



# Palisades Charter High School

## Board Meeting

---

### Date and Time

Tuesday May 19, 2020 at 5:00 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/85766508584?pwd=R3AxVUlna21BUTFZWIBIR013UFBKUT09>

Password: dolphins

Or join by phone:

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

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

Webinar ID: 857 6650 8584

Password: 949321

---

*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Education meeting scheduled for Tuesday, May 19, 2020, at 5:00p.m. will move to a virtual/teleconferencing environment. **Calling into the meeting may incur a charge and PCHS is not responsible for any charges.***

**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.

---

## 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 April 21, 2020

#### E. Approve Minutes

Approve minutes for Special Board of Trustees Meeting on May 12, 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

- Annual Performance-Based Binder Prep Guide 2019-2020

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

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

Board positions and the approval of new board members

- Leslie Woolley - Community Seat
- Ellen Unt - Faculty Seat (replacing Rick Steil)
- James Wells – Traveling Parent Seat (replacing Dara Williams)
- Jewlz Fahn – Non-Traveling Parent Seat (replacing Reeve Chudd)
- Brooke King - Management Seat
- Brenda Clarke - Faculty Seat (replacing Larry Wiener)

### **IV. Academic Excellence**

Academic Excellence

- A.** Academic Policy Review
- B.** Update on Schoolwide Goals
- C.** 2020-21 Calendar/Important Dates

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

- A. COVID-19 Related Issues and Impact on School

**VI. Finance**

Finance

- A. Current Budget Update
- B. Budget Projections for 2020-2021 School Year
- C. Pool Heater Replacement

**VII. Facilities/Operations**

- A. Transportation Update
- B. Janitorial Contract
- C. Operations Updates

**VIII. Governance**

Governance

- A. Executive Director/Principal Evaluation

**IX. Consent Agenda: Finance Items**

- A. Approval of reimbursements for Executive Director/Principal

**X. New Business / Announcements**

- A. Announcements / New Business

- PCHS Virtual Graduation is Thursday, June 4, 2020 at 5pm.
- Date of next Board Meeting (Budget) is Tuesday, June 9, 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. 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 April 21, 2020

APPROVED



## Palisades Charter High School

### Minutes

#### Board Meeting

---

#### Date and Time

Tuesday April 21, 2020 at 3:00 PM

#### Location

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

Please click this URL to join. <https://palihigh-org.zoom.us/j/97957522138?pwd=WWdSZ2hpemNZWIILTjRaZ05FMldnUT09>

Password: dolphins

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 +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or

+1 301 715 8592

Webinar ID: 979 5752 2138

Password: 466862

International numbers available: <https://palihigh-org.zoom.us/j/97957522138>

---

*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Education meeting scheduled for Tuesday, April, 21, 2020, at 3:00p.m. will move to a virtual/teleconferencing environment. **Calling into the meeting may incur a charge and PCHS is not responsible for any charges.***

**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.*

---

**Trustees Present**

Adam Glazer, 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, Chris Lee, David Suarez, Jeff Roepel, Kevin Lorick, Mary Bush, Michael Rawson, Monica Iannessa, Russ Howard, Stephen Klima, Tami Christopher

---

**I. Opening Items**

**A. Call the Meeting to Order**

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday Apr 21, 2020 at 3:04 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Public comments are being submitted in writing. A brief discussion about possible graduation ceremony modification in response to a public comment.

**D.**



### **Approve Minutes**

Emily Hirsch made a motion to approve the minutes from Board Meeting on 03-31-20.

Sara Margiotta seconded the motion.

One correction necessary in comments by Steve Klima it should be forward instead of for it.

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

## **II. Organizational Reports**

### **A. Student Report**

Last week were the leadership elections and spirit week. Izzy Gill is the President next year.

One thing was DYI face mask day. Earth day so people sent in ways they were being ecofriendly. How students are dealing with the current stay at home orders.

### **B. Parent Report**

Parents have expressed concerns about grading. I suggested that they listen to the presentation during this meeting. Sara expressed that her student is more engaged when it is an interactive class (when it is not a recording). Reeve expressed that he is pleased with how things are working.

### **C. Classified Staff Report**

Nothing to report.

### **D. Faculty Report**

Nothing new to report.

Positive feedback on the second phase of the eLearning. The reduction in class time has been helpful in reaching out to some of the kids.

Faculty has been amazing during this time. Teachers are going above and beyond to reach out and prepare for eLearning. Faculty has been great at continuing education while supporting the needs of the kids. The administration and faculty have been working well together.

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

HR report stands as submitted. Renewal rate for medical received and it is an increase of 2%.

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

DOR report stands as submitted.

Disinfectant sprayers that were ordered. More comprehensive and regular disinfecting of the campus on an ongoing basis. It is part of the FEMA allocation that would be requested.

It's a fogger/mister and it creates an aerosol of the cleanser to disinfect. Chemicals are approved by LAUSD. Discussion about the manner in which COVID is transmitted. The administration and Board will have to look at the cost/benefit analysis of purchasing this type of equipment and what the benefit will be to the extent it might prevent transmission. General discussion about the benefit of having the school as clean as possible to prevent illness in general given that post-COVID more employees/students will likely stay home sick rather than coming to school. Thus, the purchase of this equipment should be considered in the broader context and take into account costs associated with illnesses in general.

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

Pali has received funds from the Rotary Club to address connectivity issues.

He has attended some webinars about COVID-19 fundraising.

Some families may not be able to continue with donations that were promised monthly.

Many of the issues associated with COVID-19 have made fundraising difficult because families are struggling with different issues.

Pam will be making a video to check in with people and talking about Pali's needs. Rene Rodman and he have been working on the script for the video.

Private foundation sources have been challenged as well. Because their corpus has shrunk due to the downturn in the market so they are giving less and some may focus more on COVID.

There is COVID funding that we have applied for, including a FEMA application.

Budget issues for this year and next year so we will have to figure out how to fundraise and right the ship from our previous years.

Booster Club is considering giving a general gift to the school since they gave out fewer individual donations over the spring.

In fundraising push next year, Pali really has to concentrate on what programs the money is being used for such as technology and IMA.

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

CBO report stands as submitted.

Previous budget reports are largely irrelevant because of how things have changed.

Revenue is way down because of lack of civic center and other permits and filming.

Some corresponding reductions in expenses but this will not completely offset the loss of revenue.

Approximately \$660k loss of revenue and a reduction of expenses of \$150k.  
March meeting showed a \$1.2 million addition to our reserves but we need to see how things play out to determine how much can be added to the reserves. Possibility of adding \$200k.

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

Materials related to the EDP report are in the materials for the meeting, including a PowerPoint from the faculty meeting.

EDP report stands as submitted.

LAUSD is going to go forward with the annual visit. To start it will be via documents, which have been submitted to LAUSD via DropBox.

The general consensus of the campus is that the switch to eLearning was very early on and that teachers will be able to develop lesson plans but the administration realizes some of the obstacles to learning that students face.

Concerns with getting students ready for the future in addition to the social-emotional concerns.

The administration wants to give the students as many opportunities to be as successful as possible.

Comparisons were made to how students were doing before the eLearning as well as how the students were doing at this time last year.

The elements of the policy are listed in the materials. 7 different elements.

Due date for final assessments by May 22nd but this won't be the last day of school.

School would officially end on June 3rd.

Leadership was consulted and some parents wrote in their concerns.

It was pointed out that sometimes various groups' voices are amplified because not everyone is consulted but rather it is self-selecting groups or groups that are selected by the administration, such as leadership.

There were various opinions on what elements should be included in the grading policy.

Grading scale would be stretched out:

A 88-100%

B 75-87%

C 60-74%

D 47-59%

No credit 0-46%

Trying to smooth out the inconsistencies in eLearning taking into account obstacles for faculty and students.

A question was posed about the option for a student to take the no credit over the D.

Discussions about possibly having teachers go longer than May 22nd as an option.

The teachers would have until June 3rd to enter the grade, so this would give students some time to turn in work and get back on track if they have faced obstacles in attending school and finishing assignments.

This grading policy is temporary and it is for Spring 2020 only.

If a student gets an NC, then the student will still have to make up that course. In particularized circumstances, a teacher could give an incomplete if a student requests that. The student and the teacher would then enter into a contract for the student to complete the work for a grade. But this would only be in unusual circumstances that warrant it.

Final assessments can be given but final tests are being discouraged. Various possibilities are included in the materials for the meeting. Final assessments cannot be worth more than 15% of the grade.

Classes will be held until June 3rd.

Questions about pass/no credit for PE classes. PE has been flexible and differentiating with their curriculum. Some kids are actually doing better because of PE's flexibility. Some kids will want to include those grades in their GPAs.

Stephen Klima brought up that some teachers think that the bands are overly generous because teachers have already been lenient in their grading policies.

This grading policy has taken into consideration that only some teachers have been lenient and that it has not happened across the board.

Pam Magee pointed out that this is limited only to this one semester based on the very unusual circumstances.

Question asked if there could be a freeze on the grades for students who have a hardship.

There has been outreach to the kids who haven't been checking in for attendance each day so the school is looking at hardships on a case by case base. Counselors and teachers have been doing outreach and the students can reach out to the counselor as well.

The school expects that students will be checking in for attendance through the last day of school.

There is a make-up policy in place; it should not overlap with another teacher's class time. Same for office hours; teachers must use the assigned departmental office time.

Amended placement for Fall 2020 that the grade scales for this semester will be the basis for placement next year.

Adam Glazer made a motion to approve the eLearning Grading Policy.

Emily Hirsch seconded the motion.

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

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

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

The committee met yesterday.

Approved the use of the \$50k Covid-19 grant money that we received.

Reviewed the extension of the cafeteria contract for next year and recommended approval.

Waiting for the May revised budget

Need to meet again in August to deal with the information on the Governor's revised budget.

## **B. Election Committee Updates**

There are no candidates for parent seats.

Students did not yet hold their teacher election.

Laney Chao will reach out and consult with Rob King on that election; she did so during the meeting and that election was delayed to be consistent with the Board.

A suggestion made to go forward with the elections for the seats for which there are applicants and if there are no parent applicants, extend the election time for those.

Each parent board member will reach out to other parents.

The election can be run through Schoology instead of Election Buddy.

For those seats with only one candidate that candidate should just be seated.

The application for this year has been amended so that if there are only 2 candidates they will each be seated in a parent seat.

## **IV. Academic Excellence**

### **A. Acellus Learning System**

Asking to renew the Acellus contract used for special ed, 504, and other learning.

The price has gone down; it is \$21k.

This is an annual contract for 600 seats.

Emily Hirsch made a motion to approve the Acellus contract.

Sara Margiotta seconded the motion.

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

#### **Roll Call**

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

**Roll Call**

Leslie Woolley Aye

**B. E-Learning Update**

See EDP Report for discussion and vote on ELearning grading policy.

Materials regarding this are with the Board materials.

Paula Anderson made a motion to to adopt the amended English Language and Math Placement policies.

Adam Glazer seconded the motion.

Policies are in the materials.

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

**C. School Year Calendar**

The administration is scheduled to meet with UTLA tomorrow on this matter.

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

**A. Extended School Closure**

LAUSD has directed that schools remain closed through the summer. Pali is officially closing the campus through the summer. That was part of the eLearning policy.

The start date for next year is up in the air for right now. Various proposals are on the table.

Adjustments may have to be made for the Fall.

There could be precautions for up to 18 months as discussed at this point.

**B. COVID-19 Related Issues and Impact on School**

**VI. Facilities/Operations**

**A. Transportation Update**

Transportation registration continues.

Details regarding applications are in the materials. There are two weeks remaining in the application period and consistent efforts are being made to inform people.

Hard to say how this will affect enrollment. During the recession there were some kids who came from private schools to Pali but there may be other students who don't want to travel as far.

Some refunds are being given pro-rata to families who had pre-paid. Some have rolled it over to next year and some have requested a check.

**B. Operations Updates**

Some projects have been continued.

The campus has mostly been locked down. Some faculty and staff come on a regular basis but maybe only 5 or 6 people.

Reduced hours for the main office and attendance office.

The janitorial crew still comes by and cleans and disinfects that high use areas only.

Paula Anderson complimenting Don Parcell in securing the campus for the teachers and staff who are still coming to campus. Everything has been working well for the teachers and staff there.

## VII. Finance

### A. Cal OES Form 130

Dara Williams made a motion to approve proceeding with an application for financial assistance under the Stafford Relief and Emergency Assistance Act of 1988.

Adam Glazer seconded the motion.

This is a vote for the approval to move forward with the process indicating that the Board intends to pursue this grant opportunity.

This is a fillable PDF form that has to be signed by the chair or the secretary.

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

### B. 2018-2019 PCHS Tax Return

2018/2019 tax return

For the fiscal year ending 2019.

The return has to be presented to the Board but no vote is necessary.

Any comments can be submitted to Greg Wood directly.

Absent any input the return will be filed and posted on the PCHS website.

### C. Chartwells Cafeteria Contract Extension

Dara Williams made a motion to approve the Chartwells Cafeteria Contract Extension.

Reeve Chudd seconded the motion.

5-year contract

Each year we have to vote on an extension. It includes the pricing for next year.

The contract is structured with a per meal price so if less students are on campus it matters not.

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

#### Roll Call

Leslie Woolley Aye

Reeve Chudd Aye

Dara Williams Aye

Paula Anderson Abstain

Brooke King Abstain

Emily Hirsch Aye

**Roll Call**

Rick Steil        Abstain  
Andrew Paris     Abstain  
Adam Glazer      Aye  
Sara Margiotta   Aye

**D. Payroll Protection Program**

Part of the Federal government's response to the COVID-19 crisis. The monies were distributed from the first round but it looks like there will be a second round. Application is for payroll and benefit costs for two months in an amount of \$4.6 million.

**E. COVID-19 SB 117 Grant**

This is a state grant. Funding specifically for education. PCHS has already received monies from the state. Monies can be used for operations, PPE, and ability to cover some technology shortfalls to assist in remote learning. Approval is to be transparent with regard to the spending on the grant as recommended by the Budget & Finance Committee proposed spending.

Dara Williams made a motion to approve the Budget & Finance Committee recommendation for allocation of the monies from the COVID-19 SB 117 grant.

Sara Margiotta seconded the motion.

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

**Roll Call**

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

**VIII. Governance**

**A. Executive Director/Principal Evaluation**

Feedback being sought for the evaluation.

**IX. Consent Agenda: Finance Items**

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

Nothing on the consent agenda.



## **X. New Business / Announcements**

### **A. Announcements / New Business**

Next meeting is on May 19th start time to be determined.

Stephen Klima thanked all the panelists.

There are closed session items.

Information for closed session will be sent.

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

## **XI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,  
Leslie Woolley

---

## **Documents used during the meeting**

- HR Board Report April 21 2020.pdf
- PCHS Board Report for Operations for 2020-04-21 Board Meeting.pdf
- Development Report.pdf
- CBO REPORT 04.21.2020.pdf
- II.H - CBO REPORT ATTACHMENTS.pdf
- EDPbdrpt 4.21.20.pdf
- PCHS eLearning Grade Policy\_revised .pdf
- 4.17.2020 PCHS Staff Meeting\_revised.pdf
- 4\_17 English Placement Policy (1).pdf
- 4\_17\_2020 Math Placement Policy.pdf
- 2020 Election Timeline - Revised 04-16-20.pdf
- Acellus Quote for Board Approval.pdf
- Cal OES Form 130 - Designation of Applicant's Agent Resolution.pdf
- PCHS 2018 Tax Returns - DRAFT 04-15-2020.pdf
- VII.C - Chartwells Contract EXTENSION Form 2020-2021 (Palisades).pdf
- VII.C - Cafeteria YTD 04.17.2020.pdf

- payrollprotection.pdf
- IV.E - SSCAL\_FEMA UPDATE.pdf

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** E. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board of Trustees Meeting on May 12, 2020

APPROVED



## Palisades Charter High School

### Minutes

#### Special Board of Trustees Meeting

---

#### Date and Time

Tuesday May 12, 2020 at 5:00 PM

#### Location

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

Please click this URL to join. <https://palihigh-org.zoom.us/j/84949902899?pwd=TmxucjB5L2NmQ3JBUTBIRkIpTmlOQT09>

Password: dolphins

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 +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 849 4990 2899

Password: 306030

---

*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Education meeting scheduled for Tuesday, April, 21, 2020, at 3:00p.m. will move to a virtual/teleconferencing environment. **Calling into the meeting may incur a charge and PCHS is not responsible for any charges.***

**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.

---

**Trustees Present**

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

**Trustees Absent**

Rick Steil

**Ex Officio Members Present**

Dr. Pam Magee, Greg Wood

**Non Voting Members Present**

Dr. Pam Magee, Greg Wood

**Guests Present**

Chris Lee, Dave Suarez, Don Parcell, Jeff Roepel, Laney Chao, Mary Bush, Monica Iannessa, Stephen Klima

---

**I. Opening Items**

**A. Call the Meeting to Order**

Leslie Woolley called a meeting of the board of trustees of Palisades Charter High School to order on Tuesday May 12, 2020 at 5:06 PM.

**B. Record Attendance and Guests**

**C. Public Comment**

Ruth Mills submitted a public comment regarding that a pay increase and that the funds exist to provide the raise. The public comment was submitting in writing and will be preserved with the minutes.

Pam Shriver asked about kids who are struggling with distant learning. Pam mentioned outreach efforts and the time period for kids to do makeup work. Parents and students are free to reach out to teachers, counselors, or administrators.

Paula Anderson mentioned that sometimes families don't want to mention that they don't have access to the internet or computer because they are embarrassed so we need to be cognizant of this.

Monica Iannessa mentioned that math tutors are still available for tutoring.

There was a discussion about how hard it is for students to remain engaged when working from home. So it's not just that there are mental health issues that are preventing kids from being fully engaged, but just the at-home learning.

Question about the school calendar

Question about whether next school year will start out online or in person. Pam Magee stated that it is too early to make that determination but alternative plans will be developed to prepare for all contingencies.

## II. PCHS Payroll Protection Loan

### A. New Bank - Cache Valley Bank

Because the funding is not available from Cathay (PCHS's regular bank), PCHS is seeking the loan through Cache Valley Bank.

Dara Williams made a motion to approve Cache Valley Bank as an authorized bank for PCHS.

Sara Margiotta seconded the motion.

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

#### Roll Call

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

### B. Payroll Protection Program

Greg Wood

Put in an application to Carthay Bank but there was no additional funding available through them. But PCHS was able to go through Cache Valley Bank. The loan was approved through the SBA. The amount of the loan was approved based on PCHS

payroll. Granada Hills and Birmingham both put in applications. We have been approved for just over \$4 million at a 1% interest rate. Balloon payment due after 2 years. It's essentially a line of credit, which would help if our cash flow is impaired if there are significant funding cuts or if revenues are deferred. Forgiveness of the loan is also a possibility.

In order for it to be forgivable, PCHS might have to retain employees that the school might otherwise not retain. Also, have to be aware that if the school is sufficiently funded that it may have to be repaid as the funding would be available from the state (no double-dipping).

Reeve brought up that at 1%, this is very low risk.

The state can cut funding or the state can defer funding.

PCHS qualifies for this program.

Stephen Klima is asking whether we are eligible for the loan.

But the issue is not the eligibility, PCHS is eligible. But it is not clear that PCHS would be eligible for the forgiveness aspects of it. That will depend on a variety of factors.

Stephen Klima inquired about the worksheet for forgiveness.

Greg Wood replied that we will look at the forgiveness aspect of it as a later date when we receive legal advice on the forgiveness aspect of it.

Reeve Chudd made a motion to approve the adoption of the payroll protection loan and submit the PCHS application the amount of \$4,606,00 and Pam Magee be authorized to sign on behalf of PCHS.

Adam Glazer seconded the motion.

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

#### **Roll Call**

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

### **III. New Business / Announcements**

#### **A. Announcements / New Business**

No new business.

No closed session items.

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

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:52 PM.

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 May 19 2020.pdf



# PALISADES CHARTER HIGH SCHOOL

## Human Resources Board Report

May 19<sup>th</sup>, 2020

### New Hire/Temporary Contract:

Name	Classification/Position	Funding	Effective Date
Michelle Goldstein	Teacher – Special Education	Special Education	August 13, 2020*
Joann Kim	Teacher – Chemistry	General	August 13, 2020*
Stephen Matthews	Teacher – Math	General	August 13, 2020*
Annie Yee	Teacher – Physical Education	General	August 13, 2020*

*\* Starting date is dependent on status of Covid 19 event safety guidelines and allows time for training and orientation.*

### Staffing and Recruitment:

Due to the COVID19 event HR will be hiring replacement positions only for classes and departments that have a demonstrated need for 2020/2021.

### OPEN POSITIONS

Staffing and Recruitment: hiring status of positions listed below.

Position	Status
Teacher – English	Pending demonstration lessons and reference check
Teacher – Spanish	Reviewing Resumes
Teacher – Italian	final hiring phase. (coverage for an FMLA leave position)

**Negotiations:** PCHS is in continued negotiations with the UTLA-PCHS and PESPU unions.

# 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 2020-05-19 Board Meeting.pdf



# PALISADES

## CHARTER HIGH SCHOOL

### Board of Trustees Meeting Operations Report May 19, 2020

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

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

- Janitorial personnel are still on-campus 5-Days a week (Mon thru Fri) to clean/disinfect the regularly used areas of campus, and are scheduled to continue until everyone is back on campus regularly. Disinfecting occurring daily in all used high-touch points, including but not limited to door knobs/handles, light switches, railings, high-traffic offices, regularly utilized counter and conference tables, etc.
- Additional supplies ordered and received to aid PCHS in both the extra cleaning and daily consumables. Thing like, but not limited to: Masks, Self-Pump Hand-Sanitizer, Dispenser Delivered Hand-Sanitizer, Disinfecting Wipes, Disinfecting Sprays, Additional TP, Paper Towels, Hand-Washing Soap, Protective Gloves, etc.
  - Masks and Disinfecting Wipes we got some order fulfillment, but a rationed amount. Outstanding orders still in waiting mode.
  - Hand-Sanitizer we got backordered on, like most people, and ultimate orders canceled. Additional orders placed and we are 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, in addition to all locker dials and handles. The entire campus was re-cleaned when the students were gone as well.

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

- PCHS Security Guard coverage has been reduced to levels similar to Summer Break mode and is expected to continue through July 31<sup>st</sup>, 2020.
- Guards at Flagpole Walk-In Entrance most of the day. Guard at Main Drive-In Entrance at all times from 7:00am – 4:15pm
- Campus is still accessible for Faculty 7-Days a Week as needed through early June, but limited to 7am – 4pm. Summer Hours and more limited access expected to go into effect in Mid-June as it does every summer.
- 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



# PALISADES

## CHARTER HIGH SCHOOL

### Security/Safety (Continued):

- Security Guards and Non-Faculty Staff to be increased on-campus for the 5/26 – 6/12 period to execute our Year-End Process to collect all PCHS owned assets in students possession. Things including but not limited to Textbooks, Chromebooks, PE Clothes, Musical Instruments, etc. In addition, Yard Signs and Tassels exclusively for seniors, and AP Clothing for AP Students that ordered such, will be distributed during this process. The Students/Families coming to campus will be By-Appointment Only, and be scheduled and actively controlled/managed in order to provide for a Socially Distanced and safe process. Plans call for 10-12 cars every 20 minutes (30-36 cars per hour). The majority of the process the students/families will not even leave their cars, stations will be setup with drop-off tables for items to be placed out of car windows, and collected by PPE Outfitted PCHS Personnel. This process is necessary so we can take inventory, damage/repair assessment and mitigation, and prepare all items for the 2020-21 school year.
- 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 are 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. Based on latest CA, LA County, LA City revised Stay/Safer-at-Home Orders, it is not anticipated campus facilities will re-open before 8/1/2020 at the earliest.
- To practice the required 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, and as required by LA City Regulations, all people outside on campus are required to wear nose and mouth covering masks.

### 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.
- All Safety Drills for the remainder of the 2019-20 school year were cancelled and will be revisited for 2020-21.
- 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



# PALISADES

## CHARTER HIGH SCHOOL

### Transportation:

- All Regular Ed (To/From PCHS), Special Ed, Athletic and Field Trip buses were canceled for the remainder of the school year as of end of Thu 3/12/2020.
- Resumption of Regular Ed, Special Ed, Athletic and Field Trip busing to resume once some degree of Students-Back-on-Campus returns, whether for the entire study body or a hybrid/staggered social distancing oriented schedule. Bus Company ATS and the Transportation Dept. are discussing matters regularly.
- Refunds for those families that had pre-paid for riding a PCHS School Bus for the 3/13/2020 – 6/3/2020 period were processed over the last three weeks and mailed out to families as of this Board Meeting. Some families rolled over their refunds to pay for 2020-21 Bus Fee down-payments, but 339 refund checks were issued as the majority of people who were due a refund wanted the money sent to them.
- 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 was extended through 5/4. The timelines for all other post-registration activities in the process were also been pushed back roughly a month. The down-payment deadline has been moved from 5/31 to 6/30.
- As of the through 5/4 deadline for 2020-21 PCHS School Bus Registration, 413 students have registered for the bus, and another 10-12 have expressed interested, plus some newly offered/admitted students from the Admission process are also interested. The Transportation Dept. is optimistic the number of registered riders will be approaching 430 by the end of May.
- 177 Scholarship Applications/Requests were received, which is ~43% of the 413 Registration received. All Scholarship requests have gone through the Demonstrated Financial Need process, with approximately 6% of the requests (11 applications) determined as not worthy of any scholarship award. The \$192,000 of 2020-21 scholarship funding has been allocated to the remaining 166 applicants. Scholarship awards are schedule to be delivered to families on Fri 5/22.
- The deadline for 2020-21 PCHS School Bus Program deposits/down-payments (First & Last Month Bus Fees) are due at the end of 6/30/2020. Should all 413+ (hoping to be 425+) registered riders make their proper down-payments by the 7/1 deadline, the bus fleet/routes/stops will be able to remain as existed in 2019-20. Should the properly deposited/down-payment rider population dip below the 393, PCHS would likely need to drop down to 7 buses and reconfigure the routes/stops to return the Seat Vacancy Rate to a more sustainable level.
- 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.



# PALISADES

## CHARTER HIGH SCHOOL

### Transportation (Continued):

- 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 Stay/Safer-at-Home Orders are 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 remains closed until further notice due to COVID-19. Operational oversight and maintenance happening daily.
- Many permit groups moving to online Zoom coaching in interim as USA Swimming cancelled all near-term aquatic competitions
- MGAC Fiscal Status:
  - 2019-20 Pool YTD Revenue = ~\$345,000
  - Mar 13 - Jun 30 Revenue Loss = ~\$160,000
- MGAC Aquatics Director attending nationwide Aquatics Zoom conferences bi-weekly regarding COVID impact on facilities/ programming and latest safety protocols
- Lifeguards completed CDC Pool Inspection Training, Psychological First Aid Training for Disasters and Trauma, and are currently also assisting with campus facility improvement projects, and will assist with the Year-End Collection Process as well.
- Facility applying to LA County EMS to offer Public Safety First Aid Class (target date Jan 2021)
- New Large/Competition Pool Heater Installation – Up for Board Vote
- Pool Filter PM and Water Quality Improvement – to be completed during closure
- Other Maintenance Repairs/Replacements Projects include:
  - Replace 3 underwater pool LED lights
  - Re-Grout Locker Rooms
  - Install eye-wash station by chemical rooms
  - Replace Mechanical Bldg. Thresholds
  - Service surge pit
- 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. Re-Plaster Both Pools (~\$250k)
  2. Replacement/Backup Competition Pool Pump (~\$35-\$50k)
- MGAC Handbook being Revised/Re-Drafted re Emergency Action Plan, Operational Standards, and SDS updates
- 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)



# PALISADES

## CHARTER HIGH SCHOOL

### 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 Students/Families and PCHS Faculty/Staff. This work is ongoing and will continue through the end of the current school year.
- IT has been updating the budget plan to reflect much needed funding in general as well as possible changes for the 2020-21 school year in response to the coronavirus outbreak.
- Technology has been working with the Librarian and Athletics Director to plan in detail the Year-End Process for end of year item collection while maintaining all City and State regulations in relation to Social Distancing. Over 10,000 items that need to be collected to prep for the fall semester of 2020-21 are on loan to students.
- 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.
- IT has received new scanning hardware for our Raptor platform and will be planning and implementing a cut over to the new release of Raptor over the summer.
- 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 2019-20 school year but will not be live until the 2020-21 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.
  - Lack of promised feature support. The most critical feature promised allows printed assessment questions to be randomized across printed copies, allowing for a level of test security that is mandatory when students sit next to each other in class. The lack of this feature prevents teachers from printing assessments for students that do not have a device, classes that do not have access to devices, and students that have testing accommodation requirements. 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. Schoology has recently updated their product roadmap to mark this feature complete, with a note of **“Note: The randomize questions order setting is not supported when printing assessments.”** We will need to immediately take this up with our account manager.





# PALISADES

## CHARTER HIGH SCHOOL

### Information Technology:

- The Category 2 eRate funding was 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. Form 471 part substitutions have now been filed and we are awaiting approval before we can proceed.
- 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
- **From Don** – The Technology Team has been doing a tremendous job throughout this entire COVID-19 Period. They have likely spent more time physically on-campus, and more time assisting every department/group at PCHS, and well as having walk-in service/help for Students/Families, than probably anyone else. In addition, Jeff Roepel has been working extra hours and putting in a lot of extra effort to assist us all with Online Board and Faculty/Staff Meetings, Distance Learning brainstorming, counsel and execution, and fighting through the eRate/Fed bureaucratic quagmire (which is exhausting) as well.

A BIG Thank You from the Administration to the Technology Team during these very challenging times.

### Permits & Setups:

- **Permit Revenue for April 2020 is ~\$800:**
  - \$500 from Facility Rentals – Parking space fees for Bay City Tree
  - \$300 from Banner Rentals – Optimist Club Student Scholarship Banner
  - \$0 from Filming
  - \$0 from Misc. Events/One Time Permitters
- **May thru July Permits Revenue Alert:**
  - Permits Fiscal Status is:
    - 2019-20 YTD Revenue = ~\$394,000
    - Estimated 3/13-6/30/2020 Revenue Loss = ~\$187,000 (\$136k Non-Filming)
      - Assumes a less predictable Filming Revenue Loss of \$51,000



# PALISADES

## CHARTER HIGH SCHOOL

### Permits & Setups (Continued):

#### • May thru July Permits Revenue Alert (Continued):

- With the extension of the State, County, City Stay/Safer-at-Home Orders, PCHS Facilities expected to remain closed through the end of July. Therefore, virtually no revenue expected during this period.
- Cancellation notifications to go out this week to all summer programs/groups (camps, club sports, PCHS pre-season Athletics, etc.)
- Banner demand slowed as well due to COVID-19 closures and unknown affect it will have in the upcoming summer months...banners during this quarter are primarily for summer camp sign-ups, which up until this week were uncertain at best.

### 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.
  - **E-MIST EM360 System** - Purchased for large-scale Classroom and Common-Use Areas disinfecting and currently awaiting delivery.
  - **J-110 Water Leak** – Two leaks addressed in old/corroded rusted pipe elbows. J110 kitchen area was the initial leak with pipe in corner of ceiling of class above sprinkler control system eventually leaking as well. Both have been fix/repared.
  - **Tennis Courts Drainage System** - Custom fabricated gutter installation completed. Gutter objective is to minimize water and mud flows onto Tennis Courts from Baseball field during rainstorms.
  - **Security Camera** - Relocated from W119 to “W118” Trailer to get camera view of back staircase back on line.
  - **D102(A)** - Occupancy Room Sensor installed for class lights to operate on/off automatically.
  - **Gym Bleachers** – 4-5 broken seats repaired with remaining parts from original bleacher seats. Several additional seats found to be broken. We are currently looking to assemble 4-5 seats from leftover components to address.
  - **Gilbert Hall** – Auto Shut-off push-top faucets installed on Men’s/Women’s Restroom sinks to replace broken turn hand faucets.
  - **Cafeteria Outside Freezer** – Coils cleaned; freezer defrosted and adjusted thermostat.
  - **New Mirrors in Restrooms** - E-1-B; G-1-B and re-adjusted mirrors to better height position in F-1-G; & E-2-GN
  - **Loading Dock Gate** - welded drop-bar for the gate mechanism function properly



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects (Continued):

- **Ongoing Day-to-Day Operations/Facilities Support via [facilitieshelp@palihigh.org](mailto:facilitieshelp@palihigh.org) that included but is not limited to the following (Continued):**
  - **W118 Trailer** – Safety window blinds installed.
  - **Storage** - Clean Out All Mechanical/Electrical Rooms
  - **Storage in F-Bldg.** - Yearbook and Soccer Storage Room - Installed 4 More Shelving Units, 4 Shelves High to accommodate the need for additional shelving.
  - **Bird Alarm** - Replacement of Bird-Predator call device to keep unwanted seagulls and crows away from campus - especially during nutrition/lunch.
  - **U106 Exterior Ramp** - Welded ramp from underneath to support beams to address the popped rivets that made noise whenever someone walked to U105/U106.
  - **Chains & Locks** - (14) Gate entry/exit locations in and around campus including Stadium gates had chain/locks welded onto existing gates for security purposes.
  - **Pool/M-Bldg. Service Road Gate** - Bearing hinges and support brackets replaced.
  - **Door Sweepers** - Especially designed to deter rodents. Installed on Study Center and Left hand side of Gym lobby entrance.
  - **Quad Benches** - Replaced rotted wood on several benches in main quad
  - **2020 Senior Event** – Made the 2020 out of plywood used for Senior “Be the light” event. In conjunction with Permits Dept. stencil created, numbers cut from plywood and painted.
  - Still Occurring, although at a much slower rate:
    - Ongoing Door/Lock maintenance, repairs and adjustments
    - 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

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

- Working with various Depts. for student Year-End Collection Process as this years’ version will be conducted in social distanced phases over the course of 3 weeks.
- Plexi-Glass walk-up counter shields due to COVID-19. Similar to what has been installed at supermarkets so that high-traffic stations can have shields to help protect PCHS workers and the people they’re talking to
- Mercer Hall: Fix Pocket Doors and general cleanup/organization
- Power washing brick walkways between Bldgs. To rid of built-up grime. Fix as needed.
- Tennis Hitting Wall Resurfacing/Painting
- Safety: Refresh painting/taping required clearances around Plant Equipment around campus
- Safety: Trip Hazard Remediation - Fix Additional Flat Concrete Problems & Grind Trip Hazards
- U106 flooring repair
- J108 floor tile replacement
- Cafeteria loading dock ADA staircase hand-rails to be installed – Paint Loading Dock Wall



# PALISADES

## CHARTER HIGH SCHOOL

### Facilities/Projects (Continued):

#### Items in-progress and expected future completion include:(Continued):

- Baseball Scoreboard Timer Replacement and Support Poles Reinforced
- Replace Valve in Home Side Stadium Restroom - Right Most Urinal Leaking issue
- Pests: Search for and seal-up any Pest Access Points in the Gym & Mercer/Cafeteria Complexes
- Purchase of smoke detector wand to perform recurring restroom smoke alarm testing
- Addressing PA Speaker issues reported in several classrooms
- Getting All Faculty Parking Lot Solar fixtures to operate consistently (they're very temperamental)
- Band shed doors @ Lower Blacktop - Replace damaged doors. Awaiting ordered doors to arrive.
- Restroom signs; ODD/EVEN Building signs; Office nameplates, etc. - Awaiting order.

### Facilities Larger Scale Projects:

- **Long-Term Heating System (Utilities) Infrastructure Replacement Project (LAUSD Bond Funded).**

Historical info follows this, but other than a three-month delay in starting, and assuming the COVID-19 Events do not continue with significant impacts much past July, this project is still slated to start in Sep 2020 (previously projected to start June 2020), and has been revised to now be a 14-18 month project, lengthened by at least 2-4 months. Based on the length of the project, it was going to exist during all of the 2020-21 School Year anyway, so this three-month delay does not really change that.

Meetings to discuss project impact to the campus and school activities, assuming students are on campus for fall 2020 semester, are scheduled for May & June. More details to come, but Faculty/Staff & Students should expect inconveniences is appearances and walking pathways throughout the project.

Historical Info: 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 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 Bond Funded)** – Project still planned by LAUSD, but now scheduled to start Nov 2020, and still last 14-16 months. Project will overlap significantly with the Utilities/Heating Project.

Meetings to discuss project impact to the campus and school activities are being scheduled for this summer. More details to come, but Faculty/Staff & Students should expect inconveniences is appearances, walking pathways and potentially some facility-use throughout the project.

Historical Info: 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).
- **Long-Term Temporary Heating System Repair (Primarily LAUSD Funded)** – Project completed in Nov 2019, punch list items in Feb.

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.

Historical Info: 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.

# Coversheet

## Director of Development Report

**Section:** II. Organizational Reports  
**Item:** G. Director of Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Development Report 51920.docx



# PALISADES

## CHARTER HIGH SCHOOL

### Development Report Board of Trustees Meeting May 19, 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	\$356,958	\$388,531	31,573	\$500,000
Attendance Gift	General	\$2,295	\$2,295	\$0	
Pali Alumni Fund	General	\$1,627	\$1,627	\$0	
The Pali GO Fund	Pali GO	\$3,844	\$4,067	\$223	\$0
<b>TOTAL UNRESTRICTED FUNDS RAISED</b>		<b>\$364,724</b>	<b>\$396,520</b>	<b>\$31,796</b>	<b>\$500,000</b>
Donations to Athletic Teams	ASB	\$9,185	\$9,185	\$0	\$0
Donations to Classroom Teachers	ASB	\$52,312	\$52,312	\$0	\$0
Donations to Extra-Curriculars	ASB	\$53,610	\$53,610	\$0	\$0
Donations to Pali Cares	ASB	\$175	\$430	\$255	\$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	\$8,300	\$2,300	\$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>\$378,897</b>	<b>\$381,452</b>	<b>\$2,855</b>	<b>\$0</b>
<b>TOTAL FUNDS RECEIVED</b>		<b>\$743,621</b>	<b>\$777,972</b>	<b>\$34,351</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	\$5,026	\$5,000
Postage	\$621	\$1,000
Subscriptions	\$5,086	\$10,000
SafeSave service fees	\$7,664	\$6,232
Salaries & Benefits (Campus Unification/Development Dir)	\$162,184	\$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	\$2,050	\$500
Best of Palisades Magazine Ad	\$495	\$0
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>\$195,524</b>	<b>\$216,412</b>
<b>TOTAL NET FUNDS</b>	<b>\$582,448</b>	<b>\$283,588</b>

### CTE Incentive Grant Budget to Date:

	<u>Budget</u>	<u>Actual</u>	<u>Balance</u>
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
	<u>\$176,706.22</u>	<u>\$131,944.62</u>	<u>\$44,761.60</u>

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

### Comments and Action Steps:

- 1.) PCHS Fund is up 121% over the same period last year (\$175,609)
- 2.) Total unrestricted funds of \$396,520 is 79% of our goal for the year.
- 3.) Current participation is 462/2718 families (17%). Total families over the same period last year was 188.
- 4.) PCHS Fund is up 78% over the combination of the PCHS Fund and the Pali GO Fund (\$217,966 – 362 total families)





# PALISADES

## CHARTER HIGH SCHOOL

- 5.) Thank you email to all donors were sent to all families on 4/30/20 a A fond discuss the good works during the pandemic and the current needs.
- 6.) Student led Thank You video was sent out on 4/30/20 and nearly \$3,000 was raised that evening.
- 7.) State of the School Video Address by Dr. Magee to go to all families around mid May or thereafter.
- 8.) FEMA-DR-4482-CA-COVID-19 funding is awaiting approval from FEMA as a new agency requesting support. Once approved, we will begin our application and submit our claims.
- 9.) #GivingTuesdayNOW Campaign brought in \$31,503.85. A follow up mailing will be sent to 1,190 families from selected zip codes who have not given to the PCHS Fund or Booster Club this year. This will take place after the State of the School address from Dr. Magee. Senior parents have been eliminated from this mailing and a separate appeal will be going to these families.
- 10.) CTEIG allocation for 2020-21 was approved and submitted. The amount will be \$173,107.

### Grant Report to Date:

<u>Grants Submitted:</u>			<u>Submitted</u>
Steinmetz Foundation	\$5,000	Campus Unification & Academic Equity	12/9/2019
			11/19/201
Cathay Bank Foundation	\$5,000	ELL Program	9
FEMA-DR-4482	?	Claim for COVID related expenses	4/1/2020
Dorrance Family Foundation	\$5,000	Submitting LOI's for qualification	5/19/2020
VAH Foundation	\$10,000	Submitting LOI's for qualification	5/19/2020
	<u>\$25,000</u>		
<u>Grants Received:</u>			<u>Received:</u>
Lewis A. Kingsley Foundation	\$10,000	Program Support	7/30/2019
			12/27/201
Target Foundation	\$1,000	Soccer equipment	9
Mara W. Breech Foundation	\$5,000	Teacher professional development	1/7/2020
		Academic	
American Legion Post 283	\$1,500	Decathlon	2/24/2020
PPWC Foundation	\$800	Repair mosiac in quad	3/3/2020
CTE Incentive Grant	\$173,107	CTE Grant for 2020-21 school year	Pending
Perkins V Grant	\$34,746	CTE Grant for 2020-21 school year	Pending
	<u>\$226,153</u>		
<u>Grants to be Submitted:</u>			<u>Deadline</u>
J.P. Morgan Foundation	\$5,000	Entrepreneurship	TBD



# PALISADES

## CHARTER HIGH SCHOOL

<b>U.S. Bank Foundation</b>	<b>\$5,000</b>	<b>Entrepreneurship</b>	<b>TBD</b>
<b>MUFG Union Bank Foundation</b>	<b>\$5,000</b>	<b>Special Population Support</b>	<b>TBD</b>
<b>Georgia-Pacific Foundation</b>	<b>\$5,000</b>	<b>Entrepreneurship</b>	<b>TBD</b>
<b>Marc &amp; Evan Stern Foundation</b>	<b>\$5,000</b>	<b>Performing Arts</b>	<b>TBD</b>
<b>Hugh &amp; Hazel Darling Foundation</b>	<b>\$2,500</b>	<b>Academic Equity/Pali- &gt;START</b>	<b>TBD</b>
<b>Braitmayer Foundation</b>	<b>\$5,000</b>	<b>Academic Equity/Pali- &gt;START</b>	<b>TBD</b>
<b>Sydney Stern Trust</b>	<b>\$5,000</b>	<b>Academic Equity/Pali- &gt;START</b>	<b>TBD</b>
<b>Joseph Stanley Leeds</b>	<b>\$10,000</b>	<b>Pali-&gt;START/Video Production</b>	<b>TBD</b>
<b>Cognizant USA Foundation</b>	<b>\$25,000</b>	<b>MakerSpace Grant</b>	<b>TBD</b>
	<b>\$72,500</b>		

### Grants Denied:

#### **Amgen**

**Foundation** **\$15,000** **Looking for nationwide impact programs**

**Wells Fargo Foundation** **\$1,000** **Must be invited**

**\$100,00**

**Non Profit Security Grant** **0** **356 awardees nationally.**

**America Honda Foundation** **\$25,000** **Looking for nationwide impact programs**

**Dart Foundation** **\$4,500** **Only gives within 20 mile radius of Foundation**

**Toyota USA Foundation** **\$5,000** **Must be invited by one of their companies (Torrance N/A)**

**Ella Fitzgerald Charitable**

**Found.**

**\$500** **Funds selected projects**

**Willametta Day**

**Fdn.**

**\$5,000** **No unsolicited proposals accepted  
Only districts received money; only 2 LEAs  
granted**

**K12SWP Grant**

**\$20,000**

**Ahmanson Foundation**

**\$59,720** **Digital Classroom Renovation**

**Best Buy Community**

**Grants**

**\$5,000** **Not Accepting Requests at this time**

**Roth Family Foundation**

**\$5,000** **No longer accepting applications**

**Semel Charitable**

**Fdn**

**\$5,000** **Only Supports Higher Education**

**Mazda**

**Foundation**

**\$10,000** **Only gives to areas where they have offices**

**Joseph Drown Foundation**

**\$25,000** **More requests than funds available**

**William C. Bannerman**

**\$7,000** **Focused on COVID-19 Emergency Services**

**Motorola**

**\$30,000** **Only gives to areas where they have offices**



# PALISADES

## CHARTER HIGH SCHOOL

### Solutions

<b>Alaska Airlines Foundation</b>	<b>\$10,000</b>	<b>Does not support public schools</b>
<b>Ralph M. Parsons Foundation</b>	<b>\$30,000</b>	<b>Pali-&gt;START science project - not enough funds</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 - 2020-21 May Revision Proposals.pdf  
Agenda Item II.H.- CBO Board Report.pdf  
II.H - CCSA\_May 14, 2020\_Capitol Update.pdf  
II.H - Credit Card April 2020.pdf

[Click Here for COVID-19 Related Resources](#)

## FISCAL REPORT

### 2020–21 May Revision Proposes LCFF Cuts and Deferrals, but Some Good News Too



Copyright 2020 School Services of California, Inc.

posted May 14, 2020

#### Overview

Today, May 14, 2020, Governor Gavin Newsom laid out the details of the May Revision to the 2020–21 State Budget, and they are as grim as expected. Through no fault of his own, the May Revision proposals bear no resemblance to the Governor’s January State Budget, when the Administration anticipated a \$5.6 billion surplus in a \$222 billion spending plan.

The purpose of this article is to provide a quick overview of Governor Newsom’s assertions regarding the revised 2020–21 State Budget. We reserve our commentary on these proposals for inclusion in our more detailed *Fiscal Report* article, to be released later this evening.

#### Proposition 98

As previewed last week, Governor Newsom’s revision to his 2020–21 State Budget proposal reflects significant changes to Proposition 98 in the current and budget years, totaling \$19 billion.

In future years, Governor Newsom plans to provide supplemental appropriations above the constitutionally required Proposition 98 funding level, beginning in 2021–22, and in each of the next several fiscal years.

#### Local Control Funding Formula

For the first time since its creation, the Local Control Funding Formula (LCFF) is facing a reduction instead of an increase. Officially, the statutory cost-of-living adjustment (COLA) is calculated at 2.31% and applied to the LCFF, but a reduction of 10% (\$6.5 billion) will be applied unless “triggered off if the federal government provides sufficient funding to backfill this cut.” As of this writing, no written details were provided as to how this cut would be applied.

#### CalSTRS and CalPERS

In positive news, the Administration proposes to redirect the \$2.3 billion paid in the current-year budget to the California Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) towards long-term unfunded liabilities to further reduce employer contribution rates in 2020–21 and 2021–22. This reallocation will reduce the CalSTRS employer rate from 18.41% to approximately 16.15% in 2020–21, and from 18.2% to 16.02% in 2021–22. The CalPERS employer contribution rate will be reduced from 22.67% to 20.7% in 2020–21, and from 25% to 22.84% in 2021–22.

## Deferrals

To address a current and anticipated cash crunch, the Administration proposes several deferrals. The first comes immediately, deferring \$1.9 billion of LCFF apportionment from 2019–20 to 2020–21. In 2020–21, the Administration proposes deferrals totaling \$3.4 billion, for a grand total of \$5.3 billion in LCFF deferrals scheduled for payment in 2021–22.

## Flexibilities

In order to assist local educational agencies (LEAs) facing this potential 10% LCFF cut, the Administration proposes the following flexibilities, including:

- Exemptions if apportionment deferrals create a documented hardship
- Authority for LEAs to exclude state pension payments on behalf of LEAs from the calculation of required contributions to routine restricted maintenance
- Increases on LEA internal inter-fund borrowing limits
- Authority to use proceeds from the sale of surplus property for one-time General Fund purposes

## Special Education

While the proposed \$250 million in one-time funds based on preschoolers with disabilities was dropped at the May Revision, the Administration continues to sustain the Governor's Budget proposal to increase special education base rates, updated at May Revision to \$645 per pupil (while suspending the 2.31% COLA), apportioned on a three-year rolling average of LEA average daily attendance (ADA) (allocated to Special Education Local Plan Areas).

## Categorical Cuts

The Administration proposes cuts to several non-LCFF programs including: After School Education and Safety, K–12 Strong Workforce Program, CTE Incentive Grants, Adult Education Block Grant, and several others.

## Learning Loss Mitigation

The May Revision proposes a one-time investment of \$4.4 billion (\$4 billion federal Coronavirus Relief Fund and \$355 million federal Governor's Emergency Education Relief Fund) to LEAs to address learning loss related to COVID-19 school closures. Funds will be allocated to LEAs offering classroom-based instruction based on a formula that takes into account the share of students most heavily impacted by school closures, including students with disabilities, low-income students, English learners, youth in foster care, and homeless youth.

### **More Analysis to Come**

More in-depth coverage of Governor Newsom's revised proposals will be released in a comprehensive *Fiscal Report* article this evening and at our [May Revision Workshop](#).



# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MAY 19, 2020**

#### **2019-2020**

#### **CASH**

PCHS Cash Balances at the end of April were a combined balance of \$9.0 million (\$8.3 million Unrestricted Including Lifetime Health benefits designation) compared to \$9.5 million (\$8.7 million Unrestricted Including Lifetime Health benefits designation) in March 2020. The recently approved Payroll Protection Program Loan of \$4.6 million was received this week. The timing of the receipt of these funds will help to offset the May Revise information that our June 2020 funding will be Deferred to 2020/2021 and a larger Deferral will occur in our lowered Funding to be received in 2020-2021 School Year. Specific details of the delayed funding/cash flow are not yet known.

In May, PCHS issued \$115,600 in 2019/2020 Bus Refunds to 339 Families to reimburse them for the suspension of Bus Activities as of March 12, 2020.

#### **Attendance**

No updates due to School Closure

#### **FINANCIAL UPDATES**

The latest 2019/2020 Financial update are attached as a separate Agenda item. While we are seeing some one-time benefit to the School shutdown, the significance to the COVID pandemic's impact to Pali's can not be more impactful.

A number of Fiscal Articles have been included to indicate that not only is the preliminary Funding estimate for 2020/2021 proposed to be reduced by 10%, but significant Cash Flow Deferrals will be made for both the Current Year and next Fiscal Year. We will be attending a May Revise webinar on Tuesday to learn more specifics & other update on the May Revise information contained in this report. A preliminary Budget for 2020/2021 is also attached and will be discussed. This Budget is for informational purposes and will be updated for further State updates and Administrative recommendations (in process). More reductions will be needed to provide PCHS with an updated Budget. The Budget & Finance Committee will be meeting on May 28<sup>th</sup> and May 29<sup>th</sup>, if necessary to review and submit a Budget to the Board for approval.





# PALISADES

## CHARTER HIGH SCHOOL

### **CBO REPORT BOARD OF TRUSTEES MAY 19, 2020**

#### **FINANCIAL UPDATES (continued)**

**Since the State will not know the Revenue amounts for Personal & Business Income taxes until after the extended filing deadline of July 15<sup>th</sup>, there will now be an August revise that will be issued to all State entities for revise their 2020-2021 Budget Adoption from June 2020. The Administration is preparing several potential contingency plans to address various levels of funding reductions, deferrals & the method (and timing) of delivering instruction for the coming School Year.**

[View in browser](#)

**May 14, 2020**

## **May Revision to the 2020-21 Budget Includes Anticipated School Funding Cuts**

Today, May 14, 2020, Governor Gavin Newsom released the May Revision to the state budget proposal for 2020-21. We wanted to provide a broad overview of the revised spending plan, but we note that much of the detail of the plan has not yet been provided. We will follow up in the coming days with a full analysis of the proposal and keep you updated as the Legislature works to adopt a balanced budget by June 15. The Governor's Summary of the 2020-21 May Revision [can be found here](#), and see below for information on a CCSA Budget Webinar next week!

The Governor notes: "COVID-19 has caused a global economic crisis which has had a profound impact on California. The May Revision is guided by the principle of prudent fiscal management to: protect public health, public safety and public education; provide assistance to small businesses and Californians most hurt by the pandemic; and to invest in a safe and quick economic recovery."

The impact of the pandemic on state revenue and spending is unprecedented. The May Revision projects a total revenue decline of 22 percent causing a \$54.3 billion deficit over this year and for 2020-21 years.

For K-12 education, the May Revision includes total funding of \$99.7 billion (\$47.7 billion General Fund and \$52 billion other funds). The Proposition 98 school funding guarantee will decline by \$19 billion compared to the January projections. Though several options, including new federal funds pension relief, and apportionment deferrals could help offset some of this direct hit on schools. Specifically, the May Revision proposes:

- Absent additional federal funds, the COVID-19 Recession requires a 10 percent (\$6.5 billion) reduction to LCFF compared to January projections. This reduction includes the elimination of a 2.31 percent cost-of-living adjustment. This reduction will be triggered unless the federal government provides sufficient funding to backfill this cut.
- Also absent additional federal funds, the May Revision includes the several Proposition 98 reductions to various K-12 categorical programs, totaling \$352.9 million, including After School Education and Safety (\$100m), Strong Workforce Program (\$79.4m), and Career Tech (\$77m).
- The SB 740 Charter School Facility Grant Program would not be provided a Cost of Living Adjustment (COLA) as proposed in January, but the May Revision does not propose a further base reduction to the program. In fact, the COLA in 2020-21 for virtually all categorical programs has been eliminated.
- For Special Education, the May Revision sustains the Governor's Budget proposal to increase base rates, updated at May Revision to \$645 per pupil to reflect the suspension of the COLA. This new base rate represents a 15 percent increase in the Proposition 98 General Fund contribution to the base formula funding over the amount provided in the 2019 Budget Act. Also included is \$7 million to develop alternative dispute resolution and mediation options related to service gaps caused by the pandemic.
- Virtually all new proposals are withdrawn from the Governor's Budget, including Opportunity Grants, Special Education Preschool Grant, Credentialing Grants, etc.
- The May Revision proposes a new one-time investment of \$4.4 billion in federal funds to local educational agencies to address learning loss related to COVID-19 school closures, especially for students most heavily impacted by those closures for a variety of targeted activities.

School Apportionment Deferrals have become common in economic downturns, and the May Revision also proposes apportionment deferrals as a strategy to retain school funding without deeper cuts. In 2019-20, the Budget proposes to defer \$1.9 billion of LCFF apportionments to 2020-21. An additional \$3.4 billion is added to the 2019-20 deferral in 2020-21, for a total of \$5.3 billion in LCFF deferrals scheduled for payment in 2021-22. In our budget advocacy this spring, CCSA has emphasized the cash-flow challenge deferrals have on schools. We are pleased the Governor included an option for exemptions for local educational agencies if apportionment deferrals create a documented hardship.

To help mitigate the impact of the significant fiscal crisis, the May Revision includes a number of fiscal and programmatic flexibilities including:

- Authority for local educational agencies to exclude state pension payments on behalf of local educational agencies from the calculation of required contributions to routine restricted maintenance.
- Flexibility on local educational agency internal inter-fund borrowing limits
- Allowance of the use of sale of surplus property for one-time general fund purposes.
- Options for specified special education use of tech-based options.

## **CCSA Hosting May Revision Budget Webinar**

The CCSA Government Affairs Team will continue to review and analyze the Governor's May Revision as more details become available. CCSA will also participate in the [Assembly Budget Subcommittee](#) hearing on education finance next Monday, May 18. We'd like to invite you to join Myrna Castrejón and the CCSA Government Affairs Team for a webinar on May 21<sup>st</sup> for an overview and briefing of the charter school issues in the budget. We also plan on sharing our next steps in advocating on charter schools budget and policy priorities. [Please register here.](#)

## **Federal Funding Updates**

### **CARES Act Funding**

The California Department of Education reports that it is expecting to have information posted about the Cares Act Funding allocations by as early as next week. In accordance with the Act, we expect these formula allocations to be provided to schools based on Title 1 funding allocations in 2019-20.

### **House of Representatives Introduces HEROES Act**

The House of Representatives Democratic Caucus has introduced the HEROES Act, a new \$3 trillion coronavirus relief bill. Amongst new stimulus checks, extension of unemployment benefits, hazard pay for frontline workers, and other proposals, the HEROES Act proposes an additional \$90 billion in state grants to be used for early childhood, elementary, secondary, and post-secondary education. The bill appears to offer more discretion to states on allocation methodology than the CARES Act. This bill still has a long road to reach agreement in both houses, but we will keep you posted of new developments. Additional federal funding will be a key to mitigate some of the significant state funding cuts.

### **SBA Provides Good Faith Certification Safe Harbor for Paycheck Protection Program (PPP) Loans**

On May 13, the U.S. Department of the Treasury (Treasury Department) provided additional guidance about the [Paycheck Protection Program](#) (PPP). It announced a new safe harbor for borrowers. The SBA provided in Question 46 of its [FAQ](#) that it determined the safe harbor is appropriate because “borrowers with loans below this threshold are generally less likely to have had access to adequate sources of liquidity in the current economic environment than borrowers that obtained larger loans.” We encourage borrowers to review the updated guidance on the safe harbor. If you have any questions about how this new guidance affects your school, we encourage you to discuss the updated PPP guidance with your attorney and back office support provider.

**2020 © California Charter Schools Association | Capitol Update**



States, (916) 448-0995

[Manage preferences](#)

Palisades Charter High School  
 Credit Card Reconciliation Form  
 For the Period of: 04/01/2020 - 04/30/2020

PLEASE COMPLETE

\*\*For finance use only\*\*

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Board Approval Required?	Resource	Budget Category	Resource	Budget Category
4/1/2020	CALIFORNIA CHARTER SCHOOL LOS ANGELES CA	CCSA Conference Refund	P. MAGEE	P. MAGEE	(2,175.00)		TITLE II	CONFERENCE	40350.0	5220
4/1/2020	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	Monthly Communications blast	P. MAGEE	P. MAGEE	84.99		GENERAL	SUBSCRIPTIONS	00000.0	5310
4/2/2020	ALASKA AIR 0272157421521 SEATTLE WA SANTELICES/KYLE	DECA Flight Refunds	P. MAGEE	B. KOLAVO	(72.52)		ASB	DECA	00000.0	9200
4/2/2020	ALASKA AIR 0272157421522 SEATTLE WA BARRETT/MARGOT	DECA Flight Refunds	P. MAGEE	B. KOLAVO	(217.56)		ASB	DECA	00000.0	9200
4/2/2020	ALASKA AIR 0272157421524 SEATTLE WA	DECA Flight Refunds	P. MAGEE	B. KOLAVO	(217.56)		ASB	DECA	00000.0	9200
4/13/2020	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	Conference	P. MAGEE	A. NGUYEN	25.00		GENERAL	CONFERENCE	00000.0	5220
4/13/2020	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	Conference	P. MAGEE	A. NGUYEN	25.00		GENERAL	CONFERENCE	00000.0	5220
4/13/2020	YOUNG, MINNEY & CORR WWW.MYCHARTER CA	Conference	P. MAGEE	A. NGUYEN	25.00		GENERAL	CONFERENCE	00000.0	5220
4/17/2020	WWW.REBRANDLY.COM DUBLIN	Domain Hosting	P. MAGEE	J. ROEPEL	190.00		GENERAL	SUBSCRIPTIONS	00000.0	5310

Grand Total **(2,332.65)**

# Coversheet

## Executive Director/Principal (EDP) Report

**Section:** II. Organizational Reports  
**Item:** I. Executive Director/Principal (EDP) Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
Attachment A - Annual Performance-Based Binder Prep Guide 2019-2020 Remote Version Final[1].docx  
EDPbdrpt 5.19.2020 .docx





# LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

333 South Baudry Avenue, 20<sup>th</sup> Floor, Los Angeles, CA 90017  
Office: (213) 241-0399 ♦ Prop. 39: (213) 241-5130 ♦ Fax: (213) 241-2054

**AUSTIN BEUTNER**  
Superintendent

**VERONICA ARREGUIN**  
Chief Strategy Officer

**JOSÉ COLE-GUTIÉRREZ**  
Director, Charter Schools  
Division

## ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT PREPARATION GUIDE 2019-2020 – (Remote Edition)

In light of the COVID-19 outbreak, the Charter Schools Division (CSD) is conducting remote oversight for all oversight visits that were previously scheduled on or after March 13, 2020.

### OVERVIEW

As part of our continuing efforts to provide performance-based oversight and to support the success of all students enrolled in LAUSD-authorized charter schools, the Charter Schools Division (CSD) observes and monitors each school’s performance in view of state and federal law, District policy, and the school’s charter. You can access District Policies Applicable to ALL LAUSD-Authorized Independent Charter Schools at <https://achieve.lausd.net/Page/1823>. In addition, you can access supplemental information on the CSD website at <https://achieve.lausd.net/Page/1816>. CSD staff members often make a number of informal visits to their assigned schools and may attend governing board meetings and admission lotteries throughout the academic year as part of year-round oversight. In accordance with California Education Code § 47604.32, the CSD annually conducts at least one formal school site visit - the “annual performance-based oversight visit” - that focuses on charter school performance in the following four categories:

- Category I: Governance**
- Category II: Student Achievement and Educational Performance**
- Category III: Organizational Management, Programs, and Operations**
- Category IV: Fiscal Operations**

The CSD provides the following guidance to assist charter schools in preparing for this year’s CSD annual performance-based oversight visit. We hope this information will clearly communicate our expectations and thus enable each school to make sufficient advanced preparation to ensure a smooth, productive, and efficient visit experience for all. Prior to the annual oversight visit, your CSD assigned administrator, in consultation with the charter school’s leadership, and the CSD Fiscal Team member assigned to the school, will determine and communicate the specific activities and schedule for the visit.

## Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide **Remote Edition**

### LOGISTICS

*In order to facilitate a productive and efficient review process, the CSD requests each charter school to provide appropriate space(s) for the following visit activities:*

- ~~Small confidential work area containing a table and chairs with at least one nearby electrical outlet and **internet access**, for the use of the CSD visiting team to conduct document review and other team activities~~
- ~~Room or other space in which the CSD team and the school leadership team can gather together for the Morning Meeting and visit debriefing~~
- ~~The school is notified in advance if the visit will include stakeholder focus group interviews, a room or other space appropriate for conducting these confidential interviews.~~  
*Note: A single room or space may be appropriate, of course, to serve multiple purposes.*

Please provide the following items in a separate folder **in Dropbox** for the CSD **visiting** team:

- ~~Visit Schedule~~
- ~~Master Schedule~~
- ~~Staff Roster~~
- ~~Site Map~~
- ~~School Contact Information~~

The CSD annual performance-based oversight visit typically encompasses the following activities, which provide opportunities to gather evidence (information and data) related to the performance indicators as well as to share “educator-to-educator” information and insights (required activities are in **bold/italics**):

1. ~~Interview~~/Discussion
  - a. **“Morning Meeting”** with school leadership, **through a video conference call**, which **will include includes reflection and discussion of school academic achievement data and other key aspects of school performance directions and information regarding remote oversight.**
  - b. ~~Interview/discussions with organization and school site leadership on specific topics (e.g. special education) and as needed to clarify and/or augment information already gathered~~
  - c. **Interviews of stakeholder groups** (students, parents, staff) as determined by CSD staff
  - d. **Debriefing of visit with school leadership through a video conference call**
2. ~~Observation~~
  - a. **Classroom observation**
  - b. **Site observation**
3. Document Review
  - a. **Review of documentation provided by school** (see guidance below)
  - b. **Request and review of additional documentation**
4. Fiscal Review<sup>1</sup>  
See section below on preparation for fiscal review

### PREPARATION FOR INTERVIEW/DISCUSSION

<sup>1</sup> Note: The fiscal review component of the annual oversight visit may take place on a different day and/or at a different location (e.g. charter operator offices). The school/charter operator is notified directly by the Fiscal Team, usually four weeks in advance of the scheduled annual performance-based oversight visit.

## Annual Performance-Based Oversight Visit 2019-2020 Preparation Guide **Remote Edition**

*In the weeks prior to the scheduled visit, your CSD administrator will provide school-specific guiding questions that focus on performance in one or more of the four assessment categories. ~~The guiding questions and school's responses lead the discussion between the school's leadership team and CSD staff during the Morning Meeting~~*

### PREPARATION FOR DOCUMENT REVIEW

*As an integral part of every annual oversight visit, the CSD reviews documentation in order to gather information and evidence regarding the school's performance in the four categories set forth above. The charter school **will use** ~~has the option of using~~ the existing Dropbox account for the oversight binders. If the charter school needs to update staff access, the charter school should email [charterschools@lausd.net](mailto:charterschools@lausd.net) with the names and email addresses of staff that need to be added or removed from the Dropbox access. Charter school staff will then receive an email to accept the access. You will create folders labeled Binder 1, Binder 2, Binder 3 and Binder 3A to organize and submit the required documents. Please limit file names to less than 40 characters in length.*

### PREPARATION FOR BINDER (~~hard-copy or~~ electronic)

*In order to facilitate the document review process, it is important to assemble and organize the school's documentation for the first three performance categories into the following binders:*

- Binder 1: Governance Documentation*
- Binder 2: Student Achievement and Educational Performance Documentation*
- Binder 3: Organizational Management, Programs, and Operations Documentation*
- Binder 3A: Documentation of Compliance with Clearance, Credentialing, ESSA Qualifications, Mandated Reporter Training requirements and Bloodborne Pathogen Training ~~which must be generated in hard-copy.~~*

*Please note: Some of the documentation is provided as part of the Quarterly submissions. Only include in the oversight binders if there are changes and/or updates to the documents.*

### PREPARATION FOR FISCAL OPERATIONS DOCUMENTATION

*As outlined more fully below, all documentation for the fourth performance category, Fiscal Operations, should be submitted **electronically** to the Fiscal Team member assigned to your school **two weeks prior to the fiscal site visit**, which is usually a component of the annual oversight visit but may be scheduled for a different day.*

*The following sections of this guide provide brief descriptions of the specific documentation needed for each performance category. Include all documentation applicable to the grade levels served by the school. **If a school leader is unable to obtain documentation due to COVID-19 and inability to access the campus, he/she will email the instructional and fiscal team the list of evidence and/or documentation which is unavailable.***

### BINDER 1: GOVERNANCE DOCUMENTATION

*Please organize the documentation provided in this binder in the order listed below. Include ~~tabbed dividers or~~ file names numbered in accordance with the numbering below.*

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

- 1.1 **Organizational Chart**
  - Current and complete organizational chart (including Governing Board)
  - Organizational chart from current petition
- 1.2 **Bylaws** (Provide if changed after Q1 submission)
  - Current Governing Board bylaws
- 1.3 **Board Members** (Provide if changed after Q1 submission)
  - Current roster of Governing Board members with contact information along with evidence that Board contact information is accessible to school stakeholders
- 1.4 **Board Meeting Agendas and Minutes**
  - Board meeting agendas and minutes for all meetings held in the last 12 months
- 1.5 **Board Meeting Calendar** (Provide if changed after Q1 submission)
  - Calendar(s) of regular meetings of Governing Board
- 1.6 **Committee(s)/Council(s) Meeting Calendars and Agendas**
  - Calendar(s) and Agenda(s) of Committee(s)/Council(s) with sign-in sheets (titled and dated). Include agendas for School Site Council and for applicable schools, ELAC meetings, which should include all legally required topics
- 1.7 **Evaluation of School Leadership**
  - Evidence of a system of evaluation for chief executive officers and school administrator(s)
- 1.8 **Brown Act Training**
  - Documentation of Brown Act training for Governing Board members, including recent training for all new members
- 1.9 **Agenda Posting Procedures**
  - Documentation of the Board meeting agenda posting procedures, including evidence of implementation (Include evidence that agendas are on the school's website.)
- 1.10 **Parent-Student Handbook(s)**
  - Current and complete Parent-Student Handbook(s) (Provide if changed after Q1 submission)
- 1.11 **Uniform Complaint Procedures** (Provide if changed after Q1 submission)
  - Complete documentation of school/organization's Uniform Complaint Procedures (UCP) policy and forms that meet State and Federal requirements. Information regarding UCP policies and procedures is found at <https://www.cde.ca.gov/re/cp/uc/>.  
**NOTE:** Each charter school must have its own UCP as well as the District's UCP brochure (for special education purposes). The UCP is specific to complaints that could be possible violations of federal or state laws. Independent charter schools should maintain evidence of UCP logs and compliant implementation of regulatory timelines in the event the school is audited. An independent charter school must review and be familiar with UCP requirements and guidance on the California Department of Education (CDE) website (<http://www.cde.ca.gov/re/cp/uc/>), and additionally compare its UCP documents to the LAUSD UCP documents provided on the LAUSD website at [lausd.net](http://lausd.net), in the Offices tab, at the Educational Equity Compliance Office.
- 1.12 **Stakeholder Complaint Procedure(s)**
  - Evidence of other stakeholder complaint resolution process for complaints outside regulatory scope of UCP, including the school's complaint form(s)
- 1.13 **Human Resources Policies and Procedures**

Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition**

- Evidence of policies and procedures specifically related to:
  - o Staff Due Process
  - o ESSA Qualification, Credentialing, and Clearance Requirements
- 1.14 **Data-Based Decision-Making**
  - Evidence of a system for Governing Board review and analysis of school data to inform and support sound decision-making
- 1.15 **Fiscal Management and Accountability**
  - Evidence of a system for Governing Board establishment, review and monitoring of fiscal policies, procedures, budget, and finances to ensure sound fiscal management

## **BINDER 2: STUDENT ACHIEVEMENT AND EDUCATIONAL PERFORMANCE**

Please organize the documentation provided in this binder, as applicable to the grade levels served by the school, in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below. Prior to the oversight visit, analyze and be prepared to discuss the school's results and any other relevant sources of quantitative performance data that demonstrate the extent to which the school's significant subgroups as well as its schoolwide student population as a whole have experienced increases in academic achievement.

- 2.1 **LAUSD Office of Data and Accountability Data Set** (provided to the school prior to the visit) and evidence of implementation of data analysis system
  - 2.2 **For schools that are state-identified under the Every Student Succeeds Act (ESSA) as either Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI), please provide any and all plans and information provided to the state**
  - 2.3 **ELPAC Criterion Report**
  - 2.4 **Provide Reclassification Criteria (Provide if changed from Q1 submission of English Learner Master Plan) for all applicable grade levels**
  - 2.5 **Provide Graduation Requirements**
  - 2.6 **School Internal Assessment Data** (with analysis of results)
    - ~~Additional quantitative performance data and information gathered and/or produced by the school related to academic performance and progress assessment, monitoring, and analysis, such as:~~
      - o ~~Internal Assessments: Internal periodic assessments in ELA and Math. Internal assessment data for grades K, 1, 2, 9 and 10, to include:~~
        - ~~Internal assessment data process~~
        - ~~Tool(s) employed to collect data~~
        - ~~Frequency of collection and growth (from beginning, middle, and end of year)~~
- ~~**NOTE:** Data must include an analysis of schoolwide and disaggregated subgroups for ELA and Math.~~
- ~~**NOTE:** The Internal Assessment data is only to be included as evidence for a new charter school or for charter schools which serve grade levels K, 1, 2, 9 and 10 which are not administered the CAASPP (SBAC).~~
- ~~**NOTE:** For purposes of evaluation of school performance for this indicator, the CSD considers only such data that is derived from standards-based high quality standardized or widely accepted assessments (e.g. SBAC Block Assessments, NWEA,~~

Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition**

~~DIBELS) and/or other assessment instruments for which the school can demonstrate validity/reliability~~

~~**NOTE:** For your awareness, the oversight report will include the school's ratings on the California School Dashboard. The school's dashboard ratings **will not impact** the overall Student Achievement and Educational Performance Rating for 2019-2020 oversight, but will provide informational areas of focus. California School Dashboard Indicators may, however, figure into next year's 2020-2021 oversight ratings.~~

**BINDER 3: ORGANIZATIONAL MANAGEMENT, PROGRAMS, & OPERATIONS DOCUMENTATION**  
Please organize the documentation provided in this binder in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below. **Note: for co-locations, the charter school adheres and complies with the District school's Health, Safety and Emergency Plan.**

- 3.1 **School Safety and Operations** (*School Safety Plan & Procedures*)
  - a. **Visitor's Policy:** *Copy of policy in Parent-Student Handbook and evidence that policy is posted for the public*
  - b. **School Safety Plan:** *Comprehensive Health, Safety, and Emergency Preparedness Plan, staff roles and assignments, including evacuation route maps and includes Threat Assessment protocol. It should also include evidence of provisions and locations of onsite emergency supplies*
  - c. **Emergency Drills and Training:** *Documentation of evidence of conducting safety drills and emergency preparedness staff training*
  - d. **Child Abuse Mandated Reporter Training:** *Documentation of Child Abuse Mandated Reporter training for all staff and other persons working on behalf of the school who are mandated reporters (Include employee training documentation in Binder 3A)*
  - e. **Bloodborne Pathogens Training:** *Documentation of Bloodborne Pathogens training for all staff (Include employee training documentation in Binder 3A)*
  - f. **Suicide Prevention Policy** for schools serving students in grades 7-12: *Inclusive, including evidence of board adoption of the policy; how stakeholders and mental health experts were consulted when developing the policy; professional development on suicide awareness and prevention; and any other activities that support AB 2246.*
- 3.2 **Health and Safety**
  - a. **Current and appropriate Certificate(s) of Occupancy (COO)** *or equivalent for all non-District sites on which the school operates (Provide if changed after Fall 2018 submission date)*
  - b. **Student Immunization and Health Screening:** *Evidence that the school provides for the immunization and health screening of its students, including but not limited to screening for vision, hearing, and scoliosis, to the same extent as would be required if the students were attending a non-charter public school*  
**NOTE:** *Do not provide individual student information*
  - c. **Epi-Pen:** *Documentation that the school maintains unexpired epinephrine auto-injectors ("epi-pens") onsite and has provided training to volunteer staff in the storage and use of the epi-pen*

Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition**

- d. **Evidence of providing needy students with one adequate free or reduced priced meal each day per Assembly Bill (AB) 1871**
- e. **Automated External Defibrillator (AED) evidence (only for schools who offer an interscholastic athletic program) per AB 2009**
- 3.3 **School Instructional Programs**
- a. **Standards-Based Instructional Program:** *Evidence of grade-level-appropriate California academic standards-based instructional program, which is aligned in accordance with the California Common Core State Standards and the English Language Development standards and the California Next Generation Science Standards. Evidence of staff professional development about Standards-Based Instructional Program (may provide in section 3.4b)*
- b. **Local Control and Accountability Plan (LCAP) and English Learner Master Plan or statement you are using the District English Learner Master Plan (Provide if changed after Q1 submission)**
- c. **CAASPP (SBAC) Technology Readiness:** *Evidence of technology readiness to administer CAASPP (SBAC) assessments (If existing schools are experiencing difficulty in this area, please notify your CSD administrator)*
- d. **WASC Accreditation Notification letter** *(as applicable)*
- e. **UC Doorways:** *Evidence that all A-G high school courses have been approved through UC Doorways (UCOP printout) (as applicable)*
- f. **Advanced Placement** *examination participating and passage*
- g. **A-G:** *Completion of and progress toward A-G requirements*
- h. **College:** *College Acceptance*
- i. **Transitional Kindergarten:** *Evidence that the school has implemented TK (as applicable)*
- j. **Meeting the Needs of All Students:** *Evidence of implementation of interventions and supports to meet the learning needs of all students, including implementation of the school's Master Plan for English Learners as well as programs and activities to serve foster youth, socio-economically disadvantaged/students eligible for free and reduced price meals, students performing above and below grade level, students with disabilities, and GATE students/high achievers*
- k. **Key Features of Educational Program:** *Evidence of implementation of the key features of the educational program set forth in the charter. Evidence of staff professional development about Key Features of Educational Program (may provide in section 3.4b)*
- l. **(Schools Serving 9<sup>th</sup> graders):** *Evidence of compliance with the Mathematics Placement Act*
- 3.4 **School Management and Operations**
- 
- ⚠ Special Education: Please note: Information regarding the Special Education program will be documented in the notes section. Evidence of provision of special education programs, services, and procedures in compliance with MGD, including:**
- *District Validation Review (DVR) – Documentation of the results of school's most recent (DVR)*
  - *Self-Review Checklist – Copy of the school's current/up-to-date Special Education Self-Review Checklist*

Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition**

- ~~Welligent Reports - Copy of the school's most current/up-to-date "IEP200-Annual and Triannual IEP Report" and the "SER300 (printed the week of the oversight visit)~~
  - ~~Professional Development - Evidence of staff professional development about Special Education (may provide in section 3.4b)~~
- b. **Professional Development:** Evidence of the school's professional development programs (e.g., school PD, CMO PD, and educator conferences) to support teachers and other school instructional staff (Can be provided here or in each section, as specified)
- c. **School Climate and Student Discipline:** Evidence of implementation of school climate and student discipline system that aligns with the principles of the District's Discipline Foundation Policy <https://achieve.lausd.net/page/11924#spn-content>, including:
- Tiered Behavior Intervention - Evidence of the school's tiered system of behavioral supports and interventions, such as SSPT
  - Alternatives to Suspension - Evidence of the alternatives to suspension implemented by the school
  - Schoolwide Positive Behavior Support System - Evidence of the school's recognition/incentive program(s) and/or other practices that provide positive behavior reinforcement and support
  - Data Monitoring - Evidence that school collects, analyzes, and responds to data related to school climate and student discipline
  - Professional Development - Evidence of staff professional development about School Climate and Student Discipline (may provide in section 3.4b)
  - Procedures for preventing bullying, including cyberbullying (on or before December 31, 2019)
- d. **Stakeholder Communication and Parent Engagement:** Evidence of a stakeholder communication system for gathering input, encouraging and facilitating parent involvement, sharing information, and resolving concerns, including:
- Stakeholder Consultation - Evidence of stakeholder consultation regarding the school's educational programs and its LCAP and related meeting agendas
  - Parent Engagement - Evidence of parent engagement, including parent involvement policy and compact per Title I (ESSA) requirements
  - Information Sharing - Evidence that the school shares accessible and relevant data and information regarding individual student and school-level performance and progress with all stakeholders (parents/guardians, students, teachers, and community members) as appropriate
  - Transferability of Course Credit/Courses - Evidence that parents are informed about transferability of courses/course credit to other public high schools and the eligibility of courses to meet college entrance requirements
  - Access to Approved Charter - Evidence that the school provides ready access to the school's approved charter to all stakeholders
  - Documentation of complaint resolution process
  - Evidence of informing parents/guardians of human trafficking prevention resources (January 1, 2020) for grades 6-12 per AB 1104



Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition**

- e. **Stakeholder Communication and Transparency:** Evidence that the school demonstrates informational transparency to stakeholders via documents available both manually and electronically (website preferred) in the following areas:
- UCP and General Complaint procedures
  - Title IX information in accordance with SB1375 (required on website)
  - AB 2246 Suicide Prevention applicable posting (Gr 7-12)
  - Applicable categories described in LAUSD Charter School Transparency Resolution (schools may provide evidence of other electronic means for this item, if means other than website are utilized)
  - Evidence of notification requirements to pupils and parents on how to initiate access to pupil mental health services per AB 2022
- f. **Staff Evaluation:** Evidence of a system of evaluation for faculty and other staff  
**NOTE:** Please provide this documentation here only if it is not included in Binder 1; see note in Binder 1 section above.

**BINDER 3A: DOCUMENTATION OF COMPLIANCE WITH CLEARANCE, CREDENTIALING, ESSA QUALIFICATIONS AND MANDATED REPORTER TRAINING REQUIREMENTS**

Please organize the documentation provided in this binder in the order listed below. Include tabbed dividers or file names numbered in accordance with the numbering below.

- 3A.1 **Certifications and Related School Information**
- a. **Certification (ESSA Grid):** One electronically signed document and one full-sized copy of the school's completed and signed "Certification of Clearances, Credentialing, ESSA Qualifications, and Mandated Reporter Training 2019-2020" form (often informally referred to as the "ESSA Grid"), on which the school, through its Custodian of Records, certifies compliance with criminal background clearance, tuberculosis (TB) risk assessment/clearance, ESSA teacher and paraprofessional qualifications, credentialing, child abuse mandated reporter training requirements, and blood borne pathogen training for all staff.  
**NOTE:** All school employees as well as all contracting entities/independent contractors ("vendors") providing school-site or student services must be included on the completed form.  
**NOTE:** The completed certification document should be ready and available for CSD review no later than the **7<sup>th</sup> week after the first day of school**. In the event that the school makes any subsequent personnel/ vendor changes, the form needs to be updated to reflect current staff and vendors
- b. **Staff Roster:** Current and complete school staff roster that shows all current assignment(s) for each staff member
- c. **Master Schedule:** Master schedule that also indicates which teachers instruct ELs, and which subjects/courses are identified as "core" and "college preparatory" in the school's approved charter
- d. **Custodian of Records:** Documentation that the school has at least one Custodian of Records who has been confirmed by the California Department of Justice (e.g., DOJ confirmation letter; DOJ Custodian of Records notification)

Please organize and tab the remaining three sections of binder 3A by last name of individual staff members or by contracting entity name. Provide this documentation (items 3A.2 and 3A.3 below) in the same order as requested on the ESSA Grid. i.e. New Certificated Employees collated by employee,

*Annual Performance-Based Oversight Visit 2019-2020*  
 Preparation Guide **Remote Edition**

*followed by Continuing Certificated Employees collated by employee, followed by New Non-Certificated Employees collated by employee, and finally Returning Non-Certificated Employees collated by employee.*

- 3A.2 **Certificated Employee Documentation**
  - a. **Criminal Background Clearance Certification:** *Completed and signed "Criminal Background Clearance Certification" certifying criminal background clearance prior to employment or in any capacity.*  
**NOTE:** *Ensure all Social Security numbers recorded on these original forms are redacted*
  - b. **Credential(s):** *Copy of current credential(s) (copy of original certificate(s) or print-out from CTC website), showing issuance and expiration dates, type of credential, subject matter authorization, and type of EL authorization, for each position/assignment performed by the staff member as required by the CDE Administrators Assignment Manual*  
**NOTE:** *Ensure credential printouts are legible and clearly show all authorizations*
  - c. **Additional Authorization Documentation:** *Any additional documentation necessary to authorize certificated service (e.g., CBEST, Temporary County Certificate (TCC), Teaching Permit for Statutory Leave (TPSL) documentation for any employee with a one-year credential)*
- 3A.3 **Non-Certificated Employee Documentation**
  - a. **Criminal Background Clearance Certification:** *Completed and signed "Criminal Background Clearance Certification" certifying criminal background clearance prior to employment or in any capacity.*  
**NOTE:** *Ensure all Social Security numbers recorded on these original forms are redacted*
- 3A.4 **Employee Child Abuse Training Documentation and Bloodborne Pathogen Training:** *For all staff members include the supporting documentation of completion of the Child Abuse training within timelines specified in AB 1432 and the Bloodborne Pathogen Training.*
- 3A.5 **Contracting Entities Documentation** *(For each contracting entity/independent contractor ("vendor"))*
  - a. **Clearances and Credentialing Certification:** *Current documentation from vendor certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for vendor employees, and credentialing requirements for certificated vendor employees, with an appended list of the specific vendor employees covered by the certification.*
  - b. **Sole Proprietor Vendors:** *Current documentation from charter certifying timely compliance with applicable criminal background and TB risk assessment/clearance requirements for sole proprietors, and credentialing requirements for certificated vendor employees (AB 949 which amends Education Code section 45125.1 to address criminal background clearance procedures for sole proprietors, becomes effective law on January 1, 2018)*  
**NOTE:** *The charter school is responsible for ensuring that vendors provide the Vendor Certification of Criminal Background Clearance, Tuberculosis Clearance, and Credential Verification signed form to the charter school prior to the provision of services to the school.*
- 3A.6 **Volunteer Clearances Certification** *(if applicable)*
  - a. **Clearances Certification:** *Documentation certifying that the school has conducted volunteer clearances in accordance with applicable law and policy, including*

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

*criminal background clearances for all volunteers who perform school-site services while not under the direct supervision of a school employee, and tuberculosis (TB) risk assessments/clearances for all volunteers with frequent or prolonged contact with students per the requirements of AB 1667, with an appended list of the names of the specific volunteers covered by the certification*

**NOTE:** *To ensure adherence to HIPAA requirements and purposes, CSD staff will not review individual school staff member tuberculosis clearances or medical records. The CSD reserves the right to review such records as needed on a case-by-case basis and as permitted by law.*

*Annual Performance-Based Oversight Visit 2019-2020  
Preparation Guide **Remote Edition***

## **FISCAL OPERATIONS DOCUMENTATION**

**PLEASE NOTE:** *To assist our schools and our team with preparing for efficient and effective oversight visits, we have provided the list below to identify material and reports that the school needs to submit electronically to the Fiscal Team member assigned to the school three weeks prior to the fiscal site visit for appropriate staff review. All fiscal reports should be in Microsoft Excel unprotected format. All of the materials requested are intended to be documents routinely prepared by the charter school as a part of the regular operation of the school. Please number and name the electronic documents to be provided to the Fiscal Team member in correspondence with the items enumerated below. If an item listed below does not apply, please indicate "Not Applicable" or "N/A" when responding to the CSD's Fiscal Team member assigned to your school. Also, if an item listed below requires you to prepare something that exceeds what is normally prepared in the regular operation of the school, please inform the CSD Fiscal Team member assigned to your school.*

- 1 **Most current fiscal reports presented to the charter school's governing board (provide reports presented at one of the meetings held in 2019-2020, and in Microsoft Excel unprotected format, with formulas)**
  - a. *Balance Sheet: At a minimum, include the categories of assets, liabilities, and net assets used in the audited financials*
  - b. *Income Statement (Statement of Activities): At a minimum, include the categories of revenue and expenses used in the audited financials*
  - c. *Cash Flow Statement (including actual receipts and payments) to the end of the current fiscal year and through the next two fiscal years showing detailed sources of revenue and detailed expenditures. The cash flow projection for the current year should include actuals for the months where available and projections for the remaining months of the year. The cash flow should detail the revenue and expense categories for each month. These categories should, at a minimum, be the same categories referenced in the income statement listed above. Accruals for revenues and expenses should also be shown.*
- 2 *Minutes of the meeting when the above fiscal reports were presented to and approved by the charter school's governing board*
- 3 *Minutes of the meeting when the 2019-2020 budget was adopted*
- 4 *If the school is offering STRS, PERS, and/or Social Security benefits to its employees, evidence that this is done in a manner that is consistent with the charter terms and the Charter Schools Act (Education Code 47611)*
- 5 *Minutes of the meeting reflecting the selection of the independent auditor*
- 6 *Minutes of the meeting reflecting the discussion of the most current independent audit report*
- 7 *Minutes of the meeting reflecting the receipt, review, and approval of fiscal reports submitted to LAUSD*
- 8 *Minutes of the meeting reflecting the discussion and resolution of complaints received from staff or vendors, if any*

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

- ☐ 9 *Minutes of the meeting reflecting the receipt, review, and discussion of the most current Annual Performance-Based Oversight Visit report (this does not apply to charter schools that were not in operation for the 2018-2019 school year)*
- ☐ 10 *A copy of the most current fiscal policies and procedures*
  - a. *If the most current fiscal policies and procedures do not include procurement guidelines, please provide a copy of the most current procurement policies and procedures that include, but are not limited to, competitive bidding thresholds for the procurement of goods and services, retention of contract records, and adequate segregation of duties*
- ☐ 11 *Minutes of the meeting reflecting approval of the current fiscal policies and procedures and if applicable, minutes of the meeting reflecting the approval of the current procurement policies and procedures*
- ☐ 12 *A copy of the charter school's organizational chart that depicts the current reporting structure of the charter school, including but not limited to, any board member or school employee, who has responsibilities outlined within the charter school's fiscal policies and procedures*
- ☐ 13 *Please provide an itemized accounting regarding total compensation paid to all executives, school leaders, administrators, directors, and non-certificated staff either employed directly by the school or the entity managing the charter school, including the organization's home office, charter management organization, or related entities which may have decision-making authority over the school*
- ☐ 14 *A description of the relationship between the charter school and any related party<sup>2</sup>, and the business purpose of the related party*
- ☐ 15 *Copies of all signed and executed contracts (including attachments and exhibits) with related parties, including contracts with the charter school's operator and/or the charter school's home office (e.g., management contracts, service agreements, license agreements, affiliation agreements, etc.).*
  - a. *If the charter school incurs management fees, licensing fees, or any other related party fees, please provide the following information in Microsoft Excel format:*
    - i. *The percentage and/or rate of the fees;*
    - ii. *The basis used to calculate the total fees;*
    - iii. *The terms of the services provided; and*
    - iv. *A rationale for the percentage and/or rate of the fees and the basis used to calculate the total fees*

---

<sup>2</sup> **Related parties** may include a) affiliates of the entity, b) principal owners of the entity and members of their immediate families, c) management of the entity and members of their immediate families, 4) other parties which the entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests, and 5) other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

- 16 *If applicable, minutes of the meeting reflecting approval of the management fees, licensing fees, or any other related party fees*
- 17 *If the charter school has a sole statutory member, please provide the following:*
  - a. A copy of the sole statutory member's by-laws*
  - b. A copy of the sole statutory member's articles of incorporation*
- 18 *Check registers documenting all checks and electronic debit transactions for the prior 12 months, in Microsoft Excel format (consolidated into one worksheet, including descriptions of each transaction).*
- 19 *All credit card statements for the prior six months, and the following:*
  - a. A list of all credit cards in Microsoft Excel format that includes the last four digits of each credit card number, the legal name of each credit card holder, and the job title of each credit card holder*
- 20 *Monthly bank statements and reconciliations for the prior six months, and the following:*
  - a. A list of all school bank accounts in Microsoft Excel format that includes the type of account (e.g., checking, savings, money market, etc.), the last four digits of the account, a description of the purpose of the account (e.g., operating, nutrition, ASB, etc.) and the most current ending bank balance for that account*
  - b. The bank statements are from the financial institution(s) referenced above and must show all deposits, withdrawals, transfers, electronic expenditures/transfers, use of debit cards, and canceled checks*
  - c. The bank reconciliations must reflect the reviews, approvals, and the approval dates, consistent with the charter school's fiscal policies and procedures*
  - d. If applicable, a list of all debit cards in Microsoft Excel format that includes the last four digits of each debit card number, the legal name of each debit card holder, and the job title of each debit card holder*
- 21 *Student body financial records (including Associated Student Body policies and procedures, budgets, cash flow statements and projections, bank statements with reconciliations, audit reports, and other fiscal reports, if applicable)*
- 22 *Equipment inventory listing (including asset tag numbers, purchase dates, purchase prices, book values, asset life, location of assets, etc.)*
- 23 *A link to the charter school's website where the Education Protection Account (EPA) allocation and expenditures are posted*
- 24 *As required by LAUSD's Charter School Transparency Resolution, links to the charter school's website where the current (1) Audited Financial Statements, and (2) Local Control and Accountability Plan (LCAP) are posted*
- 25 *If applicable, pertinent information and documentation, including but not limited to, all signed and executed agreements, and the minutes of the meetings reflecting the reviews and approvals of said agreements, related to the following:*
  - a. Factoring of receivables;*

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

- b. *Loan(s) or line(s) of credit with any third party lender(s); Intercompany transfer(s) and/or intercompany loan(s) (e.g., any intraorganization receivables and payables that are not settled to a zero balance as of the end of the fiscal year); and*
    - c. *The charter school's plan(s) for the purchases of new school sites, facilities-related expansions, and/or major improvements to the existing and/or new school site*
  
- 26 *Compliance with AB 1871*
  - a. *The charter school is to provide a written statement signed by the board president or the chief administrator affirming that the charter school is providing each needy pupil with one nutritionally adequate free or reduced-price meal during each school day (except as provided for a charter school that offers nonclassroom-based instruction)*
  
- 27 *Disclosure of Legal Issues*

**NOTE:** *Any reference to "Charter School" shall be considered to include Charter Management Organizations, nonprofits, foundations, or other organizations that participate in the management or operation of the "charter school." Paid contractors are excluded unless the suit is brought by or against the Charter Management Organization, nonprofit, foundation, or other organization that participates in the management or operation of the "charter school."*

**NOTE:** *Disclosures should include civil or criminal cases filed in State or Federal courts; civil or criminal investigations by local, State, or Federal law enforcement authorities; and, enforcement proceedings or investigations by local, State, or Federal regulatory agencies. The information provided must include relevant dates, the nature of the allegation(s), and the outcome.*

  - *Disclose material information relating to any legal or regulatory proceedings or investigations in which the Charter School is or has been a party and which might have a material impact on the fiscal viability of the Charter School. Such disclosures should include any parent, subsidiary, Limited Liability Company, Limited Liability Partnership related to the management or operation of the charter school, or affiliate of the Charter School.*
  - *Disclose any civil, criminal, or regulatory actions in which the Charter School, or any current board members, senior officers, senior management personnel, or employee, has been named a defendant in such action in the past five years. Also, include any actions older than five years that remain unresolved.*
  - *If the charter school has nothing to disclose, per the above, the charter school is to provide a written statement, signed by the board president or the chief administrator that indicates the charter school has nothing to disclose.*
  
- 28 *Any other Fiscal reports [e.g., reports pertaining to grants or bonds, independent audit reports, audit reports by any public agency, and either the most current actuarial report or Accounting Standards Codification 715 report pertaining to Other Post-Employment Benefits (OPEB), etc.], and the school's governing board minutes of all meetings reflecting the discussions of any of the fiscal reports referenced above*

*Annual Performance-Based Oversight Visit 2019-2020*  
*Preparation Guide **Remote Edition***

**NOTE:** *If you have any questions regarding your preparation of documents for our review, please contact your CSD assigned Fiscal Team member, as appropriate, well before your scheduled visit date.*





# PALISADES

## CHARTER HIGH SCHOOL

### Executive Director/Principal Report Board of Trustees Meeting May 19, 2020

#### COVID-19 related updates:

- PCHS is closely monitoring updates from federal, state, county, and city officials to determine the best course of action for the opening of the 2020-21 school year. State Superintendent of Education Tony Thurmond suggested the following in his May 13, 2020 address:
    - Local counties and school boards have the authority to reopen schools. There will only be guidance from the state. There will not be a universal start date.
    - Teachers and students may have to wear masks.
    - Some schools may opt for a hybrid model that combines in class and virtual instruction.
    - Schools may decide to implement morning and afternoon shifts to allow for smaller classes and social distancing.
    - The state is working to address the digital divide to get more laptops and internet access to students in need.
- In other related news, the California State University (CSU) System announced plans to cancel all in-person classes this fall. Instruction will continue online.

See the full report here:

Coronavirus: California Superintendent Suggests Staggered Reopening Of Schools  
Julian Glover-Carlos Grande - <https://abc7.com/california-schools-reopening-when-will-reopen-public-coronavirus-shelter-in-place/6179192/>

- PCHS Administration, Curriculum Council, and any interested staff will meet Friday, May 22 to discuss potential scenarios for the opening of the school year including traditional and eLearning options.

State Superintendent of Public Instruction Tony Thurmond's May 14, 2020 response to **Governor Gavin Newsom's updated K-12 budget proposal** includes the following summary of the impact on education:

- A 10 percent reduction to the Local Control Funding Formula for 2020–21, with a trigger for increases pending additional federal funding for education.
- Allocation of \$4.4 billion in federal funding to address learning loss and equity issues exacerbated by the COVID-19 school closures this spring. These funds can be used by districts to run summer programs and other programs that address equity gaps that were widened during the school closures. These funds also can be used to make necessary modifications so that schools are prepared to reopen in the fall.



# PALISADES

## CHARTER HIGH SCHOOL

- Reallocation of \$2.3 billion in funds previously dedicated to paying down schools' unfunded liability to CalSTRS and CalPERS to instead pay the school employers' retirement contributions.
- A new obligation of 1.5 percent of state appropriation limit revenues starting in 2020–21 to avoid a permanent decline in school funding that grows to \$4.6 billion in additional funding for schools and community colleges by 2023–24.

Read the State Superintendent's full statement [HERE](#) and

<https://www.cde.ca.gov/nr/ne/yr20/yr20rel34.asp> .

View the [Governor's May Revise budget summary](#) (PDF) on the Department of Finance budget website: <http://www.ebudget.ca.gov/FullBudgetSummary.pdf>

### LAUSD CSD Annual Compliance Visit

- LAUSD Charter School Division is conducting this year's annual compliance visit remotely. Evidence binders will be submitted digitally by May 22. Follow up meetings with CSD staff to discuss their report will be held in early June.

### Class of 2020 Commencement

- PCHS Class of 2020 will be celebrated in a virtual Graduation Ceremony on June 4 at 5pm. More information about how to access the broadcast will be provided closer to this date.

### Collective Bargaining/2020-21 School Calendar

- PCHS and PCHS UTLA are scheduled to meet on Thursday, May 21 to continue bargaining discussions. During the last meeting, the teams agreed on the calendar for the 2020-21 school year with a start date of August 17 for teachers and August 19 for students. LAUSD schools will open on August 18.

### Summer School

- PCHS Summer school is open to Pali students. Registration for summer school is open through June 4. Late Registration is open June 15 and 16. Summer School courses will be taken online. Courses are for students who did NOT pass a course at PCHS or for seniors behind in credits. Students may make-up ONE class. Students will not be on campus. Teachers will be available through email, Zoom, or Schoology. Teacher Office Hours will be 9 am-12pm Tuesday, Wednesday, and Thursday of each week. Mid Term and Final Exams will be proctored in a Zoom Conference Room (Dates TBA).
- **Registration process:**
  1. Log into the **Link provided BELOW** and fill out the information.
  2. Students' Academic Counselors will review the application and send it to the Summer School Coordinator
  3. The Summer School Coordinator will send an email confirmation of the courses students are taking and further instructions on June 10.



# PALISADES

## CHARTER HIGH SCHOOL

4. Late Registrants will receive course confirmation as they sign up on June 15 and June 16.
- **Courses Offered:**
    - English 9 A/B, 10 A/B, 11 A/B, 12 A/B
    - History: World History A/B, US History A/B, Government, Economics
    - Math: Algebra 1A, 1B, 2A, 2B and Geometry A/B
    - Science: Biology A and B
    - Health
    - Electives- Career Readiness, Info Management, Psychology
  - **Registration Link:** <https://form.jotform.com/201185751598160>
  - **Summer School Coordinator - Randy Tenansnow**  
For more information email: [rtenansnow@palihigh.org](mailto:rtenansnow@palihigh.org)

# Coversheet

## Update on Schoolwide Goals

**Section:** IV. Academic Excellence  
**Item:** B. Update on Schoolwide Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019-20 Goals Update.docx



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## 2019-2021 Schoolwide Goals/Monthly Progress Update December 2019 May 2020

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

**PCHS will improve consistency in instructional curriculum, policies, and practices to increase student-centered learning.**

**Department Policy Review** - At the beginning of the 2019-20 school year, PCHS audited all Spring Semester syllabi to verify the inclusion of updated and new school policies. The next step for 2020-21 is a deeper dive into Department and PLC grading policies and practices to ensure consistency and equity.

### **New policies adopted to reflect current school needs include:**

Civility Policy - January 2020  
eLearning Policies - March 2020, April 2020  
2020 Grade Policy - April 2020.

### **Schoolwide Professional Development/Training focused on student-centered learning opportunities include:**

Recognizing and addressing implicit bias  
Culture of Integrity in the Classroom  
Chartering our Future to Opening Doors  
-Transgender student presentation  
-School Culture: Schoolwide goals review and input  
-Culture and Climate: Council and mediation training  
-Safety: CPR and Compressions  
-Technology: Schoology/PowerSchool updates.

### **Articulation with Paul Revere Charter Middle School**

Administrators from the middle school and high school meet periodically to discuss common interests including recruitment and enrollment, academic programs and placement process, professional development, math articulation and training with the UCLA Curtis Center, and transportation programs. This valuable relationship has been important for the smooth transition of incoming 9th grade students and parents.

**Math Success Task Force** - This stakeholder group meets quarterly to identify department and student needs and strategies to make math more accessible for students. The Task Force analyzes student progress data and



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

makes recommendations regarding placement practices, course offerings, instruction and intervention strategies, professional development/training, and department/PLC policies.

SMART Goal 1: Two **parent information nights** for continuing/current students per year (one each semester); one parent information night for parents of incoming students videotaped, posted on website, and communicated out to the school community.

TVN and FUN hosted a **Saturday morning Parent Back to School event** (September 21) for parents who were unable to attend Back to School Night. Academic counselors and the College Center advisors provided information. The Study Center opened to assist parents with Infinite Campus and Schoology. Administrators and academic department representatives were on hand to share information. PCHS posted meeting materials on the school website.

**PCHS hosted a New Family Informational Breakfast** to provide parents with information about PCHS policies, programs, curriculum, and resources. Other parent outreach meetings include:

- The Village Nation Saturday Parent Informational meeting
- Fuerza Unida* Parent Info Saturdays (2 meetings)
- Long Term Strategic Planning - Saturday morning and Wednesday evening meetings
- New and Prospective Parent Night
- FOCUS parent education program.

SMART Goal 2: Increase student information meetings to ensure all students have access to academic resources, advanced level courses, and support systems.

2019-20 Student Information meetings include:

- Counseling Office - 4-Year Planning Meetings for all 9th graders
- Grade level meetings (one per semester) facilitated by Class Presidents in the PCHS Gym address resources available to students for academic and mental health support
- College Center parent and student meetings:
  - August 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> - Senior Presentations (covers college planning meetings, early decision/early action, letters of recommendations and Naviance Student, Financial aid, UC/CSU requirements, activating senior file, essays, etc.)
  - Individual Senior Planning meetings regarding college choices, selection, requirements, testing, submissions, and application deadlines
  - Information mailed and posted for AP/PSAT
  - Daily (Up to 7 per day) College informational meetings from College Reps – open to all Seniors
  - October 7<sup>th</sup> – College Fair
  - October 12<sup>th</sup> CSU/UC Workshops
  - October 16<sup>th</sup> Financial Aid Workshop (6:30 – 8:30 P.M.)
  - October 23<sup>rd</sup> Canadian Colleges Fair



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

- Ongoing informational updates regarding AP Testing
- Informational meetings with seniors regarding the entire application process (sending test scores, application submission, and all processes pertaining to applying to college)
- Senior individual Meetings regarding Letters of Recommendation
  
- January 25<sup>th</sup> AP/Subject Tests Information Night
- January 27<sup>th</sup>, 28<sup>th</sup>, January 30<sup>th</sup> and January 31<sup>st</sup> (Junior Presentations to introduce juniors to the entire college process)
- Ongoing Meetings with Seniors regarding Mid-Years Reports
- February 5<sup>th</sup> TVN (College Center Rep) To inform African-American Parents on the college process/financial aid process and relevant information
- February 22<sup>nd</sup> *Fuerza Unida* (College Center Rep) To work with and inform Latino students on the college process/financial aid process and relevant information
- February 25<sup>th</sup> Trip to UCSB with students (Presentation by UCSB Representatives on freshman requirements for admission and a tour.
- Santa Monica College ongoing informational meetings - Seniors
- One-on-one Junior Meetings
- Trip to Santa Monica College – cancelled due to COVID-19 closures
- Scheduled SMC Meetings with Seniors - cancelled due to COVID-19 related closures
- One-on-one Junior Meetings.

***Fuerza Unida and The Village Nation*** hosted informational meetings during the school day specifically designed for Latin X and African American students. Presentations from the Counseling Office, College Center, Study Center and Academic Achievement coaches addressed topics such as A-G requirements, the Attack of the Zeros, and Positive Mindsets.

**Men's Group Meetings facilitated monthly by the Unification Director** focused on improving flow of information and instructional practices. Feedback from the group resulted in changes to counseling office presentations to ensure more students understand A-G requirements and the impact of course selection and completion as 9th graders.

**Buzz Feed** sessions were initiated during second semester. Each week randomly selected students from all grades participate in a council discussion with the Unification Director and EDP about their experiences at PCHS. A team of three students have been trained to lead the Buzz Feed meetings, collect feedback, and provide recommendations to the administration.

**Senior Caucus** created to advise the school on alternative culminating activities for the Class of 2020 due to COVID-19 closures.



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

SMART Goal 3: Report back by faculty on PLC Notebook on comments to monitor curriculum consistency. Add rubrics on homework contract and grading. Syllabus Collection on Schoology.

**Fall 2019 Notebooks** revolved around evidence collection from these different areas:

PLC SMART Goal, PLC meeting minutes, Pacing Plan/Calendar/Unit Plans, Lesson Collaboration and Lesson Study, Common Assessments or Performance Tasks, Graded work samples and subsequent data from them, and a PLC Team reflection on their SMART goal progress. However, we have changed the focus and component of the spring notebook to reflect our highlights in eLearning.

### **Spring 2020 PLC Folder instructions:**

This semester, PLC notebooks highlight eLearning work. PLCs will organize these eLearning highlights by practices promoted by ISTE. ISTE is the foremost organization in teaching technology standards in the classroom. For each ISTE practice, the PLC uploads a document or highlight a practice that provides examples of how the learning community has performed them in eLearning. For more information, please refer to <https://www.iste.org/explore/learning-during-covid-19/10-strategies-online-learning-during-coronavirus-outbreak>.

1. **Digital Equity:** Most families do not have one computer per person. During a school shutdown, parents may also be working from home, meaning several people could be competing for one or two computers. Therefore, make sure all online apps work on mobile devices in case a laptop is not available. Keep in mind that students who have individual education plans (IEPs) need to have access to their specific accommodations during the closure, including video access to aides and logins for apps.
2. **Practice:** Teachers should train themselves and their students on the apps and technology tools they need to use in the event of closure.
3. **Clear expectations:** Everyone's anxiety is high and channels of communication need to be frequent, clear and succinct. Include where to find the daily assignments; a list of sites and tools the students will need, how to log in and what to do if the technology doesn't work; and, finally, the expectations of parents. Prepare a step-by-step guide on how to access and use online learning tools and curriculum. Make sure you present this information in various formats including video and text and include screenshots and screen-casting tutorials. Teachers need to know how to take attendance.
4. **Provide robust learning:** Online learning during a closure – especially during extended closures – should be at least as engaging as the classroom experience (if not more) or students will suffer. Key principles that ISTE recommends are: Break learning into smaller chunks. Be clear about expectations for online participation. Provide immediate (or at least frequent) feedback through online knowledge checks, comments on collaborative documents and chat to keep students motivated and moving forward. Include virtual meetings, live chats or video tutorials to maintain a human connection.





# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

5. **Design independent learning:** It is important to design learning that does not require a lot of support from parents who might already be overwhelmed. Streamline information by creating one place for all the assignments, schedules and expectations. The closer to a checklist you can make these resources, the better.  
**Address the emotional toll:** Check in with students and coworkers, especially those who are less comfortable with digital tools to see if they need any help or someone to talk to. Being sequestered at home can be isolating and exacerbate the fear of dealing with a global crisis. Taking time to check in about feelings of anxiety is just as important as checking on academics. Some things that can help include: Take regular breaks. Making time to exercise. Keep to a regular sleep schedule. Limit distractions when possible (turn off social media notifications, for example). Set daily and weekly goals. Make time to socialize, even if virtually.
6. **Choose the right tools and stick with them:** Limit the number of tools, apps and platforms so students and their parents are not overwhelmed. It may be a little harder for students to follow classroom assignments when you are not there face to face. Try to keep online instructions short, simple and clear. Consider making video instructions instead of text. Videoconferencing will take you and your students into each other's homes so it's important to consider privacy. Some programs let users blur your background. Dress as you would for attending school and expect students to do the same. Online learning also presents a great opportunity to review digital etiquette and embed digital citizenship into online collaboration activities.

**PCHS will utilize communication systems currently in place to convey PCHS's strengths, needs, data, and opportunities for participation so that all stakeholders are well-informed and understood.**

SMART Goal 1: PCHS will continue to update and organize the school website, focusing on staff directory and communication of new or proposed schoolwide changes in policies and practices. Updates will be finalized by Thanksgiving Break 2019.

### **Updated Staff Directory on the PCHS Website**

Go to the website homepage ([www.palihigh.org](http://www.palihigh.org)) and click on the **Staff Directory** button in the middle of the page. You will see the photo, name, and department for each teacher and staff member. This information is also viewable in the **Academics** section (top row of buttons on the homepage beside the school crest or click [here](#).)

Email lists for specific groups (transportation, parent groups, grade levels, special interest groups, athletics, etc.) have been created to reduce unwanted, irrelevant email traffic to PCHS parents.

SMART Goal 2: PCHS will create a communications audit and directory. The hyperlinked audit will become a resource so that pertinent communication avenues can be promoted at all stakeholder meetings and events by the end of the school year, 2020.



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

PCHS periodically adjusts the communications plan to satisfy both external and internal public communications needs. Communications systems are audited to assess our communication practices and to determine which of the PCHS communications tools are working well and identify the areas in which our organization can still strengthen its communications performance. We have identified an ongoing professionally established plan to guide the PCHS communications audit process:

- *Analyze the communications vehicles distributed to our audiences.*
- *Get feedback from all internal audiences.*
- *Review and evaluate traditional media coverage and how our organization is perceived on social media in order to determine what our community knows and thinks about us.*
- *Do a SWOT analysis.*
- *Make changes to the current communications plan based on all data collected and analyzed.*

SMART Goal 3: PCHS will create quick, periodic stakeholder feedback opportunities. These short surveys can take place after events and major announcements via the PCHS parent newsletter and housed centrally in “Tell a Dolphin” tab to establish two access points.

### **Surveys conducted in 2019-20 include:**

Annual Stakeholder Surveys for parents, staff, and students  
 Professional Development Feedback Surveys  
 Faculty and Student SnapShot Surveys  
 Link Crew Training and Orientation Experience Survey  
 Campus Unification Community Day Survey  
 Mental Health Student Survey  
 Pali High Climate Change Community Day  
 Buzz Feed Surveys  
 Operations Faculty/Staff Winter Break Survey  
 Classrooms/Offices Safety Supplies Survey  
 Brightbytes Technology & Learning Survey  
 Athletic Program Surveys

**PCHS will continue to cultivate and expand opportunities for social-emotional wellness development and stress management both inside and outside the classroom.**

The National Alliance on Mental Illness (NAMI) provided presentations for all 9<sup>th</sup> grade English classes during the months of September and October. Students learned about mental illness, including warning signs, facts, and statistics, and how they can get help for themselves or a friend. For more information about the “Ending the Silence” presentation go to [www.namila.org/ending-the-silence/](http://www.namila.org/ending-the-silence/)



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

Roads to Respect Sexual Assault Prevention assemblies provided presentations for all 9<sup>th</sup> graders through the pods. For more information about the presentations visit [www.roadstorespect.org](http://www.roadstorespect.org)  
Both “Ending the Silence” and “Roads to Respect” programs are provided for free.

The first Community Day of the school year focused on mental health and resources available for students.

Reminders about mental health support services available to students are posted periodically on Schoology. Information is also posted on the school website in a section dedicated to COVID-19 related resources and Student Support Services.

The Coordination of Services Team (COST) meets monthly. The team established protocols for referring students to the Mental Health Team. In addition, an Outreach Team was coordinated

in March at the outset of COVID-19 related closures to connect with students who are not checking in to online classes.

LAUSD implemented a new system, the Mental Health Evaluation Team (MHET). This team is intended to provide faster responses than the current Psychiatric Mobile Response Team (PMRT). The team consists of a School Mental Health therapist and a School Police Officer who can assist in evaluating the need for hospitalization and transporting if necessary.

An Outreach Team has been coordinated to identify students in need of support during the transition to eLearning. Daily phone calls and tech support provided to students who had not checked into their online classes or who were not participating. Mental health support providers, tutors, and math paraprofessionals continue working with students throughout spring semester.

PCHS has provided council training for those who are new to these practices and refresher training for those who have previously participated to increase the number of people on campus with conflict resolution and positive communication strategies.

SMART Goal 1: Faculty and staff will be able to identify socio-emotional student supports and how to access them evidenced by participation in professional development held by October 2, 2019.

PCHS has implemented quarterly 2 hour professional development/faculty meeting sessions. All faculty received student support reference sheets with information presented by the Director of Student Support Services. New teacher training addressed social emotional components, using classroom culture setting scenarios. Faculty and staff participated in the Mental Health Resources Community Day.



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

SMART Goal 2: Students and parents will be able to access information regarding student socio-emotional support via PCHS social media, website, and flyers evidenced by hits on social media and/or 50% of positive responses on 2020 student and parent surveys.

Mental health resources are posted in the COVID-19 Resources and Student Support Services sections of the PCHS website:

A Community Day dedicated to mental health support services was held October, 2019. Information from the presentation is posted on the PCHS website.

The annual parent survey includes questions related to accessing socio-emotional support. The survey was posted on May 13. Results will be analyzed for feedback and indicators of progress.

**PCHS will commit to equitable policies and practices to ensure PCHS's diverse student population has access to academic opportunities.**

The theme for the 2019-20 school year has been "Opening Doors" inspired by the cultural proficiency implementation template created by Trudy Arriaga and Randall Lindsey. PCHS teachers and staff engaged in summer reading and reflection as well as participated in related professional development activities. The September Faculty Meeting incorporated input from staff and students regarding opening doors to equitable, excellent academic opportunities.

The guiding documents providing the road map for equity and excellence at PCHS are as follows:

2020-2025 CHARTER RENEWAL PETITION  
WASC ACTION PLAN FOR EQUITY  
PCHS EQUITY STUDY  
LOCAL CONTROL ACCOUNTABILITY PLAN

# Coversheet

## 2020-21 Calendar/Important Dates

**Section:** IV. Academic Excellence  
**Item:** C. 2020-21 Calendar/Important Dates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020.21 Important dates .docx

## 2020-21 School Year - Important Dates

August 17: First day for teachers (Professional Development)

August 18: Professional Development

August 19: First day for students

September 4: Admission Day

September 7: Labor Day (Holiday)

September 28: No School (Unassigned Day)

November 11: Veterans Day (Holiday)

November 23-27: Thanksgiving Break

December 15-17: Final Exams

December 18: Last day for teachers (Pupil Free Day)

December 21-January 13/14: Winter Break

January 13: First day of 2nd semester for teachers (Professional Development)

January 14: First day of 2nd semester for students

January 18: MLK Day (Holiday)

February 15: Presidents Day (Holiday)

March 29-April 2: Spring Break

April 5: Cesar Chavez Day (Unassigned Day)

May 31: Memorial Day

June 4: All Classes Meet Day

June 7-9: Final Exams

June 10: Graduation/Last day for teachers (Pupil Free Day)

# Coversheet

## Current Budget Update

**Section:** VI. Finance  
**Item:** A. Current Budget Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** VI.A\_B -Budget Updates\_Budget Projections 2020-2021.pdf

PALISADES CHARTER HIGH SCHOOL  
2019-20 Budget Updates 2020-21 Budget Projections

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2nd Interim Updates	Budget Updates 5/1/20 (Agenda Item IV.A)	2020-2021 Budget Projections Variation #1 (Agenda Item IV.B/C)	Comments/Changes since 4/20/20	Sample Reduction Factors (variation #1)
ADA ESTIMATES/ACTUAL FUNDED			2,893	2,907	2,907	as of p-2 ada reporting	
LCFF FUNDING PER ADA			\$ 10,203	\$ 10,188	\$ 10,188	Per Student ADA as of 4/20/2020	
Current Estimated Reduction (% based on available information as of 5/15/20)					10%	Reduction Factor % (ENTER LCFF REDUCTION FACTOR HERE)	
					\$ 9,169	Per student funding with LCFF Reduction Factor	
EPA Funding-Prop 30	4,657,544	5,348,046	5,122,838	5,725,881	4,637,946	(P2 ADA x LCFF funding) x 17.4%	
LCFF Entitlement - State Aid - Current Year	15,142,505	15,406,867	16,651,193	16,321,593	15,033,344	(P2 ADA x LCFF funding) x 56.4%	
LCFF PY Adjustments	(265,161)	(66,020)	-	(6,512)			
C S Funding In Lieu of PropTax -	7,281,331	7,263,236	7,740,560	7,574,278	6,983,574	(P2 ADA x LCFF funding) x 26.2%	
LCFF Funding-Total	26,816,219	27,952,129	29,514,591	29,615,240	26,654,864	Per FCMAT Calc 4/01/20	
				DIFFERENCE	(2,960,376)		
NCLB:T1,Basic School Support	281,972	321,279	315,175	315,175	283,658	Title I amount per CDE 9/25/19	10%
Special Ed: IDEA Basic Local Assistance Entitlement	565,541	588,067	589,396	589,396	543,536	\$207.75/ADA	10%
NCLB:TII, Teacher Quality/ESSA	57,519	67,768	62,303	62,303	56,073	Title II amount per CDE 9/25/19	10%
Title III Part A English Language - (24 students)			2,526	2,526	2,273	funded at \$105.25/student, 24 students eligible	10%
Title III Part A Immigrant - (37 students)			3,535	3,535	3,182	funded at \$95.53/student, 37 students eligible	10%
ESSA:TIV,Student Support and Academic Enrichment	-	18,833	23,337	23,337	21,003		10%
Perkins	24,736	29,570	37,102	37,102	33,392	per CDE, 8/2/19	10%
DOR-Rehab	8,550	20,000	20,652	20,652	18,587		10%
COVID-19 Grant (Federal CARES Act)	3,359	-	-	-	264,782	Federal CARES Act COVID-19 Funding	10%
Child Nutrition Program	362,687	347,555	357,784	207,722	322,006	Revenue reduction of 10%	10%
Federal Revenues-Total	1,321,289	1,393,072	1,411,810	1,261,748	1,548,491		
				DIFFERENCE	286,743		
State Lottery:Non Prop 20 - Current Year	461,509	499,742	460,594	460,594	400,294	\$153/ADA - PER LACOE Bulletin #5085	10%
State Lottery:Non Prop 20 - PY adjustments	-	9,541	3,502	3,502		PY received (less: Lottery Adj. 12/19)	10%
Child Nutrition: School Programs	30,495	25,002	30,055	17,064	27,050	Reduce Revenue by 10%	10%
Mandated Costs Reimbursement	125,271	131,554	132,844	132,844	122,626	\$46.87/ADA 2019/20	10%
State Lottery:Prop 20 Inst Matls-Current Year	176,959	198,387	162,563	162,563	154,071	\$53/ADA PER LACOE Bulletin #5085	10%
State Lottery:Prop 20 Ins Matls-PY adjustments	-	15,218	15,221	15,221		PY received (less: Lottery Adj. 12/19)	10%
Special Education- AB602	1,681,851	1,761,835	1,611,377	1,611,377	1,620,856	\$557.57/ADA- Pending P-2 Adjustments	10%
Student ID/CAHSEE	4,860	8,047	13,111	13,111	11,800		10%
CTE Grant	527,117		172,705	153,213	192,599	New Funding identified in 2019/2020, \$19k calculation of carryover from 19/20	
Low-Performing Students Block Grant		37,545	38,380	38,380	-	recognize 2nd 1/2 of grant in 19/20	10%
LAUSD-Sp Ed Grants (Option 3)	172,997	355,834	204,835	152,330	125,000	Lower expected 2019/20 & 2020-21	10%
COVID-19 Grant				50,072	-	SB 117 State Level COVID-19 Grant	10%
Other State Revenues-Total	3,944,232	3,603,453	2,845,187	2,810,271	2,654,295		
				DIFFERENCE	(155,976)		
Food Service Sales	202,852	265,306	299,276	229,494	269,348.40	Reduce revenue by 10%	10%
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	1,116,993	1,099,882	1,083,000	676,416	974,700	Reduce revenue by 10%	10%
Interest	115,788	137,838	129,459	129,459	129,459		
PPP Loan - NOT A SOURCE OF REVENUE	0					NOT REVENUE, CASH FLOW LOAN ONLY	
Fundraising	343,734	370,562	500,000	425,000	500,000	19/20 Updated for latest fundraising estimates	0%



PALISADES CHARTER HIGH SCHOOL  
2019-20 Budget Updates 2020-21 Budget Projections

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2nd Interim Updates	Budget Updates 5/1/20 (Agenda Item IV.A)	2020-2021 Budget Projections Variation #1 (Agenda Item IV.B/C)	Comments/Changes since 4/20/20	Sample Reduction Factors (variation #1)
Other Local Revenues-Total	1,779,367	1,873,588	2,011,735	1,460,369	1,873,507		
Total Revenue	33,861,107	34,822,242	35,783,323	35,147,628	32,731,158		
				DIFFERENCE	(2,416,470)		
Certificated Salaries	14,703,193	14,809,972	14,373,171	14,298,171	14,373,171	Salary reductions in the form of reduced aux, lower subs, negotiations will be needed	0.00%
				DIFFERENCE	75,000	Difference in usage of subs for 2020-2021 FY	
Classified Salaries	4,592,164	4,647,914	4,567,856	4,567,856	4,339,463	Administration looking at at-will positions for possible reductions, as additional salaries savings will be needed.	5.00%
				DIFFERENCE	(228,393)		
Total Salaries	19,295,357	19,457,886	18,941,027	18,866,027	18,712,634		
STRS - Certificated	2,059,405	2,265,596	2,341,465	2,341,465	2,291,267	\$30K STRS Refund, 2020-2021 rate going from 18.41% to 16.15%	
PERS - Classified	609,158	705,120	784,488	784,488	763,529	2020-2021 rate going from 22.67% to 20.7%	
OASDI Regular - Certificated	14,330	16,217	15,000	15,000	15,000		
OASDI Regular - Classified	277,840	280,009	281,179	281,179	269,047		
OASDI Medicare - Certificated	209,576	210,599	207,834	207,834	208,411		
OASDI Medicare - Classified	67,090	66,686	65,126	65,126	62,922		
Health & Welfare Benefits - Certificated	2,302,720	2,379,067	2,430,926	2,430,926	2,479,545	Assumes 2% increase in next year	
Health & Welfare Benefits - Classified	1,115,968	1,182,112	1,212,961	1,212,961	1,237,220	Assumes 2% increase in next year	
Unemployment Insurance - Certificated	11,188	15,032	17,925	17,925	17,925		0.0%
Unemployment Insurance - Classified	4,795	6,442	7,552	7,552	7,174		5.0%
Workers' Compensation - Certificated	146,742	156,560	158,500	158,500	145,000	Premium levels assume to be flat for 19/20 based on preliminary quote	
Workers' Compensation - Classified	59,333	51,258	55,000	55,000	51,000	Premium levels assume to be flat for 19/20 based on preliminary quote	
Other Employment Benefits - Certificated (LT Benefits)	203,094	221,494	250,000	250,000	262,000	Similar premium payment levels, assumes 2 new retirees	
Other Employment Benefits - Classified (LT Benefits)	26,134	49,508	50,000	50,000	50,000	Similar premium payment levels	
Employee Benefits	7,107,370	7,605,701	7,877,956	7,877,956	7,860,040		
Total Salary & Benefits	26,402,727	27,063,587	26,818,983	26,743,983	26,572,674		
				DIFFERENCE	(171,309)		
Textbooks	156,447	53,265	11,743	(5,144)	11,743		
Instructional Materials	303,557	211,754	151,059	130,000	151,059	\$46K allocated towards CTE funding	
Non-capitalized Equipment	540,471	120,462	184,400	141,461	125,000	\$75K from general fund, \$50k from restricted revenue	
Other Supplies	220,386	150,543	147,088	110,098	100,000	Reduce expense by 10%, since revenue is also reduced by the same	
Food Service Supplies	231,314	237,853	268,754	165,868	241,879		10%
Books & Supplies	1,452,174	773,877	763,044	542,283	629,681		
				DIFFERENCE	87,398		
Personnel Services-Mileage	6,817	4,425	4,197	1,697	4,197		
Travel/Conference	101,280	43,418	44,151	19,151	44,151	Restricted Revenue Spending required by year end	
Due/Memberships (Subscriptions)	299,208	285,753	355,436	358,283	355,436		
Insurance	183,815	175,005	193,700	193,700	290,550	General liability estimated to increase by 75%, property up by 25%	
Operation and Housekeeping Services	308,389	224,495	216,550	216,550	216,550		
Utilities	459,712	431,097	426,000	426,000	426,000		
Rentals/Leases/Repairs & Noncapitalized Improvements	510,828	461,803	384,019	384,019	384,019		
Operating Exp (5800, 5810, 5821, 5850, 5860)	3,097,378	4,122,846	3,428,730	3,019,882	3,170,876	Savings achieved due to 19/20 COVID shut down	
						Board Approved Scholarship Amount (12/10/19): \$192,000 (Decreased adopted budget transportation amount by \$48k, going from \$240K to \$192K). Scholarship \$192K, Athletic buses, \$100k, Late Bus \$50K, SpEd Transport \$40K	
Pupil Transportation	689,084	557,783	438,887	360,633	382,000		
Other Expenses	233,213	133,019	166,737	166,737	150,063	\$16,000 in CTE Related Expenses added	
Communications	70,315	88,377	81,393	81,393	81,393	Revised for YTD analysis	

PALISADES CHARTER HIGH SCHOOL  
2019-20 Budget Updates 2020-21 Budget Projections

	2017-2018 Unaudited Actuals (6/30/18)	2018-2019 Unaudited Actuals 8/20/19	2nd Interim Updates	Budget Updates 5/1/20 (Agenda Item IV.A)	2020-2021 Budget Projections Variation #1 (Agenda Item IV.B/C)	Comments/Changes since 4/20/20	Sample Reduction Factors (variation #1)
Services, Other Operating Exp	5,960,039	6,528,022	5,739,800	5,228,044	5,505,235		
				DIFFERENCE	277,190		
Capital Outlay (6100-6500) -Total (Detail Below)	-	402,949	400,754	300,092	240,000		
Sites & Improvement (6100)	-	22,373	-	-	-		
Bldgs & Improvement (6200)	-	345,332	146,984			90% of 18/19 capital budget (\$375K*.9 = \$337K + \$46K-pool/permits)	
Equipment-Technology (6400)	-	-	253,770			Federal e-rate project (50% Matching)	
Equipment/Furniture Replacement (6500)	-	35,245	-				
Depreciation Expense	637,921	872,447	900,000	900,000	900,000		-
Interest	44,961	53,262	37,459	37,459	23,796	Pool/Track Loan Interest Payments	
Indirect Cost (Total charter school supervisory oversight fees only)	268,177	279,651	295,146	296,152	266,549	Indirect cost = 1% of LCFF	
Total Expenses-Financial Reporting Basis	34,765,997	35,570,846	34,554,432	33,747,922	33,897,934		
Total Expenses-Cash Reporting Basis	34,128,077	35,101,348	34,055,186	33,148,014	33,237,934		
Financial Reporting Basis-Adjusted for Depreciation (before L/T Benefit accrual)	(904,890)	(748,604)	1,228,891	1,399,706	(1,166,776)		
Net Reserve Fund Increase(Reduction)-Cash Basis	(266,970)	(279,106)	1,728,137	1,999,614	(506,776)		
Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB	(749,445)	1,092,149	1,234,631	1,234,631	1,222,631	Based on Audit Report Adj. 06/30/19	
Revised Financial Reporting	(986,642)	(1,840,753)	(5,740)	165,075	(2,389,407)		

# Coversheet

## Pool Heater Replacement

**Section:** VI. Finance  
**Item:** C. Pool Heater Replacement  
**Purpose:** Vote

**Submitted by:**

**Related Material:**

PCHS Board Report for Operations for 2020-05-19 Board Meeting - MGAC Pool Heater Replacement Summary Grid.pdf  
MGAC Pool Heater Replacement Details SS.pdf



## MGAC Pool Heater Replacement Summary

- The Large/Competition Pool heating system was put into operation in 2009 as a 2-Heater Load-Balancing semi-redundant system with a 10-Year predicted useful life
- #1 of the 2 Large Pool Heaters no longer functions and cannot be repaired as of Jan 2020
- #2 of the 2 Large Pool Heaters is already past its manufacturer's recommended useful life
- While the 2<sup>nd</sup> Large Pool Heater has been recently repaired/serviced in Dec 2019 and is functional, this 2<sup>nd</sup> Heater is not able to operate as the sole heater for the Large/Competition Pool and was being taxed/overworked in Jan/Feb after the 1<sup>st</sup> Heater failed beyond repair. The 2<sup>nd</sup> Heater is still functional mainly because of its reduced workload since the pool has been shut-down in Mid-March.
- It is not realistic to expect the 2<sup>nd</sup> Heater to last for more than a few months once pressed back into full-time service, and even if it did last that long, it will not last deep into the Winter Season where the heaters work much harder to maintain the pool at its practice and competition level temperature.
- The Large/Competition Pool Heating System **requires** replacement in order to successfully heat/operate the pool much longer
- If the 2<sup>nd</sup> Heater fails without a replacement solution in place, or on the verge of installation, it will result in a 6-10 week shut-down of the Large Pool, which would stop all PCHS PE Dept. academic use, all PCHS Swim & Water Polo Team use, and stop all permit use. Permits generate about \$40-\$45,000 a Month.
- The Small/Instructional Pool Heater is operating but also nearing its useful end of life and will need to be replaced soon, but the Small/Instructional Pool is less critical and easier to get replacement parts/heaters when that time comes.

### Large/Competition Pool Replacement Heater Options Explored:

	<b>Replace Old Models (Copper-fin)</b> <b>*See attached</b>	<b>New Modern Option *** (Aquis)</b> <b>*See attached</b>	<b>New Modern Configuration for all 3 Pools (Aquis)</b>
<b>Cost</b>	\$100,000 Installation, Shipping, Tax, etc. all included	\$170,000 Installation, Shipping, Tax, etc. all included	\$350,000 Installation, Shipping, Tax, etc. all included
<b>Pros</b>	<ul style="list-style-type: none"> <li>▪ New Heaters</li> <li>▪ New Warranty</li> <li>▪ Less Up-Front Costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ More Heaters/Warranty</li> <li>▪ More Efficient</li> <li>▪ Much more savings over time</li> <li>▪ LAUSD Compliant &amp; Recommended</li> </ul>	<ul style="list-style-type: none"> <li>▪ More Heaters/Warranty</li> <li>▪ More Efficient</li> <li>▪ Entirely new system/technology for all 3 pools</li> <li>▪ LAUSD Compliant &amp; Recommend if Affordable</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>▪ Less Efficient</li> <li>▪ Higher cost over time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costs more to install, with higher up-front costs (but lower costs in the long run)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Great Solution, but complete retrofit which has much higher installation costs, as well as high equipment costs too</li> </ul>
<b>Other</b>	Over 15 years, this system will incur significant costs to maintain	There is a large projected savings over 15 years (see attached)	<ul style="list-style-type: none"> <li>▪ Replacement for all 3 pools</li> <li>▪ A long term solution</li> </ul>

\*\*\* Recommended option by MGAC Director, Director of Operations and Budget & Finance Committee

## MGAC Pool Heater Replacement Option Details

Replacement Cost Comparison	2 Copper Fin (Current Config)	1 Aquis (New Design)
Cost Installed	<b>\$100,000</b>	<b>\$170,000</b>
Major Advantage	<b>Upfront Cost</b>	<b>Efficiency</b>
Energy Efficiency Rating	89%	97%
Equipment Cost	<b>\$52,205</b>	<b>\$77,720</b>
Annual Gas Consumption Cost	<b>\$83,151</b>	<b>\$64,292</b>
Annual Maintenance Cost	<b>\$4,162</b>	<b>\$1,033</b>
Heat Transfer Package Replacement Interval	<b>5 Years (Heat Exchanger)</b>	<b>15 years (Heat Exchanger Plates)</b>
Heater Replacement Interval	<b>10 Years (Complete Replacement)</b>	<b>N/A</b>
<b>15 Year Comparison</b>		
Heat Transfer Package Replacement Cost Total - Replace every 5-Years for Copper Fin solution (2 Units @ ~\$14k/Unit at that time)	<b>\$28,000</b>	<b>\$2,021</b>
Heater System Replacement - Full Replacement Needed every 10-Years for Copper Fin Solution	<b>\$123,000</b>	<b>\$0</b>
Maintenance Costs	<b>\$68,104</b>	<b>\$16,903</b>
Original Installation Costs	<b>\$100,000</b>	<b>\$160,000</b>
Total Non-Utilities Cost Est. - 15 Years	<b>\$319,104</b>	<b>\$178,924</b>
Gas Consumption Cost Est - 15 years	<b>\$1,406,925</b>	<b>\$1,087,829</b>
<b>Total Cost Est. over 15 Years</b>	<b>\$1,726,029</b>	<b>\$1,266,753</b>
<b>Savings</b>		
Non-Utilities Cost Savings		<b>\$140,180</b>
Gas Savings		<b>\$319,096</b>
Total Savings		<b>\$459,276</b>

**Data Factors: MGAC Comp Pool**

CA weather region  
 80 degree pool water temp  
 \$1.00 per therm cost  
 Calculations are for year round, uncovered pool.  
 Capital costs include applicable sales tax and shipping costs. Replacement parts assumes a 2% cost increase per year Replacement heater assumes a 1.5% cost increase per year  
 Cost per therm assumes a 5% cost increase every five (5) years  
 Annual maintenance labor and materials assumes a 5% cost increase every five (5) years.

# Coversheet

## Janitorial Contract

**Section:** VII. Facilities/Operations

**Item:** B. Janitorial Contract

**Purpose:** Vote

**Submitted by:**

**Related Material:**

PCHS Board Report for Operations for 2020-05-19 Board Meeting - Uniserve Janitorial Contract - Scope of Work.pdf

Uniserve Janitorial Contract with Costs.pdf

**PALISADES CHARTER HIGH SCHOOL  
JANITORIAL SERVICES SCOPE OF WORK  
GENERAL REQUIREMENTS**

**A. Daily Service (Mon thru Fri):**

1. **RESTROOMS:** Clean, wipe, disinfect, sweep, mop, pick-up trash, etc. for toilets, urinals, sinks, washbasins, faucets, flushers, handles/knobs, dispensers, partition tile surfaces, stainless steel, chrome and brass fixtures, mirrors, etc., and refill all consumable/paper products and soap/other dispensers, graffiti removal, empty trash and reline with fresh bags. Deposit properly all cleaned up material in proper/designated bins.
2. Fill out restroom checklist for each cleaning, and replace filled up checklists as needed. Preserve all filled up checklists for the entire semester just in case anyone asks for proof of prior cleaning.
3. All references to anything to be done to Restrooms in any section of this scope document need to include all restrooms, whether student, adult, main campus, gym, locker rooms, Aquatic Center, Stadium, Pali Academy, etc.
4. **CLASSROOMS/OFFICES/KITCHEN/LUNCHROOM/OTHER ROOMS** – Regular trash removal plus clean/disinfect all items including but not limited to: desks, tables, countertops, light switches, door handles/knobs/bars, telephones, sinks, washbasins, faucets, and mop all interior vinyl, tile, concrete flooring throughout facilities. Also, when needed, to help remove gum/graffiti. Please remember to leave all light switches in rooms with lights activated by sensors in the up/on position and when done to double-check all doors are closed, latched, locked. It is important to Report via email to [FacilitiesHelp@PaliHigh.org](mailto:FacilitiesHelp@PaliHigh.org) anything not working properly, including but not limited to: light switches/fixtures/bulbs, electrical outlets, door knobs/handles/latches/locks, falling ceiling tiles, etc. – We’re not asking Custodians to check all of these things every time they enter a room, but we are asking them be on the lookout for such things during the course of their work and to report all instances of these types of things they see.
5. **MGAC-Pool/Other:** Gym, Pool, Academy, etc. offices to receive same services as indicated in above for all classrooms/offices/rooms/etc.; plus empty trash in general facility and hose down and clean/disinfect restrooms.
6. In addition to all interior countertops, wipe down all outside countertops, including drinking fountains and basins.

7. Vacuum all carpeted areas on campus in the classrooms and offices. Vacuum cleaner must contain a Heppa filter. Offices w/rugs such as but not limited to: CFO, HR, Director of Ops, Business, Library, etc. can be scheduled with respective parties by AM/PM Supervisors)
8. Spot clean carpets AS needed
9. Dust/Wipe computer surfaces with duster type of material. Wipe excessive fingerprints/grime off monitors/screens.
10. Damp-wipe furnishings, equipment in all classrooms (cubbies, classroom cabinets, etc.) - inside of desks/cabinets not included.
11. Dust all office furniture (chairs, file cabinets, book shelves, computers, and desk).
12. Wipe interior window ledges and all other flat surfaces, including countertops
13. Spot clean walls as needed, including light switch covers
14. Clean all building entry doors, interior and exterior windows in foyer, surrounding glass, interior doors and wipe clean kick plates, door closer, door jamb.
15. All references to anything to be done to **CLASSROOMS/OFFICES/ KITCHEN/LUNCHROOM/OTHER ROOMS** in any section of this scope document need to include all classrooms/offices/ kitchen/lunchroom other rooms, whether Palisades Charter High School, main campus, Aquatic Center, Trailers, Stadium, Pali Academy, etc.
16. Police entire campus including Stairwells (main and stadium) for trash, sweep and/or blow debris in general, after nutrition/lunch including exterior walkways as custodians go from class to class (PM)
17. Refill all paper products and soap/other dispensers in all locations.
18. Clean, wipe, disinfect, sweep, mop, empty trash in Gym areas including but not limited to: floors, bleachers, lockers, restroom, showers, PE offices, weight room, fitness center, basketball locker rooms, coach's offices, snack shop (AM)
19. Clean, wipe, disinfect, sweep, mop, spot wipe Gilbert Hall walls, wipe back of Gilbert Hall seats, gum removal, empty trash in Mercer Hall & Gilbert Hall areas including stages; green room, dressing rooms and restrooms. Pull trash from Mercer back exterior gated area (AM/PM)
20. Stadium: General trash cleanup on field, track, stands, bleachers, walkways, restrooms, LAX Shack, Football Shack, etc. (AM)
21. Clean, wipe, disinfect tables & appliances and sweep, mop, empty trash in "Teachers' lounge" including outdoor patio area (AM)



22. General cleanup of all Student & Faculty/Staff common eating areas after breakfast, nutrition, lunch and late bus departure (~6pm), as well as disinfect/wipe tables tops (AM/PM)
23. Clean, wipe, disinfect, sweep, empty trash, Damp mop kitchen/cafeteria floors, restrooms and kitchen basin (AM)
24. Empty all trash and reline containers with fresh bags throughout campus, including but not limited to: classrooms, workrooms, offices, restrooms, hallways/walkways, quads, blacktops, baseball field, gym/locker rooms, cafeteria eating areas, entire stadium facility, Pali Academy, parking lots, etc. Deposit trash properly in proper/designated bins (AM/PM)
25. Close and keep all trash bin lids near loading dock and behind cafeteria closed to not encourage wildlife (AM/PM)
26. Eraser boards (DO NOT CLEAN – Unless specifically requested to do so by Operations) (PM)
27. AM/PM supervisors are responsible to check PCHS website for planned events to coordinate with their teams in regards to cleaning the commonly used facilities that pertain to said events
28. Identification & Reporting to Supervisors of anything seen broken, not functioning properly, or missing. Supervisors reporting these items to [FacilitiesHelp@palihigh.org](mailto:FacilitiesHelp@palihigh.org) (ideally with pictures) (AM/PM)
29. Clean Loading Dock breakroom in similar fashion as other commonly used spaces at the end of each shift (AM/PM)

**B. Weekend Services (Sat/Sun):**

- **Restrooms** - Clean male and female restrooms in gym lobby, pool, stadium (home and visitor sides), loading dock, copy room, A-Bldg. 1<sup>st</sup> Floor, Mercer Hall, Gilbert Hall
- **Trash** – Empty all trash and reline containers with fresh bags throughout campus, including but not limited to: classrooms, workrooms, offices, restrooms, hallways/walkways, quads, blacktops, baseball field, gym/locker rooms, cafeteria eating areas, entire stadium facility, Pali Academy, etc.  
– All areas potentially in use over any given weekend. Specially attention in terms of checking and providing trash service to all weekend permit areas being used (review online schedule for permit usage). Deposit all cleaned up materials properly in proper/designated bins.

- **Large & Small Gyms** - Dust & Mop with **Bona Pro Sport Floor Care Cleaner (Provided by PCHS)** at conclusion of gym use each day/night.
- **Gym Lobby** – Dust & Mop
- **Aquatic Center / Pool:** shower wall area deep bleach cleaning, floor scrubbing, cleaning and sanitizing locker exterior surfaces, toilet stall partitions, hand dryer, baby changing surfaces, water fountain
- **Stadium/Faculty Lot** - Blow Off and Broom as needed, especially Sunday late afternoon after the Farmer’s Market has cleared out
- **Mercer Hall** – Dust & Mop
- **Covered Eating Area** – Wipe/Disinfect Tables
- **Gum & Graffiti Removal** - Continuous cleanup as needed/seen throughout campus
- **Check/follow permit schedule** for areas in use for pre and post use cleaning
- **Ad-Hoc** duties as requested by school on occasional weekends
- **Loading Dock Breakroom:** Clean breakroom in similar fashion as other commonly used spaces at the end of each shift

**C. Weekly Service will be performed and Day of Week**

1. Disinfect equipment in Fitness Room and Weight Room (Mondays and Thursdays)
2. Machine scrub MGAC/Pool restrooms and office floors (lifeguards will clear floor area). Detail scrub stall walls and hose down. (Friday and Monday)
3. Clean Gilbert Hall, Mercer Hall and/or Library before major uses including but not limited to Board Meetings, Faculty Meetings, PTSA Meetings, etc.
4. PM shift staff to distribute (2) boxes of tissue per class 2x week (Monday and Wednesday)
5. Restrooms cleaned at conclusion of permit use so they’re ready for Saturday AM permit users for gym lobby, Pool, Stadium (home and visitor sides), Mercer Hall, Gilbert Hall (Friday Night Only)
6. Clean around trash bins at loading dock and behind cafeteria after trash company picks up (Monday & Thursday – subject to change)
7. Clean elevator
8. Clean trailer offices behind J-Bldg. and at Pali Academy

9. Sweep or leaf blow gated exterior area used by class J-100 out back
10. Clean exterior (only) of appliances in the classrooms, staff lounge and staff work room.
11. Clean Classroom and Workroom sinks throughout campus
12. Clean and stock custodian closets
13. Apply deodorizers in restroom drains if requested, client to provide chemical.
14. Clean A-Bldg. Offices when possible: HR, CBO, Operations, Principal, etc.
15. Blow off basketball courts and tennis courts
16. Power Wash Cafeteria Covered Eating area and behind Cafeteria at Loading Dock area

**D. Monthly Service:**

1. Clean baseboards throughout campus.
2. Dust all exterior light fixtures and exterior cameras
3. Disinfect all door knobs, classroom sink faucets, and student desks
4. Check/Replace all Air-Fresheners & Deodorants throughout campus
5. Dust and clean all facility vertical blinds.
6. Dust all ceiling, wall and floor vents throughout campus
7. Thoroughly Clean Main Office, Nurse's Office and Breakroom Refrigerators
8. Clean/dust/wipe Aquatic Center interior office windows; locker room deep cleaning (surface and inside) and dust ceiling vents.

**E. Quarterly Service**

1. Dust/wipe all chairs, tables, stools, and their legs.
2. Clean and shampoo all carpets
3. Machine scrub all hallways with auto scrubber or pressure washer – During 4 major breaks: Thanksgiving, Winter, Spring & Summer with existing staff only)
4. Buff Floors for A-Bldg. 1<sup>st</sup>/2<sup>nd</sup> floor, Mercer, Gilbert, Teacher's Lounge, Copy Room
5. Clean/Wax A-Bldg. 1<sup>st</sup> Floor Hallway Flooring

**F. Annual or Major Breaks Service**

1. Strip and wax floors (during "Summer" break only) use existing staff only to perform duties as same FTE count. All movable classroom furniture to be moved out to insure floors are done.

2. PCHS will supply all chemicals: stripper/wax/stripping pads; Vendor to supply all equipment necessary
3. Detail cleaning of all classrooms/rooms/offices/spaces
4. Power-Washing of all exterior areas
5. Clean out of all interior and exterior light fixtures of dust, bugs, etc.
6. Clean and disinfect trash bins/containers
7. Deep scrub of all tile in restrooms, showers, locker rooms and cafeteria
8. Buff A-Bldg. 1<sup>st</sup>/2<sup>nd</sup> floor, Mercer, Gilbert, Teacher's lounge and copy room
9. Wax A-Bldg. Hallway Floors (1<sup>st</sup> & 2<sup>nd</sup>)

**G. In-Scope General Services:**

1. Additional/Misc. help preparing for, during, and post major large-scale events occurring during normal shifts. Things including but not limited to: Pep Rallies, Unity Day, Back-to-School Night, Incoming Parents Night, Senior Carnival, Graduation, etc. Standard shift duties to be appropriately adjusted/reduced to counteract the time for this help.
2. Other duties as assigned so long as they do not adversely affect standard-shift responsibilities without standard shift duties being appropriately adjusted/reduced to counteract the time for this help on any given day.

**H. Out of Scope Services – \*Extra Charge Quote as requested**

1. Clean upholstery: Office chairs, staff lounge sofa and loveseat, classroom easy chairs, etc.
2. School Events which require additional labor where no reduction is made in daily standard duties as agreed to
3. Summer and Winter Break staff are to only be utilized for Janitorial oriented services or typical skills for such staff. If tasks outside these general guidelines are needed, PCHS will submit a request for such labor and any staffing pulled for other duties will be only replaced when PCHS request in writing. Duties will be agreed to with Vendor to insure the Health/Safety of staff.
4. Holidays Staff will “not” work but will be \*paid by vendor:
  - New Year's Day (or equivalent day off if on a weekend)
  - Memorial Day
  - Labor Day
  - 4<sup>th</sup> of July (or equivalent day off if on a weekend)
  - Thanksgiving Day
  - Christmas Day (or equivalent day off if on a weekend)

\*If staff are requested to work any noted holiday, PCHS will be charged for the overtime cost. Any extra labor requested will be quoted and PCHS will sign off prior to start of work with a Service Request form or E-mail from PCHS.



## SERVICE AGREEMENT

This agreement is made this 13<sup>th</sup> day of May 1, 2020, between *UNISERVE FACILITIES SERVICES CORPORATION* ("Contractor") and *PALISADES CHARTER HIGH SCHOOL* ("Customer").

1. **SERVICES.** Contractor will provide those services listed in the Scope of Work portion of this proposal. Contractor and Customer may modify the scope of the Scope of Work & Staffing from time to time upon their mutual agreement. Contractor shall have supervisors on call 24 hours a day, seven days a week. Qualified, trained and experienced personnel will direct all work.

2. **TERM.** This agreement shall be in effect "July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021 and shall be renegotiated each "June" prior to City of L.A. Min. Wage Ordinance #183612, annual July 1<sup>st</sup> increase (attached) and mutually agreed to, if not terminated in accordance with this agreement ("Term").

3. **CHARGES.** Customer shall pay Contractor in accordance with selected Cost Proposal Rev. 05/13/20. Contractor shall have the right to change its price charged to Customer, upon ninety days (90) prior written notice to Customer. Payment shall be due within Thirty days after presentation of an invoice. Any payment not made in a timely manner shall accrue interest at a rate of one and one-half percent (1.5%) per month.

#### 4. TERMINATION.

a. Customer may terminate this agreement on thirty days prior written notice:

i. If the Customer is materially dissatisfied with the quality of Contractor's service, and Customer has given Contractor written notice of the nature and specifics of Customer's dissatisfaction, and Contractor has not remedied the cause of the dissatisfaction within a thirty day period;

ii. If Contractor has increased its prices to Customer, provided Customer gives notice of intent to terminate due to the price increase within thirty days, and provided further, Contractor has not agreed to revoke its announced price increase with said thirty day period;

iii. If the premises are destroyed and Customer vacated the premises and does not intent to restore or rebuild the premises;

iv. If the Customer is no longer legally occupying or using the premises, upon Customer's vacating the premises.

b. Contractor may terminate this agreement with a Thirty Day notice for non-payment.

c. Either party may terminate this agreement on not less than sixty days written notice prior to the end of any Term.

5. **INDEMNIFICATION.** Contractor shall indemnify and hold Customer harmless from claims for injury, death and property damage due to negligent acts and omissions of Contractor, its agents and employees which arise out of the work performed under this agreement. Contractor shall not be liable for delay, loss or damage to the extent caused by warfare, riots, strikes, boycotts, criminal acts, acts or omissions of others, fire, water damage, natural calamity, or causes beyond Contractor's reasonable control. Contractor will not be liable for any lost profits, lost savings, incidental damages or economic or consequential damages, even if Contractor has been advised of such damages. Customer agrees to keep its facilities in a safe condition and in conformance with federal, state and local laws, ordinances and regulations. Contractor shall not be liable for disposal of documents or valuable items, other than office furnishings, left on floors, and Customer shall indemnify and hold Contractor harmless from claims, including workers' compensation claims, resulting from the condition of any premises or equipment belonging to or occupied by Customer.

6. **INSURANCE.** Contractor shall maintain Comprehensive Bodily Injury, Property Damage and Liability and Compensation Insurance during the Term. In addition, Contractor shall cover each of its employees under a blanket fidelity bond.

7. **INDEPENDENT CONTRACTOR.** Contractor (UNISERVE) shall be an independent contractor. Nothing in this agreement shall be construed to interfere or otherwise affect the rendering of services by Contractor in accordance with its independent and professional judgment. Contractor shall be responsible for its own payroll, FICA, FUTA, SDI, Federal and state withholding taxes and any and all other taxes relating to the services and shall indemnify and hold Customer harmless for any of the above-described taxes.



**8. REPRESENTATION AND WARRANTIES.** Each person signing this agreement represents and warrants as follows:

- a. The party has full authority and the right to enter into this agreement.
- b. The party has read the agreement carefully and understands the contents and legal effect of each provision of the agreement.

**9. MISCELLANEOUS.** This Agreement shall bind and inure to the benefit of the successors, assigns, personal representatives, heirs and legatees of the representative parties hereto. This agreement may be amended at any time by the written agreement of the parties hereto. The prevailing party in any action brought to enforce or interpret this Settlement Agreement shall be entitled to recover its attorneys' fees and costs in addition to any other relief granted. All notices shall be in writing delivered either in person or postage pre-paid, certified return receipt requested to the parties at their addresses set forth below, subject to written notice of any change.

**10. SUPPLIES AND EQUIPMENT.** Palisades Charter High School will furnish all the janitorial supplies, chemicals, tools, gadgets, etc. perform the work described in the Work Specifications, including all supplies needed for Annual strip/wax of floors. Client to also furnish all disposable supplies such as paper towels, toilet tissue, toilet seat covers, hand soap, deodorants and plastic trash liners, also for Summer Stripping of all floors client to provide chemicals to include stripper, wax and stripping pads. Vendor to only supply equipment.

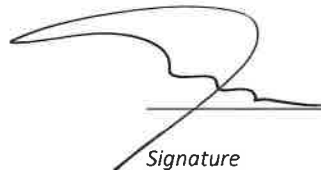
Approved and Accepted

**PALISADES CHARTER HIGH SCHOOL**

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

Pam Magee Executive Director  
*Print Name* *Title*

**UNISERVE FACILITIES SERVICES CORPORATION**

 5-13-20  
*Signature* *Date*

Anthony M. Santana, Chief Operating Officer  
*Print Name* *Title*

**PCHS 2020-2021 School Year Cost  
COST - SUBMITTED BY UNISERVE CORP.**

REV. 05 13 20

Mo.	Year	UNISERVE Cost	Credits	Mo. Net Billing	Comments
Jul	2020	\$ 37,831.60	\$ 4,268.18	\$ 33,563.42	176.0 hrs. Credit 1 FTE's less full month
Aug	2020	\$ 37,831.60	\$ 1,940.08	\$ 35,891.52	80.0 hrs. Credit 1 FTE Less Partial Mo.
Sep	2020	\$ 37,831.60	\$ 3,492.15	\$ 34,339.45	72.0 hrs. Credit Admin. Day, 72.0 hrs. Credit Yom Kippur
Oct	2020	\$ 37,831.60	\$ 1,746.07	\$ 36,085.53	72.0 hrs. Credit Ros Hashannah
Nov	2020	\$ 37,831.60	\$ 5,238.22	\$ 32,593.38	72.0 hrs. Credit Veteran's day 144.0 hrs. Credit - No PM shift 3 days
Dec	2020	\$ 37,831.60	\$ 8,730.37	\$ 29,101.23	Credit All Off 12/24, 12/28, 12/29, 12/30, /12/31 (5) days 360.0 hrs. Credit
Jan	2021	\$ 37,831.60	\$ 1,746.07	\$ 36,085.53	72.0 Hrs. Credit MLK;
Feb	2021	\$ 37,831.60	\$ 1,746.07	\$ 36,085.53	72.0 hrs. Credit Presidents Day
Mar	2021	\$ 37,831.60	\$ 3,492.15	\$ 34,339.45	No PM 144.0 hrs. 3/29, 3/30, 3/31 Spring Break
Apr	2021	\$ 37,831.60	\$ 4,074.17	\$ 33,757.43	No PM 96.0 hrs. 4/01, 4/02 Spring Break
May	2021	\$ 37,831.60	\$ -	\$ 37,831.60	72.0 Hrs. Cesar Chavez
Jun	2021	\$ 37,831.60	\$ 2,522.11	\$ 35,309.49	104.0 hrs. Credit 1 FTE's less 6/14-6/30
Annual Total		\$ 453,979.20	\$ 38,995.64	\$ 414,983.56	Janitorial Staff
Weekend Staff Mo.		\$ 1,656.86	Annual Cost	\$ 19,882.32	Weekend Staff - 8.0 Sat, 8.0 Sun
				\$ 434,865.88	<b>Grand Total Annual Cost</b>