



# Palisades Charter High School

## Board Meeting

---

### Date and Time

Tuesday March 31, 2020 at 3:00 PM PDT

### Location

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://palihigh-org.zoom.us/j/897058997>

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 646 558 8656 or +1 253 215 8782 or +1 301 715 8592  
or +1 312 626 6799

Webinar ID: 897 058 997

International numbers available: <https://palihigh-org.zoom.us/j/897058997>

---

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

### *SUPPORTING DOCUMENTATION:*

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

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

---

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

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

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

---

## Agenda

### I. Opening Items

Opening Items

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

#### 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 February 11, 2020

#### E. Approve Special Board Meeting Minutes

Approve minutes for Special Board Meeting on March 14, 2020

### II. Organizational Reports

- A. Student Report
- B. Parent Report

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

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

- A. Budget & Finance Committee Updates
- B. Election Committee Updates

**IV. Academic Excellence**

Academic Excellence

- A. Math Placement Policy
- B. E-Learning Update
- C. School Year Calendar

**V. Changes/Updates in Response to COVID-19**

- A. Extend School Closure
  - To align with LAUSD with flexibility to extend if needed
- B. Waive Community Service Graduation Requirement
- C. Adjustments to Grade Appeal Process
- D. COVID-19 Related Issues and Impact on School

**VI. Facilities/Operations**

- A. Transportation Update

**B. Operations Updates**

**VII. Finance**

Finance

**A. 2nd Interim Report**

**B. 2nd Interim Summary and Detail**

**C. Board Resolution: Notification to CharterSafe of Potential Withdrawal from JPA**

**VIII. Governance**

Governance

**A. Board Resolution for English Learners Authorization Waiver**

**IX. Consent Agenda: Finance Items**

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

**X. New Business / Announcements**

**A. Announcements / New Business**

- Date of next Board Meeting is Tuesday, April 21, 2020.

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

**XI. Closed Session**

**A. Conference with Legal Counsel**

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

**B. United Teachers of Los Angeles-PCHS Negotiations**

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



- (Govt. Code section 54957) (Education Code section 44929.21)

**XII. Open Session**

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

**XIII. Closing Items**

- A.** Adjourn Meeting

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on February 11, 2020

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

---

**Date and Time**

Tuesday February 11, 2020 at 5:00 PM

**Location**

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

---

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

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

**SUPPORTING DOCUMENTATION:**

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

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

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

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

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

---

**Trustees Present**

Adam Glazer, Andrew Paris, Brooke King, Dara Williams, Larry Wiener, Leslie Woolley, Paula Anderson, Reeve Chudd, Rick Steil, Sara Margiotta

**Trustees Absent**

Emily Hirsch

**Ex Officio Members Present**

Dr. Pam Magee, Greg Wood

**Non Voting Members Present**

Dr. Pam Magee, Greg Wood

**Guests Present**

Amy Nguyen, Karen Cox, Laney Chao

---

**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 Feb 11, 2020 at 5:09 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Steve Klima

Concerns about issues with payroll errors. Still dealing with this even though it was brought to the Board's attention in August. It has an impact on morale. The way that the issues are dealt with leads to a lack of trust. Some teachers were incorrectly paid before the holidays and they were counting on that money.

John Rauschuber

Third appearance before the Board this year. The issues with lifetime health benefits are unresolved and this is not acceptable. Many employees don't own their own homes, have to commute, have to care for others and/or have kids in college. The teachers do not have the ability to participate in the school's financial decisions. It is not right that the contract was allowed to expire without a COLA and the issue of lifetime benefits has not been resolved.

Laney Chao

ASB President

PowerPoint presentation  
Explains the function of ASB  
ASB raised \$4705  
Each grade has raised funds as well

Maddie Stein  
PowerPoint presentation continues  
Represent the student body  
ASB holds events

Jeremiah Lewis  
PowerPoint presentation continues  
Hold elections  
Recruitment process is fair and diverse

Talia Davood  
PowerPoint presentation continues  
Explains role of class president

Selene Laam  
PowerPoint presentation continues  
Describes the role of the Commissioner of Student Involvement and Clubs

Joe Fisher  
PowerPoint presentation  
Describes the role of the Commissioner of Communications and the Commissioner of Athletics

Jocelyn Moline  
Describes the role of the Commissioner of Publicity

Itzel Hernandez  
PowerPoint presentation continues  
Describes ASB recruitment activities

#### **D. Approve Minutes**

Reeve Chudd made a motion to approve the minutes from Board Meeting on 01-14-20.

Paula Anderson seconded the motion.

Dara was not there. Corrections from Reeve Chudd noted on paper.

Greg Wood noted that there is a paragraph that is repeated.

C. Update regarding school start date: says 70% of teachers and it should say 70% of respondents.

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

**Roll Call**

Brooke King	Aye
Emily Hirsch	Absent
Larry Wiener	Aye
Paula Anderson	Aye
Dara Williams	Abstain
Adam Glazer	Aye
Sara Margiotta	Aye
Reeve Chudd	Aye
Rick Steil	Aye
Andrew Paris	Aye
Leslie Woolley	Aye

**II. Organizational Reports**

**A. Student Report**

Valentine's Day Activities:

Pali Palooza will replace the spring dance. Students and teachers will be performing. It will be on the outside stage on February 28th from 5:00 to 8:00.

**B. Parent Report**

Sara Margiotta mentioned that an email came out via Dewey Dolphin; she felt that the email was very misleading. It tallied all of the individual classes into one lump. It would have to be 7 absences in one class. The tallies are not coming up correctly in Infinite Campus and Tami Christopher indicates that they are working on the problem.

**C. Classified Staff Report**

Nothing to report.

**D. Faculty Report**

The faculty members do not understand why there is still no contract. The faculty don't think that the Board has their interests at heart. Still problems with over-size classes. Lifetime Health Benefits Fund underfunding is still an issue and is moving very slowly. The fitness center is not accessible to the teachers; teachers need keys. The paycheck issue mentioned by Steve Klima is of concern. The Special Education Department is

concerned about comments made about Special Education. There have been cuts to the department including 2 faculty members. The Department has been working hard to coordinate with outside agencies. Faculty and staff are unaware of the cuts that have been made and that faculty and staff workloads have increased and that is also affecting morale.

The faculty had positive feedback about the data discussed with them at the Professional Development meeting. Colleagues are talking about each other in a positive way.

Leslie Woolley asked about the origin of the information about the lack of safety compliance and the shortage of desks and chairs comes from. Paula Anderson responded that the information is through emails as reported by teachers. Leslie Woolley asked that if this is the case that teachers should be instructed to speak to the administration. Pam Magee encouraged people to come forward with their concerns as well. Don Parcell also encouraged staff and faculty to email or contact him or Chris Lee about any safety concerns.

VAPA and PE have massive classes and it is hard to get sufficient space.

We are at maximum capacity.

With all this, the faculty and staff are upset that there is no contract.

Dance and some larger classes are in Mercer Hall or the small gym.

Mercer is used as a classroom sometimes to try to accommodate the larger classes.

It is difficult to use Mercer because it is used for other things.

Worries about lawsuits from employees using the fitness center for personal fitness.

Adam Glazer suggested a liability waiver could be signed by the teachers.

Steve Klima mentioned that part of the aggravation is that no one was told, the keys were just changed without explanation.

There was also a key to a bathroom that was changed without notice to anyone; Don Parcell indicated that an email was sent out.

There are issues with coverage by the insurance company.

The administration needs to find out whether the insurance company would cover it if the faculty and staff sign a waiver.

Chris Lee mentioned that teachers have reached out about class size and other issues.

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

The report stands as submitted.

Added that there is a classified CALPERS workshop coming up.

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

Sara Margiotta had a question about why we are replacing campus aids with substitute teachers. Don Parcell was told to use internal resources and that is why. Sara Margiotta pointed out that this is not a wise use of funding. There are implications based upon the number of days that substitute teachers work.

Amy Nguyen pointed out that going to an outside company has costs as well. So there is a cost-benefit analysis. Steve Klima mentioned that LAUSD does have a classified staff substitute unit. It can also skew the budget numbers and make it look like there is a higher allocation for teacher salaries. Greg Wood pointed out that there is a modification to the allocation this year so that this won't be a problem as far as allocation in the future. Amy Nguyen pointed out that sometimes temporary employees from an agency may not understand the high school culture, whereas substitute teachers do.

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

The report is with the materials. and stands as submitted. The report was on an excel spreadsheet and there was a problem incorporating it into BOT.

The Booster Club is doing a different type of program for the auction this year; it is on March 14th at the Santa Monica Women's Club.

The show is Hot Tamales Live, which was the first platform for female comedians. This has been a springboard for some very famous celebrities. It is also multicultural. There will also be salsa dancing.

There will be a silent and live auction, booths, and food. If they sell 30 tables, they will make a profit.

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

The report stands as submitted.

Comfortable adding another 7 ADA, which is another \$75,000

The cafeteria is performing to budget.

We have a new credit card company and their terms are good and late fees should be a thing of the past.

Conference about school budgets and impacts on education.

Funding commitments were discussed; in May the funding levels will be locked in.

SELPA uncovered some monies that LAUSD took that LAUSD agreed to return to the Charter schools.

Hoping to have the tax return by the March meeting.

#### **I.**



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

The report stands as submitted.

Monica Iannessa, Tami Christopher, and Chris Lee put on a great Professional Development Day.

The administration wants the UTLA negotiation to be a positive process and wants to keep things positive. Pam Magee agrees that morale among the adults is important.

The administration needs to have more discussion with counsel before negotiations can move forward. There have been mini-surveys that have been distributed. Important to have face to face conversations rather than emails.

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

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

Larry Wiener:

The committee met last week and is working on preparing for the new mandated start time. Also looking into a change in the bell schedule. The committee wants to hear from faculty and have them participate in the process.

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

Sara Margiotta

The committee met last week. We are over in certificated and classified salaries but we are still tracking to be a \$1.2 million surplus to go back to the underfunded reserves. Gearing up to start the budget process with the departments.

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

Nothing to report.

#### **D. Election Committee Updates**

Friday meeting.

6 seats are open.

Next week the election packet will be posted on the website.

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

Ellen Pfahler, the chair of the Lifetime Health Benefits meeting. She came here to address some questions as to the progress. The minutes from the meetings are posted on the Pali High website. Part of the committee's responsibility is to look to how to reduce long-term liability. Meeting with various agencies who provide benefits in order to reduce costs but provide benefits at the same level.

The pool and track loan has a 4.5% return and there is a 1.5% return for the remaining funds. That is how the money is being invested. Right now there is no shortfall, it is just the long term concerns that we have. Some other investment opportunities are being explored. Mike Rawson will present an idea.

We do need to approve the committee members.

Newer employees would like to change from the two-tier system where the newer employees do not have the same benefits. Hearing from different brokers might present us with some solutions. The meeting is this Thursday at 3:15. One possibility is an opt-out incentive for some people and other options will be discussed by the brokers.

List of committee members

Ellen Pfahler

Sara Margiotta

Michael Rawson

Mark Snyder

Emily Hirsch

Andrea King

Joel Jimenez

Randy Tenen-Snow

John Rauschuber

Susan Ackerman

Linda Burgess

Jean Maninger

Brenda Clark

Paul Mittlebach

Paula Anderson made a motion to approve the members of the Lifetime Benefits Committee.

Adam Glazer seconded the motion.

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

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

##### **A. Board Members Only - Committee Updates**

Nothing to report from Audit.

Grade Appeals Committee reported that grade appeals have started up.

#### **V. Academic Excellence**

##### **A. Dashboard Presentation**

Dashboard Presentation is in the materials and was presented via PowerPoint.

Dashboard data is able to compare different years.

Sometimes it is hard to see gains because we are already achieving at a high level.  
Gone to green for suspension.  
Graduation is staying in the blue (highest category)  
EL is a very small population so that is why it is gray.  
Creation of SART discussed; since we are a Charter we cannot have a SARB, but we can have a SART. Tami Christopher would like to have the first SART at the end of this semester but it is more likely going to be up and running in the fall.  
There are some places where it shows that are local indicators were not met but according to Monica Iannessa this was an error and, in fact, all local indicators were met.

Still have an achievement gap with certain subsets of students.  
Want to know about transportation problems and whether that results in absences.  
SART will explore why the student isn't getting to school and to develop a plan to help.

Data is available to teachers in different places in addition to Dashboard.

#### **B. Enrollment/Absenteeism/SART/SARC**

See previous discussion.

#### **C. Virtual Academy**

The goal is to help serve the students who cannot make it to a traditional classroom.  
The curriculum includes A-G required for UC schools  
This is an independent study program.  
They use an online curriculum  
This is a program within PCHS, not a separate school.  
In order to participate, the student must be enrolled at PCHS. Must take at least 80% of courses in the Virtual Academy; can take up to 20% of courses in the traditional classroom.  
PowerPoint presentation on the Virtual Academy.  
Virtual Academy started with 12 students and it now has 72 students.  
The classes align with Pali common assessments and are introducing math standards.  
Use the Accelerate Curriculum  
100% graduation rate and 70% of seniors accepted into 4-year colleges.  
Time management is an important skill to succeed.  
Rick Steil pointed out that there is a great benefit to taking online classes from anywhere in the world.

#### **D. Special Education/Student Services Report Update**

A teacher resigned over winter break and the other teachers are covering that caseload.  
Room for one student and assessments are being conducted for 14 students. The

caseload limit for resources specialists is 28. Linda Burgess has taken on 10 cases so that is what has allowed them to continue without the teacher. Another retired special education teacher has come to assist with the assessments. Still working with the Hess report. Amy Ngyuen is looking into adaptive PE.

## **VI. Facilities/Operations**

### **A. Operations Updates (Including Transportation)**

Discussed spray-on sunscreen and how it isn't good as far as being inhaled.

Transportation -- registration for the bus and the scholarship application period will start on February 18th. The process will start to distribute the \$192,000 in awards. The goal is to have an idea by June of the ridership for next year and then be able to plan bus routes with the goal of having low vacancy rates. Try to avoid the in school year adjustment.

## **VII. Finance**

### **A. 2020-2021 Budget Calendar**

Budget calendar is in the materials.

Dara Williams made a motion to approve the 2020-2021 Budget Calendar presented in the materials with the modification to the May 28th and May 29th meetings being full-day meetings.

Sara Margiotta seconded the motion.

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

### **B. Consolidated Application**

The Consolidated Application needs approval by the Board.

Dara Williams made a motion to approve the submission of the Consolidated Application by Dr. Pam Magee.

Reeve Chudd seconded the motion.

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

## **VIII. Governance**

### **A. 2019 -2020 Compliance Monitoring and Certification of Board Compliance Review**

As we prepare for the spring audit we need to ensure compliance. These are all of the areas that LAUSD wants the Board to be aware of. The school is training on the suicide prevention policy.

Dara Williams made a motion to certify that the board reviewed the Compliance Monitoring and Certification.

Adam Glazer seconded the motion.

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

**B. Approval of Amended Bylaws**

The by-laws were amended when the Charter was renewed. Reeve Chudd brought up that we are not both directors and trustees. It should be one or the other and it should be uniform.

Paula Anderson made a motion to approve the by-laws as amended to change all references to directors to trustees and to change all references to chairman to chairperson.

Sara Margiotta seconded the motion.

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

**C. Ad Hoc Committee (Governance Policies)**

Reeve Chudd, Sara Margiotta, and Dara Williams had volunteered at the retreat to be on this committee.

Dara Williams resigned from that committee and Paul Anderson agreed to replace her.

**D. Form 700 Reporting**

All Board members must sign. For employees, they must check the appropriate box for Form C.

**IX. Consent Agenda: Finance Items**

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

**B. Approval of Field Trips**

All of the funding is coming from outside sources for all of the outside. Leslie Woolley wanted to make sure that the number of chaperones is appropriate for the number of students. Pam Magee will ensure that the number of chaperones and those who are serving as chaperones is appropriate.

An additional tennis field trip was presented.

Reeve Chudd made a motion to approve all of the field trips presented.

Dara Williams seconded the motion.

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

**X. New Business / Announcements**

**A. Announcements / New Business**

Next Board meeting is scheduled for March 17th but that is during the CCSA so we will change it to March 24th.

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

At 7:54 we went into closed session.

## **XI. Open Session**

### **A. Return to Open Session**

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

In closed session, the Board approved a resignation agreement with a certificated classroom teacher; the vote was unanimous by those on the board who were entitled to vote on the motion.

## **XII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:58 PM.

Respectfully Submitted,  
Leslie Woolley

---

## **Documents used during the meeting**

- Faculty Report February 2020.pdf
- HR Board Report February 2.11.2020.pdf
- PCHS Board Report for Operations for 2020-02-11 Board Meeting.pdf
- Board of Trustees 21120.xlsx
- GrantReport2019\_20.xlsx
- II.H- 2019-2020 Enrollment ADA Report Projection to Month 5.pdf
- Agenda Item II. H. CBO Board Report.pdf
- II.H - POOL\_PERMIT 2019-2020 01-30-20 YTD.pdf
- II.H\_-\_Credit\_Card\_19-20\_YTD\_Summary.pdf
- II.H - Updates to 12.2019 v02.11.pdf
- II.H - Cafeteria Updates 12-31-2019.pdf
- EDPbdrpt 2.11.2020.pdf
- EDP\_Board Materials.pdf
- Board Presentation 2\_11.pptx
- Posted SARC 2018-2019.pdf

- VII.A - 2020-2021 Budget Calendar.pdf
- VII.A - Governors Budget Workshop\_Summary.pdf
- 2019\_2020\_Compliance Monitoring and Certification of Board Compliance Review.pdf
- PCHS BYLAWS\_REVISED 10\_4\_19.docx
- Field Trip Request.pdf

# Coversheet

## Approve Special Board Meeting Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Special Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on March 14, 2020



APPROVED



## Palisades Charter High School

### Minutes

#### Special Board Meeting

---

**Date and Time**

Saturday March 14, 2020 at 10:00 AM

**Location**

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

---

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

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

**SUPPORTING DOCUMENTATION:**

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

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

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

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

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

---

**Trustees Present**

Adam Glazer (remote), Andrew Paris, Brooke King, Dara Williams, Emily Hirsch, Larry Wiener, Leslie Woolley, Paula Anderson, Reeve Chudd, Rick Steil, Sara Margiotta

**Trustees Absent**

*None*

**Ex Officio Members Present**

Dr. Pam Magee, Greg Wood

**Non Voting Members Present**

Dr. Pam Magee, Greg Wood

**Guests Present**

Amy Nguyen

---

**I. Opening Items**

**A. Call the Meeting to Order**

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Saturday Mar 14, 2020 at 10:08 AM.

**B. Record Attendance and Guests**

**C. Public Comment**

Daphne Gronich concerned about learning, impact on grades, and internet access for students during the closure.

**II. School Closure Discussion**

**A. School Closure Updates**

LAUSD has now initiated a closure. Pali has been discussing this for over a week and the administration, faculty, and staff have been discussing eLearning and all different aspects of the impact of school closures including the needs of all students. Legal counsel has been involved in the discussions as well. Releasing the students on Friday was to have teachers work on and practice their plans and their plans to roll out to students. This is a historical event and every school in the country is grappling with it and the problems it creates.

There will be challenges and there will be some messiness at times but communication is the best way to deal with it.

There are alternative plans for students who do not have access to the internet or devices.

Also concerned about social isolation; want to be available to the students so that they know that the school is here for them.

Some districts are closed through April; some for two days.

Rick Steil gave a shout out to Dr. Magee's leadership on this and in calling for a pupil free day on Friday because it was really needed.

Dr. Magee is proud of Pali and it has been an incredibly collaborative moment

Paula Anderson also said that it was collaborative and that everyone was looking for solutions for learning and to avoid the issues with social isolation, especially for students with special needs, some of whom have special social issues.

Feeling positive about the likelihood that everyone will be paid. There should be some more definitive answers from the governor by Tuesday.

PCHS E-Learning Guidelines presented by Monica Iannessa (the plan is in the materials)

Faculty and staff to work overtime to implement these plans

PCHS decided to present e-Learning through Schoology as the students utilize this more than Infinite Campus.

PCHS proceeded on the assumption that the governor implemented the highest standards.

So the plan included attendance procedures; that was eased off a little because the governor indicated that funding would continue. So attendance procedures were modified so that the teachers would know that the students were engaged. The teachers wanted to keep a bell schedule and to set boundaries so that each class would have discrete time with each class.

Some teachers are using the Big Blue Button to give lectures.

Schoology attendance quiz to let the teacher know that the students are engaged.

Teachers will be cognizant of the material they are presenting; for instance, whether it is review material or new material and how that is presented and the rigor of the material given the circumstances.

English language limitations have been considered as well.

The material can be mandatory and can be graded; teachers can see if students are working toward their learning targets.

Limitations for campus access are delineated in the materials.

Guidelines across the country were looked at; many districts have e-Learning for snow days and this material was helpful.

The IT staff have been instrumental in pushing out this plan.

Attendance quiz is now being called virtual participation verification but it can be modified to attendance quiz if it needs to be changed.

Reeve Chudd inquired about some of the platforms that are being presented. Ed Puzzle is being used but YouTube is an option as well. ScreenCast is also available. Big Blue Button is similar to Zoom. Teachers have all of these platforms available.

When the teachers were engaging with the kids on these platforms in class as they were trying them out the kids were very engaged. Rick Steil mentioned that they were all preparing for this at the Faculty meeting on Tuesday so they were able to engage the

students with e-Learning for the past couple of days. Teachers are cognizant of the concerns about too much screentime so most teachers likely won't be lecturing for the entire block period. So the check-in is to virtually tether the student and have the teachers connect with the students.

Reeve Chudd inquired about when emailing the teachers is appropriate.

A detailed message will be sent out to parents and students with guidelines for parents and students.

Paula Anderson mentioned that John Vieira and Steven Burr have been extremely helpful in implementing these plans especially with regard to technology.

Paula Anderson discussed that IEP students are being addressed because a certain number of minutes of education and certain services must be provided. Mary Bush discussed that all of these things are being considered and discussed with the appropriate experts. Behavioral students are more difficult to provide but there are plans to put as many services in place as quickly as possible.

Timelines do stop when school is closed but Pali will continue to do assessments if it is safe to do so. IEP timelines do not stop so there will be an effort to conduct these telephonically if possible. Pali is collaborating with other districts and exchanging ideas. Not all of the teachers are comfortable with this e-Learning platform but other teachers have been trying to assist those who are less comfortable with it. For now, there are some people here on campus and technology support is here.

Larry Wiener brought up that within the PLCs the teachers who are more confident with technology are helping the teachers who are less confident. The atmosphere has been very positive.

Don Parcell brought up that there has been one-on-one assistance to those who need it. Monica Iannessa brought up that the social workers have been given instruction on the Big Blue Button to keep in touch with the kids who have anxiety over this.

Larry Wiener mentioned that we should not overreact with the glitches; even now we do not reach 100% of the students 100% of the time.

Sara Margiotta brought up access to the math paraprofessionals for tutoring services. The paraprofessionals are virtually available for tutoring and assistance.

Some of the platforms, such as Big Blue Button, provide for live discussions.

### **III. Governance**

#### **A. Board Resolution**

Pam Magee and Lisa Corr have been discussing the necessary resolution that the charter schools should have. The conversion charters worked together with Lisa Corr. Dara Williams suggested that the resolution should be up to 28 days.

Reeve Chudd inquired about free and reduced lunch. LAUSD is creating centers for free and reduced lunch for students to receive their free and reduced lunch. Pali students are able to take advantage of this. It is the same process as the summertime program.

LAUSD has 40 of those centers to provide meals and childcare for students in the lower grades. It has been confirmed that these services are available to charter school students. This information will be given to the students who use these services.

Dara Williams made a motion to Approve Resolution 2019-2020-01 with the modification that #2 allow the Executive Director to close Palisades Charter High School for up to twenty-eight (28) school days.

Reeve Chudd seconded the motion.

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

**Roll Call**

Rick Steil	Abstain
Larry Wiener	Abstain
Sara Margiotta	Aye
Brooke King	Abstain
Reeve Chudd	Aye
Paula Anderson	Abstain
Leslie Woolley	Aye
Andrew Paris	Abstain
Adam Glazer	Aye
Dara Williams	Aye
Emily Hirsch	Aye

**IV. New Business / Announcements**

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

Paula Anderson raised the issue of the Election Committee Meeting going forward given that elections will need to be held prior to the end of the school year. A discussion was held about the benefits of adhering to the current timeline for the election schedule. Because we are in an emergency situation the Board discussed making the Election Committee a board member only committee until school resumes. The two members of the committee who are board members are Paula Anderson and Reeve Chudd, with Paula Anderson being the Chair. Brooke King is no longer on the committee because she is running to be re-elected. Other committees were discussed as well. Most committees can put off holding a meeting until school re-opens or until we have more information on the length of the school closure and the measures that the Federal, State, and Local governments have put in place to slow the spread of the coronavirus. The other Board committee that should meet is the Budget & Finance Committee. A vote for how that committee will handle its business during the school closure will be placed on the agenda for the next regularly scheduled Board Meeting on March 24th. Greg Wood and Sara Margiotta will consider revisions to the Budget & Finance Committee calendar but will not make any decisions on revisions.

Because this was an emergency meeting and the existence of a pandemic, the Board took a vote on allowing the Election Committee to move forward as a Board member only committee. The administration will follow up with Lisa Corr about the propriety of this vote.

Dara Williams moved that the Election Committee be a board member only committee for the time PCHS remains closed.

Emily Hirsch seconded the motion.

The Board unanimously adopted the motion.

Questions about limiting contact with students

Yearbook production

Dara Williams mentioned that it seemed appropriate for the same rules to apply as apply during the time that school is in session.

VAPA is especially concerned about being able to communicate in small groups in person

Monica said it should be vetted through the parents with express permission from them

The administration will develop a protocol for this.

For grades and e-Learning, this is something that the administration will address.

Don Parcell said so far a number of campus activities have been canceled but that doesn't mean that there will not be ways for small groups to meet on campus once the appropriate evaluations that have been made.

## **V. 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 11:24 AM.

Respectfully Submitted,  
Leslie Woolley

# Coversheet

## Human Resources Director (HR) Report

**Section:** II. Organizational Reports  
**Item:** E. Human Resources Director (HR) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** HR Board Report March 31 2020.pdf



## Human Resources Board Report March 31, 2020

### Retirement/Resignation/Release:

Name	Classification/Position	Funding	Effective Date
Fuligni, Benjamin	Special Education Assistant	Special Education	March 13, 2020
Leong, Gabriela	Physical Education Teacher	General	June 4, 2020
Lozano, George	IT Technology Support Specialist II	General	March 6, 2020
Pazirandeh, Jennifer	Math Teacher	General	February 10, 2020

### Staffing and Recruitment:

On March 3<sup>rd</sup>, 2020 a representative from CalPERS come to the Pali campus to present a “CalPers and You” workshop. This was for all classified staff to receive information on the retirement process. . HR will continue to seek timely notice from current employees regarding their own retirement plans.

On March 11<sup>th</sup>, 2020 Amy Nguyen ran a recruitment booth at the Career and Intern Expo at Cal Lutheran University. HR continues to promote Palisades Charter High School as an outstanding educational institution that offers the best place of employment for faculty. In turn, we will be seeking a strong, diverse faculty through recruitment. Candidates search for open positions in March and April. It is important that we continue with the recruitment and hiring process. We will do this by holding all first round interviews online. We were registered to attend an additional job fair, however that fair was postponed due to COVID-19.

**Benefit bidding process:** March 4, 2020 HR met with Tony Lee from Charter Life to gather information on placing a bid to PCHS. We continue to have brokerages work on bids for medical coverage for our employees. Once we have firm pricing returned to us we will begin holding Health & Welfare committee meetings to review the offers made to PCHS. This may occur through online meetings.

**Negotiations:** PCHS will continue negotiations with the UTLA-PCHS and PESPU unions as the ground conditions allow.



# Coversheet

## Director of Operations Report

**Section:** II. Organizational Reports  
**Item:** F. Director of Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PCHS Board Report for Operations for 2020-03-31 Board Meeting.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Board of Trustees Meeting Operations Report March 31, 2020**

#### **Security/Safety – Coronavirus Related in Some Manner:**

##### **Cleaning/Safety:**

- During the first few days of the COVID-19 event, even while Faculty/Staff & Students were still on campus, PCHS ramped up its daily campus cleaning to include all high-touch points, including but not limited to Door knobs/handles, light switches, railings, high-traffic offices, etc.
- Additional Hand-Washing stations were rented and positioned around the campus to aid in hand-washing accessibility due to additional bathroom hand-washing over-crowding
- Additional supplies were order to aid PCHS in both the extra cleaning and daily consumables. Thing like, but not limited to: Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, Protective Gloves, etc.
  - Disinfecting Wipes & Sprays we got some order fulfillment, but a rationed amount
  - Hand-Sanitizer we got backordered on, like most people, and ultimate orders canceled. Additional orders placed and we're still waiting for fulfillment
  - Paper Products, Soap and Glove orders fulfilled
- Once Students were moved into a Not-on-Campus/Distance-Learning mode (after 3/12/2020), our AM and PM Janitorial Crews were kept on for additional disinfecting of High-Touch Points in Classrooms, Offices and Common Areas. The entire campus was re-cleaned when the students were gone.
- Janitorial personnel are still on-campus 5-Days a week (Mon thru Fri) to clean the regular use areas of campus, and are scheduled to continue until everyone is back on campus regularly.

##### **Security/Safety:**

- PCHS Security Guard coverage has been reduced to levels similar to Summer Break mode
- Campus is still accessible for Faculty 7-Days a Week as needed, but limited to 7am – 4pm
- Non-Faculty Staff that need to work on Campus has been focused to be at PCHS Tue/Wed/Thu 7am – 4pm, with remaining Staff working remotely on Mon & Fri
- Guards at Flagpole Walk-In Entrance all day. Guard at Main Drive-In Entrance from 7:00am – 3:30pm (some exceptions with limited daytime closures exist)



# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety (Continued):

- Specific Emergency Days campus access rules in place for visiting Students, Families, 3<sup>rd</sup>-Parties, Vendors, etc. Accommodations exist for Students to pick-up items as needed, essential parent/PCHS meetings, deliveries, etc.
- All non-essential facilities closed, locked and not available for use, including but not limited to: Pool, Large/Small Gym, Baseball Field, Tennis Courts, Non-Faculty Occupied Classrooms, Mercer Hall, Gilbert Hall, Stadium, Stadium Parking Lot, etc.
- To practice quality Social Distancing, and minimize the introduction of possible COVID-19 Virus to campus, we are minimizing as much human traffic to campus as possible.

### Security/Safety - Standard:

- Classroom & School-Wide safety supplies/materials re-checked and replenished as needed in anticipation of both potential need and upcoming safety inspections from the LAUSD Charter School Division.
- The Thu 3/5 Active Intruder Safety Drill was performed, and was a recap/review drill. The next scheduled 2019-20 Safety Drill is for Wed 4/29 (a Shelter-in-Place recap/review drill), but will not be conducted due to the Safer-at-Home Order expected to last until at least 5/3/2020. This drill, if practical and deemed necessary, will be rescheduled for Mid-to-Late May, and considered as a replacement for the currently schedule Mon 5/18 Fire Drill.
- It is worth saying again - A Big THANK YOU to the PTSA and Parent & Student Volunteers that helped with the Shelter-in-Place preparations over Winter Break.
- PCHS fundraising for Safety & Security is still needed to build up the necessary funds to implement well-established Safety Priorities as determined via multiple stakeholder surveys and assessments with 3<sup>rd</sup>-Party experts. Many important safety measures are currently not being pursued due to lack of funding, but are highly desired (in no particular order):
  - Additional Security Cameras
  - Additional Emergency Exit Gates
  - Additional Exterior Lighting
  - Additional Perimeter Fencing
  - Fence Breach Detection/Alerting System
  - Contracting local security company for on-call emergency support
  - Guard Staffing to proactively monitor cameras (or have service that does)
  - Intrusion Detection System



# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety – Standard (Continued):

- Regarding Non Shelter-in-Place airborne events, times when the air may not be poor quality enough to warrant a Shelter-in-Place declaration, but is poorer quality than the typical Moderate or Good air-quality around campus, the two designated rooms for people to go to if experiencing respiratory issues are:
  - 1<sup>st</sup> – The Nurse’s Office. All people (faculty, staff, and students) should go see the on-call nurse to make sure nothing is seriously wrong. The Nurse’s Office has places to lie down and rest, and has portable A/C Units to help regular temperature.
  - 2<sup>nd</sup> – At the Nurse’s discretion, to U109. The person can remain in the Nurse’s Office or go to the U109 room that has an HVAC Unit that includes Air-Conditioning, has tables and chairs and is monitored by the Dean’s Office. If necessary, and warranted due to health reasons, one of PCHS’s nurses can be stationed in U109 to monitor as needed.
- With the increased concerns for student safety related to Active Intruders, PCHS will be expecting all PCHS Personnel to visibly wear their current year PCHS IDs at all times. This is to help the Security Team to easily recognize who should be on campus, and more importantly, who should not. This simple to follow requirement will help ensure the safety of all Students/Faculty/Staff. Therefore, all PCHS Personnel, parents, adult visitors and stakeholders should be prepared for increased diligent on ensuring adults are visibly wearing their PCHS IDs/Badges during school days/hours.
- PCHS school safety training by 3<sup>rd</sup>-party professionals was determined by the Budget & Finance Committee to not be necessary/affordable in 2019-20. Therefore, no additional 3<sup>rd</sup>-Party expertise will help further/refine/enhance our 2018-19 practices/policies, and they will not provide Professional Development for Faculty/Staff at the start of each semester for 2019-20. The 3<sup>rd</sup>-Party professionals are willing and ready to help if needed should PCHS determine a reason to engage them.

### Transportation:

- All Regular Ed (To/From PCHS), Athletic and Field Trip buses were canceled as of end of Thu 3/12/2020. The resumption of Regular Ed buses scheduled at this time for Mon 5/4/2020, but further delays in Students-Back-on-Campus are a possibility that may postpone this anticipated re-start date. Bus Company ATS and the Transportation Dept. are discussing matters regularly.
- The 2020-21 School Year PCHS School Bus Registration & Scholarship Application, which started on 2/18, was scheduled to conclude on Tue 3/24, but due to the COVID-19 Events has been pushed back to a 5/4 deadline. The timelines for all other post-registration activities in the process have also been pushed back roughly a month. The down-payment deadline has been moved from 5/31 to 6/30.



# PALISADES

## CHARTER HIGH SCHOOL

### Transportation (Continued):

- As of the original deadline for 2020-21 PCHS School Bus Registration (3/24), 277 students have registered for the bus. It should be noted that historically the last week of Registration is when a disproportionately large volume of registrations occur for the typical 4-6 week Registration period, and the last week of this year period overlapped with the COVID-19 Events becoming very significant in Los Angeles. The Transportation Dept. is hoping the 5+-week extension will allow COVID-19 impacted families still to register.
- No other decisions have been made related to the PCHS School Bus Program for 2020-21 or future years. If the Board were looking to set a longer-term direction for the PCHS School Bus Program, it would be better to determine what that is sooner rather than later.
- The Special-Ed transportation program, Big Blue Bus Pali Express program and the Metro Mobile Customer Center (MCC) program have all also been put on hold due to the COVID-19 Events. These are all setup to continue at PCHS once we are back to a Students-on-Campus mode. It should be noted that Special Ed Transportation Services are exceedingly difficult to re-engage in times of high-demand, which is likely to be the case when the Safer-at-Home Order is lifted. The Transportation Dept. is in contact with our Special Ed transportation vendors, but they are making no guarantees of available vehicles/drivers when crisis ends.

### MGAC/Pool:

- MGAC/Pool Closed as of 3/12/2020 and Until Further Notice due to COVID-19 Events
- Many permit groups moving to online Zoom coaching in interim as USA Swimming cancelled all aquatic competitions through April 30th
- Jan-Mar MGAC Revenue anticipated to be ~\$120,000
- Safer-at-Home Order time period lost revenue expected to be: ~\$70,600
  - Permits: ~\$57,600
  - Public: ~\$13,000
- CA EMS-approved Public Safety First Aid Class is being delivered to staff when appropriate
- MGAC Aquatics Director attended SCPPOA conference 3/5/20 in Santa Monica (SoCal aquatic agencies Irvine to Ventura in attendance)
- Facility applying to Los Angeles County EMS to offer Public Safety First Aid Class (target date Summer 2020)
- Pool Filter PM and Water Quality Improvement – to be completed during closure
- Maintenance repairs/replacements projects:
  - Replace underwater pool LED lights
  - Install eye-wash station by chemical rooms
  - Replace CO2 solenoids
  - Replace pool controller probes
  - Service surge pit
  - Preventative maintenance ongoing



# PALISADES

## CHARTER HIGH SCHOOL

### **MGAC/Pool (Continued):**

- Proposals being solicited for new pool water heating system
- PCHS should continue accruing/saving for major repairs in the 1-3 year timeframe as major pool components start to reach their useful life of 8-10 years.
  - 1. Replace Heaters (1-2) that serve all pools (~\$50-\$100k) – This is a 2-6 Months timeline
  - 2. Re-Plaster Both Pools (~\$160-\$200k)
  - 3. Replacement Competition Pool Pump (~\$35-\$50k)
- For MGAC News & Updates - Subscribe to pool newsletter on MGAC Website
- MGAC Policies Updated - Please see MGAC Website for details at [www.palihigh.org/palipool](http://www.palihigh.org/palipool)
- MGAC Handbook being Revised/Re-Drafted re Emergency Action Plan and Operational Standards

### **Information Technology:**

- In response to the Coronavirus outbreak and State/City regulations requiring a transition to Distance/Online eLearning, the Technology Team has been working tirelessly with all departments and multiple vendors to provide additional support and services to all families and staff. Personal Note from Don – While the entire team has been great, a really big shout-out is needed for the instrumental, above and beyond efforts and counsel of Jeff Roepel in this transition.
- The Technology Team has been meeting with and setting up Faculty, Staff & Students since 3/12 with Chromebooks and Tech Assistance to utilize them to enable as many people as possible to practice quality Social Distancing and work/learn from home.
- Beth Marshall and Jeff Roepel spent many hours working through multiple State Testing designs in order to maximize the utilization of student tech devices PCHS had on hand (slim and dwindling) and available facility spaces to minimize the cost and impact of the mandatory State Testing. After multiple iterations, a well-crafted plan was in place, and was one week in execution when the COVID-19 Events escalated.
- IAB and CAASPP testing began. The Team has been doing an excellent job working with all teachers and coordinating with Beth Marshall on the timing and locations of devices over the testing period. A Tech Team member attended each testing session to ensure all devices were working as needed and that each device that was handed out and taken back was sanitized in a safe and effective manner.
- PCHS has collaborated with BARK Technologies for off-campus internet filtering of institutional-owned student devices. The service has been running for 4 weeks with excellent results.



# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- IT is testing an updated Raptor platform for compatibility with our existing scanning hardware.
- The Team continues to assist teachers and students with the installation of the Respondus Lockdown Browser on BYOD devices.
- Technology provided 130 setups and relocations to meeting spaces, offices, or classrooms.
- The ISP cutover from LACOE to Spectrum was completed on 3/11. Everything has been running smoothly and the old circuit will be disconnected.
- PCHS is having a number of issues with Schoology and problem resolution. PCHS has been working closely with Schoology on this and a few issues that were promised to be live with the 19-20 school year but will not be live until the 20-21 school year.
  - The issue with Apple iOS devices continues. The last update of iOS causes a compatibility issue between the Schoology app and Respondus Lockdown Browser. The issue is a Schoology issue, and the Schoology iOS App needs to be updated by Schoology and then downloaded by students in order to resolve the issue. Schoology has not released a period for this update to occur.
  - There have been a few bugs discovered when using the Schoology AMP for assessments. The most critical being a bug that impacts test security. The bug prevents teachers from printing assessments for students that do not have a device. If a teacher wishes to print assessments, they must disable randomized question order, a standard and necessary security practice in the modern classroom. If a teacher were to elect not to disable the randomized question order, all printed assessments are scored incorrectly.
- Category 1 eRate funding for the 2018-19 year has finally moved forward and is ready. A FCC Form 471 was issued, committing \$35,325.00 of funding. This will offset the same amount that PCHS had to incur with providers due to the difficulties caused from our BEN change in 2017. \$29,419.00 were deposited to LACOE have been refunded to PCHS.
- The Category 2 eRate funding has been released and the project has a green light to move forward after nearly 2 years of eRate Program bureaucratic delay! Unfortunately, the winning vendor must submit product update/replacement forms for approval to the Fed, as some of the hardware that was bid out in March of 2018 is no longer available. Ideally, this will not take longer than another 30 days before we can move forward.





# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology (Continued):

- eRate Project highlights are:
  - Replace some of our aged and failing core network infrastructure
  - Replace some of our aged and/or failing classroom lab networks
  - Supplement wireless access points in some classrooms with insufficient infrastructure
  - Grow physical network where insufficient, non-existent, or otherwise problematic areas
  - Provide for, repair, or replace the battery backup to each network IDF
  - Repair/Replace some of the fiber runs that have stopped working
  - Run some of the needed new fiber runs to new classroom labs and new IDF's
  - Add new Ethernet capacity where exhausted in lower A, B101, AA office, H, E, G, J, Mercer Hall, Cafeteria/Staff Cafeteria
- Due to a formula change in funding allocated per student, PCHS has access to \$176,912.78 of additional C2 funding. The expectation is to utilize the funding before it expires at the end of this 5-Year cycle. Additional equipment was added to our RFP, which closes on March 23<sup>rd</sup>.
- The 5-Year E-Rate Category 2 plan for 2021-2026 has just been announced by the FCC, with the funding year of 2020-21 being a holding year. Highlights include a potential allotment of \$167 per student for qualifying equipment or service. This would fit well with the Tech Plan that calls to replace the existing Wi-Fi infrastructure in the 2022-23 or 2023-24 school year.

### Permits & Setups:

- **Permit Revenue for February 2020 is ~\$47,100:**
  - ~\$34,500 from Facility Rentals
  - ~\$750 from Banner Rentals
  - ~\$8,500 from Filming
  - ~\$3,350 from Misc. Events/One Time Permitters
- **March & April Permits Revenue Alert:**
  - To be expected, the revenue number for March will be low. With only 11 days of facilities availability due to the COVID-19 Events impact, and even some of those with reduced demand, combined with State Basketball Playoffs impacts on Gym Availability before 3/11, and then the Safer-at-Home Order, March will have some revenue, but not much.
  - In addition, it is anticipated that April will have virtually zero revenue – some minor Banner revenue is all that is expected.
  - Overall Expected Lost Revenue due to COVID-19 is: \$105,400
    - Gyms (Large & Small Combined): ~\$38,800
    - Stadium (Track & Field): ~\$30,600
    - Baseball Field: ~\$9,500
    - Tennis & Upper Blacktop: ~\$4,700
    - Mercer: ~\$1,800
    - Filming: ~\$20,000 (several good prospects for commercial shoots)





# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects:

- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following:**
  - **Custodial Staff** – Continued daily Disinfecting of High-Touch areas such as all door knobs/handles, light switches, desks, tables, chairs, keyboards/mouse, counters, benches, water fountains, elevator, etc. rails with Clorox bleach germicidal wipes in addition to general daily cleaning.
  - **Attendance & Counseling Offices** - Installed the two Purell hand sanitizer dispensers we could get in common area location for both staff, students and visitors to access as they enter/exit
  - **E-2-GN Restroom** - “Halo” Vape Detector Sensor installed specifically to address Student vaping in restroom issues, as smoke detectors do not consistently/effectively detect vape products. “Halo” will send an alert via email and/or text to designated parties who then will be able to match with camera footage in hopes of catching frequent offenders.
  - **HR/Nurse Pass through Door** - Soundproofing door kits installed for added privacy when meeting with parents; students and/or staff.
  - **Payroll/Student Support offices** - Soundproofing dry wall installed for added privacy when meeting with parents; students and/or staff.
  - **Annual PM of (4) Campus Ice Machines** - Included filters replaced.
  - **Annual Water Fountain Filter Replacements.**
  - **U105/W120** - Roof repairs made to address leaks during last rainstorm.
  - **D204; G105; Weight Room** – Failed Occupancy Room Sensors replaced for lights to continue to operate on/off automatically.
  - **Daylight Savings Time Adjustment** as of 3/8 – Manually made 200+ Battery Operated Clock Changes
  - **G-1-B** - New stainless steel combo hand paper and trash combo dispenser installed.
  - **PE Tunnel** - Back filled Main Water Line Valve Repair hole
  - **Tennis Courts Drainage System** – Gutter between Tennis courts and Baseball batting cages was cleaned and electrical conduit relocated out of the way for Contractor to measure for custom fabricated gutter to ultimately minimize mud flows during rain storms
  - **J-Bldg.** - Replaced six faulty light fixture drivers for exterior canopy walkway.
  - **J-Bldg. Canopy** – Installed windsock to be used for various *purposes* as they can accurately indicate the speed and direction of wind & can be used in an emergency where risk of gaseous leakage exists.
  - Ongoing Door/Lock maintenance, repairs and adjustments
  - Delivery of daily onslaught of packages, paper and paper towels throughout campus
  - Ongoing Athletic Facilities Maintenance – Stadium & Baseball Field, Tennis courts, etc.
  - Hallway & PE Locker fixes and adjustments as needed
  - Restroom faucet, sink, toilet/urinal repairs as needed



# PALISADES

## CHARTER HIGH SCHOOL

### Items in-progress and expected completion soon include:

- Installed Mirrors in Restrooms: E-1-B; G-1-B; G-2-B
- Replacement of Bird-Predator call device to keep unwanted pigeons and crows away from campus especially during nutrition/lunch.
- Installing additional Hand sanitizer dispensers' campus wide. Currently we have hand sanitizer dispensers on order and are awaiting delivery
- Tennis Courts Drainage System to be installed to minimize mud flows
- Band shed doors @ Lower blacktop - Replace damaged doors. Awaiting ordered doors to arrive.
- 2<sup>ND</sup> SET of restroom signs; building ODD/EVEN signs; Office nameplates, etc. - Awaiting order.
- Halo Vape Detector – Install additional units in other student restrooms
- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)

### Facilities Larger Scale Projects:

- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Historical info follows this, but the last outstanding issue was the J-Bldg leak issue, which was resolved in Mid-Feb, and heat is working again in J-Bldg.

The water pipe portion of this Project was completed in late October and heat was flowing as needed until early December when the system sprung a gas leak. The gas pipe portion of this temporary solution has been worked on by LAUSD over Winter Break, is now completed, and was available for the start of spring semester. Additional issues (an Air-Handler problem hampering heat flow into Mercer Hall and valve/leak problems hindering J-Bldg) have been addressed by LAUSD and were operational by the start of spring semester. However, ongoing leaking issue with piping inside J-Bldg have caused issues with heat flowing into J-Bldg classrooms. Work scheduled to be completed by Mon 2/10. This Project funded by LAUSD.

- **Long-Term Heating System Infrastructure Replacement Project (LAUSD Funded)** – Historical info follows this, but other than maybe a two month delay in starting, and assuming the COVID-19 Events do not continue too much past early May, this project is still slated to start this summer, though now more likely in August. Considering it is a 12-15 month project anyway, it was going to exist during all of the 2020-21 School Year anyway, so this two-month delay does not really change that.

Project design phase of this project has been completed, and has been fast-tracked by LAUSD due to the ongoing heating system problems PCHS has been experiencing. Bond Oversight and LAUSD Board reviews/approvals have now been obtained. The estimated start date of this project is attempting to be moved up a year and therefore may start as soon as June 2020 (this summer). The project is estimated to be 12-15 months and therefore to have the new long-term heating system in place by November 2021 for the start of the 2021-22 winter season. Multiple milestones still to be cleared before confidence in project being started that quickly becomes high. Temporary heating solution to serve us until this new long-term system is ready. This Project funded by LAUSD.



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects - Continued:

- **Gym A/C Project (LAUSD Funded)** – Project was DSA Approved. LAUSD prepared bid packages for General Contractor bidding/selection. Projected estimates came in much higher than anticipated. Project reviewed for cost reduction via Value Engineering, reduction in scope, or both. Project was then modified again by LAUSD and had to be re-submitted to DSA for review/approval. Latest status is the re-design is now with DSA again and we are waiting for their review, and hopefully approval. Latest revised targeted start date is now August 2020, but I am told it is more likely to be later than that. Project will be ~15 months as planned once it actually starts. Original start date was August 2018.
- **Security Fencing (Unfunded)** – LAUSD mandated Architectural & Structural Engineering plans created by Breen Engineering Inc. - Funding needed to complete plans and for fence purchase/installation.
- **Donor Brick Wall (Donor Funded)** – Completed installation of Donor Bricks from a campaign to raise funds. Wall installed on the home side walkway on the school-side of the Press Box. Additional bricks have already been commissioned and will be installed this summer. Additional bricks may be purchased if desired – Please contact Mike Rawson at [mrawson@palihigh.org](mailto:mrawson@palihigh.org).

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Development Report 03\_31.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Development Report Board of Trustees Meeting March 31, 2020

#### Results to Date:

<b>TOTAL FUNDS RAISED TO DATE:</b>	<b>Fund</b>	<b>Prior Report</b>	<b>YTD</b>	<b>Inc/Dec.</b>	<b>Budget</b>
The PCHS Fund	General	\$342,364	\$351,401	\$9,037	\$500,000
Attendance Gift	General	\$1,683	\$2,295	\$612	
Pali Alumni Fund	General	\$1,627	\$1,627	\$0	
The Pali GO Fund	Pali GO	\$3,030	\$3,621	\$591	\$0
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$348,704</b>	<b>\$358,944</b>	<b>\$10,240</b>	<b>\$500,000</b>
Donations to Athletic Teams	ASB	\$7,641	\$9,020	\$1,379	\$0
Donations to Classroom Teachers	ASB	\$47,839	\$52,312	\$4,473	\$0
Donations to Extra-Curriculars	ASB	\$44,584	\$53,610	\$9,026	\$0
Donations to Pali Cares	ASB	\$175	\$175	\$0	\$0
CTE Incentive Grant	General	\$171,045	\$171,045	\$0	\$0
Perkins V Grant	General	\$37,102	\$37,102	\$0	\$0
Foundation Grants	General	\$6,000	\$6,000	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$49,468	\$49,468	\$0	0
Rest. Donations/Pledges	General	\$0	\$0	\$0	0
<b>TOTAL RESTRICTED FUNDS RAISED</b>		<b>\$363,854</b>	<b>\$378,732</b>	<b>\$14,878</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$712,558</b>	<b>\$737,676</b>	<b>\$25,118</b>	<b>\$500,000</b>

#### TOTAL EXPENSES TO DATE:

Bacio Design	\$3,600	\$5,100
L.A. Press Printing	\$5,000	\$6,900
American Direct Mail	\$4,183	\$5,000
Postage	\$577	\$1,000
Subscriptions	\$5,086	\$10,000
SafeSave service fees	\$7,146	\$6,232
Salaries & Benefits (CUD/DOD)	\$132,696	\$176,928
Office supplies	\$703	\$200
Videography	\$1,020	\$1,500



# PALISADES

## CHARTER HIGH SCHOOL

Family Donor Banners	\$675	\$190
Career Day & Fair Breakfast/Lunch	\$0	\$0
Donor Bricks	\$743	\$500
Donor Reception	\$0	\$1,500
Chamber Expo	\$0	\$200
New Parent Welcome Breakfast	\$1,400	\$1,162
<b>TOTAL EXPENSES FOR UNRESTRICTED FUNDS</b>	<b>\$162,829</b>	<b>\$216,412</b>
<b>TOTAL NET FUNDS</b>	<b>\$574,847</b>	<b>\$283,588</b>

### CTE Incentive Grant Budget to Date:

	Budget	Actual	Balance
CTEIG Funds received:		\$172,705.00	
Mercer Upgrade	\$37,500.00	\$35,919.68	\$1,580.32
VEI/DECA Registration Fees	\$18,095.00	\$18,335.00	-\$240.00
VEI Color Printer	\$400.00	\$423.80	-\$23.80
VEI Class/Trade Show Supplies	\$4,000.00	\$3,707.26	\$292.74
MakerSpace Lab	\$23,150.00	\$10,136.84	\$13,013.16
MakerSpace IMA	\$2,500.00	\$1,913.71	\$586.29
Gilbert Hall Lighting Upgrade	\$4,440.19	\$0.00	\$4,440.19
Music Dept. Apple Cart	\$77,521.03	\$61,508.33	\$16,012.70
VEI Additional Classes	\$9,100.00	\$0.00	\$9,100.00
	\$176,706.22	\$131,944.62	\$44,761.60

Budget included \$4,000 from Perkins Grant for DECA

### Comments and Action Steps:

- 1.) PCHS Fund is up 113% over the same period last year (\$164,736)
- 2.) Total unrestricted funds of \$358,944 is 72% of our goal for the year.
- 3.) Current participation is 371/2718 families (13.7%). Total families over the same period last year was 171.
- 4.) The marketing push for the Booster Gala Party and the impact of the coronavirus pandemic has slowed donations over the last month. Booster Club members will be encouraging parent participation for the remainder of the year.



# PALISADES

## CHARTER HIGH SCHOOL

- 5.) The Development Committee recommended the review of the families who pledged at the Phon-a-Thon in November and have not given today. A letter will be crafted and an invoice will be send prior to the end of March.
- 6.) Weekly "DID You Know?" emails will be going out at a time determined by the Director of Development, emphasizing the importance of the PCHS Fund and what it is paying for the students.
- 7.) The fiscal impact of the coronavirus will further underscore the importance of not only this year's PCHS Fund but next year as well.
- 8.) Thank you emails will be sent out the first week of April to thank donors for their support and the severe fiscal impact that the coronavirus has had on the school.
- 9.) Planned Robocalls from Dr. Magee to go out later in April.

### Grant Report to Date:

<u>Grants Submitted:</u>			<u>Submitted</u>
Mazda Foundation	\$10,000	Campus Unification Project	6/27/2019
Steinmetz Foundation	\$5,000	Campus Unification & Academic Equity	12/9/2019
William C. Bannerman CTE Incentive Grant	\$7,000	Academic Equity	10/17/2019
	\$173,107	CTE Grant for 2020-21 school year	11/15/2019
Cathay Bank Foundation	\$5,000	ELL Program	11/19/2019
		Program Support - Pali-	
Joseph Drown Foundation	\$25,000	>START	1/14/2020
Ralph M. Parsons Foundation	\$30,000	Pali->START science project	3/5/2020
	<u>\$255,107</u>		
<u>Grants Received:</u>			<u>Received:</u>
Lewis A. Kingsley Foundation	\$10,000	Program Support	7/30/2019
Target Foundation	\$1,000	Soccer equipment	12/27/2019
Mara W. Breech Foundation	\$5,000	Teacher professional development	1/7/2020
American Legion Post 283	\$1,500	AcaDec	2/24/2020
PPWC Foundation	\$800	Repair mosaic in quad	3/3/2020
	<u>\$18,300</u>		
<u>Grants to be Submitted:</u>			<u>Deadline</u>
J.P. Morgan Foundation	\$5,000	Entrepreneurship	TBD
U.S. Bank Foundation	\$5,000	Entrepreneurship	TBD
MUFG Union Bank Foundation	\$5,000	Special Population Support	TBD
Georgia-Pacific Foundation	\$5,000	Entrepreneurship	TBD



# PALISADES

## CHARTER HIGH SCHOOL

<b>Marc &amp; Evan Stern Foundation</b>	<b>\$5,000</b>	<b>Performing Arts</b>	<b>TBD</b>
<b>Hugh &amp; Hazel Darling Foundtion</b>	<b>\$2,500</b>	<b>Academic Equity/Pali-&gt;START</b>	<b>3/15/2020</b>
<b>Braitmayer Foundation</b>	<b>\$5,000</b>	<b>Academic Equity/Pali-&gt;START</b>	<b>3/15/2020</b>
<b>Alaska Airlines Foundation</b>	<b>\$10,000</b>	<b>Academic Equity/Pali-&gt;START</b>	<b>3/30/2020</b>
<b>Sydney Stern Trust</b>	<b>\$5,000</b>	<b>Academic Equity/Pali-&gt;START</b>	<b>4/1/2020</b>
<b>Joseph Stanley Leeds</b>	<b>\$10,000</b>	<b>Pali-&gt;START/Video Production</b>	<b>4/1/2020</b>
<b>Motorola Solutions</b>	<b>\$30,000</b>	<b>Innovation Generation STEM Grant</b>	<b>4/30/2020</b>
<b>Cognizant USA Foundation</b>	<b>\$25,000</b>	<b>MakerSpace Grant</b>	<b>5/1/2019</b>
	<b><u>\$112,500</u></b>		



# Coversheet

## Chief Business Officer (CBO) Report

**Section:** II. Organizational Reports  
**Item:** H. Chief Business Officer (CBO) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** II.H - Credit Card\_Feb 2020.pdf  
03.31.2020 CBO Board Report.pdf

Palisades Charter High School  
 Credit Card Reconciliation Form  
 For the Period of: 02/01 - 02/29

PLEASE COMPLETE

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category
2/6/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	796.75		CTE	IMA
2/6/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	190.86		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	36.04		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	635.08		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	65.65		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	121.38		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	499.20		CTE	IMA
2/7/2020	HOMEDEPOT.COM 800-430-3376 GA	Makerspace Supplies	G. WOOD	J. AGIUS	766.48		CTE	IMA
2/24/2020	MXXMASTER SOUND	Microphones	G. WOOD	C. BARTON	17,996.75		CTE	NON CAP
1/31/2020	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	Monthly communicatons blast	P. MAGEE	P. MAGEE	84.99		GEN FUND	SUBSCRIPTIONS
1/31/2020	CALIFORNIA CHARTER SCHOOL LOS ANGELES CA	CCSA Conference	P. MAGEE	P. MAGEE	2,750.00		GEN FUND	PD
2/10/2020	IN *CALIFORNIA ASSOCIATIO 541-8995457 OR	CCSA Conference	P. MAGEE	P. MAGEE	5,571.90		GEN FUND	PD
2/10/2020	IN *CALIFORNIA ASSOCIATIO 541-8995457 OR	CCSA Conference	P. MAGEE	P. MAGEE	1,114.38		GEN FUND	PD
2/14/2020	QUIZLET.COM HTTPSQUIZLET. CA	Testing supplies	P. MAGEE	AA ROOM	57.58		GEN FUND	SUBSCRIPTIONS
2/14/2020	ZAZZLE USD 888-892-9953 CA	Supplies	P. MAGEE	A. NGUYEN	114.88		GEN FUND	SUPPLIES
2/20/2020	BLINKLEARNING.COM MADRID	Online Educational Content	P. MAGEE	AA ROOM	51.81		GEN FUND	SUBSCRIPTIONS
2/20/2020	SQ *DECA INC. 877-417-4551 VA	Registration - DECA	P. MAGEE	B. KOLAVO	500.00		CTE	IMA
2/20/2020	ALASKA AIR 0272155949701 SEATTLE WA	Flights - DECA to NYC	P. MAGEE	B. KOLAVO	8,350.85		ASB	DECA
2/21/2020	HOTEL INDIGO BROOKLYN BROOKLYN NY	Lodging - DECA to NYC	P. MAGEE	B. KOLAVO	2,279.54		ASB	DECA

Grand Total **41,984.12**



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MEETING MARCH 31, 2020**

#### **2019-2020**

#### **CASH**

PCHS has not closed its' Financials for January as of the date of this report. However, February 2020 Cash Balances were combined cash balances were \$8.0 million (\$7.3 million Unrestricted, including the Lifetime Benefit Account) compared to \$7.9 million (\$7.1 million Unrestricted) in January 2020. The Quarterly Funding from EPA (Prop 30) of approximately \$1.5 million will also be received in March 2020.

#### **ATTENDANCE (Covid Updates)**

PCHS reported updated ADA & enrollment through Month 6 was 2,987 enrolled. The related ADA for these 6 months is 2,903. Due to the Covid-19 outbreak, the CDE has announced that School District Funding is now be based on ADA for periods on or before February 29, 2020. Month 6 is the last reporting period that will be used for our P-2 Report and we will be funded on this ADA amount. There is a nominal amount of ADA to claim (less than 4 ADA) for Non Public School (NPS) students.

#### **FINANCIAL UPDATES**

The Covid-19 pandemic has materially altered the Financial paradigm for PCHS. Several legislative changes have and are being made that will alter both our Revenue & Expenses for the remainder of the School Year. Some highlights of these changes are as follows:

- #1) The ADA Funding for 2019-2020 (P-2) has been changed from April 15<sup>th</sup> to February 29<sup>th</sup>
- #2) School closure for periods of up to 2+ months will cause PCHS to be prepared to issue refunds for Parent paid items such as; Transportation, Student Meals & ASB Activities
- #3) IRS Tax law changes will allow Tax credits for payroll related payments to employees for certain Covid related absences. Special coding of Payroll will need to isolate these amounts



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MEETING MARCH 31, 2020**

**#4) The need to practice “Social Distancing” has resulted in PCHS to directly mail all live checks and direct deposit stubs to employees for the upcoming April 10<sup>th</sup> payroll for March earnings**

**#5) The increase in employees working remotely, uncertain return dates and expectation that the 2020-2021 Budget will materially change from the information received in January has resulted in the CBO temporarily freezing the 2020-2021 Budget Calendar. More information is expected from the CDE & the State on whether the Education Budget & LCAP submission requirements will change or not**

**#6) The CDE announced on March 19<sup>th</sup> that State passed SB 117 that will provide School Districts with \$100 million in relief for Covid expenditures required to provide Protective equipment, supplies & related labor. PCHS has not learned the exact amount of funding it will receive to offset these new costs, but this funding may amount to approximately \$50,000. PCHS Operations has been notified and both past expenditures and proposed new expenditures will be isolated and reported to the Board**

**#7) There is a strong expectation that the funding levels for 2020-2021 will be dramatically reduced given the significant amount of State Budget being spent this year to combat the Pandemic**

**#8) Weekly conference calls have taken place and are scheduled with the other 3 Conversion High School’s to share their respective organization’s handling of these emergency conditions**

#### **SECOND INTERIM FINANCIAL REPORT**

The CDE required “Second Interim Report” is in the process of being prepared and will be submitted by the March 15<sup>th</sup> CDE deadline. This report will include Actual Revenue/Expenditures to January 31<sup>st</sup> and projected Revenue/Expenses to the end of 2019/2020. The report is attached as a separate Agenda item and will be discussed based upon what was submitted. However, the information noted above will materially change the 2019-2020 projections made in early March.

#### **TAX RETURN**

The 2018-2019 Tax Return is in progress with our Audit Firm. The Return will be presented to the Board for review prior to its’ filing. It is anticipated to be presented in April.

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** II. Organizational Reports  
**Item:** I. Executive Director/Principal (EDP) Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EDPbdrpt 3.31.20 (1).pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Executive Director/Principal Report Board of Trustees Meeting March 31, 2020**

#### **Adjustment to School Closure Dates:**

- The PCHS Board of Trustees passed a resolution on March 14 approving PCHS closure due to COVID-19 through April 20. LAUSD has since announced the District's closure through May 1. In addition, Governor Gavin Newsom has signaled that it is possible that school sites may not be able to reopen this school year requiring the continuation of eLearning for the remainder of the spring semester. PCHS is looking to extend the closure date to May 1 with the flexibility to adjust according to state, county, and district closures.

#### **Academics – eLearning Policy for Phase 2 of School Closure**

- Department chairs and Administrators are currently reviewing the eLearning Plan to make adjustments for the next phase of school closure. The current eLearning plan was written for a two to three week period of time. The extended plan will address length of class/screen time, assessments, grading, and the possibility of ending the school year remotely. Updates and guidance from the CA Department of Education which may impact the extended eLearning Plan are expected on March 27.

#### **Attendance and Admissions Updates:**

- Daily class attendance is currently being taken period by period with Schoology Attendance Quizzes. These quizzes automatically go into the teacher's gradebook. Teachers do not have to enter attendance into Infinite Campus.
- Attendance Policy and Appeals – PCHS Administration is recommending the Attendance Policy and attendance appeals process should be waived for the Spring 2020 semester.
- Staff is currently processing On-Line Registration (OLR). As of March 26, there are 620 OLR applications. On April 13, 2020 current Pali families will be able to confirm they plan to attend in the Fall.

#### **Student Support Services and Special Education:**

- Special education teachers and paraprofessionals are providing services and supports virtually. Special Day Class teachers are providing instruction through eLearning and Resource Specialists are conducting Study Seminars and providing additional support as needed.
- IEP team meetings are being held remotely via conference calls.
- Related services of Speech & Language, Occupational Therapy, Adaptive Physical Education, Physical Therapy, and others are being provided by agency partners. Educationally Related Intensive Counseling and Counseling services are being



# PALISADES

## CHARTER HIGH SCHOOL

provided by our Mental Health Team and School Psychologist. Behavior consultation to assist parents with educationally related behaviors is being provided by our Autism Specialist, Ariel Schoolskey, and agency partners.

- Prior Written Notice letters are being sent to each parent to inform them of the change in placement and services during the period of time school is closed. Parents who do not agree with the changes identified in the PWN letter or want an IEP team meeting are offered the opportunity to discuss services in a virtual IEP team meeting.
- Special education paraprofessionals' roles during school closure have been clarified and an accountability system put into place to document their hours. Their primary duty is to support students and teachers. If they have fulfilled these duties, they may complete professional development activities to increase knowledge and skills to complete their 6 hour work day.
- As you may recall PCHS was required to submit a Performance Indicator Review (PIR) plan last May. Since that time, PIR has become a Special Education Plan required for every LEA. CDE just notified PCHS that: Due to the effects of the Coronavirus Disease 2019 (COVID-19), the California Department of Education (CDE) has placed Targeted and Intensive Monitoring activities, as well as related trainings, on pause until further notice. This pause encompasses Special Education Plan submissions, file reviews conducted as part of the Targeted and Intensive Monitoring process, corrective actions pending from the most recent Disproportionality review, and related in-person and remote trainings presented to the field by the CDE.

### **Athletics and Activities:**

#### ***Winter Sport Wrap Up***

##### **Girls Basketball:**

League Champions  
 2020 CIF-LA Open City Champions  
 CIF State So Cal Regional Division 2 Champions  
 (CIF State championships canceled covid-19)

##### **Boys Basketball:**

2020 CIF-LA D1 City Champions  
 CIF State So Cal Regional Division 4 Finalist

##### **Girls Polo:**

League Champions  
 2020 CIF-LA City Finalist  
 CIF State So Cal Division 3 Regional Semifinalist



# PALISADES

## CHARTER HIGH SCHOOL

### **Boys Soccer:**

League Champions

Qualified for the Division 1 playoffs

### **Girls Soccer:**

League Champions

2020 CIF-LA City Finalist

CIF State So Cal Regional Semifinalist

### **Wrestling:**

League Champs

3rd place City Finals

2<sup>nd</sup> place state qualifier

All spring sports are currently suspended until further notice.

ASB activities are suspended. Virtual options are being explored. ASB Leadership is starting to communicate with students about possible alternatives to traditional senior class activities in the event school closures remain in place through the end of the semester.



# Coversheet

## Budget & Finance Committee Updates

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** A. Budget & Finance Committee Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Budget\_Finance\_Board Report 3.31.2020.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### **Budget and Finance Committee Report Board of Trustees Meeting March 31, 2020**

#### **Heading: Public Comment**

- Mrs. Benke presented public comment advocating for subscriptions to Mastering Biology and AP readiness in anticipation of the 2020-2021 budget discussions.
- Fundraising and Grant updates provided to the committee by M. Rawson
- A. Nguyen has met with a 3<sup>rd</sup> insurance broker and is awaiting additional information before a final broker is chosen. The goal is to reduce the costs of Lifetime Health Benefits.
- M. Rawson introduced a draft Investment Policy Statement which was created for the Lifetime Health Benefits account as a means of providing investment direction. The committee will review it and approve this at the next B&F committee meeting. Once approved, we will bring it to the Board for approval.
- Budget & Finance Committee approved a freeze on IMA as of April 1, 2020. Arleta will communicate this to the Departments/Faculty.
- Departments got budget packets to begin working towards the development of the 2020/2021 annual budget.

# Coversheet

## Election Committee Updates

**Section:** III. Board Committees (Stakeholder Board Level Committees)  
**Item:** B. Election Committee Updates  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020 Election Timeline - Revised 03-20.pdf



# PALISADES

## CHARTER HIGH SCHOOL

## PCHS BOARD OF TRUSTEES 2020 ELECTION TIMELINE

### **Board Seats Open for Election for 2020-2021 School Year**

- 1 – Community Seat (*Electorate: All PCHS Stakeholders*)
- 1 – Student-elected Teacher Seat (*1-Year Term – Electorate: Students*)
- 2 – Parent Seats (*Electorate: Parents*)
- 1 – Teacher Seat (*Electorate: Faculty*)
- 1 – Management Seat (*Electorate: Administration/Management*)

*All terms begin on July 1<sup>st</sup>, 2020 and are 2-years in length unless otherwise noted*

Questions regarding Board positions, please contact:  
PCHS Board of Trustees Chair Leslie Woolley [lwoolley@palihigh.org](mailto:lwoolley@palihigh.org),  
or Dr. Pam Magee [pmagee@palihigh.org](mailto:pmagee@palihigh.org), PCHS Executive Director & Principal

---

### **Election Committee Timeline:**

- **Week of 2/17/20: Candidate Packets Available [here](#).**
- **4/06/20: Deadline for Candidate Applications Due at 4:00pm** (via email to Karen Cox, PCHS Administrative Staff)
- **TBD: Election Committee Meeting, 2:15pm** - Verify Candidate Applications
- **4/20/20: Parent Voter Information Verification closes. Parents need to register via Infinite Campus.**
- **4/27/20: Voting Window Opens at 8:00am** - Ballots sent via Election Buddy  
\*Student Elected Teacher Position ballot via Schoology
- **5/01/20: Voting Window Closes at 11:59pm**
- **5/11/20-5/15/20: Run-off Election Window** (if necessary)
- **TBD: Election Committee Meeting, 3:30pm** - Verify Election Results
- **5/18/20: Notify Candidates** - Pending Board Approval
- **5/19/20: Board of Trustees Vote to Approve Seats**

# Coversheet

## 2nd Interim Report

**Section:** VII. Finance  
**Item:** A. 2nd Interim Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VIII.A - 2ND INTERIM REPORT - PCHS\_SACS.pdf

Palisades Charter High  
Los Angeles Unified  
Los Angeles County

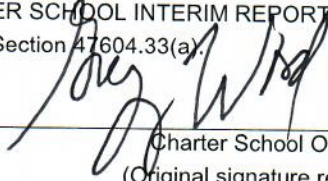
Second Interim  
Fiscal Year 2019-20  
Charter School Certification

19 64733 1995836  
Form CI

Charter Number: 037

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2019-20 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed:   
Charter School Official  
(Original signature required)

Date: 3/7/2020

Printed Name: Gregory Wood

Title: Chief Business Officer

For additional information on the interim report, please contact:

Charter School Contact:

Gregory Wood  
Name

Chief Business Officer  
Title

310-230-6650  
Telephone

gwood@palihigh.org  
E-mail Address

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:			
		2019-20 Original Budget	2019-20 Board Approved Operating Budget	2019-20 Actuals to Date	2019-20 Projected Totals
011	General Fund/County School Service Fund				
111	Adult Education Fund				
121	Child Development Fund				
131	Cafeteria Special Revenue Fund				
141	Deferred Maintenance Fund				
151	Pupil Transportation Equipment Fund				
171	Special Reserve Fund for Other Than Capital Outlay Projects				
181	School Bus Emissions Reduction Fund				
191	Foundation Special Revenue Fund				
201	Special Reserve Fund for Postemployment Benefits				
211	Building Fund				
251	Capital Facilities Fund				
301	State School Building Lease-Purchase Fund				
351	County School Facilities Fund				
401	Special Reserve Fund for Capital Outlay Projects				
491	Capital Project Fund for Blended Component Units				
511	Bond Interest and Redemption Fund				
521	Debt Service Fund for Blended Component Units				
531	Tax Override Fund				
561	Debt Service Fund				
571	Foundation Permanent Fund				
611	Cafeteria Enterprise Fund				
621	Charter Schools Enterprise Fund	G	G	G	G
631	Other Enterprise Fund				
661	Warehouse Revolving Fund				
671	Self-Insurance Fund				
711	Retiree Benefit Fund				
731	Foundation Private-Purpose Trust Fund				
AI	Average Daily Attendance				
CASH	Cashflow Worksheet				
CHG	Change Order Form				
CI	Interim Certification				S
ESMOE	Every Student Succeeds Act Maintenance of Effort				G
ICR	Indirect Cost Rate Worksheet				
SIAI	Summary of Interfund Activities - Projected Year Totals				

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	29,384,582.00	29,384,582.00	15,823,402.00	29,514,591.00	130,009.00	0.4%
2) Federal Revenue		8100-8299	1,426,470.00	1,426,470.00	449,767.65	1,411,810.00	(14,660.00)	-1.0%
3) Other State Revenue		8300-8599	842,170.00	831,460.00	521,217.14	1,028,975.00	197,515.00	23.8%
4) Other Local Revenue		8600-8799	3,987,112.00	3,987,112.00	2,373,491.95	3,827,947.00	(159,165.00)	-4.0%
5) TOTAL, REVENUES			35,640,334.00	35,629,624.00	19,167,878.74	35,783,323.00		
<b>B. EXPENSES</b>								
1) Certificated Salaries		1000-1999	14,108,265.00	14,108,265.00	7,058,516.66	14,373,171.00	(264,906.00)	-1.9%
2) Classified Salaries		2000-2999	4,649,783.00	4,649,783.00	2,318,666.00	4,567,856.00	81,927.00	1.8%
3) Employee Benefits		3000-3999	7,907,516.00	7,907,516.00	4,246,153.48	7,907,254.00	262.00	0.0%
4) Books and Supplies		4000-4999	648,819.00	648,819.00	238,493.23	763,044.00	(114,225.00)	-17.6%
5) Services and Other Operating Expenses		5000-5999	5,877,356.00	5,880,186.00	3,001,077.47	5,739,800.00	140,386.00	2.4%
6) Depreciation		6000-6999	900,000.00	900,000.00	524,700.00	900,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	331,305.00	331,305.00	186,785.81	332,605.00	(1,300.00)	-0.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			34,423,044.00	34,425,874.00	17,574,392.65	34,583,730.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			1,217,290.00	1,203,750.00	1,593,486.09	1,199,593.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)</b>			1,217,290.00	1,203,750.00	1,593,486.09	1,199,593.00		
<b>F. NET POSITION</b>								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	(5,527,735.36)	(5,527,735.36)		(5,527,735.36)	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		(1,233,882.00)	(1,233,882.00)	New
c) As of July 1 - Audited (F1a + F1b)			(5,527,735.36)	(5,527,735.36)		(6,761,617.36)		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			(5,527,735.36)	(5,527,735.36)		(6,761,617.36)		
2) Ending Net Position, June 30 (E + F1e)			(4,310,445.36)	(4,323,985.36)		(5,562,024.36)		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	(4,310,445.36)	(4,323,985.36)		(5,562,024.36)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	16,595,530.00	16,595,530.00	8,890,315.00	16,651,193.00	55,663.00	0.3%
Education Protection Account State Aid - Current Year		8012	5,093,230.00	5,093,230.00	2,751,185.00	5,122,838.00	29,608.00	0.6%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	7,695,822.00	7,695,822.00	4,181,902.00	7,740,560.00	44,738.00	0.6%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>29,384,582.00</b>	<b>29,384,582.00</b>	<b>15,823,402.00</b>	<b>29,514,591.00</b>	<b>130,009.00</b>	<b>0.4%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	357,784.00	357,784.00	113,903.66	357,784.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	587,356.00	587,356.00	335,863.99	589,396.00	2,040.00	0.3%
Title I, Part A, Basic	3010	8290	337,783.00	337,783.00	0.00	315,175.00	(22,608.00)	-6.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	66,962.00	66,962.00	0.00	62,303.00	(4,659.00)	-7.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	2,526.00	2,526.00	New
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	3,535.00	3,535.00	New
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4124, 4126, 4127, 4128, 5510, 5630	8290	18,933.00	18,933.00	0.00	23,337.00	4,404.00	23.3%
Career and Technical Education	3500-3599	8290	37,000.00	37,000.00	0.00	37,102.00	102.00	0.3%
All Other Federal Revenue	All Other	8290	20,652.00	20,652.00	0.00	20,652.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,426,470.00</b>	<b>1,426,470.00</b>	<b>449,767.65</b>	<b>1,411,810.00</b>	<b>(14,660.00)</b>	<b>-1.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	30,055.00	30,055.00	9,291.49	30,055.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	132,844.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	626,473.00	615,763.00	169,546.17	641,880.00	26,117.00	4.2%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	171,075.48	172,705.00	172,705.00	New
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	185,642.00	185,642.00	38,460.00	184,335.00	(1,307.00)	-0.7%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>842,170.00</b>	<b>831,460.00</b>	<b>521,217.14</b>	<b>1,028,975.00</b>	<b>197,515.00</b>	<b>23.8%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	299,276.00	299,276.00	152,044.95	299,276.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	1,083,000.00	1,083,000.00	607,600.00	1,083,000.00	0.00	0.0%
Interest		8660	129,459.00	129,459.00	66,657.00	129,459.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	1,770,542.00	1,770,542.00	976,341.54	1,611,377.00	(159,165.00)	-9.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	704,835.00	704,835.00	570,848.46	704,835.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>3,987,112.00</b>	<b>3,987,112.00</b>	<b>2,373,491.95</b>	<b>3,827,947.00</b>	<b>(159,165.00)</b>	<b>-4.0%</b>
<b>TOTAL, REVENUES</b>			<b>35,640,334.00</b>	<b>35,629,624.00</b>	<b>19,167,878.74</b>	<b>35,783,323.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	13,203,147.00	13,203,147.00	6,602,079.53	13,468,053.00	(264,906.00)	-2.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	905,118.00	905,118.00	456,437.13	905,118.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>14,108,265.00</b>	<b>14,108,265.00</b>	<b>7,058,516.66</b>	<b>14,373,171.00</b>	<b>(264,906.00)</b>	<b>-1.9%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	930,455.00	930,455.00	366,616.04	930,455.00	0.00	0.0%
Classified Support Salaries		2200	158,204.00	158,204.00	82,677.21	160,886.00	(2,682.00)	-1.7%
Classified Supervisors' and Administrators' Salaries		2300	410,452.00	410,452.00	207,931.62	410,452.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	1,946,012.00	1,946,012.00	926,377.97	1,861,404.00	84,608.00	4.3%
Other Classified Salaries		2900	1,204,660.00	1,204,660.00	735,063.16	1,204,659.00	1.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>4,649,783.00</b>	<b>4,649,783.00</b>	<b>2,318,666.00</b>	<b>4,567,856.00</b>	<b>81,927.00</b>	<b>1.8%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,356,081.00	2,356,081.00	1,186,655.12	2,341,465.00	14,616.00	0.6%
PERS		3201-3202	809,793.00	809,793.00	359,938.36	784,488.00	25,305.00	3.1%
OASDI/Medicare/Alternative		3301-3302	575,278.00	575,278.00	273,522.72	569,139.00	6,139.00	1.1%
Health and Welfare Benefits		3401-3402	3,649,887.00	3,649,887.00	2,088,660.58	3,643,887.00	6,000.00	0.2%
Unemployment Insurance		3501-3502	20,477.00	20,477.00	14,756.16	25,477.00	(5,000.00)	-24.4%
Workers' Compensation		3601-3602	196,000.00	196,000.00	132,771.74	213,500.00	(17,500.00)	-8.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	300,000.00	300,000.00	189,848.80	329,298.00	(29,298.00)	-9.8%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>7,907,516.00</b>	<b>7,907,516.00</b>	<b>4,246,153.48</b>	<b>7,907,254.00</b>	<b>262.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	25,289.00	25,289.00	(5,896.29)	11,743.00	13,546.00	53.6%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	255,132.00	255,132.00	132,083.13	298,147.00	(43,015.00)	-16.9%
Noncapitalized Equipment		4400	99,644.00	99,644.00	20,726.59	184,400.00	(84,756.00)	-85.1%
Food		4700	268,754.00	268,754.00	91,579.80	268,754.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>648,819.00</b>	<b>648,819.00</b>	<b>238,493.23</b>	<b>763,044.00</b>	<b>(114,225.00)</b>	<b>-17.6%</b>
<b>SERVICES AND OTHER OPERATING EXPENSES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	39,197.00	39,197.00	11,601.05	48,348.00	(9,151.00)	-23.3%
Dues and Memberships		5300	383,436.00	383,436.00	329,203.18	355,436.00	28,000.00	7.3%
Insurance		5400-5450	193,700.00	193,700.00	116,339.55	193,700.00	0.00	0.0%
Operations and Housekeeping Services		5500	592,650.00	592,650.00	284,957.44	642,550.00	(49,900.00)	-8.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	354,019.00	354,019.00	221,977.79	384,019.00	(30,000.00)	-8.5%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	4,238,961.00	4,241,791.00	1,995,728.00	4,034,354.00	207,437.00	4.9%
Communications		5900	75,393.00	75,393.00	41,270.46	81,393.00	(6,000.00)	-8.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENSES</b>			<b>5,877,356.00</b>	<b>5,880,186.00</b>	<b>3,001,077.47</b>	<b>5,739,800.00</b>	<b>140,386.00</b>	<b>2.4%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>DEPRECIATION</b>								
Depreciation Expense		6900	900,000.00	900,000.00	524,700.00	900,000.00	0.00	0.0%
TOTAL, DEPRECIATION			900,000.00	900,000.00	524,700.00	900,000.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	293,846.00	293,846.00	162,197.00	295,146.00	(1,300.00)	-0.4%
Debt Service								
Debt Service - Interest		7438	37,459.00	37,459.00	24,588.81	37,459.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			331,305.00	331,305.00	186,785.81	332,605.00	(1,300.00)	-0.4%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			34,423,044.00	34,425,874.00	17,574,392.65	34,583,730.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

Second Interim  
 2019-20 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62			2019-20 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	34,583,730.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	1,154,886.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	900,000.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	37,459.00
4. Other Transfers Out	All	9200	7200-7299	295,146.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	5,574,516.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				6,807,121.00
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				26,621,723.00

Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

Second Interim  
 2019-20 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

<b>Section II - Expenditures Per ADA</b>		<b>2019-20 Annual ADA/ Exps. Per ADA</b>
A. Average Daily Attendance (Form AI, Column C, Line C9)*		2,890.00
B. Expenditures per ADA (Line I.E divided by Line II.A)		9,211.67
<b>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</b>		
	<b>Total</b>	<b>Per ADA</b>
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE Calculation) (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	33,840,131.40	9,197.26
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	33,840,131.40	9,197.26
B. Required effort (Line A.2 times 90%)	30,456,118.26	8,277.53
C. Current year expenditures (Line I.E and Line II.B)	26,621,723.00	9,211.67
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	3,834,395.26	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	12.59%	0.00%

\*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 Report ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.



Palisades Charter High  
 Los Angeles Unified  
 Los Angeles County

Second Interim  
 2019-20 Projected Year Totals  
 Every Student Succeeds Act Maintenance of Effort Expenditures

19 64733 1995836  
 Form ESMOE

<b>SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)</b>		
<b>Description of Adjustments</b>	<b>Total Expenditures</b>	<b>Expenditures Per ADA</b>
<b>Total adjustments to base expenditures</b>	<b>0.00</b>	<b>0.00</b>

<b>Fund: 62 Charter Schools Enterprise Fund</b>		
<b>Resource: 0000 Unrestricted</b>		
<b>Description</b>	<b>Object</b>	<b>2019-20 Projected Totals</b>
<b>Ending Net Position</b>	979Z	(5,562,023.36)
<b>Components of Ending Net Position</b>		
Net Investment in Capital Assets	9796	0.00
Restricted Net Position	9797	0.00
Unrestricted Net Position	9790	(5,562,023.36)

SACS2019ALL Financial Reporting Software - 2019.2.0  
 3/11/2020 12:22:30 PM

19-64733-1995836

**Second Interim  
 2019-20 Original Budget  
 Technical Review Checks**

Palisades Charter High  
 Los Angeles Unified

Los Angeles County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them.** EXCEPTION

FUND	RESOURCE	NEG. EFB
62	0000	-4,310,445.36
Explanation:OPEB Liability is part of the beginning balance		
Total of negative resource balances for Fund 62		-4,310,445.36

**OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:** EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
62	0000	9790	-4,310,445.36
Explanation:OPEB Liability is part of the beginning balance			

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.

SACS2019ALL Financial Reporting Software - 2019.2.0  
 3/11/2020 12:22:49 PM

19-64733-1995836

**Second Interim  
 2019-20 Board Approved Operating Budget  
 Technical Review Checks**

**Palisades Charter High  
 Los Angeles Unified**

**Los Angeles County**

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION**

<u>FUND</u>	<u>RESOURCE</u>	<u>NEG. EFB</u>
62	0000	-4,323,985.36
Explanation:OPEB Liability is part of the beginning balance		
Total of negative resource balances for Fund 62		-4,323,985.36

**OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION**

<u>FUND</u>	<u>RESOURCE</u>	<u>OBJECT</u>	<u>VALUE</u>
62	0000	9790	-4,323,985.36
Explanation:OPEB Liability is part of the beginning balance			

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.

SACS2019ALL Financial Reporting Software - 2019.2.0  
 3/11/2020 12:23:05 PM

19-64733-1995836

**Second Interim  
 2019-20 Projected Totals  
 Technical Review Checks**

**Palisades Charter High  
 Los Angeles Unified**

**Los Angeles County**

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION**

<u>FUND</u>	<u>RESOURCE</u>	<u>NEG. EFB</u>
62	0000	-5,562,023.36
Explanation:OPEB Liability is part of the beginning balance		
Total of negative resource balances for Fund 62		-5,562,023.36

**OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION**

<u>FUND</u>	<u>RESOURCE</u>	<u>OBJECT</u>	<u>VALUE</u>
62	0000	9790	-5,562,023.36
Explanation:OPEB Liability is part of the beginning balance			

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.

SACS2019ALL Financial Reporting Software - 2019.2.0  
3/11/2020 12:23:17 PM

19-64733-1995836

**Second Interim  
2019-20 Actuals to Date  
Technical Review Checks**

**Palisades Charter High  
Los Angeles Unified**

**Los Angeles County**

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

**IMPORT CHECKS**

**GENERAL LEDGER CHECKS**

**SUPPLEMENTAL CHECKS**

**EXPORT CHECKS**

Checks Completed.

# Coversheet

## 2nd Interim Summary and Detail

**Section:** VII. Finance  
**Item:** B. 2nd Interim Summary and Detail  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VIII.A - 2nd Interim Summary and Detail.pdf

**PALISADES CHARTER HIGH SCHOOL**  
**2018-19 Unaudited Actuals 2019-20 2nd Interim Updates**

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2019-2020 Adopted Budget 6/19/19	Actuals 1/31/20	2nd Interim Updates	Comments/ Changes for 2nd Interim
ADA ESTIMATES/ACTUAL FUNDED			2,880	2,897	2,893	Lowered ADA by 4 due to Health Issues present
LCFF FUNDING PER ADA			\$ 10,203	\$ 10,203	\$ 10,203	Per FCMAT Calc 5/20/19
						<b>CHANGES FROM 1ST INTERIM</b>
EPA Funding-Prop 30	4,657,544	5,348,046	5,093,230	2,751,185	5,122,838	Per FCMAT Calc 5/20/19
LCFF Entitlement - State Aid - <b>Current Year</b>	15,142,505	15,406,867	16,595,530	8,890,315	16,651,193	Per FCMAT Calc 5/20/19
LCFF PY Adjustments	(265,161)	(66,020)			-	
C S Funding In Lieu of PropTax -	7,281,331	7,263,236	7,695,822	4,181,902	7,740,560	Per FCMAT Calc 5/20/19
C S Funding In Lieu of PropTax - PY adjustments	-	-			-	
LCFF Funding-Total	26,816,219	27,952,129	29,384,582	15,823,402	29,514,591	Per FCMAT Calc 7/26/19
NCLB:T1,Basic School Support	281,972	321,279	337,783		315,175	Title I amount per CDE 9/25/19
Special Ed: IDEA Basic Local Assistance Entitlement	565,541	588,067	587,356	335,864	589,396	
NCLB:TII, Teacher Quality/ESSA	57,519	67,768	66,962		62,303	Title II amount per CDE 9/25/19
Title III Part A English Language - (24 students)					2,526	funded at \$105.25/student, 24 students eligible
Title III Part A Immigrant - (37 students)					3,535	funded at \$95.53/student, 37 students eligible
ESSA:TIV,Student Support and Academic Enrichment	-	18,833	18,933		23,337	
MAA-Medical Reimbursements	16,925		-		-	
Perkins	24,736	29,570	37,000		37,102	per CDE, 8/2/19
DOR-Rehab	8,550	20,000	20,652		20,652	
AP Fees	3,359		-		-	
Child Nutrition Program	362,687	347,555	357,784	113,904	357,784	Lower by 20K
Federal Revenues-Total	1,321,289	1,393,072	1,426,470	449,768	1,411,810	
Prop. 39 energy	220,105		-		-	
State Lottery:Non Prop 20 - <b>Current Year</b>	461,509	499,742	459,000	141,243	460,594	\$153/ADA - PER LACOE Bulletin #5085
State Lottery:Non Prop 20 - <b>PY adjustments</b>	-	9,541		10,457	3,502	PY received (less: Lottery Adj. 12/19)
Child Nutrition: School Programs	30,495	25,002	30,055	9,291	30,055	
Mandated Costs Reimbursement	125,271	131,554	134,986	132,844	132,844	\$46.87/ADA 2019/20
State Lottery:Prop 20 Inst Matls- <b>Current Year</b>	176,959	198,387	162,000		162,563	\$53/ADA PER LACOE Bulletin #5085
State Lottery:Prop 20 Ins Matls- <b>PY adjustments</b>	-	15,218		17,846	15,221	PY received (less: Lottery Adj. 12/19)
Special Education- AB602	1,681,851	1,761,835	1,770,542	976,342	1,611,377	\$557.57/ADA- Pending P-2 Adjustments
Student ID/CAHSEE	4,860	8,047	13,111	80	13,111	
CTE Grant	527,117			171,075	172,705	New Funding identified in 2019/2020
College Readiness Block Grant	124,016	11,032	-		-	
Low-Performing Students Block Grant		37,545	37,545	38,380	38,380	recognize 2nd 1/2 of grant in 19/20
LAUSD-Sp Ed Grants (Option 3)	172,997	355,834	204,835	138,026	204,835	Lower expected 2019/20 (Will rec'd \$132k Grant #1- 10/19)
Other State Revenues-Total	3,944,232	3,603,453	2,812,074	1,635,585	2,845,187	
Food Service Sales	202,852	265,306	299,276	152,045	299,276	Higher Paid sales to start FY 19/20 to be updated at 2nd interim



**PALISADES CHARTER HIGH SCHOOL**  
**2018-19 Unaudited Actuals 2019-20 2nd Interim Updates**

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2019-2020 Adopted Budget 6/19/19	Actuals 1/31/20	2nd Interim Updates	Comments/ Changes for 2nd Interim
ADA ESTIMATES/ACTUAL FUNDED			2,880	2,897	2,893	Lowered ADA by 4 due to Health Issues present
LCFF FUNDING PER ADA			\$ 10,203	\$ 10,203	\$ 10,203	Per FCMAT Calc 5/20/19
						<b>CHANGES FROM 1ST INTERIM</b>
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,116,993	1,099,882	1,083,000	607,600	1,083,000	On track per December analysis
Interest	115,788	137,838	129,459	66,657	129,459	
Fundraising	343,734	370,562	500,000	432,822	500,000	Good Start to Fundraising Efforts at 2nd Interim
Other Local Revenues-Total	1,779,367	1,873,588	2,011,735	1,259,124	2,011,735	
Total Revenue	33,861,107	34,822,242	35,634,861	19,167,879	35,783,323	59,213
Teachers	12,976,082	13,049,792	12,817,291	5,972,735	13,033,997	
School Admin	900,745	894,582	905,118	456,437	905,118	
Librarians	127,764	129,849	129,614	65,184	129,614	
Guidance,Welfare (Counselors)	698,603	735,748	722,863	404,013	722,863	
Sub Teachers				160,148	48,200	
Other Support/Impact of / Step and Column	-		117,865		117,865	2019/2020 Salary Projections made as of 12/2019 Original Budget based upon projected 2018/19 Certificated Salaries of \$14.6 Million
Reduced Auxiliaries/Periods-Net	-		(151,697)		(584,486)	
Less: FTE's not replacing			(432,789)			Higher Sub Costs offset by lower costs for outside consultants
Certificated Salaries	14,703,193	14,809,972	14,108,265	7,058,517	14,373,171	48,200
Inst'l Aides	905,595	845,938	930,455	366,616	930,455	
Admin. Sal	435,684	413,102	410,452	207,932	410,452	
Clerical/Office	1,829,675	1,934,050	1,943,331	908,227	1,906,462	
Classified Subs				18,151	34,302	
Maint./Oper	107,143	114,558	113,204	59,998	113,204	
Food Services	46,488	47,259	47,682	22,679	47,682	
Math Paraprofessionals	84,181	200,416	163,756	84,199	163,756	
Other Classified	1,183,398	1,092,592	961,543	650,864	961,543	
Impact Step and Column	-		79,360			Salary Projections made as of 12/2019 (incl. \$60k xfer from Consult)
Proposed New Positions/Hours	-					Higher Salary for SpED Assistants which lower SpEd Consulting
Classified Salaries	4,592,164	4,647,914	4,649,783	2,318,666	4,567,856	94,302
Total Salaries	19,295,357	19,457,886	18,758,049	9,377,183	18,941,027	142,502
STRS - Certificated	2,059,405	2,265,596	2,412,513	1,186,655	2,341,465	Reduced STRS to account for STRS refund
PERS - Classified	609,158	705,120	770,266	359,938	784,488	New Rate= 19.721%
OASDI Regular - Certificated	14,330	16,217	15,000	4,094	15,000	
OASDI Regular - Classified	277,840	280,009	288,287	135,514	281,179	
OASDI Medicare - Certificated	209,576	210,599	204,570	100,862	207,834	
OASDI Medicare - Classified	67,090	66,686	67,422	33,052	65,126	
Health & Welfare Benefits - Certificated	2,302,720	2,379,067	2,430,926	1,386,051	2,430,926	
Health & Welfare Benefits - Classified	1,115,968	1,182,112	1,218,961	702,610	1,212,961	
Unemployment Insurance - Certificated	11,188	15,032	14,425	10,329	17,925	Higher Q1 Claims over Summer months. Increased by \$5k
Unemployment Insurance - Classified	4,795	6,442	6,052	4,427	7,552	Higher Q1 Claims over Summer months. Increased by \$5k
Workers' Compensation - Certificated	146,742	156,560	145,000	98,970	158,500	Worker's Comp Proposal came in at \$196K+ 18k Audit
Workers' Compensation - Classified	59,333	51,258	51,000	33,802	55,000	Worker's Comp Proposal came in at \$196K+ 18k Audit

**PALISADES CHARTER HIGH SCHOOL**  
**2018-19 Unaudited Actuals 2019-20 2nd Interim Updates**

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2019-2020 Adopted Budget 6/19/19	Actuals 1/31/20	2nd Interim Updates	Comments/ Changes for 2nd Interim
ADA ESTIMATES/ACTUAL FUNDED			2,880	2,897	2,893	Lowered ADA by 4 due to Health Issues present
LCFF FUNDING PER ADA			\$ 10,203	\$ 10,203	\$ 10,203	Per FCMAT Calc 5/20/19
						<b>CHANGES FROM 1ST INTERIM</b>
Other Employment Benefits - Certificated (LT Benefits)	203,094	221,494	250,000	148,510	260,435	Recalculated at 1/20-Funded from L/T Benefits Fund
Other Employment Benefits - Classified (LT Benefits)	26,134	49,508	50,000	41,339	68,863	Recalculated at 1/20-Funded from L/T Benefits Fund
Employee Benefits	7,107,370	7,605,701	7,924,422	4,246,153	7,907,254	17,819
Total Salary & Benefits	26,402,727	27,063,587	26,682,471	13,623,336	26,848,281	160,321
Textbooks	156,447	53,265	25,289	(5,896)	11,743	Lowered for freeze in effect for remainder of year B/F Committee recommended 50% cut of proposed budget for 19/20 (includes CTE amounts)
Instructional Materials	303,557	211,754	105,132	68,231	151,059	
Non-capitalized Equipment	540,471	120,462	99,644	20,727	184,400	Difference relates to New CTE funding for non-cap
Other Supplies	220,386	150,543	150,000	60,213	147,088	
Food Service Supplies	231,314	237,853	268,754	91,580	268,754	
Books & Supplies	1,452,174	773,877	648,819	234,854	763,044	
Personnel Services-Mileage	6,817	4,425	4,197	744	4,197	
Travel/Conference	101,280	43,418	35,000	10,857	44,151	Restricted Revenue Spending required by year end
Due/Memberships (Subscriptions)	299,208	285,753	383,436	329,203	355,436	
Insurance	183,815	175,005	193,700	116,340	193,700	
Operation and Housekeeping Services	308,389	224,495	181,650	88,522	216,550	
Utilities	459,712	431,097	411,000	200,075	426,000	
Rentals/Leases/Repairs & Noncapitalized Improvements	510,828	461,803	354,019	221,979	384,019	
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860)	3,097,378	4,122,846	3,522,061	1,591,535	3,428,730	See consulting analysis and update
Pupil Transportation	689,084	557,783	584,087	330,545	438,887	See Transportation analysis and update
Other Expenses	233,213	133,019	135,643	73,648	166,737	\$16,000 in CTE Related Expenses added
Communications	70,315	88,377	75,393	41,270	81,393	Revised for YTD analysis
Services, Other Operating Exp	5,960,039	6,528,022	5,880,186	3,004,718	5,739,800	
Capital Outlay (6100-6500) -Total (Detail Below)	-	402,949	428,984	210,834	400,754	
Sites & Improvement (6100)	-	22,373				
Bldgs & Improvement (6200)	-	345,332	193,984	210,834	146,984	90% of 18/19 capital budget (\$375K*.9 = \$337K + \$46K-pool/permits)
Equipment-Technology (6400)	-		235,000		253,770	Federal e-rate project (50% Matching)
Equipment/Furniture Replacement (6500)	-	35,245				
Depreciation Expense	637,921	872,447	900,000	524,700	900,000	
Interest	44,961	53,262	37,459	24,589	37,459	Pool/Track Loan Interest Payments
Indirect Cost (Total charter school supervisory oversight fees only)	268,177	279,651	293,846	162,197	295,146	Indirect cost = 1% of LCFF
Total Expenses-Financial Reporting Basis	34,765,997	35,570,846	34,442,781	17,574,394	34,583,730	
Total Expenses-Cash Reporting Basis	34,128,077	35,101,348	33,971,765	17,260,528	34,084,484	

**PALISADES CHARTER HIGH SCHOOL**  
**2018-19 Unaudited Actuals 2019-20 2nd Interim Updates**

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2019-2020 Adopted Budget 6/19/19	Actuals 1/31/20	2nd Interim Updates	Comments/ Changes for 2nd Interim
ADA ESTIMATES/ACTUAL FUNDED			2,880	2,897	2,893	<i>Lowered ADA by 4 due to Health Issues present</i>
LCFF FUNDING PER ADA			\$ 10,203	\$ 10,203	\$ 10,203	<i>Per FCMAT Calc 5/20/19</i>
						<b>CHANGES FROM 1ST INTERIM</b>
Financial Reporting Basis-Adjusted for Depreciation (before L/T Benefit accrual)	(904,890)	(748,604)	1,192,080	1,593,485	1,199,593	Given prior 2 year deficit balance, B/F committee recommends ending balance to be \$1.2M
Net Reserve Fund Increase(Reduction)-Cash Basis	(266,970)	(279,106)	1,663,096	1,907,352	1,698,839	
Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB	(749,445)	1,092,149	1,092,149		1,234,631	Based on Audit Report Adj. 06/30/19
Revised Financial Reporting	(986,642)	(1,840,753)	99,931	1,593,485	(35,038)	

	2019-2020 2nd Interim	total unrestricted	Total Restricted	99500.0	fund 20	33100.0	65000.0
ADA ESTIMATES/ACTUAL FUNDED	unrestricted+ restricted total			Permit	Lifetime Benefits	SPED IDEA (Federal)	SPED AB602 (State)
LCFF FUNDING PER ADA							
LCFF HIGH NEEDS PER ADA							
EPA Funding-Prop 30	5,122,838	-	5,122,838				
LCFF Entitlement - State Aid - <b>Current Year</b>	16,651,193	16,651,193	-				
LCFF Entitlement - State Aid - <b>PY adjustments</b>	-	-	-				
High Needs Grant (Included in LCFF Entitlements)	-	-	-				
C S Funding In Lieu of PropTax -	7,740,560	7,740,560	-				
C S Funding In Lieu of PropTax - PY adjustments	-	-	-				
<b>LCFF Funding-Total</b>	<b>29,514,591</b>	<b>24,391,753</b>	<b>5,122,838</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
NCLB:T1,Basic School Support	315,175	-	315,175				
Special Ed: IDEA Basic Local Assistance Entitlement	589,396	-	589,396			589,396	
NCLB:TII, Teacher Quality	62,303	-	62,303				
Title III Part A English Language - (24 students)	2,526	-	2,526				
Title III Part A Immigrant - (37 students)	3,535	-	3,535				
Disability/Dept of rehab	20,652	-	20,652				
MAA-Medical Reimbursements	-	-	-				
ESSA: Student Support & Academ Enrich.	23,337	-	23,337				
Perkins	37,102	-	37,102				
AP Fees	-	-	-				
Child Nutrition Program	357,784	-	357,784				
<b>Federal Revenues-Total</b>	<b>1,411,810</b>	<b>-</b>	<b>1,411,810</b>	<b>-</b>	<b>-</b>	<b>589,396</b>	<b>-</b>
Prop. 39 energy	-	-	-				
State Lottery:Non Prop 20 - <b>Current Year</b>	460,594	-	460,594				
State Lottery:Non Prop 20 - <b>PY adjustments</b>	3,502	-	3,502				
Child Nutrition: School Programs	30,055	-	30,055				
Mandated Costs Reimbursement	132,844	132,844	-				
Educator Effectiveness Grant (3 year grant)	-	-	-				
One Time Discretionary Grant (Common Core Focused)	-	-	-				
State Lottery:Prop 20 Inst Matls- <b>Current Year</b>	162,563	-	162,563				
State Lottery:Prop 20 Ins Matls- <b>PY adjustments</b>	15,221	-	15,221				
Special Education- AB602	1,611,377	-	1,611,377				1,611,377
Student ID/CAHSEE	13,111	13,111	-				
Classified Sch Emp Prof Dev.	-	-	-				
CTE Grant	172,705	-	172,705				

	2019-2020 2nd Interim	total unrestricted	Total Restricted	99500.0	fund 20	33100.0	65000.0
ADA ESTIMATES/ACTUAL FUNDED	unrestricted+ restricted total			Permit	Lifetime Benefits	SPED IDEA (Federal)	SPED AB602 (State)
LCFF FUNDING PER ADA							
LCFF HIGH NEEDS PER ADA							
College Readiness Block Grant	-	-	-				
Low Performing Students Block Grant	38,380	-	38,380				
LAUSD-Sp Ed Grants	204,835	-	204,835				204,835
Other State Revenues-Total	2,845,187	145,955	2,699,232	-	-	-	1,816,212
Food Service Sales	299,276	-	299,276				
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,083,000	1,083,000	-	1,083,000			
Interest	129,459	129,459	-		124,859		
Interest Earned	-	-	-				
Lease Revenue- iPad Rentals	-	-	-	-			
Interfund Transfers	-	-	-				
Fundraising	500,000	500,000	-				
Encroachment	-	(3,171,868)	3,171,868				3,168,907
Other Local Revenues-Total	2,011,735	(1,459,409)	3,471,144	1,083,000	124,859	-	3,168,907
Total Revenue	35,783,323	23,078,299	12,705,024	1,083,000	124,859	589,396	4,985,119
Teachers	13,033,997	7,954,922	5,079,075			300,000	1,120,000
School Admin	905,118	776,100	129,018				129,018
Librarians	129,614	129,614	-				
Certificated Subs	48,200	-	48,200				26,824
Guidance, Welfare	722,863	722,863	-				
Other Support/Impact of / Step and Column	117,865	117,865	-				
New Periods & Teachers (Master Budget- Other - SUBS)	(584,486)	(584,486)	-				
Certificated Salaries	14,373,171	9,116,878	5,256,293	-	-	300,000	1,275,842
Inst'l Aides	930,455	-	930,455			86,000	804,455
Admin. Sal	410,452	410,452	-				
Clerical/Office	1,906,462	1,906,462	-				
Classified Subs	34,302	34,302					-
Maint./Oper (incl. in Clerical/Office)	113,204	113,204	-				
Food Services	47,682	-	47,682				
Math Paraprofessionals	163,756	128,103	35,653				
Other Classified	961,543	942,891	18,652	227,732			
Impact Step and Column & Retro 3%	-	-	-				
Proposed New Positions/Hours	-	-	-				
Classified Salaries	4,567,856	3,535,414	1,032,442	227,732	-	86,000	804,455

	2019-2020 2nd Interim	total unrestricted	Total Restricted	99500.0	fund 20	33100.0	65000.0
ADA ESTIMATES/ACTUAL FUNDED	unrestricted+ restricted total			Permit	Lifetime Benefits	SPED IDEA (Federal)	SPED AB602 (State)
LCFF FUNDING PER ADA							
LCFF HIGH NEEDS PER ADA							
<b>Total Salaries</b>	<b>18,941,027</b>	<b>12,652,292</b>	<b>6,288,735</b>	<b>227,732</b>	<b>-</b>	<b>386,000</b>	<b>2,080,297</b>
STRS - Certificated	2,341,465	1,442,943	898,522			51,000	218,169
PERS - Classified	784,488	602,574	181,914	44,886		17,484	155,027
OASDI Regular - Certificated	15,000	13,500	1,500				1,500
OASDI Regular - Classified	281,179	217,324	63,855	14,119		5,332	49,876
OASDI Medicare - Certificated	207,834	131,615	76,219			4,350	18,500
OASDI Medicare - Classified	65,126	49,406	15,720	3,302		1,247	11,665
Health & Welfare Benefits - Certificated	2,430,926	1,482,682	948,244				240,000
Health & Welfare Benefits - Classified	1,212,961	883,961	329,000	30,295			314,000
Unemployment Insurance - Certificated	17,925	17,925	-				-
Unemployment Insurance - Classified	7,552	7,552	-				-
Workers' Compensation - Certificated	158,500	158,500	-				
Workers' Compensation - Classified	55,000	55,000	-				
Other Employment Benefits - Certificated (LT Benefits)	260,435	260,435	-		260,435		
Other Employment Benefits - Classified (LT Benefits)	68,863	68,863	-		68,863		
<b>Employee Benefits</b>	<b>7,907,254</b>	<b>5,392,280</b>	<b>2,514,974</b>	<b>92,602</b>	<b>329,298</b>	<b>79,413</b>	<b>1,008,736</b>
<b>Total Salary &amp; Benefits</b>	<b>26,848,281</b>	<b>18,044,572</b>	<b>8,803,709</b>	<b>320,334</b>	<b>329,298</b>	<b>465,413</b>	<b>3,089,033</b>
Textbooks	11,743	-	11,743				
Instructional Materials	151,059	-	151,059				3,469
Non-capitalized Equipment	184,400	11,332	173,068	11,332			
Other Supplies	147,088	98,256	48,832				
Food Service Supplies	268,754	-	268,754				
<b>Books &amp; Supplies</b>	<b>763,044</b>	<b>109,588</b>	<b>653,456</b>	<b>11,332</b>	<b>-</b>	<b>-</b>	<b>3,469</b>
Personnel Services-Mileage	4,197	3,040	1,157				1,000
Travel/Conference	44,151	-	44,151				
Due/Memberships	355,436	12,000	343,436	900			2,100
Insurance	193,700	193,700	-				
Operation and Housekeeping Services	216,550	216,550	-				
Utilities	426,000	426,000	-	36,000			
Rentals/Leases/Repairs&Noncapitalized Improvements	384,019	378,209	5,810	45,000			1,600
Pupil Transportation	438,887	331,237	107,650				47,650

	2019-2020 2nd Interim	total unrestricted	Total Restricted	99500.0	fund 20	33100.0	65000.0
ADA ESTIMATES/ACTUAL FUNDED	unrestricted+ restricted total			Permit	Lifetime Benefits	SPED IDEA (Federal)	SPED AB602 (State)
LCFF FUNDING PER ADA							
LCFF HIGH NEEDS PER ADA							
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860, 5890)	3,428,730	1,233,484	2,195,246	111,980		123,983	1,603,633
Other Expenses	166,737	150,643	16,094	87,643			
Communications	81,393	81,393	-				
Services, Other Operating Exp	5,739,800	3,026,256	2,713,544	281,523	-	123,983	1,655,983
Capital Outlay (6100-6500) -Total (Detail Below)	400,754	391,369		46,984	-	-	-
Sites & Improvement (6100)	-	-					
Bldgs & Improvement (6200)	146,984	146,984		46,984			
Equipment-Technology (6400)	253,770	244,385					
Equipment/Furniture Replacement (6500)	-	-					
Depreciation Expense	900,000	900,000	-				
Interest	37,459	37,459	-	37,459			
Indirect Cost (Total charter school supervisory oversight fees only)	295,146	(238,400)	533,546				236,634
Total Expenses-Financial Reporting Basis	34,583,730	21,879,475	12,704,255	650,648	329,298	589,396	4,985,119
Total Expenses-Cash Reporting Basis	34,084,484	21,370,844	12,704,255	697,632	329,298	589,396	4,985,119
Financial Reporting Basis-Adjusted for Depreciation	1,199,593	1,198,824	769	432,352	(204,439)	-	(0)
Net Reserve Fund Increase(Reduction)-Cash Basis	1,698,839	1,707,455	769	385,368	(204,439)	-	(0)

# Coversheet

## Board Resolution: Notification to CharterSafe of Potential Withdrawal from JPA

**Section:** VII. Finance  
**Item:** C. Board Resolution: Notification to CharterSafe of Potential Withdrawal  
from JPA  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** RESOLUTION\_OF\_THE\_BOARD\_Charter\_safe\_opt\_out\_2020.docx



RESOLUTION OF THE BOARD OF  
PALISADES CHARTER HIGH SCHOOL

Opt Out Notice Regarding CharterSafe Insurance

WHEREAS, the Governing Board may approve the following

NOW, THEREFORE, BE IT RESOLVED that approval is given

In accordance with the CharterSafe agreement we are notifying CharterSafe that Palisades Charter High School may withdraw from the JPA effective July 1, 2020.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at a regular meeting of the Governing Board of Palisades Charter High School held on March 31, 2020.

---

Leslie Woolley  
Board of Trustees, Chair  
Palisades Charter High School

# Coversheet

## Board Resolution for English Learners Authorization Waiver

**Section:** VIII. Governance  
**Item:** A. Board Resolution for English Learners Authorization Waiver  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** RESOLUTION OF THE BOARD Waiver 3.26.2020.pdf

RESOLUTION OF THE BOARD  
OF PALISADES CHARTER HIGH SCHOOL

In Support of Waiver Requests for One (1) English Learners Authorization

WHEREAS, the Governing Board may approve an application to the California Commission on Teacher Credentialing seeking Variable Term Waiver Requests as may be necessary for the hiring, or class assignment, of certificated candidates to Palisades Charter High School; and

NOW, THEREFORE, BE IT RESOLVED that approval is given supporting an application to the California Commission on Teacher Credentialing for

One (1) English Learner Authorization (ELA) waiver for a teacher to complete the English Learner Authorization during the 2019/2020 academic year

Kelly Loftus: Teacher – Health

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at a meeting of the Governing Board of Palisades Charter High School held on March 31<sup>st</sup>, 2020.

---

Pamela Magee  
Executive Director  
Palisades Charter High School