception of the organization over \$180.3 million.

We maintain operational and financial transparency. Below is a chart showing CharterSAFE's year-over-year financial summary.

	14/15	15/16	16/17	17/18	18/19 <u>Projections</u>
Member Contributions	\$16,495,287	\$19,335,289	\$22,049,518	\$23,970,783	\$26,800,000
Investment/Misc. Income	\$169,506	\$205,166	\$45,341	\$69,435	\$228,401
<b>Total Revenue</b>	<b>\$16,664,793</b>	<b>\$19,540,455</b>	<b>\$22,094,859</b>	<b>\$24,040,218</b>	<b>\$27,028,401</b>
Paid Claims - Cash payments relating to claims	\$5,285,740	\$6,089,687	\$5,728,815	\$7,748,031	\$7,748,106
Change in Claims Reserve - Estimated amounts of future payments relating to existing claims	\$489,061	\$1,651	\$1,248,964	\$415,739	\$1,000,000
Change in Claims IBNR - Estimated amounts of future payments relating to claims incurred but not yet reported	\$977,725	\$1,814,881	\$728,716	\$1,349,633	\$1,611,204
Change in Allocated Loss Adjustment Expenses - Estimated expenses attributed to the processing of existing claims	\$110,009	\$136,240	\$148,325	\$132,403	\$169,596
<b>Total Claims Expense</b>	<b>\$6,862,535</b>	<b>\$8,042,459</b>	<b>\$7,854,820</b>	<b>\$9,645,806</b>	<b>\$10,528,906</b>
Excess Insurance Cost	\$6,435,148	\$7,217,989	\$8,058,817	\$9,107,025	\$9,800,000
<b>Total Claims and Excess Insurance Cost</b>	<b>\$13,297,683</b>	<b>\$15,260,448</b>	<b>\$15,913,637</b>	<b>\$18,752,831</b>	<b>\$20,328,906</b>
Total Claims and Excess Insurance as a % of Member Contribution	<b>81%</b>	<b>79%</b>	<b>72%</b>	<b>78%</b>	<b>76%</b>
<b>Total Operating Expense</b>	<b>\$3,401,855</b>	<b>\$3,429,082</b>	<b>\$3,729,722</b>	<b>\$4,054,633</b>	<b>\$4,400,000</b>
Total Operating Expense as a % of Member Contribution	<b>21%</b>	<b>18%</b>	<b>17%</b>	<b>17%</b>	<b>16%</b>
Cash Balance	\$7,339,063	\$4,850,239	\$4,974,366	\$5,686,372	\$7,800,000
Investments	\$8,426,291	\$12,760,557	\$15,977,263	\$17,011,452	\$19,000,000
<b>Total Liquid Assets</b>	<b>\$15,765,354</b>	<b>\$17,610,796</b>	<b>\$20,951,629</b>	<b>\$22,697,824</b>	<b>\$26,800,000</b>
Actuarial Estimated Outstanding Losses-90% Confidence Level	\$13,791,867	\$16,219,771	\$18,743,784	\$21,304,216	\$24,000,000
<b>Surplus in Excess of 90% Confidence Level</b>	<b>\$3,275,992</b>	<b>\$4,337,057</b>	<b>\$6,171,217</b>	<b>\$6,798,038</b>	<b>\$8,400,000</b>
<b>Net Assets</b>	<b>\$2,517,835</b>	<b>\$3,368,760</b>	<b>\$5,820,260</b>	<b>\$7,053,014</b>	<b>\$9,352,509</b>

Stronger and more stable than ever, CharterSAFE is prepared to help its members with proactive risk management services to support them daily - and when a crisis occurs.

### ***I keep hearing about assessments in a JPA. How is this not a concern for CharterSAFE?***

Unfortunately, CharterSAFE has heard this story countless times told by opportunistic insurance agents who rely on fear tactics to create a “wedge” – scaring charter schools into buying inferior insurance from for-profit insurers rather than engaging in honest competition. These fear campaigns typically include statements about the potential for assessments, or other vague risks that are supposedly inherent to JPAs, but not insurance companies. Usually, these so-called “issues” are never fully explained....

### ***How often do assessments actually occur?***

An assessment is a security measure that is triggered when a JPA or mutual insurance company does not have sufficient reserves to pay for claims. Within our JPA structure, the possibility of an assessment impacting membership is extremely remote; in our 15-year history, it has never happened. To minimize any likelihood of an assessment, we proactively put two important protections in place:

1. **Security for “severity” risk** – A protected reinsurance structure to hedge risk through use of multiple highly-rated reinsurers above a much smaller and more manageable pooled self-insurance layer called “the retention”. This arrangement limits loss exposure arising from the occurrence of catastrophic claim events. The bulk of a catastrophic claim (as much as 99%) is transferred to several reinsurers. *Example: CharterSAFE members suffered more than \$10M in losses from the 2018 Camp Fire, but the JPA’s financial responsibility was limited to a single \$25,000 deductible.*
2. **Security for “frequency” risk** – The JPA’s funding strategy includes a well-funded loss reserve to absorb claims for each annual period, as well as on an aggregated basis over a period of years for open claims. This strategy is designed to provide protection in the event of a large number of small or medium-sized claims impacting the pooled self-insurance layer (or the retention). Additionally, the loss reserve ensures that funds are available to pay for claims in once-in-a-lifetime events.

The recommended funding level for CharterSAFE’s loss reserve is reliably calculated by AON Actuarial Services each year using CharterSAFE’s comprehensive 15-year historical record. It is compiled and analyzed to ensure a funding level that is adequate for the loss experience predicted for future policy periods. This is the same methodology used by insurance companies in the traditional marketplace.

### ***How does CharterSAFE allocate resources to safeguard its members’ best interests?***

Serving as a steadfast financial steward on our members’ behalf, the CharterSAFE “prefunds” the pool’s annual loss reserve account based on statistically projected losses at a 75% confidence level. This means each year’s individual member contributions are designed to conservatively exceed the average loss range. This is known as funding for the present (short-term claims) and future (claims reported in future policy periods).

Additionally, we calculate losses *for all years* beginning with the first policy period of the JPA (2004-2005) through present day, funding for past liabilities that will come due. This provides a second look whereby the

open claims are revalued to a 90% confidence factor. This is just shy of 2 standard deviations, a very secure range.

**Through our 15 years of operations, CharterSAFE has accrued an overall surplus (or member equity) of \$8.4 million after paying all open and closed claims and meeting the 90% confidence factor funding requirement as of 12/31/18.**

To reiterate, it's not the single or even multiple large claims that can threaten the reserves, it is the frequency of claims far above what is statistically expected (well beyond 1 standard deviation for current and future claims and 2 standard deviations for past claim development). Yet, it is difficult to conjure what sort of event could result in this multiple frequency and severity loss scenario. Neither a large natural occurrence nor manmade event would increase the number of claims in a way that would detrimentally impact the reserves. On behalf of its member-owners, CharterSAFE works hard to ensure the financial stability and sustainability of our organization – so that members can rely on our program and services year after year and which makes the risk of an assessment extremely remote.

## DUE DILIGENCE AND BIDDING.

### *I represent a school, why should I be thinking about insurance and risk management?*

In a world of classrooms, textbooks and tablets, insurance is typically the last thing on a school leader's mind. It's broadly defined. It's confusing. And, it's something that often only comes up in times of crisis. But proper coverage and preventive measures throughout the academic year can mean the difference between being able to fund a curricular program or having to use those funds to pay for a claim. Those preventive measures are risk management, and it's often forgotten in the discussion of insurance. Figuring out what the risks are at a school and how to manage those risks can be equally as confusing and costly as insurance.

In California, a pooled approach to risk sharing is a coverage method of choice for almost all schools – traditional public and charter alike. As a JPA specific to California charter schools, CharterSAFE is able to focus solely on the shared interests, goals and needs of member schools. Our nonprofit status means that member cost-savings are guaranteed. By acting as a JPA, we can secure lower rates and provide better services. Plus, our size allows for volume discounts and routine competition among vendors.

Historically, the advantage of a JPA is stable pricing, leverage, customized services, broad coverage and control. In the last 40 years, at least 761 insurance companies nationwide have suffered financial impairment, compared to only 1 JPA. Today, virtually all school districts statewide are members of one of more than 50 JPAs that serve the scholastic community and approximately 80% of charter schools are in a JPA.

### *I see the value in JPAs, but how do I know that my coverage is optimal and fairly priced?*

While bidding can lead to competitive pricing and access to innovation in the marketplace, it is time consuming and require expertise to ensure you're getting a worthwhile product or service. Fortunately, a JPA is different. First and foremost, CharterSAFE is owned by its member schools and therefore doesn't have vendor status. CharterSAFE bids on your behalf to lower insurance costs and share risk management resources every year. JPAs like CharterSAFE harness the power of group purchasing to obtain competitive pricing annually. What's more, we can leverage its size to negotiate terms with a roster of leading domestic and international insurance and reinsurance companies, which no individual school could do. Here's a short



list of the (re)insurance companies that CharterSAFE has negotiated with during the last two renewal cycles (2017-2019):

<i>Affiliated FM</i>	<i>Chubb Group</i>	<i>National Union Ins. Co. of PA</i>
<i>AIG</i>	<i>CNA</i>	<i>New York Marine and General</i>
<i>Allianz</i>	<i>FM Global</i>	<i>One Beacon</i>
<i>Allied World National</i>	<i>Gemini Insurance Co.</i>	<i>Princeton E&amp;S</i>
<i>Alterra</i>	<i>Gen/Re (Genesis)</i>	<i>RSUI</i>
<i>Argonaut</i>	<i>Great American</i>	<i>Safety National</i>
<i>Assurance</i>	<i>Hartford Insurance Company</i>	<i>Scottsdale Insurance Co.</i>
<i>AWAC</i>	<i>Hartford Steam Boiler</i>	<i>State National</i>
<i>AXA</i>	<i>Indian Harbor Insurance Co.</i>	<i>Swiss Re</i>
<i>Axis</i>	<i>Liberty Mutual</i>	<i>Travelers</i>
<i>Beazley</i>	<i>Lloyds of London</i>	<i>Westchester Surplus Lines</i>
<i>Berkley</i>	<i>Markel</i>	<i>XL Insurance</i>
<i>Brit</i>	<i>Midwest Employers</i>	<i>Zurich</i>
	<i>Munich Re</i>	

One statement CharterSAFE has heard from opportunistic insurance agents is that a JPA is costly. What they neglect to mention are the superior and appropriate limits, coverages, and services provided by a JPA. CharterSAFE works with over 900 school sites in California, and over the last 15 years, has gained a bird’s eye view on claims trends specific to California charter schools. Coupling its insurance and risk management expertise, CharterSAFE is able to confidently recommend insurance limits, enhance coverages that it writes specific to its members’ needs, and provide customized services to prevent losses for your school. All of these would be additional expenses you would have to pay on top of an insurance premium if you bought insurance separately. Additionally, CharterSAFE understands authorizer insurance and indemnity requirements and ensures all its members meet the requirements, so there is one less pressure in this political environment.

***I’m still interested in insurance bidding on my own. What should I keep in mind?***

The insurance process is fraught with pitfalls including a lack of transparency when it comes to limits, deductibles, coverages, conditions and all-important exclusions. It is also quite time-consuming.

Additionally, insurance bidding requires a lot of work and in-depth knowledge about insurance programs. School leaders rarely and should not be expected to have this expertise. Here are five key questions we encourage members to ask when bidding insurance:

1. Types of Coverage
  - What coverage exists for my board of directors, staff, students, and financial assets?  
*(Did you know: some insurance providers erroneously provide School Board Legal Liability as a substitute for Directors and Officers Liability. This poses a potential risk to your nonprofit board members who make some of the most important decisions for your school.)*
2. Coverage Limits, Deductibles
  - Are the limits at least authorizer-compliant?
3. Terms, Conditions and Exclusions
  - What isn’t included, and how does that impact coverage?
4. Stability and Track Record of Insurer
  - How long has the insurer been writing charter school-specific insurance?
  - How many other charter schools does the insurer work with?



## 5. Included Services

- What risk management and loss control services are offered, and what is the cost?

The CharterSAFE team is simply a call or email away in case you have any questions regarding coverage, terms, conditions, or exclusions during your due diligence review.

## CHARTER SCHOOL RISK TRENDS AND MITIGATION.

*What are the current trends I should be aware of and what is CharterSAFE providing for assistance?*

### **Sexual Abuse/Molestation**

It is a fact that sexual abuse and molestation is a pandemic deserving our full attention. Since 2010, CharterSAFE and its reinsurers have paid or reserved over \$26,000,000 for claims involving staff-student molestation. Yes, it's shocking.

It becomes more shocking when you consider that the trend is as bad or worse for *all* youth-serving organizations, especially in California. A significant number of insurers are refusing to cover this risk and are backing out of California completely. It is difficult to determine whether the frequency of these events has risen or if reporting has become more common, but the cost has exponentially grown. Plaintiff attorneys have ratcheted up the typical demand for damages, affected students deal with higher levels of unwanted attention and frustration, school reputations have plummeted, and the lost funds means less investment in the classroom. It has become evident that drastic measures must be taken to preserve our education system. A change in school culture is critical.

CharterSAFE is committed to turning this around within the next three years - and we ask for each member to be part of the solution. What can you do?

- If you haven't already done so, adopt a robust and detailed Student/Staff Interaction Policy (we have a Boundaries Policy template available), train your staff, and vigorously enforce it.
- Comply with Ed Code 44050, which requires schools to provide parents with a copy of the boundaries policy (it can be included in the parent handbook) *and* on your website if you have one. Parents are often the first line of defense, especially when they check their child's social media or phone activity. The boundaries policy offers them tools to identify grooming behaviors and other "red flag" indicators.
- Add the voluntary sexual abuse prevention training module to your annual staff training (offered at no cost by CharterSAFE through SafeSchools.com).
- Take advantage of the WeTip anonymous reporting platform (offered at no cost by CharterSAFE).
- Absolutely take advantage of CharterSAFE's offer to provide in-person staff training on this critical topic. Contact Sue Bedard or Carly Weston for additional information.

### **Employee Embezzlement (and Theft by Vendors)**

This is a trend that is very troubling and is contributing to recent negative press coverage about charter schools. The problem involves embezzlement by school leaders and by fiduciaries such as financial or benefits managers. Often, the fraud takes place over a period of years and involves long-time, respected employees or advisors. It is clear there is a weakness in the audit process at some schools and CMOs. Therefore, we highly recommend that internal controls be established and regularly reviewed to ensure effectiveness. Internal controls are policies and procedures put into place within an organization to ensure continuous accountability and reliability of all financial transactions.

### **Employment Related Claims Including Wage & Hour Violations**

Allegations of employment discrimination, wrongful termination, retaliation, and wage and hour violations continue to vex charter schools. This is another area of coverage in which the insurance marketplace has dwindled and become more restrictive. These claims are especially costly when they involve back wages, unpaid meal and rest breaks, or payroll processing violations. Related fines and penalties are uninsurable, and deductibles are substantial. Qualified human resource expertise is an absolute necessity. CharterSAFE offers no-cost advisory services through our dedicated HR consulting team to help your organization shore up its personnel management structure.

### **Errors in Pension Plan Enrollment/Administration**

Historically, there has been a great deal of confusion in charter schools about rules related to CalSTRS and CalPERS. When enrollment errors are made and compounded over the course of years, an expensive retroactive obligation may result. Both STRS and PERS have become very aggressive in finding these errors. We urge you to take steps to ensure that there are no loose ends in your pension programs, including 403b plans.

### **Cal OSHA Scrutiny and Fines**

Most CharterSAFE members have received or will receive a safety and risk management evaluation that makes note of any compliance programs or plans that have not been adopted. This includes the Safe Schools Plan, Injury and Illness Prevention Plan (IIPP), Roof Access Plan, Heat Illness Plan, and more. Any work-related injury that involves overnight hospitalization requires an employer phone call to the local Cal/OSHA office. CharterSAFE reminds its member schools of this obligation when this type of injury occurs, which typically prompts a visit by an OSHA inspector who will ask to see the mandated plans. Failure to produce the plans and/or to prove that required training has been done will likely result in fines and penalties.

## **CONTACT OUR TEAM OF EXPERTS.**

### ***How can CharterSAFE help my school?***

Your job is to focus on student achievement - not to be an insurance and risk management specialist. That's our job.

With over 15 years of experience in pooled insurance and proactive risk management services specifically tailored for California's charter schools, CharterSAFE knows your unique needs. We're your hands-on partner, providing movement-wide insurance and risk management expertise that schools often don't have access to (or the in-house budget to obtain). It's not just an insurance policy - it's a membership with access to services that elevate your school. Contact our team today for one-to-one support as your school navigates its insurance coverage and risk management service needs for the upcoming academic year. You can find our contact information and more information about us at [www.chartersafe.org](http://www.chartersafe.org). We are here to help you make an informed choice that best meets your organization's needs.

888.901.0004 • [info@chartersafe.org](mailto:info@chartersafe.org) • [www.chartersafe.org](http://www.chartersafe.org)

# CharterSAFE

— BE SAFE • FEEL SAFE —

888.901.0004 // [chartersafe.org](http://chartersafe.org)

May 28, 2019

Dear CharterSAFE Member:

Thank you for your continued membership in the CharterSAFE insurance and risk management program. The eventful 2018-19 program year is nearing an end, and the renewal process for the upcoming 2019-20 program year is underway.

Enclosed is your 2019-20 renewal proposal. Material changes to the 2019-20 program are outlined below, along with a summary of the current scholastic risk and insurance environment. In conjunction with the proposal, attached is the April 2019 CharterSAFE Executive Report.

## **Insurance Climate for Charter Schools**

The insurance industry has experienced consecutive years of significant catastrophic property losses. Wildfire claims were hitting the property insurance industry while they were still struggling to recover from devastating hurricane losses in Florida, Texas, and North Carolina. At the same time a high frequency of water damage claims, that are generally preventable with proper maintenance, has resulted in an increase in cost, decrease in coverage, and many insurance companies pulling out of insuring property in California.

CharterSAFE members were directly affected by the notable Camp and Woolsey Fires. The Camp Fire was one of the most destructive and deadliest wildfires in United States history and the costliest single property loss ever for CharterSAFE.

High frequency of water damage claims is primarily from older, re-purposed buildings that require extensive retrofitting for educational needs, often with landlords that do not properly maintain the buildings. These facilities have greater maintenance demands, and if not met, the buildings are far more susceptible to water intrusion again and again. CharterSAFE recommends always reading your leases before signing to make sure the duty to maintenance and repair is fair and upheld for your schools!

Unfortunately, liability costs are exponentially rising concurrently. National social movements have increased awareness of sexual misconduct and led to more reported claims, while schools continue to experience rampant increases in litigation costs. Additionally, a national dialogue over equal pay, harassment, and wrongful termination has contributed to a similar increase in employment-related claims, and therefore, costs.

CharterSAFE members are not immune to the devastating effects of sexual misconduct, including abuse and molestation. Since 2010, over 75% of CharterSAFE's cost of liability claims are due to staff-student molestation. That's over \$26,000,000! The monetary costs are staggering, yet those huge payouts do little to repair the residual damage to the victims, collateral damage to the school's reputation, or restore eroded trust. More so, they do nothing to prevent it from happening today and in the future. These evil criminal acts cannot be tolerated. Increased awareness has provided innocent victims with the courage to report abuse; the next step is to provide those in a position to prevent these crimes with the tools to recognize and thwart abuses before they happen. Some of these efforts will be outlined later in this letter.

**Protecting Schools. Promoting Safety. Customizing Insurance.**

While sexual abuse claims are more expensive, employment claims happen with much higher frequency. The best method to combat these claims is knowledge and documentation. Schools need increased access to human resources expertise to properly handle employment situations and avoid costly claims arising out California's complex and constantly changing employment laws and regulations.

Charter schools, in particular, have had an emergence of crime losses in the form of employee embezzlement. These losses often occur over an extended period; this is problematic as the theft is discovered well after the fact, making investigation difficult and recovery of stolen funds impossible. Add the dark cloud of targeted school violence to the forecast, and a "perfect storm" of severe negative forces have developed over California charter schools.

Adverse insurance market conditions currently exist nationwide but are compounded for entities located in California with exponentially higher litigation expenses, settlement demands, and jury awards. This environment results in fewer insurance companies that are willing to provide the quality and limits of coverage that stimulate competitive pricing in the various lines of liability coverage.

While costs for property and liability coverages continue to escalate, one ray of sunshine is stable workers' compensation costs. Influenced by a strong economy, record low unemployment, and generally safer workplaces, workers' compensation costs are forecasted to remain stable for the near future.

## **CharterSAFE's 2019-20 Strategy to Maintain Stable Rates and Superior Coverage**

### ***Coverages and Services***

With ongoing pressures from various liability and property lines of coverage, the CharterSAFE team continues to creatively and proactively shelter members from the full impact of these conditions while continuing to provide the most comprehensive coverages and limits. Numerous focused coverage enhancements and risk-reduction measures will take effect in the 2019-20 coverage period. These changes, outlined below, directly address the national, statewide, and charter school-specific challenges detailed above. *(A summary of Material coverage changes effective for the 2019-20 renewal are in italicized. Please refer to the 2019-20 Memorandum of Coverage for full coverage details.)*

One notable effort is CharterSAFE's no-cost human resources (HR) support that is second-to-none. These services address the need for advanced expertise to navigate the myriad of labor laws and regulations. Taking it a step further, CharterSAFE will launch a robust, proprietary multi-module HR training program in July 2019 through our new learning management system – The CharterSAFE Learning Center. All members will have access to this program, which plans on rolling out one essential HR topic per month specific to California charter schools throughout the 2019-20 coverage period.

Two years ago, CharterSAFE launched a multi-year campaign to stem the tide of sexual molestation in member schools. Since last year, members were provided and are encouraged to adopt CharterSAFE's effective student/ staff interaction guidelines (Boundaries Policy). For the next step in this process, CharterSAFE is developing a sexual abuse prevention training module in the CharterSAFE Learning Center and will require that each member mandate the CharterSAFE Sexual Abuse Prevention Training for all staff. We expect to roll out this training in late summer. Child Abuse Mandated Reporter Training continues to be available to CharterSAFE

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members through Safeschools.com. The new training mandate serves both our efforts to reduce sexual abuse and molestation and to negotiate with insurance carriers to continue providing comprehensive coverage and limits for sexual abuse claims. While the traditional insurance market, in response to the increasing severity and frequency of sexual abuse claims, is offering less than \$10M of limits for sexual abuse, we are able to continue providing \$30M in limits with the same coverage quality by implementing this training mandate.

The following change to the CharterSAFE liability coverage is effective beginning with the 2019-20 coverage period:

- *Each employee of the Named Member is required to complete mandated training within 90 days of the implementation of the Sexual Abuse Prevention Training on the CharterSAFE Learning Center:*
  - *Named Members who satisfy this requirement will continue to enjoy the full \$30M per occurrence and aggregate for sexual abuse and molestation claims*
  - *Named Members who fail to satisfy this requirement will be afforded \$10M in aggregate limits for sexual abuse and molestation claims*
  - *This mandate must be satisfied annually to avoid reduced limits for sexual abuse and molestation claims*

Members that have repeated claims from the same cause indicates that effective post-loss mitigation procedures are not being implemented. To ensure membership-wide accountability and encourage greater focus on loss prevention, tiered member deductibles will apply to two specific types of losses:

- *Subject to Named Member’s claim experience beginning five years prior to the inception of the period of coverage up to the date of loss, one or more claims on your loss history will increase the deductible as follows:*
  - *Under Property, claims for Water Damage are subject to the following deductible schedule:*

<i>0 Prior Claims:</i>	<i>\$1,000 per occurrence</i>
<i>1 Prior Claim:</i>	<i>\$5,000 per occurrence</i>
<i>2 Prior Claims:</i>	<i>\$10,000 per occurrence</i>
<i>3 or more Prior Claims:</i>	<i>\$20,000 per occurrence</i>
  - *Under Crime, claims for Employee Dishonesty are subject to the following deductible schedule:*

<i>0 Prior Claims:</i>	<i>\$500 per occurrence</i>
<i>1 Prior Claim:</i>	<i>\$5,000 per occurrence</i>
<i>2 Prior Claims:</i>	<i>\$10,000 per occurrence</i>
<i>3 or more Prior Claims:</i>	<i>\$20,000 per occurrence</i>

An additional change is made to the Employee Dishonesty Supplemental Coverage:

- *Any loss occurring prior to the Named Member’s coverage effective date with CharterSAFE will be paid in excess of any coverage afforded by any prior carrier, and CharterSAFE’s total payments on these losses will not exceed \$100,000*

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- *If the Named Member has no prior coverage, CharterSAFE will only pay for the portion of the loss that occurred during the CharterSAFE coverage period*

To provide recovery assistance for incidents involving armed assailant(s) at school, an enhancement to the General Liability program will provide the following supplemental coverage for damages caused by an armed assailant:

- *\$100,000 Annual Aggregate limit has been added to cover:*
  - *Property losses, including business interruption and extra expense*
  - *Crisis response and public relations expenses*
  - *Funeral expenses and medical payments*

Additional coverage changes effective during the 2019-20 coverage period include:

- *Under Educators Legal liability - Individualized Education Program (IEP) Sublimit:*
  - *Coverage limits will remain at \$50,000 per occurrence/aggregate, but claims will only be paid on expenses incurred on or after the date that CharterSAFE receives claim notification from the Named Member.*
  - *Future claims payments will be made on a reimbursement basis to the Named Member, rather than paid directly to the legal defense provider*
  - *The coverage limit for plaintiff legal expenses will be increased from \$5,000 to \$7,500. This limit is inclusive of the \$50,000 aggregate.*
- *Under Employee Benefits Liability:*
  - *An exclusion has been added for claims based on failure to comply with STRS and PERS retirement programs.*

## **Rates**

CharterSAFE continues to provide stable rates in this unstable insurance environment without compromising the program's strong financial position and quality of coverage and services.

For the 2019-20 coverage renewal, CharterSAFE's pool-wide average rates have been held to a 18.5% increase for the property and liability package at a time when 30-40% rate increases or more for educational entities are common.

Good news, CharterSAFE's workers' compensation pool-wide average rates will see a 6.5% rate reduction!

These are rough times for charter schools, but you can be confident that CharterSAFE will be a trusted partner and adapt and thrive through the ever-changing environment alongside you. CharterSAFE was created with and continues to operate with a single purpose - to expertly serve the unique risk management and insurance needs of California charter schools - our members and owners.

We look forward to working with you in the 2019-20 policy period, and as always, we welcome your feedback on any of our services or coverages.

Best regards,

The CharterSAFE Team

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*California Charter Schools Joint Powers Authority • A Nonprofit*

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# Coversheet

## 2019-2020 Budget & Finance Committee Updates

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** A. 2019-2020 Budget & Finance Committee Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** III\_A -19-20 Budget Packet\_06\_01\_19.pdf



# PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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

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### FY 19/20 BUDGET CALENDAR

DATE	TASK
01/14/19	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY19/20
01/30/19	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/12/19	BOARD MEETING - FINANCE 19/20 BUDGET CALENDAR APPROVAL
02/13/19	DISCUSS OVERVIEW/DESIGN OF FY19/20 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/15/19	RELEASE FY19/20 BUDGET PACKETS
2/25/19 - 3/15/19	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. <b>(mandatory meeting w/department chairs)</b>
03/01/19 - 03/15/19	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. <b>**PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**</b>
3/18/19 - 3/22/19	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. <b>**ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**</b>
03/29/19	Budget due to finance office
04/08/19	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/19	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/19/19	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY19/20 BUDGETS.
04/24/19	LTSP COMMITTEE RECEIVES FY19/20 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/03/19	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY19/20 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY19/20 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/13/19	BUDGET/FINANCE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/21/19	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
05/28-05/29, 06/05	3 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY19/20 BUDGET
06/18/19	FY19/20 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/21-06/23/19	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

## PALISADES CHARTER HIGH SCHOOL

2018-19 Estimated Actuals 2019-20 B/F Recommended Budget as of 5/29/19

	2017-2018 Unaudited Actuals (6/30/18)	Board Approved 2018/19 Budget Updates (10/16/18)	2018-2019 Estimated Actuals	2019-2020 Presented Budget 5/28/19	2019-2020 B/F Recommendations 5/29/19	Changes from 5/28 to 5/29	Comments/ Changes
ADA ESTIMATES/ACTUAL FUNDED		2,867	2,834	2,857	2,880	23	Recommended ADA at capacity (3,000 enrollment)
LCFF FUNDING PER ADA		\$ 9,873	\$ 9,868	\$ 10,203	\$ 10,203		Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student
EPA Funding-Prop 30	4,657,544	5,061,334	5,006,518	5,047,149	5,093,230	46,081	Per FCMAT Calc 5/20/19
LCFF Entitlement - State Aid - <b>Current Year</b>	15,142,505	16,327,203	16,356,478	16,466,217	16,595,530	129,313	Per FCMAT Calc 5/20/19
LCFF Entitlement - State Aid - <b>PY adjustments</b>							
ADA Adjustment 1/2019							
LCFF PY Adjustments	(265,161)						
C S Funding in Lieu of PropTax -	7,281,331	6,917,354	6,604,195	7,636,566	7,695,822	59,256	Per FCMAT Calc 5/20/19
C S Funding in Lieu of PropTax - PY adjustments	-						
LCFF Funding-Total	26,816,219	28,305,891	27,967,191	29,149,932	29,384,582	234,650	
NCLB:T1,Basic School Support	281,972	308,894	321,894	335,085	337,783	2,698	
Special Ed: IDEA Basic Local Assistance Entitlement	565,541	568,813	568,813	587,356	587,356	-	
NCLB:TII, Teacher Quality/ESSA	57,519	64,848	64,848	66,962	66,962	-	
ESSA:TIV,Student Support and Academic Enrichment	-	-	18,335	18,933	18,933	-	
MAA-Medical Reimbursements	16,925	-	-	-	-	-	
Perkins	24,736	29,570	29,570	37,000	37,000	-	
DOR-Rehab	8,550	20,000	20,000	20,652	20,652	-	
AP Fees	3,359	-	-	-	-	-	
Child Nutrition Program	362,687	397,851	316,851	357,784	357,784	-	Adjusted for 4/19 results
Federal Revenues-Total	1,321,289	1,389,976	1,340,311	1,423,773	1,426,470	2,698	
Prop. 39 energy	220,105	-	-	-	-	-	
State Lottery:Non Prop 20 - <b>Current Year</b>	461,509	448,182	448,182	451,819	455,457	3,637	\$151/ADA
State Lottery:Non Prop 20 - <b>PY adjustments</b>	-	9,542	9,541	-	-	-	
Child Nutrition: School Programs	30,495	33,380	29,080	30,055	30,055	-	Adjusted for 4/19 results
Mandated Costs Reimbursement	125,271	131,554	131,554	133,908	134,986	1,078	\$46.87/ADA 2019/20
Classified School Employees Professional Development Block Grant		-	13,998			-	
One Time Discretionary Grant	419,051	535,301	535,301			-	No one time \$\$ in 19/20
State Lottery:Prop 20 Inst Matls- <b>Current Year</b>	176,959	157,746	157,746	159,026	160,306	1,280	\$53/ADA
State Lottery:Prop 20 Ins Matls- <b>PY adjustments</b>	-	15,218	15,218	-	-	-	
Special Education- AB602	1,681,851	1,687,258	1,687,258	1,756,402	1,770,542	14,140	\$557.57/ADA
Student ID/CAHSEE	4,860	13,111	13,111	13,111	13,111	-	
CTE Grant	527,117	-	-	-	-	-	\$170,000 pending
College Readiness Block Grant	124,016	11,032	11,032	-	-	-	
Low-Performing Students Block Grant			37,545	37,545	37,545	-	recognize 2nd 1/2 of grant in 19/20
LAUSD-Sp Ed Grants (Option 3)	172,997	163,850	354,835	204,835	204,835	-	Extra SpED COP Grant/Step Grants(round 2) 2019/lower expected 2019/20
Other State Revenues-Total	3,944,232	3,206,174	3,444,401	2,786,702	2,806,837	20,135	
Food Service Sales	202,852	190,255	267,755	299,276	299,276	-	Adjusted for 4/19 results
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,116,993	1,101,400	1,078,874	1,083,000	1,083,000	-	
Interest	115,788	112,932	132,825	129,459	129,459	-	
Fundraising	343,734	488,004	374,580	500,000	500,000	-	
Other Local Revenues-Total	1,779,367	1,892,591	1,854,035	2,011,735	2,011,735	-	Total Increase in Revenue from 18/19 to 19/20:
Total Revenue	33,861,107	34,794,632	34,605,937	35,372,141	35,629,624	257,483	103%
Teachers	12,976,082	12,757,083	12,817,291	12,817,291	12,817,291	-	
School Admin	900,745	916,313	905,118	905,118	905,118	-	
Librarians	127,764	129,463	129,614	129,614	129,614	-	
Guidance,Welfare (Counselors)	698,603	723,633	722,863	722,863	722,863	-	
Other Support/Impact of / Step and Column	-	(150,000)		140,065	140,065	-	
Reduced Auxiliaries/Periods-Net	-	(100,000)		(65,390)	(95,390)	(30,000)	removing 2 aux
Less: 1 FTE not replacing				(66,472)	(66,472)	-	
Certificated Salaries	14,703,193	14,276,492	14,574,885	14,583,089	14,553,089	(30,000)	
Inst'l Aides	905,595	971,377	910,455	1,050,455	1,050,455	-	Adding 5 SpEd Aides-Net

PALISADES CHARTER HIGH SCHOOL  
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<b>ADA ESTIMATES/ACTUAL FUNDED</b>		2,867	2,834	2,857	2,880	23	<i>Recommended ADA at capacity (3,000 enrollment)</i>
<b>LCFF FUNDING PER ADA</b>		\$ 9,873	\$ 9,868	\$ 10,203	\$ 10,203		<i>Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student</i>
Admin. Sal	435,684	412,863	410,452	410,452	410,452	-	
Clerical/Office	1,829,675	1,968,726	1,982,065	1,943,331	1,943,331	-	<i>Less: 1 FTE</i>
Maint./Oper	107,143	107,014	113,204	113,204	113,204	-	
Food Services	46,488	46,410	47,682	47,682	47,682	-	
Math Paraprofessionals	84,181	170,000	163,756	163,756	163,756	-	
Other Classified	1,183,398	986,461	961,543	961,543	961,543	-	
Impact Step and Column	-	56,000	-	79,360	79,360	-	
Proposed New Positions/Hours	-	80,000	-	-	-	-	
Classified Salaries	4,592,164	4,798,851	4,589,158	4,769,783	4,769,783	-	
<b>Total Salaries</b>	<b>19,295,357</b>	<b>19,075,343</b>	<b>19,164,043</b>	<b>19,352,873</b>	<b>19,322,873</b>	<b>(30,000)</b>	
STRS - Certificated (ER 16.28%, 16.70% in 19/20)	2,059,405	2,324,213	2,372,791	2,435,376	2,430,366	(5,010)	
PERS - Classified (ER 18.06%, 20.733% in 19/20)	609,158	866,768	696,194	830,692	830,692	-	
OASDI Regular - Certificated	14,330	15,000	15,000	15,000	15,000	-	
OASDI Regular - Classified	277,840	297,529	284,528	295,727	295,727	-	
OASDI Medicare - Certificated	209,576	210,634	211,336	211,455	211,020	(435)	
OASDI Medicare - Classified	67,090	69,583	66,543	69,162	69,162	-	
Health & Welfare Benefits - Certificated	2,302,720	2,335,548	2,380,858	2,430,926	2,430,926	-	
Health & Welfare Benefits - Classified	1,115,968	1,181,164	1,202,208	1,218,961	1,218,961	-	
Unemployment Insurance - Certificated	11,188	11,716	14,212	14,425	14,425	-	
Unemployment Insurance - Classified	4,795	4,879	5,962	6,052	6,052	-	
Workers' Compensation - Certificated	146,742	143,191	156,560	135,000	145,000	10,000	
Workers' Compensation - Classified	59,333	64,082	51,258	45,000	51,000	6,000	
Other Employment Benefits - Certificated (LT Benefits)	203,094	263,000	222,778	483,000	250,000	(233,000)	<i>19/20 funding at historical levels (\$483K) (18/19 Pay as you go amount)</i>
Other Employment Benefits - Classified (LT Benefits)	26,134	48,000	48,504	208,000	50,000	(158,000)	<i>19/20 funding at historical levels (\$208K) (18/19 Pay as you go amount)</i>
Employee Benefits	7,107,370	7,835,308	7,728,732	8,398,775	8,018,330	(380,445)	
<b>Total Salary &amp; Benefits</b>	<b>26,402,727</b>	<b>26,910,651</b>	<b>26,892,775</b>	<b>27,751,648</b>	<b>27,341,203</b>	<b>(410,445)</b>	
Textbooks	156,447	99,583	64,379	48,094	25,289	(22,804)	
Instructional Materials	303,557	240,000	238,877	230,132	105,132	(125,000)	
Non-capitalized Equipment	540,471	335,547	145,000	107,199	99,644	(7,555)	
Other Supplies	220,386	165,000	165,000	150,000	150,000	-	
Food Service Supplies	231,314	247,776	252,776	268,754	268,754	-	
<b>Books &amp; Supplies</b>	<b>1,452,174</b>	<b>1,087,906</b>	<b>866,032</b>	<b>804,178</b>	<b>648,819</b>	<b>(155,359)</b>	
Personnel Services-Mileage	6,817	4,060	4,060	4,197	4,197	-	
Travel/Conference	101,280	36,034	43,534	35,000	35,000	-	<i>Title 2 funding only</i>
Due/Memberships (Subscriptions)	299,208	404,160	302,392	330,491	330,491	-	
Insurance	183,815	173,678	174,603	193,700	193,700	-	
Operation and Housekeeping Services	308,389	683,850	203,989	181,650	181,650	-	
Utilities	459,712	-	411,000	411,000	411,000	-	
Rentals/Leases/Repairs & Noncapitalized Improvements	510,828	578,254	465,000	445,071	354,019	(91,052)	
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860)	3,097,378	2,370,680	4,032,312	3,292,784	3,412,061	119,276	<i>Increased consulting expenses for special ed NPS, mental health services (LAUSD, \$300K), and legal</i>
Pupil Transportation	689,084	712,651	626,281	584,087	584,087	-	<i>Budget approved includes board recommended \$240K scholarship account</i>
Other Expenses	233,213	279,837	152,768	135,643	135,643	-	
Communications	70,315	279,837	72,000	75,393	75,393	-	<i>CPI reflection</i>
Services, Other Operating Exp	5,960,039	5,243,204	6,487,938	5,689,017	5,717,241	28,224	
<b>Capital Outlay (6100-6500) -Total (Detail Below)</b>	<b>-</b>	<b>610,890</b>	<b>424,363</b>	<b>618,984</b>	<b>428,984</b>	<b>(190,000)</b>	<b>Capital Reduction in spending</b>
Sites & Improvement (6100)	-	-	-	-	-	-	

PALISADES CHARTER HIGH SCHOOL

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		\$ 9,873	\$ 9,868	\$ 10,203	\$ 10,203		Per FCMAT Calc 5/20/19, CDE lowered ADA by \$50/Student
Bldgs & Improvement (6200)	-	375,890	375,890	383,984	193,984	(190,000)	90% of 18/19 capital budget (\$375K*.9 = \$337K + \$46K-pool/permits)
Equipment-Technology (6400)	-	235,000	-	235,000	235,000	-	Federal e-rate project
Equipment/Furniture Replacement (6500)	-	-	48,473	-	-	-	
Depreciation Expense	637,921	860,000	860,000	860,000	900,000	40,000	
Interest	44,961	52,932	52,932	37,459	37,459	-	Pool/Track Loan Interest Payments
Indirect Cost (Total charter school supervisory oversight fees only)	268,177	284,528	279,672	291,499	293,846	2,347	Indirect cost = 1% of LCFF
Total Expenses-Financial Reporting Basis	34,765,997	34,439,221	35,439,349	35,433,801	34,938,568	(495,233)	
Total Expenses-Cash Reporting Basis	34,128,077	34,190,111	35,003,712	35,192,785	34,467,552	(725,233)	
Financial Reporting Basis-Adjusted for Depreciation (before L/T Benefit accrual)	(904,890)	355,411	(833,412)	(61,660)	691,056	752,716	
Net Reserve Fund Increase(Reduction)-Cash Basis	(266,970)	604,521	(397,774)	179,356	1,162,072	982,716	
Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB (\$1,391,880)	(749,445)		1,120,598	700,880	1,091,880	391,000	Based on acutarial study done on 6/30/18
Revised Financial Reporting	(986,642)		(1,954,010)	(762,540)	(400,824)	361,716	

**Expense Summary**

PCHS TEXTBOOKS			#
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Expense		18/19 Spending	Original Request (19/20)	Admin Recommended	B/F Recommended	Comments
AA Team		\$ 524				
ACADEC			\$ -			
EL Program		\$ 2,855				
English		\$ 15,011	\$ 7,650	\$ 7,650	\$ 3,500	
Foreign Language		\$ 6,054	\$ 6,000	\$ 6,000	\$ -	
Leadership						
Library		\$ 6,118	\$ 9,850	\$ 9,850	\$ -	
Math		\$ 415				
Mindfulness						
Science		\$ 6,000	\$ 5,300	\$ 500	\$ 2,400	per vieira - will use open source material
Social Science		\$ 12,983				
Special Ed		\$ -				
Summer School		\$ 2,041				
						Calhoun books to discuss next meeting (adoption cycle) (Tami still to follow up) - FOLLOW UP: improved content, organized better to fit curriculum, within the book, there are environmental, nutritional, & cultural issues that are food related addressed
Tech Ed		\$ 2,400	\$ 8,208	\$ 8,208	\$ 3,121	
Temescal		\$ -				
						6-7 of theatre books for a class set - replacement books \$2.5K for AP Art (committee wants clarity) Play Pro class kids are broken up into groups (i.e. publicity, costume, props) Each group shares a book. 1 reference book per group "class set"
VAPA		\$ 3,690	\$ 6,118	\$ 6,118	\$ 2,500	
Virtual Academy		\$ 13,768	\$ 20,000	\$ 13,768	\$ 13,768	18/19 FY Used Accelerate Education, includes textbook purchases (new programs?) (Chris) (Any textbook used will be returned to library)
Textbook repair (placeholder)		\$ (9,222)		\$ (9,000)		
Master schedule Adj				\$ 5,000		
<b>Total</b>	<b>\$97,183</b>	<b>\$ 62,637</b>	<b>\$ 63,126</b>	<b>\$ 48,094</b>	<b>\$ 25,289</b>	

Expense Summary

PCHS IMA		#
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Expense	18/19 Budgeted	18/19 Expended (4/19/19)	4 Year Average	Above Baseline	Total	Admin Recommended	Budget/Finance Recommended	Comments	Meeting Notes
AA Team	\$ 15,500.00	\$ 11,809.52	\$ 4,973.86	18,301.14	\$ 23,275.00	\$ 16,175.00			
Academic Decathlon	\$ 4,800.00	\$ 3,346.46	\$ 4,325.45	8,074.55	\$ 12,400.00	\$ 4,050.00			
Athletics /Athletic Director	\$ 28,000.00	\$ 21,281.28	\$ 8,020.51	16,479.50	\$ 24,500.00	\$ 15,000.00		recent addition of uniforms last 2 years impacting budget	
Attendance	\$ 3,600.00	\$ 1,796.51	\$ 2,516.94	983.07	\$ 3,500.00	\$ 2,516.94			
Career Center	\$ 1,088.00	\$ 277.36	\$ 508.48		\$ 508.48	\$ 508.48			
College Center	\$ 6,860.00	\$ 1,703.92	\$ 758.87	7,750.00	\$ 8,508.87	\$ 2,500.00			
Counseling	\$ 5,799.00	\$ 4,294.06	\$ 6,333.77		\$ 6,333.77	\$ 6,833.77		to cover mailings	
EL Program	\$ 3,000.00	\$ 1,682.37	\$ 3,950.59		\$ 3,950.59	\$ 3,950.59		LCAP	
English	\$ 4,183.00	\$ 1,097.87	\$ 2,447.23	2,352.78	\$ 4,800.00	\$ 2,447.23		4 year average	
Fuerza Unida/FACTOR		\$ 529.54	\$ 440.00	1,460.00	\$ 1,900.00	\$ 1,900.00			
Health (Nurse's Office)	\$ 2,000.00	\$ 1,464.18	\$ 3,956.98		\$ 3,956.98	\$ 2,000.00			
Leadership Class	\$ 1,500.00		\$ 67.84	182.16	\$ 250.00	\$ 180.00			
Library	\$ 4,565.00	\$ 7,368.29	\$ 3,769.87		\$ 3,769.87	\$ 3,769.87			
Link Crew		\$ 1,568.33	\$ -		\$ -	\$ 4,200.00		hospitality spend - \$1,568.33 (Booster Club covered costs of t-shirts and hospitality last year)	
Math	\$ 2,500.00	\$ 1,576.81	\$ 5,637.07	10.00	\$ 5,647.07	\$ 5,647.07		4 year average	
Mental Health - DID NOT RECEIVE					\$ -	\$ 500.00			
MESA	\$ 1,500.00	\$ 885.83	\$ 1,000.28		\$ 1,000.28	\$ 1,000.28			
Pali Academy	\$ 1,500.00	\$ 2,263.30	\$ 2,263.30	2,100.00	\$ 4,363.30	\$ 2,263.30		for maximum enrollment @ 4 year	
PE	\$ 9,000.00	\$ 14,942.12	\$ 7,799.39	200.00	\$ 7,999.39	\$ 7,799.39			
Science	\$ 65,000.00	\$ 54,714.12	\$ 63,079.22	5,520.78	\$ 68,600.00	\$ 64,200.00		current year spending + new courses added	
Security (Deans)	\$ 3,050.00	\$ 2,125.14	\$ 5,391.16	1,408.85	\$ 6,800.00	\$ 2,900.00			
SLC-POD (PLC) - Absorbed under AA room					\$ -				
Social Science	\$ 2,564.00	\$ 1,099.97	\$ 2,844.68		\$ 2,844.68	\$ 2,844.68			
Special Ed	\$ 15,908.00	\$ 5,569.02	\$ 6,769.02	1,200.00	\$ 6,769.02	\$ 6,769.02			
Special Ed - 504 Case Manager - DID NOT RECEIVE					\$ -	\$ 500.00			
Study Center	\$ 700.00	\$ 182.83	\$ 396.82	603.18	\$ 1,000.00	\$ 400.00		seek funding from boosters	
Summer School	\$ 500.00	\$ 3,344.38	\$ 2,653.33	275.00	\$ 2,928.33	\$ -		separate DLA vs credit recov	
Tech Ed	\$ 11,012.00	\$ 14,597.88	\$ 8,951.61	33,548.39	\$ 42,500.00	\$ 19,000.00		There are CTE related expenses in the Tech Ed Dept.	
Testing				\$1,500	\$ 1,500.00	\$ 1,500.00		headphones	
TVN		\$ 529.54	\$ 325.00	3,000.00	\$ 3,325.00	\$ 1,500.00			
VAPA	\$ 70,000.00	\$ 65,934.52	\$ 54,671.86	16,231.14	\$ 70,903.00	\$ 60,000.00		in line with 4 year average, and class enrollment	
Virtual Academy	\$ 888.00	\$ 61.30	\$ 888.17		\$ 888.17	\$ 888.17		reconsidering budget line	
World Language	\$ 1,898.00	\$ 1,214.01	\$ 2,000.00	899.34	\$ 2,899.34	\$ 2,000.00		incorporated current year spending levels for world languages	
Unspent IMA (15% of total IMA)	\$ (28,047.00)					\$ (40,611.57)		Total IMA (\$270,744) less 15% unspent	
		\$ 954.93							
<b>Total</b>	<b>\$ 238,868.00</b>	<b>\$ 225,952.09</b>	<b>\$ 206,741.27</b>	<b>\$ 122,079.86</b>	<b>\$ 327,621.12</b>	<b>\$ 205,132.20</b>	<b>\$ 105,132.20</b>	<b>&lt;-- total amount recommended</b>	<b>\$ -</b>

2018-2019 Budget-Approved  
Original Requested 18/19

\$ 336,000

**Palisades Charter High School**  
**Office Supplies**  
**18/20 Estimate 19/20 Budget**

Sum of Amount	Column Labels					
Row Labels	CAFÉ	COPY PAPER	SCHOOLWIDE TECH	TECH TEAM	TONER	Grand Total
AKINS IT, INC.			\$ 508.74			\$ 508.74
AMAZON			\$ 1,268.35	\$ 387.00		\$ 1,655.35
CAFÉ DEPOSIT SLIPS	\$ 63.42					\$ 63.42
CDW GOVERNMENT, INC.			\$ 2,407.21	\$ 1,064.60		\$ 3,471.81
Complete Business Systems		\$ 1,527.53				\$ 1,527.53
LISA SAXON			\$ 74.47			\$ 74.47
MONOPRICE INC			\$ 203.32			\$ 203.32
OFFICE CONNECTION		\$ 42,789.92				\$ 42,789.92
PDF FILLER INC				\$ 480.00		\$ 480.00
STAPLES ADVANTAGE		\$ 430.50			\$ 222.99	\$ 653.49
TERRA TONER					\$ 13,102.53	\$ 13,102.53
<b>Grand Total</b>	<b>\$ 63.42</b>	<b>\$ 44,747.95</b>	<b>\$ 4,462.09</b>	<b>\$ 1,931.60</b>	<b>\$ 13,325.52</b>	<b>\$ 64,530.58</b>
<b>19/20 Budgeted Amount</b>		<b>\$ 36,500.00</b>	<b>\$ 15,000.00</b>	<b>\$ 3,500.00</b>	<b>\$ 25,000.00</b>	<b>\$ 80,000.00</b>

**Palisades Charter High School**  
**Other Supplies**  
**18/19 Estimate and 19/20 Budget**

Sum of Amount	Column Labels								
Row Labels	CAFÉ	COLLEGE READINESS	HOSPITALITY - FUNDRAISED	HUMAN RESOURCES	LCAP - HOSPITALITY	SCHOOLWIDE SUPPLIES	SCHOOLWIDE SUPPLIES - fundraised	TITLE 2	Grand Total
ACCURATE LABEL DESIGNS					\$ 89.74	\$ 150.95			\$ 240.69
ADP, INC.						\$ 20,423.06			\$ 20,423.06
AMAZON				\$ 25.99					\$ 25.99
AMIR OSTERWEIL				\$ 65.65					\$ 65.65
CALIFORNIA SCIENCE CENTER							\$ 83.50		\$ 83.50
CHARTWELLS DINING SERVICE		\$ 603.44	\$ 10,484.50		\$ 1,022.50			\$ 26.00	\$ 12,136.44
DAYBREAK BOOKSTORE				\$ 80.49					\$ 80.49
DIDDY RIESE COOKIES		\$ 356.25							\$ 356.25
DOMINOS PIZZA		\$ 421.19	\$ 1,113.07		\$ 1,459.88				\$ 2,994.14
EAGLE SPORTS AND AWARDS							\$ 900.86		\$ 900.86
GELSONS MARKET			\$ 33.91						\$ 33.91
GIOVANNI STEWART		\$ 187.45							\$ 187.45
HERFF JONES, INC.						\$ 21,744.62			\$ 21,744.62
INDEED				\$ 621.98					\$ 621.98
JENNIFER PEEKS								\$ 44.70	\$ 44.70
LAUSD SUPPLIES						\$ 2,684.67			\$ 2,684.67
LAUSD-REPRO						\$ 168.00			\$ 168.00
LUIS VELASCO					\$ 640.00				\$ 640.00
MENDOCINO FARMS			\$ 234.99						\$ 234.99
NOAHS BAGELS			\$ 781.67		\$ 461.80				\$ 1,243.47
NOVA VISION						\$ 1,991.89			\$ 1,991.89
OFFICE DESIGNS				\$ 729.21					\$ 729.21
OPTIMIST CLUB						\$ 150.96	\$ 294.03		\$ 444.99
Palisades Charter High School				\$ 380.00					\$ 380.00
PALISADES GARDEN CAFE								\$ 458.50	\$ 458.50
PAVILIONS			\$ 50.85						\$ 50.85
PINOCCHIO IN CUCINA			\$ 263.30						\$ 263.30
PO						\$ 60.88			\$ 60.88
RALPHS			\$ 37.51						\$ 37.51
RYDIN DECAL						\$ 251.85			\$ 251.85
Scantron Corp						\$ 4,709.52			\$ 4,709.52
SPECIAL EDUCATION - SCRIPT							\$ 200.00		\$ 200.00
STAPLES ADVANTAGE	\$ 60.88			\$ 915.93		\$ 1,811.23			\$ 2,788.04
STEIN HOUSE						\$ 21.99			\$ 21.99
SUNSHINE CLUB			\$ 191.29				\$ 603.16		\$ 794.45
VISTA PRINT						\$ 470.14			\$ 470.14
WELDON, WILLIAMS & LICK, iNC.						\$ 563.02			\$ 563.02
<b>Grand Total</b>	<b>\$ 60.88</b>	<b>\$ 1,568.33</b>	<b>\$ 13,191.09</b>	<b>\$ 2,819.25</b>	<b>\$ 3,673.92</b>	<b>\$ 55,202.78</b>	<b>\$ 2,081.55</b>	<b>\$ 529.20</b>	<b>\$ 79,127.00</b>

Budgeted Amounts

**\$ 70,000.00**



**Palisades Charter High School  
Non-Captialized Equipment  
18/19 Estimate and 19/20 Budget**

Sum of Amount	Column Labels							
Row Labels	FURNITURE	OPERATIONS	POOL	SCHOOLWIDE TECH	SPECIAL ED	SPED COP	TECH TEAM	Grand Total
AED SUPERSTORE			\$ 1,175					\$ 1,175
AKINS IT, INC.				\$ 2,990				\$ 2,990
ALLIED REFUND			\$ (59)					\$ (59)
AMAZON	\$ 191	\$ -	\$ 1,426	\$ 819	\$ 964	\$ 2,581		\$ 5,981
APPLE COMPUTER, INC.				\$ 204				\$ 204
CDW GOVERNMENT, INC.	\$ 3,826			\$ 18,984		\$ 6,498	\$ (532)	\$ 28,777
ECLIPSE HEATING AND AIR CONDITIONING,INC		\$ 4,790						\$ 4,790
EHP SOLUTIONS							\$ 1,510	\$ 1,510
K-LOG, INC.		\$ 5,361			\$ 2,102			\$ 7,463
KML GROUP		\$ 5,513						\$ 5,513
KNORR SYSTEMS, INC.			\$ 3,361					\$ 3,361
LIGHTWERKS				\$ 26,174				\$ 26,174
MONOPRICE INC				\$ 358				\$ 358
SCHOOL OUTFITTERS	\$ 18,830	\$ -			\$ 1,519			\$ 20,349
STAPLES ADVANTAGE	\$ 2,253	\$ 1,249			\$ 1,786			\$ 5,288
STS EDUCATION				\$ 922				\$ 922
TOTAL FENCE SOLUTIONS INC			\$ 1,700					\$ 1,700
LAUSD SUPPLIES	\$ 12,360							\$ 12,360
BELNICK RETAIL	\$ 600							\$ 600
<b>Grand Total</b>	<b>\$ 38,061</b>	<b>\$ 16,912</b>	<b>\$ 7,603</b>	<b>\$ 50,451</b>	<b>\$ 6,371</b>	<b>\$ 9,079</b>	<b>\$ 978</b>	<b>\$ 129,455</b>
<b>Furniture exceeding \$5,000 in cost (Capitalized)</b>	\$ 48,473							
<b>Total Furniture Expenses</b>	<u>\$ 86,534</u>							
Furniture (10% reduction in budget)	\$ 74,700							
19/20 Budgeted	<u>\$ -</u>	<u>\$ 52,000</u>	<u>\$ 11,332</u>	<u>\$ 36,312</u>				<u>\$ 99,644</u>

**Palisades Charter High School  
Mileage and Professional Development  
18/19 Estimate and 19/20 Budget**

Sum of Expenditures		Res.PrjY					18/19	19/20		
Object	Vendor Name	GENERAL FUND	TITLE 2	SPED	LCAP	CLASSIFIED PD	Grand Total	Estimated Actuals	Budgeted Amount	Comments
5210	ALFRED STEVEN CUENCO	\$ 184					\$ 184			
	DAVID MOO	\$ 74					\$ 74			
	HELEN KWOK	\$ 45					\$ 45			
	JASMINE GEORGE			\$ 26			\$ 26			
	JOHN ACHEN	\$ 308					\$ 308			
	JOHN RAUSCHUBER		\$ 113				\$ 113			
	KEVIN LORICK	\$ 40					\$ 40			
	lyft.com	\$ 99		\$ 140			\$ 239			
	MYRNA CERVANTES		\$ 372				\$ 372			
	PAMELA MAGEE	\$ 273					\$ 273			
	RUSSEL HOWARD	\$ 795					\$ 795			
	SPED PARENT			\$ 914			\$ 914			
<b>5210 Total</b>		<b>\$ 1,818</b>	<b>\$ 485</b>	<b>\$ 1,080</b>			<b>\$ 3,383</b>	<b>\$ 4,060</b>	<b>\$ 4,197</b>	<b>CPI Increase</b>
5220	ADELINA ALEMAN		\$ 205				\$ 205			
	AMERICAN AIRLINES		\$ 229			\$ 137	\$ 365			
	APSI SAN GABRIELLE - 626-688-9	\$ 850					\$ 850			
	BIRMINGHAM COMMUNITY CHARTER H.S	\$ 675					\$ 675			
	CALIFORNIA ASSOCIATION OF - 90	\$ 753					\$ 753			
	CALIFORNIA CHARTER SCHOOL ASSOCIATION	\$ 163					\$ 163			
	CASBO CENTINELA-SOUTH BAY SUBSECTION	\$ 280					\$ 280			
	CONVERCENT, INC.				\$ 3,000		\$ 3,000			
	CORONET MOTEL - 650-3261081, C		\$ 1,632				\$ 1,632			
	CSADA	\$ 250					\$ 250			
	EB CRITICAL CHARTER S - 801-41	\$ 396					\$ 396			
	FREDPRYOR CAREERTRACK - 800-55	\$ 149				\$ 3,600	\$ 3,749			
	FRONTLINE TECHNOLOGIES GROUP LLC					\$ 1,390	\$ 1,390			
	GREGORY WOOD	\$ 61					\$ 61			
	HELEN KWOK	\$ 18					\$ 18			
	HILTON GARDEN INN - RANCHO MIR	\$ 563					\$ 563			
	HUMAN RIGHTS CAMPAIGN FOUNDATION /		\$ 676		\$ 338		\$ 1,014			
	INFINITE CAMPUS	\$ 300	\$ 300			\$ 900	\$ 1,500			
	JASMINE GEORGE			\$ 350			\$ 350			
	JILL BARKER		\$ 199				\$ 199			
	JOHN ACHEN	\$ 563					\$ 563			
	JOHN RAUSCHUBER		\$ 850				\$ 850			
	LA COUNTY OF EDUCATION A/R UNIT	\$ 80					\$ 80			
	LACOE				\$ 150		\$ 150			
	MARY BUSH			\$ 58			\$ 58			
	ORANGE COUNTY DEPARTMENT OF EDUCATION		\$ 775				\$ 775			
	PAMELA MAGEE	\$ 134					\$ 134			
	PEYMAN NAZARIAN		\$ 1,500				\$ 1,500			
	QUEEN MARY HOTEL - LONG BEACH,				\$ 3,649		\$ 3,649			
	RESIDENCE INN DOWNTOWN - SACRAMENTO, CA		\$ 1,520			\$ 760	\$ 2,280			
SHAW HR CONSULTING	\$ 499					\$ 499				

**Palisades Charter High School  
Mileage and Professional Development  
18/19 Estimate and 19/20 Budget**

Sum of Expenditures		Res.PrjY					18/19	19/20		
Object	Vendor Name	GENERAL FUND	TITLE 2	SPED	LCAP	CLASSIFIED PD	Grand Total	Estimated Actuals	Budgeted Amount	Comments
5220	SHERATON - SACRAMENTO, CA	\$ 713					\$ 713			
	SHERATON SAN DIEGO MARINA - 61		\$ 145				\$ 145			
	SMF IRON HORSE TAVERN - SACRAMENTO, CA	\$ 14					\$ 14			
	SOCIAL THINKING		\$ 270				\$ 270			
	SOUTHWEST AIRLINES	\$ 244	\$ 645			\$ 118	\$ 1,007			
	TAMI CHRISTOPHER	\$ 307					\$ 307			
	TAXI SVC GARDENA - GARDENA, CA			\$ 48			\$ 48			
	THE MARINA INN ON SAN - SAN LEANDRO, CA			\$ 385			\$ 385			
	THE MASTER TEACHER - 800-669-9000, KS		\$ 39				\$ 39			
	WESTERN JUSTICE CENTER				\$ 7,500		\$ 7,500			
	WPY*CTE Conference - 855-46937	\$ 968					\$ 968			
YOUNG MINNEY CORR	\$ 250					\$ 250				
<b>5220 Total</b>		<b>\$ 8,230</b>	<b>\$ 8,986</b>	<b>\$ 841</b>	<b>\$ 14,637</b>	<b>\$ 6,905</b>	<b>\$ 39,599</b>	<b>\$ 43,534</b>	<b>\$ 35,000</b>	Title 2 Only
<b>Grand Total</b>		<b>\$ 10,048</b>	<b>\$ 9,471</b>	<b>\$ 1,921</b>	<b>\$ 14,637</b>	<b>\$ 6,905</b>	<b>\$ 42,982</b>	<b>\$ 47,594</b>	<b>\$ 39,197</b>	

Palisades Charter High School  
Subscriptions\_Digital Licenses  
18/19 Estimate and 19/20 Budget

Sum of Expenditures	Res.PrjY									18/19	19/20		
Vendor Name	Cafe	College Center	Ed Fund	HR	Pool	School-Wide	Science	Special Ed	LCAP	Grand Total	Estimated Actuals	Budgeted Amount	Comments
A2 HOSTING						\$ 212				\$ 212	\$ 212.00		?
ACCREDITING COMMISSION FOR SCHOOLS						\$ 1,020				\$ 1,020	\$ 1,020.00	\$ 1,020.00	WASC
ACHIEVE 3000						\$ 2,100				\$ 2,100	\$ 2,100.00	\$ 2,100.00	ELL/Literacy Program Subscription
ACSA						\$ 725				\$ 725	\$ 725	\$ 725	Membership for Administration Association
ACTIVELY LEARN INC						\$ 4,170				\$ 4,170	\$ 4,170	\$ 4,170	Content for Reading/Comprehension Question
ADOBE *CREATIVE CLOUD						\$ 240				\$ 240	\$ 240		Program for Forms, captured in CDWG line
AKINS IT, INC.						\$ 35,105				\$ 35,105	\$ 35,105	\$ 67,541	Software licensing (network, spam, antivirus, cloud service)
AmazonPrime						\$ 100				\$ 100	\$ 171	\$ 171	Membership for Site
BOARD ON TRACK						\$ 12,991				\$ 12,991	\$ 12,991	\$ 12,991	Board needed
BRIGHT BYTES INC.						\$ 1,600				\$ 1,600	\$ 1,600	\$ 5,350	Tool to get Survey on ISTE Standards
CAL CHAMBER OF COMMERCE						\$ 190				\$ 190	\$ 190	\$ 190	Local Membership
CALENDLY						\$ 576				\$ 576	\$ 576	\$ 576	Local Membership
California Charter Schools Association						\$ -				\$ -	\$ -	\$ -	
CDW GOVERNMENT, INC.						\$ 8,112				\$ 8,112	\$ 9,272	\$ 34,907	Software licensing (Adobe CS, Barracuda)
CENTER FOR EDUCATION AND EMPLOYMENT LAW						\$ 195			\$ 179	\$ 374	\$ 374	\$ 374	Legal/Safety Updates
CONVERCENT, INC.						\$ 250				\$ 250	\$ 250	\$ 250	Whistleblower
DESIGN SCIENCE INC.						\$ 508				\$ 508	\$ 508	\$ 508	?-Math equation software
DipJar			\$ 99							\$ 99	\$ 99	\$ 99	Fundraising software
Dropbox						\$ 99				\$ 99	\$ 99	\$ 99	File management
EBSCO ACCOUNTS RECEIVABLE						\$ 367				\$ 367	\$ 367	\$ 367	Magazine Subscription
EDLIO						\$ 4,896				\$ 4,896	\$ 4,896	\$ 4,896	Web Site sub
ENCOMIUM PUBLICATIONS									\$ 315	\$ 315	\$ 315	\$ -	ESL Subscription
FLOCABULARY - HTTPSWWW.FLOC.N								\$ 120		\$ 120	\$ 120	\$ 120	SpED
FOLLETT SCHOOL SOLUTIONS INC.						\$ 2,301				\$ 2,301	\$ 2,301		Library-Lower possibly??
FRONTLINE TECHNOLOGIES GROUP LLC				\$ 5,190						\$ 5,190	\$ 5,190	\$ 5,190	AESOP System
GALE CENGAGE LEARNING						\$ 14,805				\$ 14,805	\$ 14,805		Library-Lower possibly??
GOLDSTAR LEARNING, INC.						\$ 12,996			\$ 1,250	\$ 14,246	\$ 14,246	\$ -	Replace with AMP
GRAY STEP SOFTWARE						\$ (1,295)				\$ (1,295)	\$ (1,295)		
HOME CAMPUS						\$ 595				\$ 595	\$ 595	\$ 595	Athletics
HOONUIT, LLC						\$ 1,645				\$ 1,645	\$ 1,645	\$ 1,645	
Houghton Mifflin									\$ 220	\$ 220	\$ 220	\$ 220	
IDENTIMETRICS	\$ 1,100									\$ 1,100	\$ 1,100	\$ 1,100	Cafeteria fingerprinting
IMPERO SOLUTIONS INC						\$ 18,000				\$ 18,000	\$ 18,000	\$ 6,000	Device Monitoring - renewal only for future years
INFINITE CAMPUS	\$ 3,758					\$ 29,836				\$ 33,594	\$ 33,594	\$ 35,665	
IORAD						\$ 600				\$ 600	\$ 600	\$ 600	Tutorial Building
IXL LEARNING						\$ 7,875			\$ 11,813	\$ 19,688	\$ 19,688	\$ 11,813	Included Prior year Pre-pay release
JAMF SOFTWARE						\$ 8,016				\$ 8,016	\$ 8,016	\$ 8,200	Apple device management systems
JOTFORM INC.						\$ 19				\$ 19	\$ 114	\$ 114	online form building tool
JSTOR						\$ 2,500				\$ 2,500	\$ 2,500	\$ 2,500	Library database
JUNIOR LIBRARY GUILD						\$ 2,030				\$ 2,030	\$ 2,030	\$ 4,125	Library database
LA COUNTY OF EDUCATION A/R UNIT						\$ 3,400				\$ 3,400	\$ 3,400	\$ 3,400	LACOE JET Billing
MAILCHIMP						\$ 1,050				\$ 1,050	\$ 1,800	\$ 1,800	E-Mail Blast
MCGRAW-HILL SCHOOL EDUCATION HOLDING LLC						\$ 500				\$ 500	\$ 500	\$ 500	
N2Y								\$ 715		\$ 715	\$ 715	\$ 715	Special Ed
NATIONAL ASSOCIATION FOR COLLEGE						\$ 890				\$ 890	\$ 890	\$ 890	
NATIONAL SCIENCE TEACHERS ASSOCIATION							\$ 304			\$ 304	\$ 304	\$ 400	
NAVIANCE		\$ 7,396								\$ 7,396	\$ 7,396	\$ 7,396	
NEWSLA						\$ 6,000				\$ 6,000	\$ 6,000	\$ 2,000	teacher licenses
OXFORD UNIVERSITY PRESS						\$ 1,235				\$ 1,235	\$ 1,235	\$ 1,235	
PALISADES CHAMBER OF COMMERCE						\$ 200				\$ 200	\$ 200	\$ 200	
RADIATE CAPITAL LIMITED						\$ (4)				\$ (4)	\$ (4)		
RAPTOR						\$ 701				\$ 701	\$ 701	\$ 701	
SAFE KIDS INC									\$ 2,368	\$ 2,368	\$ 2,368	\$ -	HERO Program (\$21K in consulting)
SCHOOLLOGY						\$ 22,568				\$ 22,568	\$ 22,568	\$ 35,442	Add \$13K to schoology for AMP module
SCHOOLZILLA PBC						\$ 8,808				\$ 8,808	\$ 8,808	\$ -	Replaced with Power BI
SHOUTPOINT INC						\$ 3,450				\$ 3,450	\$ 3,450	\$ 3,450	Infinite Campus RoboCall
SOCIAL SENTINEL, INC									\$ 6,000	\$ 6,000	\$ 6,000	\$ -	board did not approve subsequent years
SofterWare			\$ 2,976							\$ 2,976	\$ 3,571	\$ 3,600	Donor Perfect
SOLARWINDS						\$ 1,380				\$ 1,380	\$ 1,380	\$ 1,380	Network Monitoring
STUDENTMAGS						\$ 352				\$ 352	\$ 352	\$ 352	Current Events Weekly
SWIPE K12 SCHOOL SOLUTIONS						\$ 3,196				\$ 3,196	\$ 3,196	\$ 1,199	Attendance office late student processing
TOUCHLINE SOFTWARE, INC.						\$ 325				\$ 325	\$ 325	\$ 325	Work Experience permits
TURNITIN, LLC						\$ 11,071				\$ 11,071	\$ 11,071	\$ 11,071	Plagiarism software
U S GAMES						\$ 298				\$ 298	\$ 298	\$ 298	Fitness Gram
VENNGAGE.COM						\$ 119				\$ 119	\$ 587	\$ 587	Infographic license
Z2 SYSTEMS, INC					\$ 700					\$ 700	\$ 700	\$ 700	Pool Payment Platform

**Palisades Charter High School  
Subscriptions\_Digital Licenses  
18/19 Estimate and 19/20 Budget**

Sum of Expenditures Vendor Name	Res.PrjY											18/19		19/20		Comments
	Café	College Center	Ed Fund	HR	Pool	School-Wide	Science	Special Ed	L.CAP	Grand Total	Estimated Actuals	Budgeted Amount				
<b>Grand Total</b>	<b>\$ 4,858</b>	<b>\$ 7,396</b>	<b>\$ 3,075</b>	<b>\$5,190</b>	<b>\$ 700</b>	<b>\$ 238,917</b>	<b>\$ 304</b>	<b>\$ 835</b>	<b>\$ 22,145</b>	<b>\$ 283,420</b>	<b>\$ 286,561</b>	<b>\$ 291,763</b>				
<b>Pending/New**</b>																
SAN JOAQUIN COUNTY OFFICE OF EDUCATION				\$ 750							\$ 750	\$ 750	EdJoin Subscription			
NEARPOD/Peardeck**												\$ 240	Virtual Academy (Adobe Connect is \$3K)			
ELECTIONBUDDY										\$ 899	\$ 599	\$ 599	Board Election Software			
REBRANDLY										\$ 190	\$ 190	\$ 190	Domain hosting			
WEBNETWORK SOLUTIONS										\$ 40	\$ 40	\$ 40	Web domain			
INTUIT QB ONLINE					\$ 375						\$ 375	\$ 375	Pool Accounting Software			
NEXTREQUEST						\$ 4,000					\$ 872	\$ 3,750	Public Records tracking (figure out pre pay amount)			
PDF FILLER								\$ -				\$ 480	Electronic Signature (paid out of Tech Team IMA in 18/19)			
CANVA								\$ 6			\$ 6	\$ 6	Infographics			
ACELLUS											\$ 13,000	\$ 32,298				
Total Pending	\$ -	\$ -	\$ -	\$ 750	\$ 375	\$ 5,134	\$ -	\$ -	\$ -	\$ -	\$ 15,832	\$ 38,727				
<b>Grand TOTAL</b>	<b>\$ 4,858</b>	<b>\$ 7,396</b>	<b>\$ 3,075</b>	<b>\$5,940</b>	<b>\$ 1,075</b>	<b>\$ 244,052</b>	<b>\$ 304</b>	<b>\$ 835</b>	<b>\$ 22,145</b>	<b>\$ 283,420</b>	<b>\$ 302,392</b>	<b>\$ 330,491</b>				

**Palisades Charter High School**  
**Operations Supplies**  
**18/19 Estimate and 19/20 Budget**

Sum of Amounts	Catagory				18-19	19-20	
Vendor Name	café	operations	SAFETY	Grand Total	Estimated	Actuals	Budget
							Comments
AARDVARK CLAY & SUPPLIES		\$ 83		\$ 83	\$ 83	\$ 200	repair part for kiln
ACCO ENGINEERED SYSTEMS		\$ 1,346		\$ 1,346	\$ 1,346	\$ -	
AMAZON		\$ 6,999	\$ 1,360	\$ 8,360	\$ 9,000	\$ 9,000	supplies
ASI STORE - 952-466-8222, MN		\$ 585		\$ 585	\$ 585	\$ -	anchor locks
ATM Specialty Services, Inc.		\$ 7,138		\$ 7,138	\$ -	\$ -	move to 5610
BEAUTY TREE SERVICE & MAINTENANCE INC		\$ 26,475	\$ 1,600	\$ 28,075	\$ 48,667	\$ 43,000	gardening services
BIRD-X		\$ 897		\$ 897	\$ 897	\$ 500	
BUDGET BLIND OF WOODLAND HILLS			\$ 565	\$ 565	\$ 565	\$ 1,000	blinds
CENTRAL RESTAURANT PRODUCTS	\$ 3,179			\$ 3,179	\$ 3,179	\$ -	milk cooler
CLEAN HARBORS		\$ 3,903		\$ 3,903	\$ 4,000	\$ 4,000	hazmat waste pickup
COX PAINT CENTER CULVER CITY		\$ 702		\$ 702	\$ 702	\$ -	
DUNN EDWARDS		\$ 4,369		\$ 4,369	\$ 5,000	\$ 6,000	paints
EAGLE SPORTS			\$ 1,165	\$ 1,165	\$ 1,165	\$ 2,000	security uniforms
FFSTECH		\$ 108		\$ 108	\$ 108	\$ -	
FILEKEEPERS		\$ 735		\$ 735	\$ 800	\$ 800	document storage
FISHER HARDWARE		\$ 795		\$ 795	\$ 800	\$ 500	lumber
GRAINGER		\$ 1,506	\$ 1,099	\$ 2,605	\$ 3,000	\$ 2,500	pipes, maintainence supplies
GRAND HEATING AIR CONDITIONING		\$ 815		\$ 815	\$ 815	\$ -	
GREEN ECONOME		\$ 11,296		\$ 11,296	\$ 11,296	\$ -	
HD SUPPLY FACILITIES MAINTENANCE		\$ 3,412		\$ 3,412	\$ 3,412	\$ -	in office conneciton
JEFF'S LOCK & KEY SERVICE		\$ 6,187		\$ 6,187	\$ 6,187	\$ 5,000	the lock and key portion
JESUS GUZMAN		\$ 118		\$ 118	\$ 118	\$ -	special ed towel washing
JOHN ACHEN			\$ 40	\$ 40	\$ 40	\$ -	
JOHN CALLACI		\$ 118		\$ 118	\$ 118	\$ -	special ed towel washing
JOSH LARADONDA		\$ 118		\$ 118	\$ 118	\$ -	special ed towel washing
JOSHUA LARATONDA		\$ -		\$ -			
KALEI PIPCZYNSKI			\$ 68	\$ 68	\$ 68	\$ -	
KML GROUP		\$ 1,454		\$ 1,454	\$ 1,454	\$ -	
LOWES REFUND		\$ (153)		\$ (153)	\$ (153)	\$ -	
MERIT OIL COMPANY		\$ 400		\$ 400	\$ 500	\$ 500	
NEWARK ELEMENT14		\$ 3,664		\$ 3,664	\$ 3,664	\$ 1,800	PA Speakers
OFFICE CONNECTION		\$ 59,190		\$ 59,190	\$ 59,190	\$ 90,000	janitorial supplies (includes supplyworks, waxie, HD supply, U-Line), uniserve supplies previously in 5810
OSCAR CABRERA		\$ 107		\$ 107	\$ 107	\$ -	
Palisades Charter High School		\$ 600		\$ 600	\$ 600	\$ 850	special ed towel washing
REPUBLIC SERVICES		\$ 4,442		\$ 4,442	\$ 5,000	\$ 5,500	trash pickup
S.O.S. SURVIVAL PRODUCTS			\$ 1,395	\$ 1,395	\$ 1,400	\$ -	safety supplies
SCHEIB PEST SOLUTIONS INC		\$ 450		\$ 450	\$ 1,650	\$ 1,000	add'l doorsweeps
SIGN*A*RAMA SANTA MONICA		\$ 8,799	\$ 652	\$ 9,451	\$ 9,451	\$ 5,000	
STAPLES ADVANTAGE		\$ 1,319	\$ 77	\$ 1,397	\$ 1,500	\$ 1,500	

**Palisades Charter High School  
Operations Supplies  
18/19 Estimate and 19/20 Budget**

Sum of Amounts Vendor Name	Cataogry café	operations	SAFETY	Grand Total	18-19 Estimated	Actuals	19-20 Budget	Comments
STEVEN YUSI			\$ 22	\$ 22	\$ 22		\$ -	
SUPPLY WORKS		\$ 4,875		\$ 4,875	\$ 4,875		\$ -	in office conneciton
THE HOME DEPOT #1010 - INGLEWO		\$ (16)		\$ (16)	\$ (16)		\$ -	
THE TREE RESOURCE		\$ 830		\$ 830	\$ 830		\$ -	
TRAFFIC SAFETY STORE			\$ 1,772	\$ 1,772	\$ 1,772		\$ 1,000	
TSM Recovery & Recycling		\$ 227		\$ 227	\$ 227		\$ -	
ULINE		\$ 5,394	\$ 764	\$ 6,158	\$ 6,158		\$ -	in office conneciton
UNISERVE FACILITIES SVCS CORP.		\$ 535		\$ 535	\$ 1,500		\$ -	
WAXIE		\$ 1,276		\$ 1,276	\$ 1,276		\$ -	in office conneciton
WINZER		\$ 914		\$ 914	\$ 914		\$ -	hardware supplies (part of \$90K)
<b>Grand Total</b>		\$ 3,179	\$ 172,012	\$ 10,579	\$ 185,770	\$ 203,989	\$ 181,650	

**Palisades Charter High School**  
**Repairs Leases**  
**18/19 Estimate 19/20 Budgeted**

Sum of Expenditures								18/19	19/20	
Row Labels	OPERATIONS	PERMIT	POOL	SAFETY	SPECIAL ED	TECH	Grand Total	Estimated Actuals	Budgeted Amount	Comments
ACCO ENGINEERED SYSTEMS	\$ 15,547		\$ 4,498	\$ 1,287			\$ 24,740	\$ 25,914	\$ 20,000	plumbing & hvac
ACTION DUCT CLEANING COMPANY							\$ 800	\$ 800	\$ 800	annual maintainence
AKINS IT, INC.						\$ 2,425	\$ 2,425	\$ 2,425	\$ -	
AMAZON	\$ 163						\$ 163	\$ 200	\$ 250	repair related supplies
ANDY GUMP	\$ 355			\$ 3,547			\$ 3,902	\$ 4,500	\$ 3,000	port-a-pottys
APPLE FINANCIAL SERVICES						\$ 24,572	\$ 24,572	\$ 24,572	\$ -	
ATM Specialty Services, Inc.	\$ 7,138						\$ 7,138	\$ 7,138	\$ 7,200	locker repairs
CHIEF SIGN CO.	\$ 2,267						\$ 2,267	\$ 2,267	\$ -	
CITY OF LOS ANGELES	\$ 9,690						\$ 9,690	\$ 9,690	\$ 10,000	Tennis court rentals
COMMERCIAL DOOR OF LA COUNTY, INC.			\$ 1,644				\$ 1,644	\$ 1,644	\$ -	
Complete Business Systems						\$ 1,980	\$ 1,980	\$ 1,980	\$ -	evaluate use of this copier
CONTINENTAL ATHLETIC SUPPLY	\$ 8,900						\$ 8,900	\$ 8,900	\$ 4,450	repair of gym equipment
CSI LEASING						\$ 46,333	\$ 46,333	\$ 46,333	\$ 33,939	current chromebook leases
ECLIPSE HEATING AND AIR CONDITIONING,INC	\$ 2,125						\$ 2,125	\$ 2,125	\$ -	substitute for ACCO
ELEMENT FIRE AND SAFETY	\$ 7,125						\$ 7,125	\$ 7,125	\$ 7,200	fire extinguishers
EVERBANK COMMERCIAL FINANCE, INC						\$ 39,373	\$ 39,373	\$ 39,793	\$ -	
FFSTECH	\$ 10,129						\$ 10,129	\$ 10,129	\$ 10,000	fire alarms
GRAND HEATING AIR CONDITIONING	\$ 4,295		\$ 1,173				\$ 5,468	\$ 5,468	\$ 5,000	
GREEN ECONOME	\$ 750						\$ 750	\$ 750	\$ -	
HERC RENTALS	\$ 2,860						\$ 2,860	\$ 2,860	\$ 2,900	a/c rental for new parent night
HSW RR, INC	\$ 1,500						\$ 1,500	\$ 1,500	\$ 1,500	plumbing
ICE MACHINE SALES & SERVICE CO.	\$ 1,362					\$ 423	\$ 1,785	\$ 1,785	\$ 1,800	
JAMES PALENO	\$ 3,637						\$ 3,637	\$ 3,637	\$ 3,700	Green Fees
JEFF'S LOCK & KEY SERVICE	\$ 8,576		\$ 1,356				\$ 9,932	\$ 9,932	\$ 10,000	routine re-keying
JUST DO IT FITNESS EQUIP.		\$ 2,584					\$ 2,584	\$ 2,584	\$ -	one time purchase
KML GROUP	\$ 27,592		\$ 1,726				\$ 29,502	\$ 29,502	\$ 25,000	general contractors
KNORR SYSTEMS, INC.			\$ 14,675				\$ 14,675	\$ 15,000	\$ 13,000	
KONICA MINOLTA BUSINESS SOLUTIONS						\$ 13,973	\$ 13,973	\$ 16,000	\$ 16,000	talk to Jeff re: new machines
KONICA MINOLTA PREMIER FINANCE	\$ 1,364					\$ 17,852	\$ 19,216	\$ 24,000	\$ 24,000	talk to Jeff re: new machines
KS STATEBANK				\$ 8,020		\$ 65,348	\$ 73,368	\$ 73,368	\$ 56,073	existing lease commitments
L.A. HYDRO-JET & ROOTER SERVICE, INC.	\$ 3,003		\$ 910				\$ 4,470	\$ 5,000	\$ 3,000	
LA FIXIT							\$ 1,851	\$ 1,851	\$ -	
LOU'S GOLF CARTS INC	\$ 1,199						\$ 1,199	\$ 1,700	\$ 2,500	golf cart repairs
MAILFINANCE	\$ 3,848						\$ 3,848	\$ 4,100	\$ 4,100	mail machine
MEDINA CONSTRUCTION	\$ 31,090			\$ 600			\$ 33,890	\$ 37,390	\$ 25,000	general contractors
MODSPACE CORP	\$ 4,293	\$ 1,604		\$ 2,516	\$ 656		\$ 9,068	\$ 12,000	\$ -	
MXX MASTER SOUND						\$ 825	\$ 825			
PALISADES RECREATION CENTER	\$ 607						\$ 607	\$ 607	\$ 607	
PLAZA LOCK & KEY	\$ 195						\$ 195	\$ 195	\$ -	
PURE HEALTH SOLUTIONS INC	\$ 2,072		\$ 182	\$ 736	\$ 933		\$ 3,922	\$ 5,230	\$ 4,500	filtered water dispenser
PUROSERVE	\$ 2,323						\$ 2,323	\$ 3,152	\$ 500	potential cost shift to 5510



**Palisades Charter High School****Repairs Leases****18/19 Estimate 19/20 Budgeted**

Sum of Expenditures								18/19	19/20	
Row Labels	OPERATIONS	PERMIT	POOL	SAFETY	SPECIAL ED	TECH	Grand Total	Estimated Actuals	Budgeted Amount	Comments
RAYNE WATER CONDITIONER	\$ 1,985						\$ 1,985	\$ 1,985	\$ -	Puroserve = Rayne
S&M WEDLING & KILN REPAIR	\$ 164						\$ 164	\$ 164	\$ -	
SO CAL INDUSTRIES	\$ 1,532			\$ 6,632			\$ 8,164	\$ 9,000	\$ 2,000	
STUDENTMAGS						\$ 94	\$ 94	\$ 94		
TECH REPAIR REFUND						\$ (30,054)	\$ (30,054)	\$ (31,954)	\$ -	insurance claim/Jeff
TOTAL FENCE SOLUTIONS INC	\$ 8,650			\$ 825			\$ 9,475	\$ 9,475	\$ 3,000	fencing repairs
U-HAUL OF SANTA MONICA - SANTA	\$ 63						\$ 63	\$ 63	\$ -	
UNITED RENTALS INC	\$ 4,789						\$ 4,789	\$ 4,789	\$ 1,000	scissor lift
WILLIAMS SCOTSMAN	\$ 874	\$ 612		\$ 612			\$ 2,099	\$ 4,000	\$ 16,000	williams scottzman = modspace
<b>Grand Total</b>	<b>\$ 182,060</b>	<b>\$ 4,801</b>	<b>\$ 26,164</b>	<b>\$ 24,775</b>	<b>\$ 1,589</b>	<b>\$ 183,144</b>	<b>\$ 431,532</b>	<b>\$ 450,762</b>	<b>\$ 354,019</b>	

**PCHS 18/19 Estimate & 19/20 Budget**  
**Professional Services/Consulting Expenses:**

Object Category	17-18	18-19			19/20	
	Unaudited Actuals	Budgeted	Actuals Until 5/20	Estimated Actuals	Budgeted Vs. Estimated Actuals	Adopted Budget
5800 Other Contracted Services	\$ 33,761	\$ 27,657	\$ 22,804	\$ 22,804	\$ (4,853.04)	\$ 23,575
5801 Discount Earned/Lost	\$ -	\$ -	\$ 424	\$ 424	\$ 424.25	\$ -
5803 Late Charges	\$ 4,154	\$ 3,690	\$ 1,304	\$ 1,304	\$ (2,385.92)	\$ 800
5810 Consulting	\$ 2,507,125	\$ 2,196,651	\$ 2,922,010	\$ 3,456,321	\$ 1,259,669.50	\$ 2,908,016
5821 Legal	\$ 340,993	\$ 125,000	\$ 306,134	\$ 375,000	\$ 250,000.00	\$ 375,000
5831 Recruitment	\$ 1,269	\$ 434	\$ 575	\$ 575	\$ 141.00	\$ 594
5840 Computer/Tech Related Services	\$ 15,470	\$ 8,012	\$ 22,100	\$ 22,100	\$ 14,088.00	\$ 22,847
5850 Education Consulting	\$ 148,356	\$ 80,266	\$ 134,477	\$ 149,477	\$ 69,210.75	\$ 76,776
5860 Fingerprinting	\$ 3,130	\$ 2,314	\$ 4,307	\$ 4,307	\$ 1,993.00	\$ 4,453
<b>TOTAL</b>	<b>\$ 3,054,258</b>	<b>\$ 2,444,024</b>	<b>\$ 3,414,135</b>	<b>\$ 4,032,312</b>	<b>\$ 1,588,288</b>	<b>\$ 3,412,061</b>

<b>PCHS 2019-20 Bus Program Cost Estimate (Cost to PCHS) - Selected Option Summary</b>	
<b>Cost Estimate Variables:</b>	
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
<b>ATS Expense - School-to-School (STS)</b>	\$ 920,500
<b>Expected Parent Contribution</b>	\$ (588,450)
<b>Pali Scholarships</b>	\$ 240,000
<b>Vacancy Factor (10%)</b>	\$ 92,050
<b>Total S-T-S</b>	\$ 332,050
<b>Regular Ed</b>	\$ 332,050
<b>Late</b>	\$ 63,882
<b>Special Ed</b>	\$ 52,650
<b>Competition Trips</b>	\$ 105,200
<b>Field Trips</b>	\$ -
<b>Summer Football Buses</b>	\$ -
<b>9th Grade Orientation Buses</b>	\$ -
<b>Dolphin Leadership Academy</b>	\$ 27,221
<b>Fast Aid Application Fees</b>	\$ 8,484
<b>Total</b>	\$ 589,487
<b>Further Reduction to Special Ed (No ESY)</b>	\$ (5,400)
<b>Total Cost of Transportation</b>	\$ 584,087

**Palisades Charter High School**  
**Postage and Communications**  
**18/19 Estimate and 19/20 Budgeted**

<b>Sum of Expenditures</b>		18/19		19/20			
Object	Vendor Name	Total	Estimated	Actuals	Budgeted	Comments	
5910	FRONTIER COMMUNICATIONS	\$13,241	\$	16,000	\$	18,000	Fax Lines/Fiber Optics
	JIVE COMMUNICATIONS INC	\$31,171	\$	37,443	\$	37,443	VoIP System
	RUSSEL HOWARD	\$ 336	\$	536			Pali Tip Line
<b>5910 Total</b>		<b>\$44,749</b>	<b>\$</b>	<b>53,979</b>	<b>\$</b>	<b>55,443</b>	
5920	LAUSD MAIL UNIT	\$ 2,303	\$	2,303	\$	2,350	LAUSD mail delivery
	NEOPOST USA, INC.	\$ 5,858	\$	5,858	\$	-	postage
	Postage	\$ 8,610	\$	10,910	\$	16,900	postage
	THE UPS STORE 1787 - PACIFIC P	\$ 160	\$	210	\$	500	Overnight mail
	UPS	\$ 78	\$	178	\$	200	UPS Shipping
	FEDEXOFFICE	\$ 175	\$	175	\$	-	
<b>5920 Total</b>		<b>\$17,184</b>	<b>\$</b>	<b>19,634</b>	<b>\$</b>	<b>19,950</b>	
<b>Grand Total</b>		<b>\$61,933</b>	<b>\$</b>	<b>73,614</b>	<b>\$</b>	<b>75,393</b>	

## PCHS CapEx Budget Summary for 2019-20

Category	Asked	Don Recommends	B&FC Approved	Comments
Dept. True CapEx	\$67,000	\$0		
Dept. Non-CapEx	\$30,400	\$6,750		
Ops True CapEx	\$279,500	\$147,000		See By Category Breakout Below
Ops Non-CapEx (4410)	\$167,000	\$126,000		Partial for 4410 Account - Just the items on the CapEx List
Ops Non-CapEx (5610)	\$42,500	\$36,000		Partial for 5610 Account - Just the items on the CapEx List
	\$586,400	\$315,750	\$0	

### Ops True CapEx by Category:

<b>1. Safety</b>	\$43,000	\$43,000
<b>2. Safety</b>	\$70,000	\$35,000
<b>3. ADA</b>	\$0	\$0
<b>4. Furniture</b>	\$0	\$0
<b>5. Splits/Space</b>	\$22,000	\$12,000
<b>6. Repairs</b>	\$68,000	\$47,000
<b>7. Enhancements</b>	\$76,500	\$10,000
	279,500	147,000

Waiting for LAUSD Bond Funds to resolve in 2-4 years  
 Technically a 4410 Item: Ask = \$85,000, Approved - \$75,000

**FOOD CATERING OPERATIONS  
2018-2019 Projected 19/20 Budgeted**

		Budget 2018-2019	Year To Date 18/19	Projected 2018-2019	Budget 2019-2020
<b>Revenue</b>					
	Cash sales per day				
	A La Carte/Paid				
	<b>Total Sales</b>	\$ 190,255	\$ 231,219	\$ 267,737	\$ 299,276
	Catering Revenue		\$ -		
	State Reimbursements	\$ 33,380	\$ 25,033	\$ 29,039	\$ 30,055
	Federal Reimbursements	\$ 397,851	\$ 300,374	\$ 345,686	\$ 357,784
	<b>Total Revenue</b>	\$ 621,485	\$ 556,626	\$ 642,461	\$ 687,116
<b>Expenses</b>					
	Cumulative				
	<b>Total Salaries &amp; Benefits</b>	\$ 59,786	\$ 59,428	\$ 70,622	\$ 72,740
	Food Expense 44.27%	\$ 247,776	\$ 218,362	\$ 252,835	\$ 268,754
	Chartwells Management 55.73%	\$ 311,937	\$ 274,888	\$ 316,268	\$ 336,180
	<b>Total Chartwells Expenses (Invoice)</b>	\$ 559,713	\$ 493,250	\$ 569,103	\$ 604,934
	<b>Total Expenses (Before Commodity Credit)</b>	\$ 619,499	\$ 552,678	\$ 639,725	\$ 677,674
	<b>Commodity Credit</b>	\$ (18,861)	\$ (18,861)	\$ (18,861)	\$ (18,861)
	<b>Net Expenses</b>	\$ 600,638	\$ 533,818	\$ 620,864	\$ 658,813
	<b>Net Income/(Loss)</b>	\$ 1,987	\$ 22,808	\$ 21,597	\$ 28,303
	Operational Expenses		\$ 25,857	\$ 28,357	\$ 26,633
	<b>Net Income/(Loss) - After Operations</b>		\$ (3,049)	\$ (6,760)	\$ 1,670

Palisades CHS 2019-2020 Food Service Budget			
	2018/19	2019/20	Increase
Meals Served-Budget	167,175	173,026	3.5%
Cost Per Meal (Breakfast 2:1)	\$ 3.7400	\$ 3.8600	3.2%
A La Carte	\$ 3.5000	\$ 3.6100	3.1%

**Notes:**  
 Increase Full Pay Meal prices by \$0.25 for all categories |  
 First price increase in 3 years

Breakfast	\$ 2.50	\$ 2.75	10.0%
Lunch	\$ 3.75	\$ 4.00	6.7%

**PCHS PERMIT and POOL**  
**FY18/19 Estimated Actuals FY19/20 Budget**

	2017-18 Actuals			2018-19 Budget			2018-19 YTD (until 5/21/19)			2018-19 Estimated Actuals			2019-20 Budget			Comments
	Pool	Other Facilities	Total	Pool	Other Facilities	Total	Pool	Other Facilities	Total	Pool	Other Facilities	Total	Pool	Other Facilities	Total	
<b>INCOME</b>																
Fundraising		200,000	200,000						-			-			-	
Leases & Rentals	473,029	443,964	916,993	501,400	550,000	1,051,400	333,210	498,074	831,284	497,000	581,874	1,078,874	518,000	565,000	1,083,000	
<b>Total Income</b>	<b>473,029</b>	<b>643,964</b>	<b>1,116,993</b>	<b>501,400</b>	<b>550,000</b>	<b>1,051,400</b>	<b>333,210</b>	<b>498,074</b>	<b>831,284</b>	<b>497,000</b>	<b>581,874</b>	<b>1,078,874</b>	<b>518,000</b>	<b>565,000</b>	<b>1,083,000</b>	
<b>EXPENSES</b>																
Salary	169,309	83,901	253,210	150,000	88,200	238,200	121,768	25,882	147,650	146,122	45,337	191,459	168,852	58,880	227,732	
Benefits	19,727	17,375	37,102	37,500	22,050	59,550	44,794	14,135	58,929	53,752	16,962	70,714	61,636	30,966	92,602	
<b>Total Salary &amp; Benefits</b>	<b>189,036</b>	<b>101,276</b>	<b>290,312</b>	<b>187,500</b>	<b>110,250</b>	<b>297,750</b>	<b>166,562</b>	<b>40,017</b>	<b>206,579</b>	<b>199,874</b>	<b>62,299</b>	<b>(262,174)</b>	<b>230,488</b>	<b>89,846</b>	<b>320,334</b>	
Consulting & Support		37,094	37,094	74,604	62,823	137,427		151,596	151,596		151,596	(151,596)	1,980	110,000	111,980	
Utilities	35,789		35,789	36,000		36,000	36,000		36,000	36,000		36,000	36,000		36,000	Pool share of utilities
Insurance			-			-			-			-			-	
Other Supplies	75,194	38,394	113,588			-	65,607	20,513	86,120		25,513	25,513	55,643	32,000	87,643	ask brooke
Operating Exp. Other (repairs)	5,360	20,703	26,063	3,500	13,867	17,367	26,164	4,801	30,965	27,000	6,301	33,301	33,000	12,000	45,000	ask brooke
Non-Capital Expenditures			-	11,700	16,871	28,571	7,603	-	7,603	7,603	-	7,603	11,332		11,332	
Subscriptions			-	-	1,750	1,750	700	-	700	1,075	-	1,075	900		900	
Capital			-	26,601	27,289	53,890	12,358	31,463	43,821	12,358	31,463	43,821	18,584	28,400	46,984	
<b>Total Operating Expenses</b>	<b>116,343</b>	<b>96,191</b>	<b>212,534</b>	<b>152,405</b>	<b>122,600</b>	<b>275,005</b>	<b>148,432</b>	<b>208,373</b>	<b>356,805</b>	<b>84,036</b>	<b>214,873</b>	<b>298,909</b>	<b>157,439</b>	<b>182,400</b>	<b>339,839</b>	
<b>Total Expenses</b>	<b>305,379</b>	<b>197,467</b>	<b>502,846</b>	<b>339,905</b>	<b>232,850</b>	<b>572,755</b>	<b>314,993</b>	<b>248,390</b>	<b>563,384</b>	<b>283,910</b>	<b>277,172</b>	<b>561,082</b>	<b>387,927</b>	<b>272,246</b>	<b>660,173</b>	
<b>Operating Profit/(Loss)</b>	<b>167,650</b>	<b>446,497</b>	<b>614,147</b>	<b>161,495</b>	<b>317,150</b>	<b>478,645</b>	<b>18,216</b>	<b>249,684</b>	<b>267,901</b>	<b>213,090</b>	<b>304,702</b>	<b>517,792</b>	<b>130,073</b>	<b>292,754</b>	<b>422,827</b>	
<b>DEBT SERVICE</b>																
Interest	26,262	18,698	44,960	18,887	34,045		11,935	20,585	32,521	18,887	34,045	52,932	11,713	25,746	37,459	
Principal	160,541	19,394	179,935	167,916	156,087		97,033	90,283	187,316	167,916	156,087	324,003	175,630	155,300	330,930	
<b>Total Debt Service</b>	<b>186,803</b>	<b>38,092</b>	<b>224,895</b>	<b>186,803</b>	<b>190,132</b>	<b>376,935</b>	<b>108,969</b>	<b>110,868</b>	<b>219,837</b>	<b>186,803</b>	<b>190,132</b>	<b>376,935</b>	<b>187,343</b>	<b>181,046</b>	<b>368,390</b>	
<b>Net Permit Reserve Add/(Reduce)</b>	<b>(19,153)</b>	<b>408,405</b>	<b>389,252</b>	<b>(25,308)</b>	<b>127,018</b>	<b>101,710</b>	<b>(90,752)</b>	<b>138,816</b>	<b>48,064</b>	<b>26,287</b>	<b>114,570</b>	<b>140,857</b>	<b>(57,270)</b>	<b>111,708</b>	<b>54,438</b>	

Palisades Charter High School  
Schoolwide Technology Requests  
19/20

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	Amount Recommended	Category	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	Comments/Notes (For Finance Use only)	Jeff Comments
Tech Dept. IMA	\$ 3,500.00	\$ 3,500	Other Supplies (4390/0007200)	Tech team and copy room office supplies. Special paper, adhesive tape and labels, note books, file boxes, staplers, hole punchers, cutting boards, barcode scanners, other misc. tools as needed.			
School wide Tech IMA	20,000.00	\$ 15,000	Other Supplies (4390/0007300)	Used to purchase items as needed such as replacement cables, dongles, portable DVD drives, keyboards and mice, power strips, web cams, mounting hardware, POS printers, replacement power supplies, batteries, computer/AV carts, and other misc. equipment. Also used to buy one-off software such as updated versions of Mac OSX Server. Due to the reduction in port types many devices are being shipped with, dongle need is extremely high.		18/19, actual spent amount was \$5K in this category, why the increase?	18/19 was cut by 50% of the norm, which we used fully. This was already 50% of our ask. This year we ran out of funding in February. 19/20 includes additional departmental asks.
Toner Consumables	\$ 25,000.00	\$ 25,000.00	Office Supplies (4350)	Toner for printers	Required to print in classrooms and office spaces		
Printers	20,000.00	\$ 16,000.00	Non-Cap (4410)	Departmental printers to be distributed around campus offices. Lessens the need for classroom printers.	Goal #3 maintain facilities in good repair. Reduce classroom expensive and inefficient classroom printers with distributed print locations around campus.	\$20K represents 1-2 printers a department	
Staff Workstations and Mobility Devices (New/Repair)	90,000.00	\$ 90,000.00	Non-Cap (4410)	As workstations age or fail, they need to be replaced. There are always new circumstances where a new laptop must be purchased to support a new need or role change. Increasingly, laptops are also being purchased with a docking station, monitor, and keyboard mouse, driving cost significantly up.	Teachers and staff require a modern computing device in reliable and working condition in order to perform assigned duties. Teachers with laptops also require a "sub laptop" whenever absent or attending a pullout. As a part of the overall plan to move away from expensive laptops where possible, a desktop machine needs to be placed in every room. At the same time, all teachers should be issued a Chromebook as a classroom mobility device and collaborative technology for meetings and pullouts. This will be done in phases with all desktop issued teachers receiving a Chromebook year 1. As laptop users are due for device refresh, they will instead receive a desktop and Chromebook.	what does this cost reflect? How many devices are up for refresh this year + rollout of new "standard teacher kit"	I can provide numbers in the morning. Approx 60 mobility devices to staff. Staff computers are assessed each year, so "due for refresh" and "needs" refresh are taken into account. Many devices were skipped in the 18/19 year as the devices due for refresh were still worth maintaining.
Classroom Lab E203 (Kuper)	33,000.00	\$ -		Lab is due for its refresh cycle. Spreading out and refreshing labs on a schedule ensures costs are spread over time and the labs have adequate and relevant hardware for student learning.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	pending CTE funding? Lab refresh priority #4	
Classroom Lab (Library)	87,935.50	\$ 68,200.00	Non-Cap (4410)	Moved from 18-19, MacBook Air desired to replace 20xx MacAir's (50) and keep existing carts. Could be replaced with Windows machines for 65,000 plus cost of new carts (~\$3200).	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Lab priority #3, potential lease, windows devices	
Classroom Lab U102 (Media)	42,000.00	\$ 13,000.00	Non-Cap (4410)	Moved from 18-19, Classroom cart of 30 devices capable of running the Adobe Creative suite to support U102 classes. At this time, U102 is borrowing the STEM cart, as that class was on a 1Y hiatus. The STEM cart will be in use during the 19-20SY. U102 had a cart that was due to be replaced in 18-19, however it was deferred and then loaned to support Business of Music and AP Theory.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Lab priority #1/2, potential CTE funding, lease	design stations (5)
Classroom Lab Shared M110/Mercer (Business of Music, AP Theory, Stage A&B, Theater Production A&B) and Cart	67,592.35	\$ -	\$ -	65730.90 Devices (30), 1861.45 Cart, shipping tbd. The current cart supporting these classes was on loan from U102, while U102 had the STEM cart. This cart was due to be replaced in the 18-19SY but was deferred to 19-20.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Lab priority #1/2, potential CTE funding, lease	CTE/Fundraise, at the end of the month?
Classroom Lab J101 (Environmental Science)	13,200.00	\$ -	\$ -	The ES classes in J101 are using inferior 2010 computers that were purchased as refurbished in 2013. These computers are well overdue for replacement.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Lab priority #5	
Classroom Lab RAM Upgrade (Virtual Enterprise)	3,500.00	\$ 3,500.00	Non-Cap (4410)	In lieu of replacing the devices, upgrade the RAM available in each machine in the cart, deferring replacement to 20-21.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Move to 4350 schoolwide tech, potential CTE	
A/V Modernization & Repair	100,000.00	\$ -	\$ -	Replacement of aged and failing classroom projectors, speakers, and document cameras. Where possible and cost effective, wall mounting the projector, speakers, and cable outlets.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.		
Chromebooks and Cart Insurance (Repairs)	13,000.00	\$ 13,000.00	Repairs (5610)	Parts and insurance for cart devices	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	Is this set of insurance coverage? (\$30K in 18/19)	I do not understand the question and reference to 30K. I do not have a line that correlates to device repair or insurance.
BYOD Expansion/Replacement for retired/defective devices	420,000.00	\$ 175,000.00	Non-Cap (4410)	Retiring about 1000 devices and distributing to classrooms as backups. Purchase of 200 new devices to fill gaps in devices that are no longer usable at all.	Goal #3 maintain facilities in good repair. #2- All students will have access to standards aligned materials.	LAUSD BD4 grants of \$40K to offset whatever gets decided, provide statistics of devices, lease approved amount	
Document Scanners	5,000.00	\$ 1,666.67	Non-Cap (4410)	A document conversion project is occurring to convert old records we are required to keep to a digital format. Up-to 3 document scanners should be purchased and made available to departments to continue digitizing new and incoming documents.		Examine use of existing scanner devices	The only document scanner is owned by Finance.
Copy Paper	36,500.00	\$ 36,500.00	Other Supplies (4350)	Cost of campus wide paper, reduced from 18-19.		18/19 \$45k, reduce to what tech recommends	I have spent \$33108.42 on Paper PO's, who else has been ordering paper?
Duplo Ink & Film	4,000.00	\$ 4,000.00	Other Supplies (4350)	Year supply of Duplo ink and masters.			
Qlab Computer & License (Vapa)	5,400.00	\$ -		Qlab, an industry tool that runs on the Apple platform, is used for all VAPA shows to control the lighting, video, and sound production. The 2011 model MacBook Pro that the system is running on needs to be replaced and a new license purchased.		potential CTE/Boosters/ASB?	
Finale x4 and Logic Pro X x 26 for Music cart (VAPA)	6,599.74	\$ -		Finale is used for Business of Music and AP Theory. Logic Pro X is used by Business of Music and AP Theory, and also requested for Stage A&B and Theater Production A&B. This software would be installed on the cart of devices to be shared between the listed classes.		potential CTE funding/Boosters	



Palisades Charter High School  
Schoolwide Technology Requests  
19/20

DESCRIPTION OF ADDITIONAL EXPENDITURES	AMOUNT	Amount Recommended	Category	RATIONALE OF EXPENSE	Describe how expenditure is relative to Long Term Strategic Plan or LCAP	Comments/Notes (For Finance Use only)	Jeff Comments
15 Chromebooks (Pali Academy)	5,145.00	\$ 5,145.00	Non-Cap (4410)	Pali Academy has requested 5 Chromebooks per room to replace aging and damaged devices. Pali Academy has the oldest Chromebooks on campus and our IT Team has confirmed a number of devices that need replacement.		LCAP Supplemental funding	
Windows 10 Pro Education Licenses	2,500.00	\$ 2,500.00	Subscriptions (5310)	Windows 7 has been sun downed and will no longer receive security updates. We need to update all Windows 7 machines to Windows 10 over the summer to maintain a secure computing environment.			
Replacement Duplo Machines	14,000.00	\$ 4,666.67	Leases (5610)	Our existing Duplo machines have reached practical end of life and are no longer making reasonable prints. Trading our old machines for \$3000 each and purchasing new ones. Includes first year service contract. Vendor will also buy back our ink and masters to trade for compatible items.		Is there one Duplo more alive than the other? Maybe purchase one at a time?	No. They both have an almost identical page count and are exhibiting the same failure. According to the support personnel the machines are over 10 years old and this problem is unrepairable. I have inspected and verified both machines. A) the price may have gone up since we delayed 5 months. B) the purchase does allow for installments.
5iPad Pro's with Apple Pen (Villagran)	7,800.00	\$ -		I have more and more 2D Design students for AP and some of them choose to create their work in Photoshop which is an accepted media for the AP College Board. In the instance the student doesn't have his own device, he/she needs to have one available from my class to borrow for the whole year. It could be done case by case but it needs to be readily available. It needs to be a device that the students can take home as there is approximately 9 hours of homework a week in AP Studio Art.			
Mercer Media Station (Vapa/Barton)	18,000.00	\$ -		A dedicated iMac pro for Mercer Hall media needs. Provides an expansion of our current processor capacity to continue to enable use of state of the art projection, audio effects, and audio recording for our shows, which is cheaper in the end than equivalent drops/special effects rentals.			
Web filter Upgrade	5,400.00	\$ 5,400.00	Subscriptions (5310)	Update our web filter to enable SSL packet inspection. This provides a level of security we are currently incapable of, which removes unauthorized access to websites and services while on the PCHS network.		Is this cost neutral from what we have now?	This is a one time project to enable a security module, this is not a replacement.
Konica Printing	40,000.00	\$ 40,000.00	Leases (5610)	Our current Konica copiers are not meeting the needs and demands of the staff and are limited in availability. Konica has proposed that we trade our existing machines and change our usage contract. The new proposal would include 5 - 6 machines. The maintained would change from a "usage" based contract to an unlimited contract. The cost of the machines goes up slightly while the usage contract is very favorable and reduces cost vs. our current charges. Lease now is \$16500, usage averages \$18000.		currently paying approximately \$40K, clarify if this is request budget neutral	
<b>Total</b>	<b>\$ 1,089,072.59</b>	<b>\$ 522,078</b>					

Category	Accounting Code	Totals	New or Existing	B/F			
				Non-Cap Devices Leased	Total Cost (B/F)	Per Year Amount	Recommended
Other Supplies - Schoolwide	4390/0007300	\$ 15,000		Staff Workstations and Mobility Devices			
Other Supplies - Tech	4390/00072000	\$ 3,500	Existing	(New/Repair)	\$ 90,000.00	\$ 31,350.00	\$ 10,000.00
Office Supplies	4350	\$ 65,500.00	Existing	Classroom Lab (Library)	\$ 68,200.00	\$ 23,756.33	\$ -
				Classroom Lab U102 (Media)	\$ 13,000.00	\$ 4,528.33	\$ -
				BYOD Expansion/Replacement for			
Non-Capital	4410	\$ 372,511.67		retired/defective devices	\$ 175,000.00	\$ 60,958.33	\$ -
Subscriptions	5310	\$ 7,900.00		15 Chromebooks (Pali Academy)	\$ 5,145.00	\$ 1,792.18	\$ 5,145.00
Repairs/Leases	5610	\$ 57,666.67		Duplos	\$ 4,666.67	\$ 4,666.67	\$ -
<b>Total</b>		<b>\$ 522,078</b>		<b>Total Per Year 5610</b>	<b>\$ 127,051.85</b>	<b>\$ 15,145.00</b>	

## Virtual Academy 18/19 & 19/20

	96%	2019/2020		
	2018/19			
<b>Revenue:</b>	<b>49.75</b>	<b>50</b>	<b>75</b>	
<b>Enrollment</b>				
ADA:	47.92	\$ 48		72.24
Per ADA Rate:	\$ 9,868	\$ 10,202		\$ 10,202
<b>Total Revenue:</b>	<b>\$ 473,114</b>	<b>\$ 491,338</b>		<b>\$ 737,007</b>

**Expenses:**

Stipends	\$ 8,000	\$ 4,000	\$ 6,000
Periods:			
VA-4 Periods/3 periods			
2019/20	\$ 34,992	\$ 26,244	\$ 26,244
Credit Recovery-2 Periods	\$ 48,758	\$ 48,758	\$ 48,758
Science-2 period	\$ 24,300	\$ 24,300	\$ 36,450
English-2 periods	\$ 22,940	\$ 22,940	\$ 34,410
Math-1 period	\$ 12,000	\$ 12,000	\$ 18,000
Math-1 period	\$ 10,500	\$ 10,500	\$ 15,750
Spanish-.5 Period	\$ 7,015	\$ 7,015	\$ 10,522
French-.4 Period	\$ 5,635	\$ 5,635	\$ 5,635
Soc. Science-2 periods	\$ 24,688	\$ 24,688	\$ 37,033
Elective			
	\$ 198,829	\$ 186,081	\$ 238,802
STRS	\$ 32,369	\$ 30,294	\$ 38,877
MEDI	\$ 2,883	\$ 2,698	\$ 3,463
Health	\$ 15,500	\$ 15,500	\$ 23,250
Textbook	\$ 3,242	\$ -	0
IMA	\$ 61	\$ 888	\$ 1,332
Online Curriculum			
(Accelerate)	\$ 9,840	\$ 9,840	\$ 12,225
Subscription		\$ 3,000	\$ 3,000
<b>Total Expense:</b>	<b>\$ 262,724</b>	<b>\$ 248,301</b>	<b>\$ 317,949</b>
<b>Net Revenue (Cost):</b>	<b>\$ 210,390</b>	<b>\$ 243,037</b>	<b>\$ 419,058</b>

# Coversheet

## Memorandum of Understanding (MOU) CSU East Bay

**Section:** IV. Governance  
**Item:** A. Memorandum of Understanding (MOU) CSU East Bay  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV\_A\_MOU CSU East Bay\_06\_4\_19.pdf

**California State University, East Bay  
College of Education and Allied Studies**

Multiple Subject Teaching Credential  
Single Subject Teaching Credential  
Education Specialist Credential, Mild Moderate Disabilities  
Education Specialist Credential, Moderate Severe Disabilities

**MEMORANDUM OF UNDERSTANDING**

**Student Teacher Under District Employment Contract (i.e., Intern)  
Support, Mentoring and Supervision**

This MOU is an agreement between the Trustees of the California State University, hereinafter called the "TRUSTEES," on behalf of California State University, East Bay, hereinafter called "CSU East Bay" and the \_\_\_\_\_ (Insert Name) \_\_\_\_\_ School District ("District"), effective as of \_\_\_\_\_ (Insert Date).

**1.0 Responsibilities Shared by the CSU East Bay and the District**

- 1.2 CSU East Bay and the District share responsibility for providing each paid "Intern" with 189 minimum hours of annual support, mentoring and supervision. The 189 hours will include 144 hours of support, mentoring, and supervision in general education and/or Special Education and an additional 45 hours of annual support, mentoring, and supervision related to teaching English learners.
- 1.3 "Interns" who begin their District employment after the beginning of the school year shall receive a minimum level of support, mentoring, and supervision prorated equal to the number of instructional weeks remaining in the school year.
- 1.4 "Interns" who are appointed at a time base of less than 1.00 or for less than a full year shall receive support that is commensurate with the percentage of their employment from the district. All Interns will receive full university support as mandated by the CTC.
- 1.5 A minimum of two hours of support, mentoring, and supervision shall be provided to an intern teacher every five instructional days.
- 1.6 The District certifies that "interns" do not displace certificated employees and that personnel are unavailable for the position. An effort is being made to develop a future applicant pool in high-need areas.
- 1.7 The District ensures that the "intern" is teaching in his or her area of subject matter competence as evidenced by CSET or subject matter waiver.

**2.0 CSU East Bay Personnel and Resource Support**

CSU East Bay "Intern" Coordinator: CSU East Bay shall appoint a CSU East Bay "Intern" Coordinator to perform the following:

- a. Support all CSU East Bay "Interns";
- b. Assist and monitor all "Interns" and CSU East Bay's University Supervisors;
- c. Work closely with the District's Employer Provided Mentors (EPM) by providing training to all CSU East Bay US and will coordinate training of EPM with the district; and
- d. Monitor the "intern's" completion of the "Intern" Support Record, documenting that the required number of hours of Support/Mentoring and Supervision have been met.

## 2.2 CSU East Bay University Supervisor

CSU East Bay shall designate a University Supervisor (US) to provide support, mentoring and supervision. It shall be the responsibility of CSU East Bay to provide compensation and/or release time to the US. The US shall possess each of the following qualifications:

- a. Current knowledge of the content the intern teaches,
- b. Understanding of the context of public schooling,
- c. Ability to monitor best professional practices in teaching and learning, scholarship, and service,
- d. Knowledge about diverse abilities, cultural, ethnic and gender diversity, and English language development
- e. Thorough grasp of the academic standards and accountability systems that drive the curriculum of public schools
- f. A corresponding teaching credential as the “Intern” will earn or an Administrative Services Credential (general education only)

## 3.0 District Personnel and Resource Support

### 3.1 Employer Provided Mentor

The District shall designate an Employer Provided Mentor (EPM) to provide Support/Mentoring and Supervision to each “Intern”. The EPM cannot be an administrator or evaluator of the “Intern”. It shall be the responsibility of the District to provide compensation and/or release time to the EPM. The EPM shall possess each of the following qualifications:

- a. Valid corresponding Clear or Life credential same as the “Intern” will earn;
- b. Three years or more successful teaching experience; and
- c. English Learner (EL) Authorization.

### 3.2 CSU East Bay University Supervisor – Employee Provided Mentor Meetings

The “Intern”, the US and the EPM shall meet in person at least 3 times per semester to discuss the “Intern’s” progress.

### 3.3 Release Time

The District shall provide release time as needed for the “Intern” and EPM to meet. If there are no English learners in the “intern’s” assigned class(es), the District shall provide release time for the “intern” to observe and work with English learners in another class or school.

### 3.4 Employee Provided Mentor (EPM) Training

The District is responsible for the training of EPMs with the assistance of the CSU East Bay “Intern” Coordinator.

## 4.0 CSU East Bay-Provided Support, Mentoring, and Supervision Support

### 4.1 General Education and/or Special Education Observations by CSU East Bay University Supervisor:

4 visits to observe the “Intern” teaching, followed by one-on-one conferences totaling at least **8 hours per semester**.

### 4.2 English Learner (EL) Observations by University Supervisor:

2 visits to observe the “Intern” teaching English Learners, followed by one-on-one conferences addressing issues related to English learners totaling at least **4 hours per semester**.

- 4.3 Online Discussion Board, Email, and Phone Support by University Supervisor (US)  
US will provide **10 hours** per academic year of support and mentoring via Blackboard Discussion Board, email, and phone.
- 4.4 Seminars:  
“Interns” will attend a fieldwork or other support seminar each semester for a total of 2 semester units or **30 hours minimum**
- 4.5 Intern” Support Record, or “My Internship Journal”:  
“The “Intern” Coordinator will communicate with “Interns” by email and/or phone and will monitor their completion of the “Intern” Support Record using the “app” “My Internship Journal” **for a total of 5 hours** per semester.

**5.0 District-Provided Support, Mentoring, and Supervision**

- 5.1 General Education and/or Special Education Support and Supervision by Employee Provided Mentor (EPM)  
The EPM will provide a minimum of **13 hours** of support/mentoring and supervision per semester during school hours, including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and effective teaching methodologies.
- 5.2 English Learner Support and Supervision by Employee Provided Mentor  
The EPM will provide a minimum of **5 hours** per semester of support and supervision related to English Learners during the school day.
- 5.3 District and School Site Professional Development and Meetings  
“Interns” will attend a minimum of **45 hours** per semester of District and school site-sponsored events including New Teacher Orientation, Grade Level, Department Meetings, Faculty meetings, and Professional Development Seminars.
- 5.4 The EPM will be invited to use “My Internship Journal” by the CSU East Bay “Intern” Coordinator.  
The EPM will use this program to approve support that is provided to the “Intern”.

**6.0 Additional Support Provided by the CSU East Bay and District (Shared Responsibility)**

- 6.1 The US, the EPM, and the “intern” will meet **3 hours per semester.**
- 6.2 Individualized “Intern” Plan (IIP)
  - a. The US, EPM, and the “Intern” shall develop the Individualized “Intern” Plan (IIP) during the first three weeks of school year.
  - b. The IIP will specify the support, mentoring, and supervision the “Intern” will receive so that the total hours of annual Support/Mentoring and Supervision equal to 144 hours plus 45 additional hours specific to the needs of English Learners.
  - c. The plan shall be approved by the CSU East Bay “Intern” Coordinator. The following are suggested mentoring activities that may be included in the plan, in addition to those mentioned above:
    - 1. Observation of others teaching
    - 2. Supervision of the “Intern”
    - 3. Conferences, in person
    - 4. Email or telephone conferences
    - 5. Grade level/department meetings

6. Instructional planning
7. Logistical help before or after school (bulletin boards, seating arrangements)
8. Participation in District or Regional conferences
9. Review and discuss test results
10. Editing work-related writing (letters to parents, announcement, etc.)
11. Completion of interactive journal (Intern and either US or EPM)
12. Mentoring activities specific to Special Education interns such as the development of IEPs and conferences with general education teachers

- d. “Interns” are expected to attend all CSU East Bay classes; they may not attend District-sponsored activities or engage in extra paid assignments that interfere with class attendance.

#### **7.0 “Intern” Contract with the Teacher Education Department at CSU East Bay**

- a. Each “Intern” will sign a contract agreeing to terms and responsibilities that are congruent with this MOU.
- b. The “Intern” Contract will include the names of the CSU East Bay University Supervisor (US) and the Employer Provided Mentor (EPM).
- c. By signing the contract the “intern” acknowledges that the internship may be revoked if the terms are not met.

#### **7.1 Individual “Intern” Profile**

- a. CSU East Bay will maintain a computer-based Individual “Intern” Profile (IIP) for each Intern, summarizing the type and quantity of *Support/Mentoring and Supervision each Intern receives*
- b. *CSU East Bay, the District*, and the “Intern” will all provide information, as requested, to the CSU East Bay “Intern” Coordinator.
- c. “Intern” will register and provide all information online as required by the “Intern” Contract and this MOU.

#### **7.2 “Intern” Support Record**

- a. Each CSU East Bay “intern” will complete an online “Intern” Support Record using “My Internship Journal” that documents the support received from CSU East Bay and District personnel.
- b. The “Intern” Coordinator will monitor completion of the “Intern” Support Records using “My Internship Journal” for each “intern”.

#### **7.3 Oversight by Accreditation Coordinator**

- a. The CSU East Bay Accreditation Coordinator, working with the CSU East Bay Intern Coordinator, shall make recommendations to the CSU East Bay Chair of the Department of Teacher Education, the Chair of the Department of Educational Psychology and the CSU East Bay Dean of the College of Education and Allied Studies regarding the performance of the CSU East Bay University Supervisors and the performance of the District in meeting all requirements included in this MOU
- b. The Accreditation Coordinator is responsible for reporting compliance with the “Intern” Support requirements to CTC.

#### **7.4 Oversight by CSU East Bay Dean**

The CSU East Bay Dean of the College of Education and Allied Studies shall notify appropriate District administrators if CSU East Bay has concerns about the performance of District personnel.

## **7.5 Oversight by District Administrator**

Appropriate District administrators shall notify the CSU East Bay Dean of the College of Education and Allied Studies if there are concerns about the performance of CSU East Bay personnel.

## **8.0 Term of the Agreement; Amending the Agreement; Termination of the Agreement**

- 8.1 This Agreement shall be in effect beginning with the 2019 - 2020 school year and shall be continuous and be in place for each subsequent academic year until it is either amended or terminated by either party pursuant to sections 8.2 and 8.3 below.
- 8.2 Either the District or CSU East Bay may request that the other party meet to consider amendments to this Agreement at any time during the initial term or any subsequent renewals, in writing signed by both parties.]
- 8.3 This Agreement may be terminated at any time by amending the termination date by written instrument signed by both parties in compliance with Section 9.0. General Provisions of this agreement or upon 30 day's advance written notice by one party to the other, provided, however, that in no event shall termination take effect with respect to currently enrolled interns, who shall be permitted to complete their training for any semester in which termination would otherwise occur.
- 8.4 CSU East Bay may request that the other party meet to consider amendments to this Agreement at any time during the initial term or any subsequent renewals, in writing signed by both parties.
- 8.5 This Agreement shall be effective as of August 1, 2019 and shall remain in effect for five (5) years, terminating on July 31, 2024.

## **9.0 General Provisions**

- 9.1 General Indemnity: The District and the CSU East Bay agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
- 9.2 Insurance Requirements Each party agrees to maintain commercial general liability coverage of at least \$2,000,000 per occurrence, \$4,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- 9.3 Workers' Compensation insurance coverage as required by the State of California.
- 9.4 District or CSU East Bay shall require University students assigned to the District pursuant to this MOU to comply with Education Code Section 45125.1, to a background check, paper screening, and Livescan clearance from Department of Justice and Federal Bureau of Investigation.
- 9.5 District or CSU East Bay shall require University students assigned to the District pursuant to this MOU to comply with Education Code Section 49406 to University students to provide evidence of negative tuberculosis test performed within 60 days of "Intern's" start date.
- 9.6 All parties shall agree that no person, patient, client, staff or student shall, on the basis of religion, race, color, national origin, ancestry, ethnic group identification, sex, physical



handicap, mental disability, medical condition, marital status, age (over 40) or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.

- 9.7 Mandatory Instruction and Reporting: Before a “Intern” is assigned to the District for placement, the CSU East Bay shall instruct such student on the applicable state and federal laws regarding unlawful discrimination (California Education Code sections 200-283 and Title IX, Section 504, Title VI) and mandated reporting of child abuse (Penal Code sections 11164-11174.35).
- 9.8 The District and CSU East Bay will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- 9.9 Provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance only applies if both parties have signed this Agreement.
- 9.10 Nothing contained in this Agreement confers on either party the right to use the other party’s name without prior written permission, or constitutes an endorsement of any commercial product or service by the CSU East Bay.
- 9.11 This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable Federal, State and Local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.

Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:|

**District:**

(Insert Name of District)  
(Insert Name of Department)  
(Insert Program Coordinator Name)  
(Insert Title)  
(Insert Address)  
(Insert City, State Zip)  
(Insert Telephone Number)  
(Insert Email Address)

**CSU East Bay:**

Program Issues  
College of Education & Allied Studies  
Patricia Irvine, Associate Dean  
Hayward, CA 94542  
510-885-7418 [patricia.irvine@csueastbay.edu](mailto:patricia.irvine@csueastbay.edu)

Contract Issues:

College of Education & Allied Studies  
Carolyn Nelson, Dean  
Hayward, CA 94542  
510-885-7439 [carolyn.nelson@csueastbay.edu](mailto:carolyn.nelson@csueastbay.edu)



Appendix A

“Intern” Support: A Shared Commitment to Excellence in Teaching  
**196 Hours of Support per School Year**

CSU East Bay Support: University Supervisor (US), Intern Coordinator	District Support: Employer Provided Mentor (EPM)	Shared Responsibility
<p><u>Regular Ed/Special Ed: US Observations and Conferences</u></p> <ul style="list-style-type: none"> <li>8 observations of the “Intern” teaching and follow-up conferences (2 hours each)</li> </ul> <p><u>EL: US Observations and Conferences</u></p> <ul style="list-style-type: none"> <li>4 observations of the “Intern” teaching EL and follow-up conferences (2 hours each)</li> </ul> <p><b>Total 24 hours (1 hour per week)</b></p>	<p><u>Regular Ed/Special Ed: EPM Support, Mentoring and Supervision</u></p> <ul style="list-style-type: none"> <li><b>26 hours</b> of support, mentoring, and supervision within the school day</li> </ul> <p><u>EL: EPM Support and Supervision</u></p> <ul style="list-style-type: none"> <li><b>10 hours</b> of support, mentoring, and supervision related to English Learners during the school day (May include observations of EL in other classrooms)</li> </ul> <p><b>Total 36 hours (1 hour per week)</b></p>	<p><u>“Intern”, US, EPM Meetings</u></p> <ul style="list-style-type: none"> <li>The “intern”, the US and the EPM shall meet in person at least three times per semester (6 meetings, 1 hour each) to discuss the “Intern’s” progress.</li> <li>During the first meeting the “intern”, the US and the EPM will develop an Individualized “Intern” Plan (IIP), describing the support, mentoring and supervision the “intern” will receive. The plan shall be approved by the CSU East Bay “Intern” Coordinator.</li> </ul> <p><b>Total 6 hours</b></p>
<p><u>Seminars</u></p> <ul style="list-style-type: none"> <li>Candidates will attend online and face-to-face fieldwork or other seminars focusing on problem solving with students, curriculum, and instruction for regular education and EL students (minimum of two semester units)</li> </ul> <p><b>Total 30 hours</b></p> <p><u>“Intern” Coordinator</u></p> <ul style="list-style-type: none"> <li>The “Intern” Coordinator will communicate with interns by email and/or phone and will monitor their completion of the “Intern” Support Record using the “app” “My Internship Journal”</li> </ul> <p><b>Total 10 hours</b></p>	<p><u>District or School-Sponsored Professional Development, Meetings</u></p> <ul style="list-style-type: none"> <li>“Interns” will attend a minimum of 90 hours of district and school site-sponsored professional development and meetings including new teacher orientation, grade level, department meetings, faculty meetings, and professional development seminars. Candidate-initiated observations are also included.</li> </ul> <p><b>Total 90 hours</b></p>	

## Appendix B

The District and CSU East Bay will exchange the following contact information required in the “Intern” Support, Mentoring and Supervision of the Memorandum of Understanding in the MOU.

### I. CSU East Bay

#### A. Program Director Contact Information

Name:	Patricia Irvine
Title	Associate Dean
Department:	College of Education & Allied Studies
Telephone Number:	510-885-7418
Email:	<a href="mailto:patricia.irvine@csueastbay.edu">patricia.irvine@csueastbay.edu</a>
Mailing Address:	25800 Carlos Bee Blvd, AE-111, Hayward, CA 94542

#### B. Intern Program Coordinator:

Name:	Dania Massey
Title	“Intern” Coordinator
Department:	Teacher Education Department
Telephone Number:	510-885-7486
Email:	<a href="mailto:Dania.massey@csueastbay.edu">Dania.massey@csueastbay.edu</a>
Mailing Address:	25800 Carlos Bee Blvd, AE-250, Hayward, CA 94542

### II. \_\_\_\_\_ (Insert Name) \_\_\_\_\_ School District

#### A. Program Director Contact Information:

Name:	
Title	
Department:	
Telephone Number:	
Email:	
Mailing Address:	

#### B. Program Coordinator:

Name:	
Title	
Department:	
Telephone Number:	
Email:	
Mailing Address:	

## Coversheet

### Memoradum of Understanding (MOU) SMM AB 288 CCAP Agreement 2019 to 2022

**Section:** IV. Governance  
**Item:** B. Memoradum of Understanding (MOU) SMM AB 288 CCAP Agreement 2019 to 2022  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV\_B\_MOU SMM\_AB 288 CCAP Agreement\_2019\_2022\_06\_04\_19.pdf



# PALISADES CHARTER HIGH SCHOOL

## COLLEGE AND CAREER ACCESS PATHWAYS A DUAL ENROLLMENT PARTNERSHIP AGREEMENT 2019-2022

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

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

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

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

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

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

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

### 1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for three year beginning in August 26, 2019 and ending on June 30, 2022, and requires renewal every three years by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.

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



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## CHARTER HIGH SCHOOL

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

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

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SMC and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement shall include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in



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## CHARTER HIGH SCHOOL

- 2.3 high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.4 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

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

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





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- 3.6 college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.7 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.8 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.9 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.
- 3.10 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

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

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

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## CHARTER HIGH SCHOOL

### 5. PARTICIPATING STUDENTS

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

### 6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SMC Business Procedure.
- 6.3 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.4 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.



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- 6.5 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SMC guidelines, policies, pertinent statutes, and regulations.
- 6.6 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.7 Site visits by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered in the district are the same as the courses offered on the COLLEGE campus.
- 6.8 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 6.9 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.10 Courses must meet the number of hours sufficient to meet the stated performance objectives as outline in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.11 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)



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- 6.12 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.13 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SMC academic standards.
- 6.14 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

### 7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE and become SMC employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT, who are being paid by the SCHOOL DISTRICT, must also sign an Instructional Service Agreement (ISA)- Instructor and get approved by the COLLEGE Board.
- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty teaching under an ISA who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees that extends beyond the college schedule is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of



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- 7.6 assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.7 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.8 The COLLEGE shall have the primary right to control and direct the activities of faculty teaching dual enrollment courses. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.
- 7.9 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.10 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Faculty training shall be approved by and provided by the COLLEGE.
- 7.11 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.12 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SMC.





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- 7.13 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.14 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SMC specifically with regard to their duties as instructors.
- 7.15 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

### **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must complete all drop procedures by all published deadlines to avoid a "W" on their transcript.
- 8.6 A student who has dropped the college course may continue to complete the course to receive high school credit.

### **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to

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

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# PALISADES

## CHARTER HIGH SCHOOL

- 9.2 facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SMC policies and standards. Sec. 2 (c)(2)
- 9.3 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.4 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.5 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

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

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

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# PALISADES

## CHARTER HIGH SCHOOL

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

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

## 11. CERTIFICATIONS

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

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

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# PALISADES

## CHARTER HIGH SCHOOL

- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## 12. PROGRAM IMPROVEMENT

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

## 13. RECORDS

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

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

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# PALISADES

## CHARTER HIGH SCHOOL

- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.
- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

### **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

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

### **15. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

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

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# PALISADES

## CHARTER HIGH SCHOOL

- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

### 16. REIMBURSEMENT

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

### 17. FACILITIES

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

### 18. INDEMNIFICATION

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

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

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# PALISADES

## CHARTER HIGH SCHOOL

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

### 19. INSURANCE

- 19.1 The SCHOOL DISTRICT, in order to protect SMC, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend SMC, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any

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

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# PALISADES

## CHARTER HIGH SCHOOL

- 19.3 workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

### **20. NON-DISCRIMINATION**

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

### **21. TERMINATION**

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

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

### **22. MODIFICATION AND AMENDMENT**

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

### **23. GOVERNING LAWS**

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

### **24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

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

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# PALISADES

## CHARTER HIGH SCHOOL

### 25. SEVERABILITY

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

### 26. COUNTERPARTS

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

Executed on \_\_\_\_\_

By: \_\_\_\_\_  
SCHOOL DISTRICT

By: \_\_\_\_\_  
SANTA MONICACOLLEGE DISTRICT

- Santa Monica College District Board Meetings:**
  - (a) **Information Board Meeting Date:**
  - (b) **Public Comment Board Meeting Date:**
- School District Board Meetings:**
  - (a) **Information Board Meeting Date:**
  - (b) **Public Comment Board Meeting Date:**

### APPENDIX

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

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature,

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





# PALISADES

## CHARTER HIGH SCHOOL

time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

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

NOW THEREFORE the COLLEGE and SCHOOL DISTRICT agree as follows:

### 1. COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

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

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

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

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

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3. **CCAP AGREEMENT PROGRAM YEAR FALL 2019-SPRING 2020** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2019-2020 COLLEGE: Santa Monica College

SCHOOL DISTRICT: Palisades Charter High School

EDUCATIONAL PROGRAM: Media Studies and Photography

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

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Survey of Mass Media Communication	Media 1	Fall	12:20-1:50PM	T, Th	Saxon, Lisa	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Media, Gender, Race	Media 10	Spring	12:20-1:50PM	T, Th	Saxon, Lisa	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Photography	Photo 1	Fall	12:20-1:50PM	T, Th	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Black and White Darkroom Technique	Photo 2	Spring	12:20-1:50PM	T, Th	Steil, Rick	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

EDUCATIONAL PROGRAM: Computer Science

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 per semester	TOTAL PROJECTED FTES: 6.22
--------------------------------------------------------	----------------------------

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Cloud Computing	CS 79A	Fall	2:13-3:33PM	T and online 1.5 HRS	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Python Programming	CS 87A	Spring	2:13-3:33PM	T and online 1.5 HRS	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

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EDUCATIONAL PROGRAM: Graphic Design

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

EDUCATIONAL PROGRAM: IGETC/Transfer Preparation

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 per semester					TOTAL PROJECTED FTES: 5.48		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Jazz Band	Music 78	Fall/Spring	7:50-9:30	M, W	Stoyanovich, Elizabeth	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Fundamental of Music	Music 1	Fall	7:50-9:30	T, Th	Stoyanovich, Elizabeth	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Fundamentals of Musicianship	Music 5	Spring	7:50-9:30	T, Th	Stoyanovich, Elizabeth	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

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

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

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Media 1	Media & Culture 11 <sup>th</sup> Edition	\$158.25	N/A	
Media 10	Race, Gender, Class & Media 2 <sup>nd</sup> Edition	\$163.00	N/A	
Photo 1	Short Course in Photography: Digital 4 <sup>th</sup> Edition	\$67.75	N/A	
Photo 2	Film Processing Handbook	\$1.25	N/A	
CS 79A	No Book Required		N/A	
CS 87A	Starting out with Python 4 <sup>th</sup> Edition	\$89.00	N/A	
Gr Des 18	No Text Required		N/A	
Gr Des 64	Photoshop CC: Visual Quickstart	\$39.99	N/A	
Music 78	No Text Required		N/A	
Music 1	Music Fundamentals 3 <sup>rd</sup> Edition	\$114.00	N/A	
Music 5	No Text Required		N/A	

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

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**5. FACILITIES USE**

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

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
Palisades Charter HS	TBD	See days above	See hours above

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

## Coversheet

### Approval of reimbursements for Executive Director/Principal

**Section:** V. Consent Agenda  
**Item:** A. Approval of reimbursements for Executive Director/Principal  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_Part 2\_Expense Reimbursement 06\_4\_19- P Magee mileage\_parking.pdf  
V\_A\_Part\_1\_Revised Expense Report\_05\_21\_19.pdf

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

Name: Pamela Magee

Date: 6/4/2019

P.O. # \_\_\_\_\_

Date	Vendor	Description	Office Supplies	Classroom Materials	Confer- ences	Comm/ Postage	Other*	Business Miles	Rate Per Mile	Total Mileage
			4350	4310	5220	5920				5210
5/21/2019	Dr. Magee	LAAC Measure EE Mtg., (round-trip mileage)						31.60	0.545	17.22
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
<b>Total</b>			-	-	-	-	-	31.60	6.54	17.22

<b>Grand Total</b>	<b>\$</b>	<b>17.22</b>
<b>Charged Amount</b>	<b>\$</b>	<b>-</b>
<b>Net Due Employee</b>	<b>\$</b>	<b>17.22</b>

Employee Signature: \_\_\_\_\_

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

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

Department/Program Name & #: \_\_\_\_\_

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

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

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) <b>NET EMPLOYEE</b>					\$8.00		0.545	-
5/14/2019	Dr. Magee	Ralphs Market Curriculum Council/Admin Mtg. Food (ON SCHOOL CARD)	\$37.94						0.545	-
5/15/2019	Dr. Magee	Dominos Food for Admin Mtg. (4 hour mtg.) ON SCHOOL CARD	\$35.53						0.545	-
5/14/2019	Dr. Magee	LAUSD Charter Renewal Mtg. (Los Angeles) (round-trip from PCHS to Los Angeles) <b>NET EMPLOYEE</b>						39.80	0.545	21.69
5/1/2019	Dr. Magee	CCSA Exec Summit Mtg. (round-trip from PCHS to Los Angeles) <b>NET EMPLOYEE</b>						39.80	0.545	21.69
5/2/2019	Dr. Magee	CCSA/YY&A Public Record Act Seminar (round-trip from PCHS to Los Angeles) <b>NET EMPLOYEE</b>						42.80	0.545	23.33
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
<b>Total</b>			73.47	-	-	-	8.00	122.40	6.54	66.71

<b>Grand Total</b>	<b>\$ 148.18</b>
<b>Charged Amount</b>	<b>\$ 73.47</b>
<b>Net Due Employee</b>	<b>\$ 74.71</b>

74.71

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.