



Palisades Charter High School

Board Meeting

Date and Time

Tuesday January 12, 2021 at 5:00 PM PST

Location

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

Please click this URL to join.

<https://go.palihigh.org/BoardOfTrusteesLive>

Passcode: dolphins

Or iPhone one-tap:

US: +16699009128,,89982933254#,,,,*56684917# or +12532158782,,89982933254#,,,,*56684917#

Or Telephone:

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: 899 8293 3254

Passcode: 56684917

International numbers available: <https://palihigh-org.zoom.us/j/kbZ5fcZOe>

*As per Executive Order N-29-20 from Governor Newsom, the Palisades Charter High School Board of Trustees meeting scheduled for Tuesday, January 12, 2021, 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

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Call the Meeting to Order		Brooke King	
B. Record Attendance and Guests			2 m
C. Public Comment			20 m

Public Comment Procedure for Zoom/Teleconference Board of Trustees Meeting:

General Public Comment via Zoom is available to all audience members who wish to speak on any *non-agenda* item at the beginning of the meeting, which is limited to 30 minutes. Public Comment may also be made on any *agenda* item when that item is addressed. To make a Public Comment via Zoom using a computer or cell phone, please use the “raise hand” function during the public comment section and the Chair will unmute you when it is your turn to speak. If you are using a Chromebook, please join the meeting from your browser. If you are dialing into the meeting, dial *9 to raise your hand and you will be prompted to unmute when it is your turn. Your Zoom username will be visible on screen during the meeting.

A Google form is available 24 hours prior to meeting for Public Comment if you are unable to join via Zoom.

Please refer to the Dewey Dolphin email or copy/paste this link <https://forms.gle/xfsnzwRJNJosyyY37>. Your comment will be read aloud by the Board Chair. General public comments not read after 30 minutes will be included in the meeting minutes. Due to public meeting laws, the Board can only listen to your comment, not respond or take action. Comments are limited to two (2) minutes, per

	Purpose	Presenter	Time
<p>person and one cannot cede their time to another. 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).</p>			
D.	Approve Minutes	Brooke King	2 m
	Approve minutes for Board Meeting on December 8, 2020		
E.	Election of Board Secretary	Brooke King	5 m
II.	Organizational Reports		5:29 PM
A.	Student Report	Isabel Gill	5 m
B.	Parent Report	Sara Margiotta, James Wells, Jewlz Fahn	5 m
C.	Classified Staff Report	Andrew Paris	5 m
D.	Faculty Report	Paula Anderson, Brenda Clarke, John Rauschuber	5 m
E.	Human Resources Director (HR) Report	Amy Nguyen	5 m
F.	Director of Operations Report	Don Parcell	5 m
G.	Director of Development Report	Mike Rawson	5 m
H.	Chief Business Officer (CBO) Report	Juan Pablo Herrera	5 m
I.	Executive Director/Principal (EDP) Report	Dr. Pam Magee	5 m
III.	Board Committees (Stakeholder Board Level Committees)		6:14 PM
A.	Budget & Finance Committee	Sara Margiotta	2 m
	• 1/11/21 B&F Meeting Recap		
B.	Post Retirement/Lifetime Healthcare Benefits	Juan Pablo Herrera	10 m
IV.	Academic Excellence		6:26 PM

	Purpose	Presenter	Time
A. Resolution to Revise Grade Appeal Process	Discuss	John Rauschuber	10 m
V. Finance			6:36 PM
A. 2020-21 Budget vs Actuals	FYI	Juan Pablo Herrera	10 m
B. Update on Learning Loss Mitigation (LLM) Funds	FYI	Juan Pablo Herrera	10 m
C. 2021-222 Budget Development Calendar	FYI	Juan Pablo Herrera	10 m
D. IT Team Supervisor Position (reinstitute/add)	Vote	Amy Nguyen	10 m
E. Counselor Position (add)	Vote	Amy Nguyen	10 m
VI. Governance			7:26 PM
Governance			
A. Proposed Conflict of Interest Code & Panel Memo for PCHS	Vote	Dr. Pam Magee	5 m
B. Creation of ad hoc committee for the creation of Governance Policy #9, "Board Committee Membership and Responsibilities" ("GP #9")	Vote	Dr. Pam Magee	5 m
C. Resolution to Affirm SBLC Bylaws	Discuss	John Rauschuber	5 m
VII. New Business / Announcements			7:41 PM
A. Announcements / New Business	FYI	Brooke King	1 m
		<ul style="list-style-type: none"> • Date of the next Board Meeting is Tuesday, February 9, 2021 at 5pm • Date of the PCHS Financial Presentation (for the Board) is Tuesday, February 2, 2021 at 5pm 	
VIII. Closing Items			7:42 PM
A. Adjourn Meeting	FYI	Brooke King	1 m

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on December 8, 2020

APPROVED



Palisades Charter High School

Minutes

Board Meeting

Date and Time

Tuesday December 8, 2020 at 5:00 PM

Location

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

Please click this URL to join. <https://go.palihigh.org/BoardOfTrusteesLive>

Passcode: 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: 852 0989 9342

Passcode: 34155156

International numbers available: <https://palihigh-org.zoom.us/j/kqRp0Z0mt>

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Trustees Present

Andrew Paris, Brenda Clarke, Brooke King, Emily Hirsch, James (Jim) Wells, Jewlz Fahn, John Rauschuber, Leslie Woolley, Paula Anderson, Sara Margiotta

Trustees Absent

Adam Glazer

Ex Officio Members Present

Dr. Pam Magee, Isabel Gill, Juan Pablo Herrera

Non Voting Members Present

Dr. Pam Magee, Isabel Gill, Juan Pablo Herrera

Guests Present

Amy Nguyen, Dave Suarez, Don Parcell, Jeff Roepel, Kevin Lorick, Mary Bush, Mike Rawson, Mike Rawson, Steve Burr, Steve 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 Dec 8, 2020 at 5:03 PM.

B. Introduce Representative from Young, Minney, and Corr

Leslie Woolley introduced Jerry Simmons and Lisa Corr.

C. Record Attendance and Guests

D. Public Comment

3 Public Comments Read

E. Election of Chairperson of the Board, Based on Resignation from the Officer Position by Current Chairperson (PCHS Bylaws, Art. VII sections 3, 6, 7).

Emily Hirsch made a motion to Nominate Brooke King as BOT Chair.

Andrew Paris seconded the motion.

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

Roll Call

Leslie Woolley	Aye
Brooke King	Aye
Paula Anderson	Abstain
John Rauschuber	No
Andrew Paris	Aye
Emily Hirsch	Aye
Brenda Clarke	Abstain
Jewlz Fahn	Aye
Sara Margiotta	Aye
Adam Glazer	Absent
James (Jim) Wells	Aye

F. Approve Minutes

Leslie Woolley made a motion to approve the minutes from Board Meeting on 11-17-20.

Paula Anderson seconded the motion.

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

Roll Call

Leslie Woolley	Aye
Andrew Paris	Aye
Sara Margiotta	Aye
James (Jim) Wells	Aye
John Rauschuber	Aye
Adam Glazer	Absent
Brooke King	Aye
Jewlz Fahn	Aye
Emily Hirsch	Aye
Brenda Clarke	Aye
Paula Anderson	Aye

Leslie Woolley made a motion to approve the minutes from Board Meeting on 11-17-20.

Paula Anderson seconded the motion.

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

Roll Call

Brooke King	Aye
James (Jim) Wells	Aye
Adam Glazer	Absent
Emily Hirsch	Aye

Roll Call

Paula Anderson Aye
Sara Margiotta Aye
Jewlz Fahn Aye
Andrew Paris Aye
Leslie Woolley Aye
Brenda Clarke Aye
John Rauschuber Aye

II. Organizational Reports

A. Student Report

Leadership has put on a sexual violence prevention workshop. Last week courtesy of Sarah's recommendation we hosted a Giving Spirit CARD MAKING activity and so students came in and made cards and then drop them off at YMCA to be put in backpacks for homeless kids. This week we have spiritual going on. Today was holiday holiday pajama day. Yesterday was under 30 degree day people wore beanies and scarves, we had cookie decorating. Many competitions and so there's gift cards and next week we'll have is like a poll and everyone can vote on like the winner and then the winners, get a gift card. So that's really fun. There's a McConnell's ice cream fundraiser for sophomores. So if anyone loves in the Palisades and wants to support the sophomores. You don't have to be a sophomore. We have a student concern meeting tomorrow, A lot of people have questions, and we've learned a lot through meetings in the past week about what finals are really looking like this year. And then we also have a student senate meeting tomorrow at 3pm. That's one student representatives from all the different English classes. come to zoom and we go over recent events. We have time for against you and concerns student conversation and good way to just connect with different groups of people. Freshmen we have new freshman class president Ryan Levy, who was elected last week, so he'll start his term in the spring and we'll have our new freshmen representatives and then next week and then we also have a Friday activity cahoot from 830 to nine. It's going to be with teachers new teachers old teachers and it's going to be good who using all of their like young photos and such be fun.

B. Parent Report

It was agreed that Parent Board Member contact information would be shared with the PCHS community via newsletter distribution and via a directed email to the community parents.

C. Classified Staff Report

No report at this time

D. Faculty Report

Discussion regarding posted report and Stands as submitted. Concerns regarding Learning Loss Mitigation monies will be referred back to Budget and Finance at their meeting on January 11, 2021. Teachers continue to try to be inventive with the eLearning environment and have varied approaches. B&F will take back up the LLM monies to see how the school can provide additional support to the teachers during remote learning. Teachers were thanked by Dr. Magee for all that they are doing to support the students during this challenging time.

E. Human Resources Director (HR) Report

Report reviewed and A Nguyen confirmed that the New Hires submitted are replacing empty current PCHS employee positions. A Nguyen also thanked all of the faculty participating on Saturday school for helping it to be such a success. Report stands as submitted.

F. Director of Operations Report

Report reviewed. D Parcell further clarified that due to the recent COVID Safer at Home orders the school is trying to reduce the "footprint" of those who are on campus as much as possible that the school isn't "locked down". Faculty who needs to come onto campus to pick something up we have the ability to do so. Remaining report stands as submitted.

P Magee reminded everyone that we are on LAUSD property and need to comply with their guidelines. Legal counsel did clarify that PCHS could perhaps apply for waivers for some things at the request of the Board.

D Parcell also clarified that devices which are at the end of their lease cycle do not need to be returned for approximately 2 months so there is time to figure out a collection plan in light of the COVID orders. He also clarified that filming continues to be considered an essential business so this will continue on campus.

G. Director of Development Report

Reviewed and stands as submitted

H. Chief Business Officer (CBO) Report

Reviewed and stands as submitted. It was clarified that the Seamless Summer Option Program also known as SSL will be on hold until the Safer at Home restrictions are lifted. Students and their families can continue to receive meals with LAUSD Grab and Go programs throughout the county.

I. Executive Director/Principal (EDP) Report

Report stands as submitted. Dr. Magee stated that she is going to look very closely at information that's come from a state level from county and LUSD from all of the entities that are so involved in trying to make decisions that are going to be keeping kids safe,

but also with a real focus on how might we come back onto campus second semester so many unknowns. We're trying all the steps in place to try to slow the spread, but also there's great encouragement for schools, not to make decisions yet about the full second semester looking toward possibilities of a vaccine and what that might mean for for mid semester. A possible, whether it's hybrid return there that you know what that might look like. We will certainly be working with our collective bargaining partners to develop what is that hybrid model, it's something that we have talked about and we will be working out a plan. But for now, we're also looking at things like the Friday schedule. We've got preliminary information from surveys. We've got some great ideas. We're looking at to pare that down and now that we have some very specific suggestions re survey our stakeholder groups to try to make some decisions and determinations. That would help us be better prepared for second semester. So that's information that will be forthcoming in the in a pretty near future. Again, we're just really wanting to make sure that we keep our campus safe, but also planning for what second semester might look like. Some great conversations about grading for equity and you're going to hear a little bit more about that with a presentation in a little bit, but it's very important conversations have gotten started not that this is the first time they've been discussed it Pali. One thing I want to remind people of I included in my report, a number of the various compliance reports that come up on an annual basis. We are fortunate we did a great job with our Accreditation six years. It wasn't a six year clear three years ago was when we actually submitted that but will actually be doing the midterm report the spring. We will be viewed filing a progress report on how things have been going for the past three years. And what we're trying to accomplish over the coming three years. Also re included our annual performance space oversight visit report. We're working with the charter school division from LAUSD on Friday to plan out our annual audit. Dr. Magee encouraged everyone to review these documents. They reveal so much about our school and how things work and how it works with our authorized her and as as the governing board. She emphasized the importance of reading the Charter and know those sections, but to look at this compliance review because one thing I will say about our authorizers is they are very thorough. She is just encouraging folks to please look at the things that we have in place and then let's make some decisions about what we can do better. And we can really do a good job of celebrating what we do well because we do a lot of things really well at our school.

III. Board Committees (Stakeholder Board Level Committees)

A. Academic Accountability Committee

That was well received and collaborative regarding discussions around the Friday schedule, which I think has already been discussed here multiple times. Further discussion now is being led between UCLA and Dr. Magee and Chris Lee and others. regarding what can be worked out to potentially do a side letter to our mo you that would make adjustments to help students. In terms of the timing, which we're trying to get done this semester. Ideally, but hopefully before school starts next next semester. And then the second issue. that was highlighted at the academic accountability committee was the review of our task in terms of what Dr. Magee was saying about how the school is getting

reviewed. We need to make sure that our mission and our goals are in line with our budget and we're checking all the boxes in terms of putting resources towards crucial concerns and issues and priorities. So that was just an initial discussion and that will be followed up the January 14 the meeting and probably the next few months after that to make sure all stakeholders will have the ability to have input on our priorities.

B. Budget & Finance Committee

Primary updates provided in CBO report. Actuals are on target with approved budget. Committee continues to look at long term spending projections for big "bucket" items.

C. Post Retirement/Lifetime Healthcare Benefits

Revised actuarial report was reviewed by committee at their Dec. 2020 meeting. We had an updated actuarial report required to get those done every other year. So we had one at December of 2018 and an updated report was reviewed at the lifetime health benefits meeting. In summary, our 2018 liability of 19 million has gone up to 21 million because we have been unable to fund this the past several years due to budget deficits. We should be budgeting \$691,000 annually to ensure that this is funded for eligible recipients.

D. Election Committee

Working on elections and committee positions for the spring 2021.

IV. Academic Excellence

A. Special Education Plan

Discussed and stands as submitted

B. Student Academic Progress and Impact of the Zero

Presentation was given by T Christopher and S Burr. Stands as submitted and they were thanked for their thoughtful approach in the presentation provided.

C. Approval of the PCHS No Show Policy

James (Jim) Wells made a motion to Approve the No Show Policy as submitted by T Christopher.

Emily Hirsch seconded the motion.

Items 1 & 2 were approved as submitted. Item #3 was revised to read 10 or more consecutive unexcused absences...

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

Roll Call

Emily Hirsch	Aye
Brooke King	Aye
Paula Anderson	Aye

Roll Call

Leslie Woolley	Absent
Andrew Paris	Aye
Brenda Clarke	Aye
Adam Glazer	Absent
James (Jim) Wells	Aye
John Rauschuber	Aye
Sara Margiotta	Aye
Jewlz Fahn	Aye

V. Finance

A. 2020-2021 First Interim Financial Report

Reviewed and stands as submitted.

B. Approval of the LCFF Budget Overview for Parents for 2020-21 as required by CDE

Sara Margiotta made a motion to approved the LCFF Budget Overview for Parents as submitted.

Emily Hirsch seconded the motion.

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

Roll Call

Brenda Clarke	Aye
Jewlz Fahn	Aye
James (Jim) Wells	Aye
John Rauschuber	Aye
Leslie Woolley	Absent
Paula Anderson	Aye
Brooke King	Aye
Adam Glazer	Absent
Andrew Paris	Aye
Emily Hirsch	Aye
Sara Margiotta	Aye

VI. Facilities/Operations

A. Transportation Update

Deferred

B. Operations Updates

Deferred

VII. Governance

A.

Approval of Request for Opinion from FPPC Regarding Conflict of Interest Questions

Brenda Clarke made a motion to Approve Request of Opinion from FPPC Regarding Conflict of Interest Questions as submitted.

Paula Anderson seconded the motion.

It was requested that the Board look into allowing students to serve as voting member on Board of Trustees.

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

Roll Call

Andrew Paris	Aye
Adam Glazer	Absent
Brenda Clarke	Aye
James (Jim) Wells	Aye
Jewlz Fahn	Aye
Leslie Woolley	Absent
Emily Hirsch	Aye
Paula Anderson	Aye
Sara Margiotta	Aye
Brooke King	Aye
John Rauschuber	Aye

B. Review and Discussion of Current Committee Structure

Item was discussed with legal counsel. Committee structure of various committees was discussed. PCHS policies and governance were reviewed. It was suggested that once the FPPC recommendations were received the Board can discuss and revise committee structure policies as needed per PCHS best practices. Teachers and Dept. Chairs are continued to be encouraged to come and represent their needs at B&F as well as to provide individual needs/dept. needs in anticipation of every budget cycle.

VIII. New Business / Announcements

A. Announcements / New Business

Next Board Meeting January 12, 2021

B. Announce items for closed session, if any.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 PM.

Respectfully Submitted,

Sara Margiotta

Documents used during the meeting

- Faculty Board Report_12_08_2020.pdf
- HR Board Report_12_08_2020.pdf
- Operations Board Report_12_08_2020.pdf
- Development Board Report_12_08_2020.pdf
- II.H - Credit Card - Nov 2020.pdf
- CBO Board Report_12_08_2020.pdf
- EDP Board Report_12_08_2020.pdf
- PALIHS 8798 Oversight Report 2019-2020 FINAL.pdf
- ELA Participation Rate 9_18_2019.pdf
- ELA Performance 9_18_2019.pdf
- GRAD Rate 9_12_2020.pdf
- Math Participation Rate 9_18_2019.pdf
- Rev. Math Performance 9_18_2019.pdf
- Effective_Grading_Practices_Jan_2011_updated 2020.pdf
- PCHS No Show Policy.pdf
- V.A - 2020-21 First Interim Presentation.pdf
- V.A - First Interim & Actuals to 10-31-2020.pdf
- V.A -PCHS 1ST INTERIM 2020-2021 - SACS FORM.pdf
- V.B - PCHS - budgetoverviewparent2020.pdf
- Palisades BOT FPPC Questions FINAL DRAFT 12_05_2020.pdf
- Draft GP #9_12_07_2020.pdf

Coversheet

Faculty Report

Section: II. Organizational Reports
Item: D. Faculty Report
Purpose: FYI
Submitted by:
Related Material: 01-12-21 Faculty Board Report January 2021.pdf



PALISADES

CHARTER HIGH SCHOOL

Faculty Report Board of Trustees Meeting January 12, 2021

Heading: Teacher Agreement

- The Friday schedule for students this semester (Spring 2021) and whether there will be any changes is also a concern.
- There have been requests for the grading policy for this semester and clarification what needs to be included or changed in the course syllabi.
- There are still questions about the possible hybrid model and when to expect a tentative plan, as well if teachers will return to in-person instruction this school year.
- Teachers are incurring added expenses for supplies and materials used at home and are asking about reimbursement.
- Faculty is requesting the results of the faculty technology survey about their experiences with their PCHS issued devices, future purchases, and plans to address technology repairs/replacement.
- Teachers continue to plan for and be sensitive to the needs of the students including mental health problems, digital divide, workload, diverse learning styles, and parent concerns. Teachers are working individually, and in their PLCs, to address these issues. They appreciated the PD sessions that were offered last semester and look forward to continued sessions, both faculty-led and those arranged by the administration.

Heading: Compliance Issues

- Teachers and faculty/student board representatives are requesting an update on the questions sent to the state compliance department.
- Clarification of the committee members, and who is responsible for setting up the meetings and the meeting agendas.

Heading: Cash Reserves

- We would like to thank Mr. Herrera for his clear, detailed reports and request continued monthly updates.

Heading: UTLA-PCHS

- UTLA representatives will provide further teacher input as gathered by them.

Coversheet

Human Resources Director (HR) Report

Section: II. Organizational Reports
Item: E. Human Resources Director (HR) Report
Purpose: FYI
Submitted by:
Related Material: 01_12_2021_HR Board Report.pdf



PALISADES

CHARTER HIGH SCHOOL

Human Resources Board Report

January 12, 2021

New Hire/Temporary/Contract:

Name	Classification/Position	Funding	Effective Date
Inna Acosta	Math Paraprofessional (Temporary, Spring 2021)	General	January 11, 2021
Sylvester Robinson	Math Paraprofessional (Temporary, Spring 2021)	General	January 11, 2021
Lucas Wiegand	Lifeguard, Seasonal	General	January 7, 2021

Resignation/Retirement/Release:

Name	Classification/Position	Funding	Effective Date
Tami Christopher-Hooker	Director, Admissions and Attendance	General	January 22, 2021

Benefits:

On December 3rd, 2020 Human Resources help a webinar for all staff. Representative Guillermo Barron from the Social Security Administration hosted the interactive workshop on Retirement and Social Security. The workshop covered many topics including Windfall Elimination Provision (for staff that may expect to receive a pension that did not withhold social security taxes), Government Pension Offset (for staff that may be eligible for spouse's benefits and may expect to receive a pension that did not withhold social security taxes) and Spouse Benefits. There will be another workshop scheduled next quarter.

Retirement Benefits: Due to Covid-19, we are unable to have any representatives from CalSTRS to host a retirement preparation workshop on campus. However, there are several webinars available on their website www.calstrs.com/webinars for staff to view.

Staffing and Recruitment:

We regretfully inform you that our current Director of Admissions and Attendance, Ms. Christopher-Hooker, will be leaving PCHS. We have been recruiting applicants for this position throughout the end of December and the early part of January. Interviews of qualified candidates begin on Wednesday, January 13, 2021. We anticipate a hand over and transition period before Ms. Christopher-Hooker leaves on January 22, 2021.



PALISADES

CHARTER HIGH SCHOOL

Human Resources Board Report continued – page two

Staffing and Recruitment cont.:

Due to the ongoing pandemic and increasing COVID illness numbers the Spring 2021 semester at PCHS will continue in eLearning mode with most of our faculty and staff working remotely. Remote learning has its own challenges and in some cases has increased the stress on students and families as well as our on staff. The increased needs of our students is being addressed by additional tutoring support in Math and English. PCHS intends to continue offering Saturday School to those students with a demonstrated need for additional academic support. In addition, the academic and family demands have shown an increasing light on the workload of our staff. Human Resources is recommending two specific areas that need additional personnel.

School Guidance Counselors have raised concerns over the past several years stating that they are finding the workload is expanding and the needs of students are escalating. Dr. Magee and Amy Nguyen met with the Counselors in November and December. After careful review of similar schools and workload the Human Resources Director is bringing a recommendation to the Board to add an additional School Counselor to the current department. *(additional materials attached)*

Our Technology Department has consistently raised the recommendations for increased tech infrastructure and support. The past ten months has demonstrated to us all how important the Tech department is to ensuring that our online systems, servers and tech are all running smoothly. Tech provides the substructure for all 3,000 students and 200 staff members to facilitate student learning. The pandemic has forced all of us to spend at least part of our week working remotely and all of our students are now participating in eLearning. This has increased online traffic and has served to further illuminate the fact that the future of Education will be highly integrated with technology and the use of the technology. The Director of Operations and Director of Technology continue to emphasize the importance of building PCHS tech support personnel and infrastructure. A similar schools comparison confirms the need for an adjusting of personnel. Human Resources is bringing a recommendation to add a Tech Team Lead position to ensure that PCHS has an appropriate staffing level to support the tech necessary for the education of all of our students. *(additional material attached)*

Action item: Recommend approve adding one additional School Counselor position. This will be a UTLA position. Those positions are currently included on the UTLA Salary Scale. *(UTLA salary scale available at palihigh.org, in the About Us, Human Resources, salary scales links)*

Action item: Approved Not Approved

Action item: Recommend approve adding one Tech Team Lead position. This will be an ‘at-will’ position included on the Unrepresented Mid-Management Salary Scale *(unrepresented mid-management salary scale attached that includes the updated Tech Team Lead position)*

Action item: Approved Not Approved

Coversheet

Director of Operations Report

Section: II. Organizational Reports
Item: F. Director of Operations Report
Purpose: FYI
Submitted by:
Related Material: 01_12_2021_Operations Board Report.pdf



PALISADES

CHARTER HIGH SCHOOL

Board of Trustees Meeting Operations Report January 12, 2021

Transportation:

- Generally status-quo
- Stats holding about same at 409 Registered Riders and 72% (293) have paid their full down-payment
- Current 3-Year busing contract ends this year. Discussions underway with vendors for 2021-22 School Year & Beyond
- PCHS B&FC and Board ideally to start discussions in Jan at the Special Funding Priorities Meeting on setting the School Bus Scholarship funding for 2021-22. We should ideally target Feb/Mar 2021 for finalization/vote.

Security/Safety:

- Security Operations continuing as they have been
- Security staff will be increased commensurately whenever students return to campus

Permits & Setups:

- **Permit Revenue for December 2020 is ~\$44,000:**
 - ~\$500 from Facility Rentals (parking for Bay City Trees on Top Tier of Main Campus Lot)
 - ~\$500 from Banner Rentals
 - ~\$43,000 from Filming
- Non-Filming Permit Revenues continue to be minimal with the Pandemic and Facilities Closures
- Filming inquiries continue to be steady. Averaging 1-2 shoots per month at this point. Filming on locations has been classified at the State and County/City level as an Essential Business and therefore is permitted to continue to operate during Pandemic and Stay/Safer-at-Home Orders.
- Miramax Feature Film (He's All That) Part 2 took place in 1st Half of December. Followed all PCHS COVID guidelines and per LACDPH and LA County filming guidelines a COVID Compliance Team was required on site every single day.
- Potential filming – Music Video (Late Jan), Sports Commercial (Late Jan), Viacom Production (40 day shoot, Jan/Feb Timeframe).
- Multiple requests from outside groups about renting facilities to hold events. PCHS continues to turn these offers down due to COVID.
- Banner demand has been slow recently, but starting to show signs of increasing.



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Information Technology:

- Technology Team continues to support Faculty/Staff, Students/Parents and PCHS Governance Groups in 100% Remote/Virtual mode.
- IT continuing work on budget-approved purchases/projects. Some things still backordered (Student Devices, Faculty Printers with Scanning), but many things also already received/setup/deployed.
- Faculty/Staff Laptops: 84 Ordered, 84 Received, 62 Deployed, 22 Waiting for Faculty Pick-Up
- Faculty Survey on Satisfaction of PCHS Issued Full Computer Tech Devices:
 - 118 of 131 Teachers submitted a Survey (90% Participation)
 - How well is the PCHS Issued Tech Device functioning:
 - 110 of 118 (93%) are Satisfied or Better
 - 97 of 118 (82%) said their device is Good or Very Good
 - How well do you feel the PCHS Issued Tech Device is working for you (suits your needs):
 - 105 of 118 (89%) are Satisfied or Better
 - 90 of 118 (76%) said their device is Good or Very Good for their Needs
 - Would you prefer a totally different device to be issued to you:
 - 9 of 118 (8%) would like a totally different device
 - 8 of the 9 (89%) would like an Apple MacBook over a Windows device
 - 1 of the 9 (11%) wanted a Windows Desktop over their Windows Laptop
- IT continues to work with the Deans and other stakeholders on Student Code of Conduct and Responsible Use Policy violations that may lead to disruption of the eLearning classroom.
- Electrical work component of eRate category 2 project is nearly completed and expected to be cut over the week of 1/11.
- IT is working with VAPA to optimize the Gilbert Hall/B101 A/V components.
- IT is working with the Academic Achievement Office for the 2020-21 CAASPP testing. This year's test present some significant device access issues.
- The Summer 2020 order of student devices is expected to arrive in Late January. IT is prepping to receive, inventory, prep and begin distribution to any students in need.
- Working with the Library on an alternate SSDP and book format method for spring semester.



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MGAC/Pool:

- Currently operating per LACDPH Protocol for Reopening Public Swimming Pools-12/7/20 Update
- MGAC/Pool offering early AM Lap swim for Community & Permit Groups Tues/Thurs starting 1/7
- Limitations tightened after LACDPH Safer-at-Home Order: 1 Swimmer per Lane, Regulated Lap Swim Only, and limiting participation to those >= 18 Years old
- Fiscal Status – Dec 2020 Revenue \$21,000 (Operating hours 10:15am-4:40pm)
- Recent Maintenance Repairs/Replacements Projects completed/planned:
 - New Chlorine Tank replacement awaiting delivery of tank/materials
 - Main Drain replacement in process – Re-scheduled for 1/18
- 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)
 - 3. Small Pool Coping Repair and Concrete Deck Repair (~\$25k)

Facilities/Projects - Ongoing Day-to-Day Operations/Facilities Support:

- **General:**
 - Disinfecting/Cleaning of Spaces Used Regularly: Classrooms, Bathrooms, A-Bldg., etc.
 - Electrostatic & RYOBI Disinfecting of larger spaces as/when needed
 - MGAC/Pool – Regular Janitorial Services plus Disinfecting between user groups. Pool hours extended for Tue & Thurs so added scheduled times to disinfect increased for those respective days.
 - Filming - Custodial staff cleaning/disinfecting after each on-campus filming session. All areas completed in PM prior to next day use. Most recently for the Miramax Feature Film He's All That.
- **PPE:** Additional PPE obtained re bottles of QT3 for EMIST360 disinfecting spray system, hand sanitizer refills, gowns, gloves, etc.
- **Gilbert Hall Stage** - Termite treatment applied to stage and completed by 3rd-Party contractor with approved LAUSD product to address sub terrain termites.
- **Attendance Office** – All electronic ballasts for light fixtures replaced with new LED compatible electronic ballasts. Touch-up paint added around recently installed hand sanitizer dispenser.
- **Campus-Wide Tree Trimming** – Tress within our Classroom Bldgs. & Stage area were cut, scaled away from Bldgs., canopies raised, etc. Trees also addressed in same fashion in Faculty Parking Lot 1st floor trees, 3 Gilbert Hall Quad trees, Up & Down Bowdoin St. and trees hanging over from behind Pali Academy.
- **Rain Gutter Cleaning/Clearing** - Recently completed and after 1st day of hard rain a few new gutters leaks identified and are being addressed prior to the next round of rain. Fall cleared campus wide storm drains all working properly. No clogs to report.



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CHARTER HIGH SCHOOL

Facilities/Projects (Continued):

- **Bungalow/Trailer Ramps** – All now Repainted with anti-slip paint
- **Painting** – Common spaces in Small & Large Gym, Mercer & Gilbert lower walls being painted
- **J108A** – Replaced 4' x 4' of ceiling tile due to leak.
- **Mercer Hall Safety Zones** – Re-Establishing safety zone lines to mark/identify all HVAC equipment, electrical panels, infrastructure boxes or equipment, fire alarm components and/or FD water connections, etc. to maintain compliance by maintaining clearances of said devices for access when needed. Outside VAPA workshop being power washed in order to also place lines indicating path of travel from teachers' lounge/green room to emergency exit push bar gate to also maintain clearance in case of an emergency.
- **PE Tunnel Repair** - 1st day of hard rain provided proof of repair working well. No longer is water able to penetrate the broken rusted conduit pipes for PA, Fire Alarm and Phone. Safety hazard avoided.
- **Gilbert Quad** – New conduit laid/installed in recently dug trench and concrete electrical pull box installed at rear of lawn near post where conduit will run up and over into A-Bldg. electrical room timer.
- **Furniture** – Received 2nd of 2 Whiteboard Orders (17 new whiteboards for classrooms). Installations of new Whiteboards ongoing.
- **Set Ups** - Assistance with College Center collections for Seniors and Library Books Exchanges
- **Safety:** Checking that all spaces have secure door kits, ropes, emergency escape maps and emergency food and water supplies

Items set to begin and/or in progress with expected completion soon

- **Safety:** Black out shades for Mercer entrance and backsliding glass doors of teachers' lounge.
- **Music Class Secure Instrument Storage Door Servicing** – Awaiting vendor to schedule.
- **44 New Whiteboard Installs**
- **Boosters Water fountain Project** - Install new Elkay units with bottle fillers
- **Mercer Hall** – Replace broken Pocket Doors to A/V Closet with Standard Swing Doors
- **Ice Machine** – Cafeteria Ice Machine Repair
- **Paint:** J108 and Library
- **J-Bldg. exterior canopy light** - Replacement of damaged fixture.
- **Gilbert Lawn Sprinklers** – Replace 6 broken sprinklers

Facilities/Projects - Larger Scale Projects:

- **Long-Term Underground Utilities Infrastructure Replacement Project (LAUSD Bond Funded).**
 - Phase 1 – Completed
 - Phase 2 of 5 being planned by LAUSD now. Rumored not to be starting until 3/1/2021.
- **Gym A/C Project (LAUSD Bond Funded)** – Delayed until 2022

Coversheet

Director of Development Report

Section: II. Organizational Reports
Item: G. Director of Development Report
Purpose: FYI
Submitted by:
Related Material: 01_12_2021_Development Board Report.pdf



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CHARTER HIGH SCHOOL

Development Report Board of Trustees Meeting January 12, 2020

TOTAL FUNDS RAISED TO DATE:	Fund	Prior Report	YTD	Inc/Dec.	Budget
The PCHS Fund	General	\$270,759	\$304,441	\$33,682	\$500,000
Pali Alumni Fund	General	\$0	\$253	\$253	
TOTAL UNRESTRICTED FUNDS RAISED		\$270,759	\$304,694	\$33,935	\$500,000
CTE Incentive Grant	General	\$173,107	\$173,107	\$0	\$0
Perkins V Grant	General	\$34,746	\$34,746	\$0	\$0
Foundation Grants	General	\$0	\$0	\$0	\$0
Rest. Donations/Pledges - Recd	General	\$30,607	\$35,607	\$5,000	0
Rest. Donations/Pledges	General	\$0	\$0	\$0	0
TOTAL RESTRICTED FUNDS RAISED		\$238,460	\$243,460	\$5,000	\$0
TOTAL FUNDS RECEIVED		\$509,219	\$548,154	\$38,935	\$500,000

TOTAL EXPENSES TO DATE:

Bacio Design	\$3,530	\$5,000
L.A. Press Printing	\$0	\$5,500
American Direct Mail	\$3,628	\$6,900
Postage	\$1,468	\$3,800
Subscriptions	\$2,449	\$6,000
SafeSave service fees	\$4,379	\$7,500
Salaries & Benefits (Campus Unification/Development Dir)	\$92,890	\$159,235
Office supplies	\$0	\$200
Videography	\$0	\$1,500
Family Donor Banners	\$0	\$675
Career Day & Fair Breakfast/Lunch	\$0	\$0
Donor Bricks	\$3,586	\$1,500
Donor Reception	\$0	\$0
Chamber Expo	\$0	\$0
Pali High Booster Club (split donation)	\$1,053	
New Parent Welcome Breakfast	\$0	\$0
TOTAL EXPENSES FOR UNRESTRICTED FUNDS	\$112,983	\$197,810



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CHARTER HIGH SCHOOL

TOTAL NET FUNDS **\$435,171** **\$302,190**

GIVING SUMMARY BY DESIGNATION:	# of Donors	Ave. Amt.	Total Amt.
Campus Safety - COVID-19	13	\$780	\$10,137
Classroom Instructional Materials	45	\$719	\$32,359
Faculty & Staff Development	11	\$833	\$9,159
College Center	10	\$347	\$3,474
Greatest Need	225	\$987	\$222,154
Math Aides and Tutors	7	\$244	\$1,711
Technology and Innovation	16	\$769	\$12,300
Transportation Assistance	1	\$515	\$515
Visual and Performing Arts	13	\$884	\$11,497

CTE Incentive Grant Budget to Date:	Budget	Actual	Balance
CTEIG Funds received		\$173,107.00	
CTEIG Funds rolled over from 2019-20		\$63,893.00	\$237,000.00
Jakus - Film/Media	\$50,000.00	\$29,999.91	\$20,000.09
Kolavo - Entrepreneurship/VEI/Sports Management	\$50,000.00	\$1,800.00	\$48,200.00
Stoyanovich - Music	\$32,330.00	\$20,792.99	\$11,537.01
Steil - Photography	\$32,330.00	\$5,572.39	\$26,757.61
Fracchiolla - Drama	\$32,330.00	\$18,875.73	\$13,454.27
Kuper - Computer Programming	\$10,010.00	\$1,647.49	\$8,362.51
Set aside	\$30,000.00	\$0.00	\$30,000.00
	\$237,000.00	\$78,688.51	\$158,311.49

Comments and Campaigns initiated to date:

- 1.) Joint Appeal with Booster Club sent 8/6/20
- 2.) New Parent Welcome Webinar was heavily attended on 8/17/20 but had major technical difficulties
- 3.) PCHS Fund comparison: \$304,441 this year/\$336,675 last year
- 4.) PCHS Fund donor comparison: 331 this year/340 last year
- 5.) Follow-up Email blast to all families sent 10/9 (\$6,287.50)
- 6.) Working on Virtual Major Donor Reception for the first week of January
- 7.) Working on funding campaign for Pali TV and creating a broadcasting pathway with SMC
- 8.) A fundraising committee of students and parents was formed to create a fundraising plan for teams



PALISADES

CHARTER HIGH SCHOOL

and all extra-curriculars using the school approved platforms.

- 9.) Working on #GivingTuesday Campaign (Tuesday, Dec. 1st). Board members will be involved in this peer-to-peer campaign.
- 10.) Year-end campaign to take place during the last week of December
- 11.) Received a gift of \$30,607 from Debbie Williams to support Special Ed
- 12.) #Giving Tuesday campaign brought in \$45,124.40. Goal was \$25,000
- 13.) A mailing to 1,700 families who gave last year but not this year will be sent Dec. 9th
- 14.) Holiday Mailing brought in \$19,333.00.
- 15.) Year End Campaign brought in \$25,260. Last year brought in \$28,546. Goal was \$30,000.

Grants Submitted to date:

Grantor:	Amount	Purpose	Date Submit
Steinmetz Foundation	\$5,000.00	Academic Equity	12/9/2019
Hugh & Hazel Darling Foundation	\$2,500.00	Vernier Science proves	3/13/2020
CTE Incentive Grant	\$173,107.00	CTE Funds for 2020-21	11/15/2020
Perkins V Grant	\$34,747.00	21	7/15/2020
FEMA 4482 DR	\$71,315.00	FEMA Disaster Relief Fund	4/1/2020
Lewis A. Kingsley Foundation	\$10,000.00	Program Support	8/11/2020
William C. Bannerman Found.	\$7,000.00	Albert.IO	10/6/2020
Mara W. Breech Foundation	\$10,000.00	Teacher Professional Development	10/12/2020
GRAMMY Museum Grant	\$10,000.00	Storage Unit for musical instruments	10/29/2020
Calif. Com. Schools Partnership	\$100,000.00	Expand strategies during Coronavirus	12/4/2020
Calif. Dept. of Ed. Mini-Grant	\$25,000.00	Improving academic achievement	1/8/2021
	<u>\$448,669.00</u>		

Grants Received to date:

Grantor:	Amount	Purpose	Date Rec'd
CTE Incentive Grant	\$173,107.00	CTE Funds for 2020-21	6/30/2020
Perkins V Grant	\$34,747.00	Perkins Funds for 2020-21	9/15/2020
Lewis A. Kingsley Foundation	\$10,000.00	Program Support	8/18/2020
Hugh & Hazel Darling Foundation	\$2,500.00	Vernier Science proves	3/13/2020
	<u>\$217,854.00</u>		



PALISADES

CHARTER HIGH SCHOOL

Coversheet

Chief Business Officer (CBO) Report

Section: II. Organizational Reports
Item: H. Chief Business Officer (CBO) Report
Purpose: FYI
Submitted by:
Related Material: II.H Credit Card - Dec 2020.pdf
II.H - CBO Report - 01-12-2021.pdf



CBO REPORT

By: Juan Pablo Herrera
Board Meeting 01/12/2021

Business Updates

■ 2019-2020 Audit:

- *Audit is on-track. Will share findings at March B&F and BOT meeting. Deadline to submit is 3/15.*

■ Cafeteria

- *CDE Nutrition audit begins on Jan 11th (virtual)*
- *In-depth audit which covers nutrition sales/revenue, meal counts/claims, food safety, income verification, etc.*
- *The result of the audit could have a financial impact on our 2021-22 funding*

■ Unduplicated Pupil Count

- *Measures students who meet income/categorical requirements for free/reduced meals: EL, foster youth, homeless.*
- *This directly impacts our LCFF funding: +20% funding to support these high needs students*
- *The pandemic has made it very difficult to complete free/reduced meal applications and verify student eligibility.*
- *This will impact our 2021-22 funding. We will quantify it at the upcoming board budget workshop.*

■ Charter ASAP TRANS Program:

- *PCHS approved to participate in Charter TRANS program. Option to receive funding of \$5.2 Million to help bridge upcoming deferrals. Cost of financing is \$54k with an interest rate of 2%. Finance team recommendation is to not participate. See appendix item for more detail.*

■ Actuarial Valuation Update:

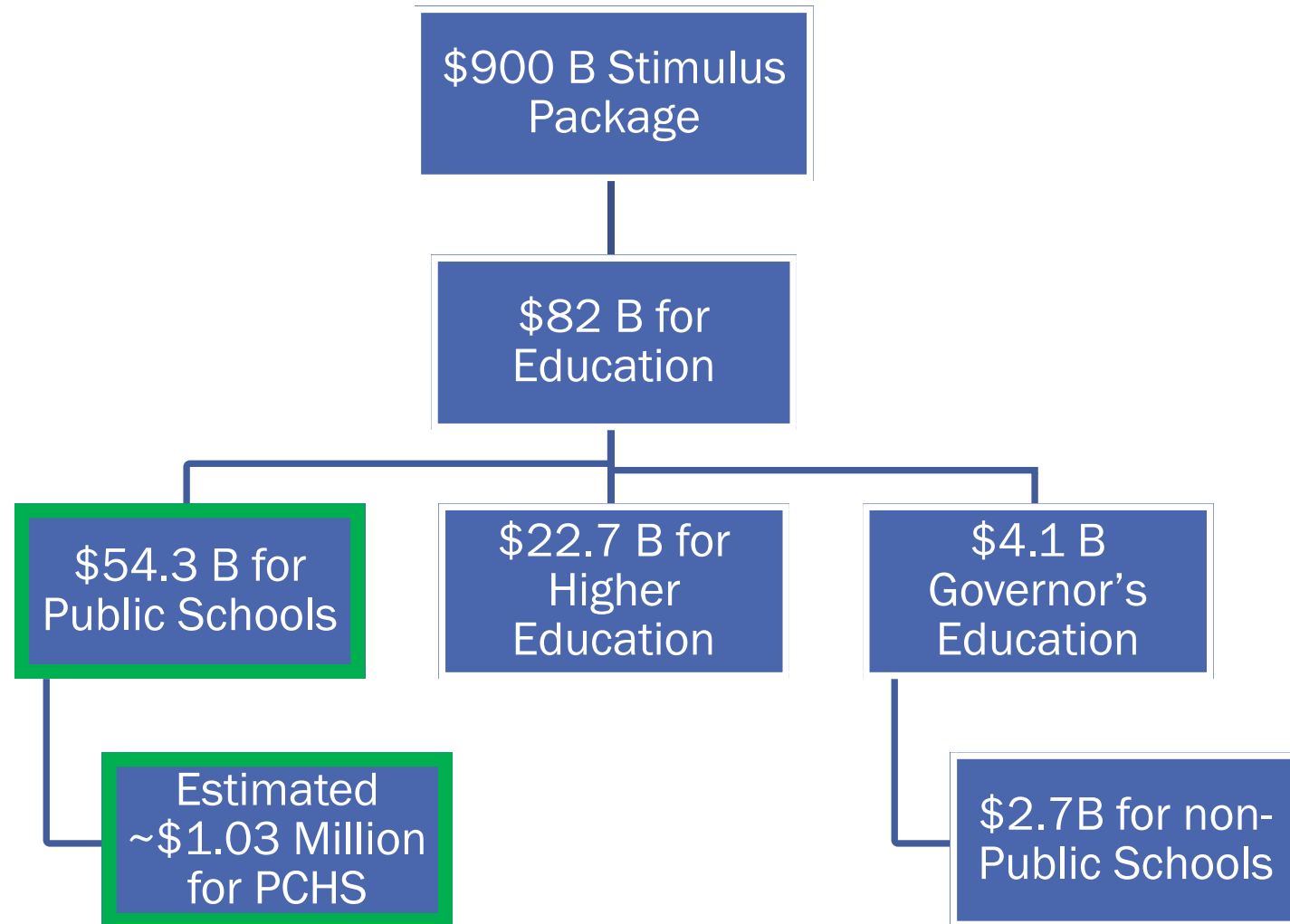
- *Our Accumulated Postretirement Benefit Obligation (APBO) increased by approximately \$1.43 Million (+7.3%) vs last year. See appendix items for more detail.*

Federal Stimulus Package: Overview

- In late Dec '20, congressional leaders reached a deal on a ~\$900 Billion COVID-19 relief package



Federal Stimulus Package: Education Funding



Known as the Elementary & Secondary School Emergency Relief Fund (ESSER)

ESSER Funding for PCHS: one-time relief funds

- Please note, official ESSER funding levels have NOT been released
- Based on School Services of CA estimates, PCHS should receive approximately **\$1.03 Million** (preliminary estimate)

LEA

ESSER Funding Estimate		
County	LEA	December ESSER Funding
Los Angeles	Palisades Charter High	\$1,003,588

- ESSER funding is based on Title 1A, Part A allocations. As a result, funding levels will significantly vary based on LEAs with different student populations
- The funds are roughly 4X the amount of ESSER funds PCHS received during the CARES Act

FAQ: ESSER Funds

What can we use these funds for?

- Allowable uses are the same as the 1st round of ESSER funding: [click here](#)
- There are 2 new additions to allowable uses of ESSER funds
 1. *School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs*
 2. *Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement*

When will PCHS receive these funds?

- TBD, but likely within the next 12-16 weeks.

Are we guaranteed to receive the \$1.03 Million?

- No, that figure is just a preliminary estimate and can change. Also, we need to apply in order to receive the funding. Lastly, the State is only required to distribute 90% of the funds to LEAs and has discretion on how to distribute the remaining 10% of funds.

When must the funding be spent?

- September 30, 2022

Federal Stimulus Package: Additional Items

- Deadline to spend Federal portion of LLM funds extended from 12/30/2020 until 12/31/2021
 - *Does not impact PCHS as we fully expended the federal portion of LLM funds*
- PPP forgiveness process was significantly simplified for smaller loans
 - *Does not impact PCHS as our loan amount is higher than the minimum requirement*

Governor Newsom's \$2B "Safe School for All Plan"

- The governor has proposed a bill that would incentive LEAs to re-open. More about the 4 focus pillars [here](#):
- This is not incremental funding for 2020-21, just re-allocating funds that were already going to K-12
- Schools would receive between \$450-\$750 per ADA
- Phase 1 includes TK-2 (targeting mid Feb re-opening) and 3-6 (mid March re-opening) as well as high needs students across all grade spans (special education, English learners, foster youth, homeless, etc.)
 - *Note: the reopening target dates apply to counties with <28 positive cases per 100,000 residents*
 - *Schools can apply for the incentive, but the expectation is they reopen the following month that the local county reaches <28 positive cases per 100,000 residents*
- Middle School & high school are excluded from the incentive plan, but our high needs student population would allow us to participate.
- It's likely that Middle/High school will be included later, but a later re-opening means reduced incentive amounts
- Requirements in order to participate:
 - *Board approved collective bargaining agreement or MOU*
 - *COVID-19 Safety Plan (CSP)*
 - *Need to be in a county with <28 positive cases per 100,000 residents*
 - *Need consistent testing for all students/staff (varies based on purple/red/yellow tier)*

Looking Ahead

- Finance is attending the Governor's Budget workshop presented by School Services of CA: 1/15
- Tentative date for Board Budget Workshop: 2/2/21
- State Budget deferrals will begin next month
 - *Must monitor cash flow closely!*
- 2019-2020 Audited Actuals: Due 3/15
- 2nd Interim Report: Due 3/15


Contact: Juan Pablo Herrera

- 310-230-7238 or jherrera@palihigh.org


APPENDIX


Charter School Pooled TRANs (California School Finance Authority)

- PCHS approved to participate in this low-cost borrowing to help bridge upcoming deferrals
 - *TRANs amount of \$5.2 Million, but can be decreased based on need*
 - *If PCHS wants to participate, BOT approval is required by 2/5*
 - *Finance office recommends we do not participate*



CALIFORNIA SCHOOL FINANCE AUTHORITY





Charter School Pooled TRANs (ASAP Program)

Estimate of Financing Costs (excludes TRAN interest)

(1) This estimate of financing costs has been prepared in good faith.
 (2) The actual financing costs may differ from this estimate based on the composition of the TRAN pool.
 (3) This estimate does not include the Borrower's cost to engage Borrower's Counsel to provide their required legal opinion. Upon request, CSFA will provide contact information for law firms the Borrower may wish to engage for this purpose.
 (4) A complete estimate (financing costs, interest on TRAN and net TRAN proceeds) will be included in the Program financing documents to be provided to the Borrower for board action.

Name of Applicant/Legal Borrower	Palisades Charter High School	
Date Estimate Provided	12/22/2020	
FIRST ESTIMATE: Total Deferrals Financed by TRAN	\$5,230,604	
FIRST ESTIMATE: Financing Costs	\$54,000	
FIRST ESTIMATE: Charter Schools Included in TRAN	Charter Number	Total Deferrals Financed
Palisades Charter High School	37	\$5,230,604
		\$5,230,604

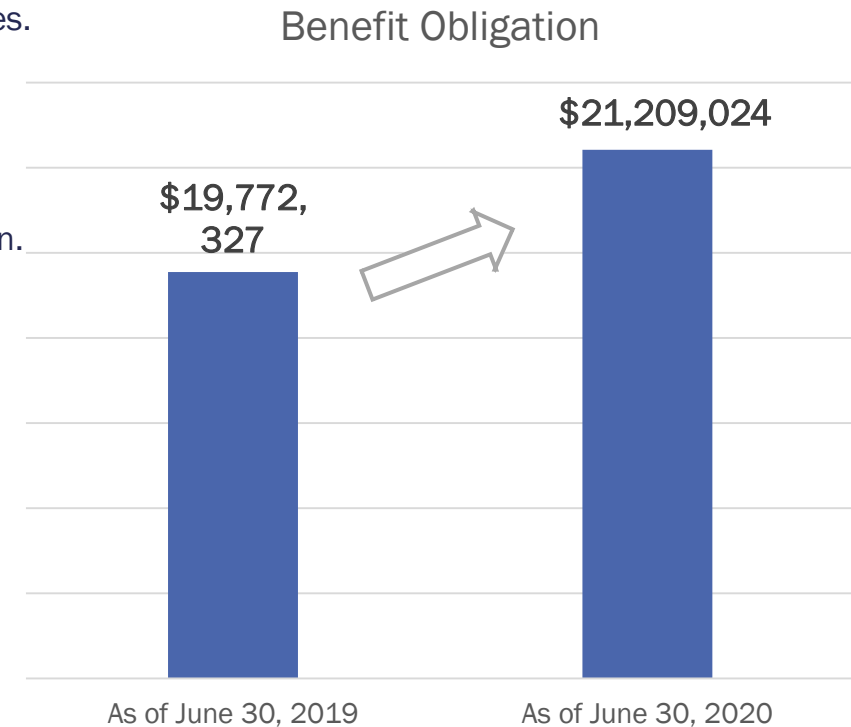
- Funding would be received in March/April of 2021
- Repayment would occur during 2021-22 (after deferrals are completed)

2020-21 Actuarial Valuation has been completed

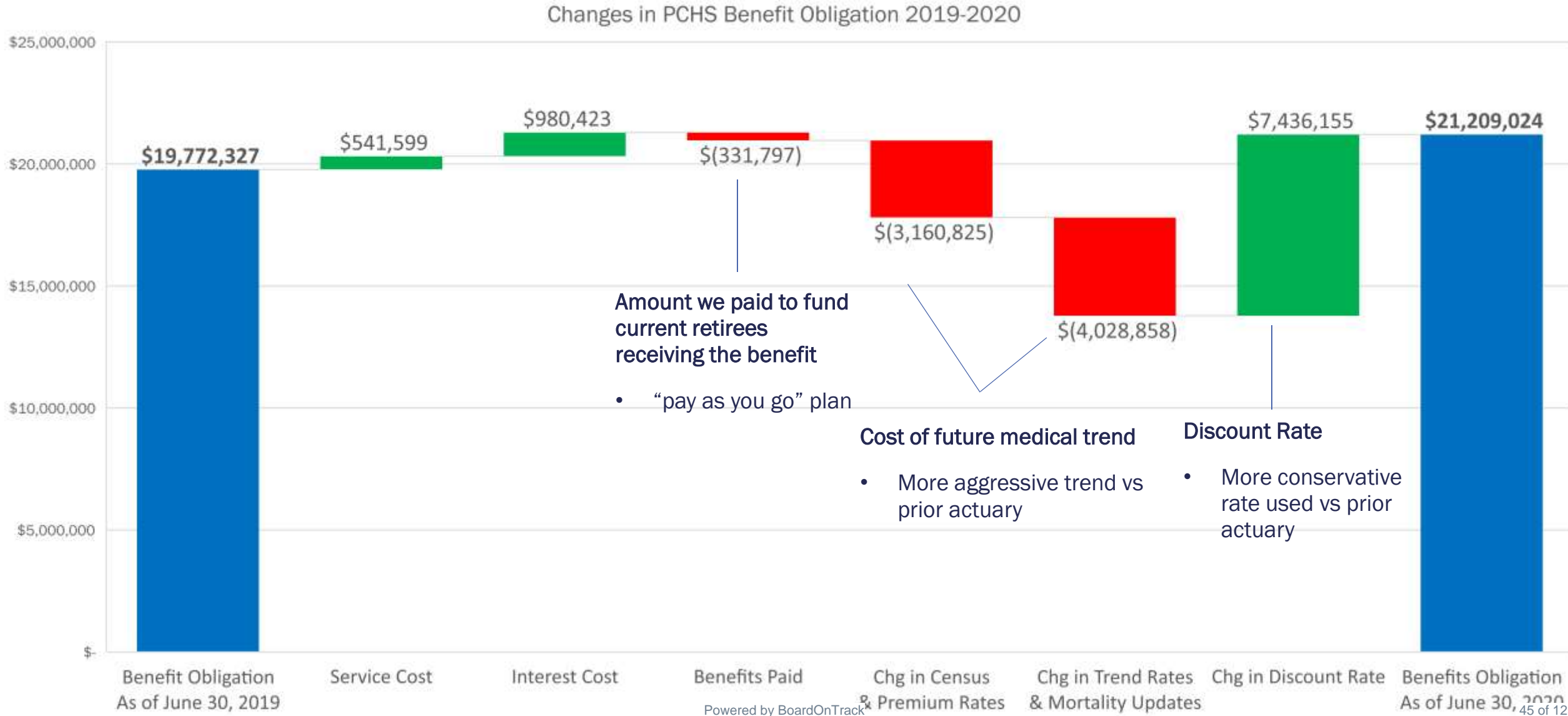
- The Accumulated Postretirement Benefit Obligation (APBO) increased by approximately 7.3% compared to the amount reported in PCHS's June 30, 2019 financial statement.

- The reason for the increase is mainly attributed to increases in Service Cost & Interest Cost
 - Service cost is an increase in obligation due to an additional year of service by employees. We must set this aside.
 - Interest cost is an increase in the present value of the liability. Our obligation increased because the benefit date is now one year closer.
 - Keep in mind, we paid the minimum this past year, which is why our obligation has grown.

- The report also makes different assumptions regarding the (1) discount rate and (2) the future medical cost trend.
 - These are the 2 biggest assumptions that can impact our obligation amount
 - The report recommends a discount rate of 2.67% (vs 5% from last report). Also recommends a future medical cost trend of 4% (vs 5% from last report)
 - The impact of these new assumptions is a \$246k increase to our obligation. We need to discuss and align on these assumptions.



The chart below shows the change in Benefit Obligation from 2019 to 2020 and quantifies the impact of each assumption our actuary made



Coversheet

Executive Director/Principal (EDP) Report

Section: II. Organizational Reports
Item: I. Executive Director/Principal (EDP) Report
Purpose: FYI
Submitted by:
Related Material: 01_12_2021_EDPbdrpt.pdf



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CHARTER HIGH SCHOOL

Executive Director/Principal Report Board of Trustees Meeting January 11, 2021

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.

School Reopening Updates

As reported in December, COVID-19 remains at dangerously high levels in LA County. PCHS will continue following the “Safer at Home” order and eLearning will be ongoing until health and safety conditions improve. The LA County Department of Public Health strongly encourages schools to continue virtual instruction for the next three weeks when new directives will be provided and the status of vaccine distribution will be evaluated. Updated guidance related to thresholds for reopening schools and testing recommendations for staff and students is expected. The latest information about vaccines from the LA County Department of Public Health is available [HERE](#).

Other related developments include Governor Gavin Newsom’s release of the [CA Safe Schools for All Plan](#) on December 30. The plan prioritizes the reopening of public schools.

Representatives from California’s largest urban school districts responded to the plan with a [joint letter](#) requesting more support, including the following:

- An immediate, all-hands-on-deck, public health effort to reduce the spread of the virus in low-income communities.
- A clear state standard for COVID-related health issues in schools, with a requirement for in-classroom instruction to begin when the standard is met.
- Public health funds, not K-12 educational funds from Prop. 98, should be used for COVID testing and vaccinations.
- School-based health services should be integrated with COVID testing and vaccination plans.
- Learning-loss recovery plans, including funding for summer school, need to be established now.
- Reopening plans need to include specific funding for special education students.
- A timetable and plan for vaccinations of school staff should be made public by February 1.
- The state should begin to publish detailed information on school and district status in meeting COVID health standards, providing in-person instruction and school-based virus occurrences by February 1.



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CHARTER HIGH SCHOOL

These additional resources provide more detailed information about the Safe Schools for All plan:

[CA Department of Public Health's summary of the plan](#)
[EdSource Quick Guide: "How does Governor Newsom's 'Safe Schools for All' plan work?"](#)

As has been the case throughout the pandemic, changes in state and county directives are anticipated. We will coordinate with our collective bargaining partners to ensure a plan is approved and in place when students and staff are safely able to return to campus on a limited basis. PCHS is committed to providing a safe educational environment and will continue providing eLearning as an option throughout the 2020-21 school year to those families who are more comfortable with that option.

Schoolwide Goals:

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

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

- **Friday Schedule** – Administration and faculty are working together to refine the Friday schedule based on feedback provided by students, parents, and teachers. PCHS will follow the ODD/EVEN calendar for the first two weeks of the semester with the first special Friday schedule on January 29.
- **Grading for Equity** - The PCHS schoolwide focus on grading practices and policies during eLearning has brought to light the need for a deeper analysis of our school philosophy and approach to grading. PCHS has initiated a study of effective grading practices including those implemented in similar schools and districts. Following the January 11 faculty presentation addressing equitable grading practices provided by noted educator, researcher and author [Joe Feldman](#), a [Grading for Equity](#) Study Group will convene to develop short and long term recommendations for schoolwide grading.

First semester grade reports support the need to analyze and adjust grading practices. Preliminary data reveals the number of NCs in grade 9 for all departments is a key concern. The achievement gap is most concerning in grade 9^t showing improvement as students matriculate through higher grades. The impact of learning loss during the pandemic is not a reflection on the professionalism or expertise of PCHS teachers but rather part a systemic need to address evolving educational and societal demands. A detailed grade report will be provided to the Board in February.



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- **Professional Learning Communities (PLC) updates** – One of multiple measures of assessing instruction and student progress at PCHS is through PLC Notebooks submitted to department administrators at the end of each semester. The notebooks provide a snapshot of strategies and tools that are working well and areas where adjustments are recommended. ***Kudos to all PLC Leaders who compile the notebooks and to PLC Coach Lisa Saxon for her detailed feedback reflected below!***

Some PLC highlights of first semester include:

Algebra 1 - Innovative engagement strategies and projects.

Algebra 2 - Work with UCLA Curtis Center; shared leadership model; worked together to identify core standards for the purpose of focusing instruction. Eliminated some sub-standards/activities and reduced emphasis on others.

VAPA - Virtual Field Trips and YouTube Channel to house student projects.

The group also invested a great deal of time discussing grading policies, with specific focus on dealing with the zeroes.

World Language – Varied accommodations in all PLCs to support student success including allowing students to resubmit assignments, teacher intervention, interactive lessons, extended Zoom classes, and checking in regularly with students.

Schoolwide Goal: 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.

PCHS continues to refine communication systems to keep stakeholders well-informed and ensure all voices are heard. During the period of school closure, meeting participation has increased, which could be due to easier access. Plans for regularly scheduled parent information meetings to address requested topics are in progress. In addition, the PCHS Communications Coordinator works with the Mental Health Team and Administrators to provide easily accessible resources for a variety of topics including information about Board of Trustees members, COVID-19 related information, resources to help parents and staff support students who are processing information about equity and diversity, civil unrest, and monumental events.

Coversheet

Post Retirement/Lifetime Healthcare Benefits

Section: III. Board Committees (Stakeholder Board Level Committees)
Item: B. Post Retirement/Lifetime Healthcare Benefits
Purpose: FYI
Submitted by:
Related Material: LTHB Report - BOT Meeting 1-12-21.pdf
DRAFT_2020 ASC 715-60 Report - PCHS Actuarial Valuation.pdf

ACTUARIAL VALUATION UPDATE

Board of Trustees Meeting

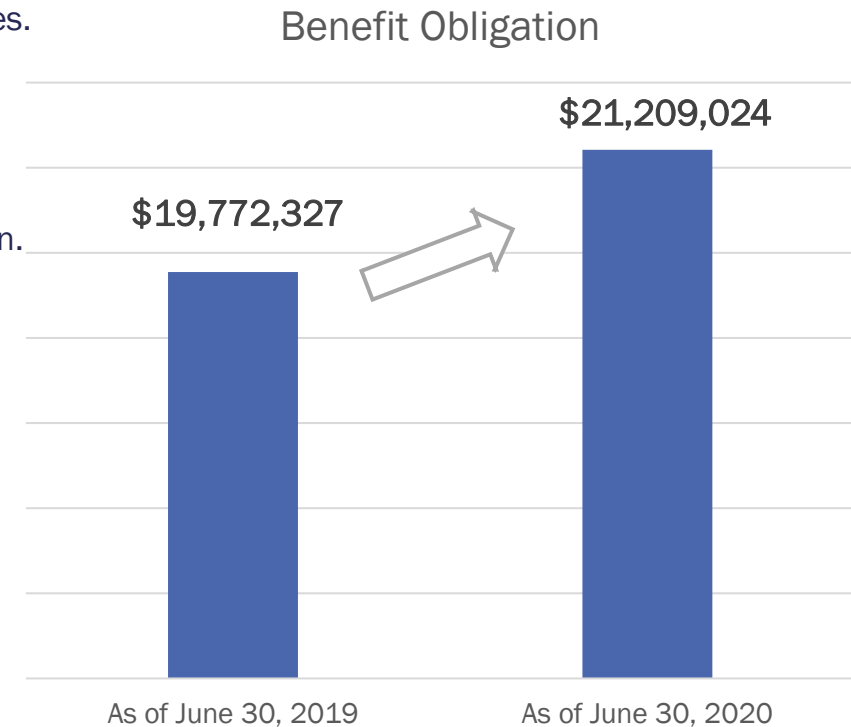
01/12/2021

Actuarial Valuation has been completed

- At our 12/4 LTHB committee meeting, we accomplished the following:
 - *Reviewed the topline results*
 - *Discussed the assumptions and methodology used*
 - *Held Q&A with actuary team*
 - *Ensured alignment before moving forward*
- The actuarial valuation will now be marked as final and sent to our auditor
- Phase 2 of the project has now been initiated: scenario projections
 - *Evaluating options for expanding benefits to all*
 - *Evaluating options for dissolving the benefit*

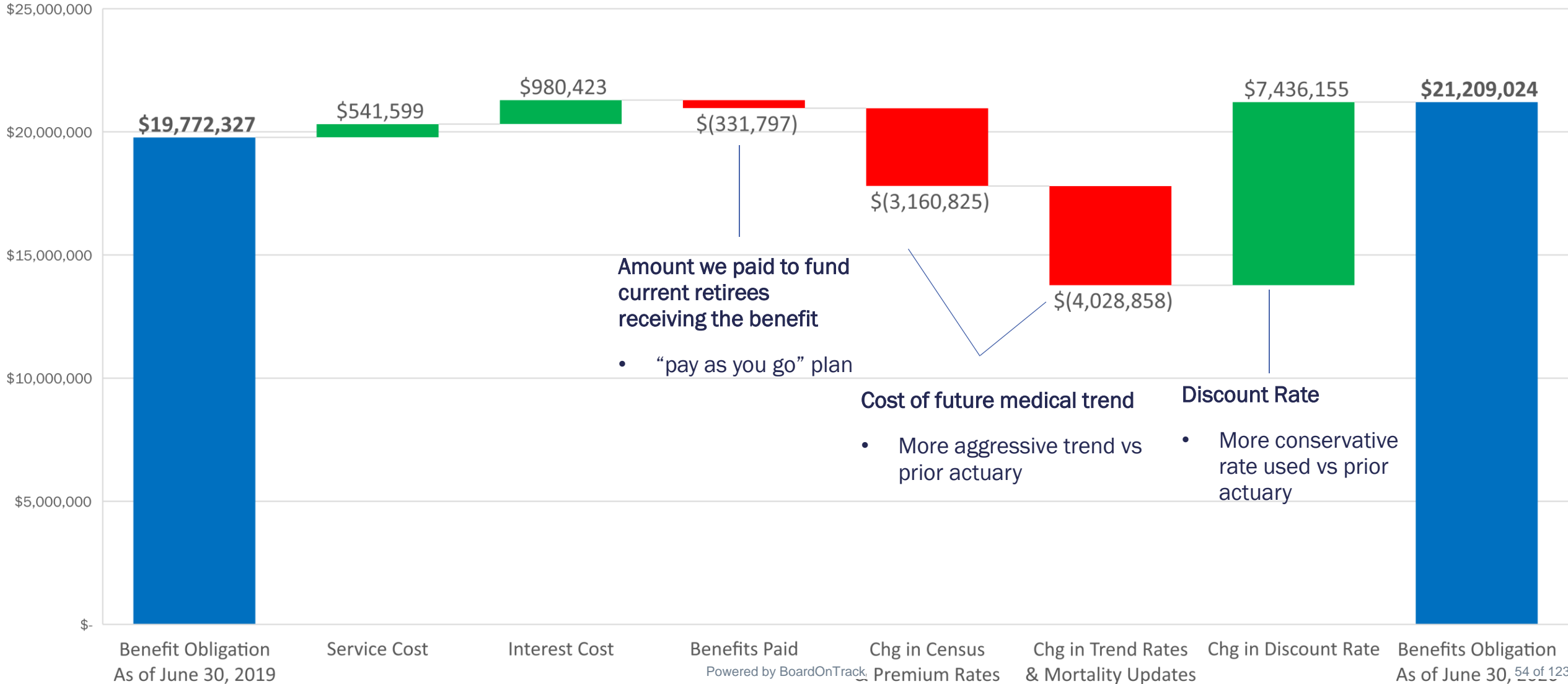
2020-21 Actuarial Valuation has been completed

- The Accumulated Postretirement Benefit Obligation (APBO) increased by approximately 7.3% compared to the amount reported in PCHS's June 30, 2019 financial statement.
- The reason for the increase is mainly attributed to increases in Service Cost & Interest Cost
 - Service cost is an increase in obligation due to an additional year of service by employees. We must set this aside.
 - Interest cost is an increase in the present value of the liability. Our obligation increased because the benefit date is now one year closer.
 - Keep in mind, we paid the minimum this past year, which is why our obligation has grown.
- The report also makes different assumptions regarding the (1) discount rate and (2) the future medical cost trend.
 - These are the 2 biggest assumptions that can impact our obligation amount
 - The report recommends a discount rate of 2.67% (vs 5% from last report). Also recommends a future medical cost trend of 4% (vs 5% from last report)
 - The impact of these new assumptions is a \$246k increase to our obligation. We need to discuss and align on these assumptions.



The chart below shows the change in Benefit Obligation from 2019 to 2020 and quantifies the impact of each assumption our actuary made

Changes in PCHS Benefit Obligation 2019-2020



APPENDIX

About our Actuarial Firm: Demsey Filliger & Associates (DF&A)



- DF&A is a highly respected actuarial firm, working with 400+ clients on over 2,000 actuarial valuations. Actuary of choice for SISC.
- Carlos Diaz, ASA, EA, MAA: Has over 32 years of actuarial consulting experience and led our report/valuation.

Discount Rate

- After reviewing the SOA (Society for Actuaries) ACOPA (College of Pension Actuaries) and FASB (Financial Accounting Standards Board), the discount rate recommended in the current report is accurate.
- PCHS operates under FASB, which states that we must peg against high quality bonds.
- The actuary used the most common discount curve from FTSE (Citigroup) with is used industry wide

Discount Rate

- Based on high-quality corporate bonds as of measurement date
- Government bonds may be necessary in some countries
- Rates as of the measurement date – not average for month or longer
- Cash flow matching of expected benefit payments with appropriate yield curve and solve for single equivalent rate
- Calculation similar to determination of EIR for funding purposes

Discount Rate (continued)

- Various acceptable yield curves
- Citigroup commonly used
- Most larger actuarial firms have their own pension curves
- Bond matching also used



November 25, 2020

Juan Pablo Herrera
Chief Business Officer
Palisades Charter High School (PCHS)
15777 Bowdin Street
Pacific Palisades, CA 90272

Re: ASC 715-60 Retiree Medical Final Disclosures for June 30, 2020 and Net Postretirement Benefit Cost for Fiscal Years Ending June 30, 2020 and June 30, 2021

Dear Juan Pablo:

This report sets forth the results of our actuarial valuation of the PCHS's post-retirement medical plan as of June 30, 2020.

Enclosed are the following exhibits that develop our results:

- Executive Summary
- Postretirement Benefit Obligations and Funded Status
- Net Periodic Benefit Cost and Changes in Unrestricted Net Assets
- Changes in Accrued Cost and Unrecognized Items
- Accumulated Postretirement Benefit Obligation
- Additional Information
- Funding Schedule
- Benefit plan provisions
- Valuation data
- Actuarial assumptions
- Actuarial certification.

We appreciate the opportunity to be of service to PCHS and are available to answer any questions you may have regarding this report.

Sincerely,
DFA, LLC

Carlos Diaz, ASA
Actuary

Executive Summary

The purpose of this report is to assist PCHS in complying with the accounting and disclosure requirements of ASC 715-60 (formerly FAS 106, 132R and 158) for the 2019-2020 fiscal year, and determine PCHS's annual expense for the 2020-2021 fiscal year.

Some of the highlights of our findings are as follows:

- The postretirement benefit obligations and annual expense under the accrual accounting standards of ASC 715-60, using a valuation date of June 30, 2020, are as follows:

Expected Postretirement Benefit Obligation	\$26,002,065
Accumulated Postretirement Benefit Obligation	21,209,024
Plan Assets	0
Funded Status (Liability)	(21,209,024)
Net Periodic Benefit Cost for 2019-2020	\$2,073,978
Total Recognized in CUNA for 2019-2020	(305,484)
Net Periodic Benefit Cost for 2020-2021	\$1,820,684
Total Recognized in CUNA for 2020-2021	(551,956)

- The Accumulated Postretirement Benefit Obligation increased by approximately 7.30% compared to the amount reported in PCHS's June 30, 2019 financial statement. The estimated changes are as follows:

Benefit obligation at beginning of year	\$19,772,327
Service cost	541,599
Interest cost	980,423
Benefits paid	(331,797)
Change in census and premium rates	(3,160,825)
Change in trend rates and mortality updates	(4,028,858)
Change in discount rate	7,436,155
Benefit obligation at end of year	\$21,209,024

The balance of this report describes our findings in detail.

Disclosure – Postretirement Benefit Obligations and Funded Status

	Fiscal Year End		
	06/30/2021	06/30/2020	06/30/2019
	Projected	Actual	Actual
Change in Benefit Obligation			
Benefit obligation at beginning of year	\$21,209,024	\$19,772,327	\$18,463,950
Service cost	706,824	541,599	664,800
Interest cost	561,904	980,423	914,579
Plan participants' contributions	0	0	0
Amendments	0	0	0
Actuarial (gains)/losses	0	246,472	0
Benefits paid	(330,009)	(331,797)	(271,002)
Benefit obligation at end of year	\$22,147,743	\$21,209,024	\$19,772,327
Change in Plan Assets			
Fair value at beginning of year	\$0	\$0	\$0
Actual (expected) return on plan assets	0	0	0
Employer contributions	330,009	331,797	271,002
Plan participants' contributions	0	0	0
Benefits paid	(330,009)	(331,797)	(271,002)
Fair value at end of year	\$0	\$0	\$0
Funded Status	\$(22,147,743)	\$(21,209,024)	\$(19,772,327)
Amounts Recognized in Statement of Financial Position (SFP)			
Non-current assets	\$0	\$0	\$0
Current liabilities	(388,708)	(330,009)	(331,797)
Non-current liabilities	(21,759,035)	(20,879,015)	(19,440,530)
Total recognized in SFP	\$(22,147,743)	\$(21,209,024)	\$(19,772,327)
Amounts Recognized in Changes in Unrestricted Net Assets (CUNA)			
Net transition obligation	\$5,519,558	\$6,071,514	\$6,623,470
Prior service cost (credit)	0	0	0
Net actuarial loss (gain)	150,666	150,666	(95,806)
Total recognized in CUNA	\$5,670,224	\$6,222,180	\$6,527,664
Total Recognized in SFP and CUNA	\$(16,477,519)	\$(14,986,844)	\$(13,244,663)
Weighted Average Assumptions			
Discount rate	2.67%	2.67%	5.00%
Expected return on assets	N/A	N/A	N/A
Assumed Healthcare Trend Rates			
Initial medical/Rx rate	6.00%	6.50%	7.00%
Ultimate medical/Rx rate	4.00%	4.00%	5.00%
Year ultimate rate is reached	2070	2070	2024

Disclosure – Net Periodic Benefit Cost and Changes in Unrestricted Net Assets

	Fiscal Year End		
	06/30/2021	06/30/2020	06/30/2019
	Projected	Actual	Actual
Net Periodic Benefit Cost			
Service cost	\$706,824	\$541,599	\$664,800
Interest cost	561,904	980,423	914,579
Expect return on assets	0	0	0
Amortization of transition obligation	551,956	551,956	551,956
Amortization of prior service cost	0	0	0
Amortization of net loss (gain)	0	0	0
Total Net Periodic Benefit Cost (NPBC)	\$1,820,684	\$2,073,978	\$2,131,335
Other Changes Recognized in Changes in Unrestricted Net Assets (CUNA)			
Prior service cost for period	\$0	\$0	\$0
Net loss (gain) for period	0	246,472	0
Amortization of transition obligation	(551,956)	(551,956)	(551,956)
Amortization of prior service cost	0	0	0
Amortization of net loss (gain)	0	0	0
Total recognized in CUNA	\$(551,956)	\$(305,484)	\$(551,956)
Total Recognized in NPBC and CUNA	\$1,268,728	\$1,768,494	\$1,579,379
Weighted Average Assumptions			
Discount rate	2.67%	5.00%	5.00%
Expected return on assets	4.00%	4.00%	4.00%
Assumed Healthcare Trend Rates			
Initial medical/Rx rate	6.50%	7.00%	Actual
Ultimate medical/Rx rate	4.00%	5.00%	5.00%
Year ultimate rate is reached	2070	2024	2024

Supplemental Information – Changes in Accrued Cost and Unrecognized Items

	Fiscal Year End		
	06/30/2021	06/30/2020	06/30/2019
	Projected	Actual	Actual
Change in (Accrued) Benefit Cost			
(Accrued) benefit cost at beginning	\$(14,986,844)	\$(13,244,663)	\$(11,384,330)
Net periodic benefit cost	(1,820,684)	(2,073,978)	(2,131,335)
Employer contributions	330,009	331,797	271,002
(Accrued) benefit cost at end of year	\$(16,477,519)	\$(14,986,844)	\$(13,244,663)
Change in Net Transition Obligation			
Net transition obligation at beginning	\$6,071,514	\$6,623,470	\$7,175,426
Amount recognized	(551,956)	(551,956)	(551,956)
Other adjustments	0	0	0
Net transition obligation at end of year	\$5,519,558	\$6,071,514	\$6,623,470
Change in Unrecognized Prior Service Cost			
Unrecognized prior service cost at beginning of year	\$0	\$0	\$0
Amount recognized	0	0	0
Amendments	0	0	0
Other adjustments	0	0	0
Unrecognized prior service cost at end of year	\$0	\$0	\$0
Change in Unrecognized Net Loss (Gain)			
Unrecognized net loss (gain) at beginning of year	\$150,666	\$(95,806)	\$(95,806)
Amount recognized	0	0	0
Actuarial losses (gains) deferred	0	246,472	0
Other adjustments	0	0	0
Unrecognized net loss (gain) at end of year	\$150,666	\$150,666	\$(95,806)
Recognition of Cumulative Net Loss (Gain)			
1. Cumulative loss (gain) at beginning of year	\$150,666	\$(95,806)	\$95,806
2. Greater of benefit obligation and fair value of asset	21,209,024	19,772,327	18,463,950
3. 10% corridor of (2)	2,120,902	1,977,233	1,846,395
4. Amount subject to recognition: (1) – (3)	0	0	0
5. Average future service	12.07		
6. Amount to recognize: (4) ÷ (5)	\$0		

Supplemental Information – Accumulated Postretirement Benefit Obligation

Accumulated Postretirement Benefit Obligation (APBO) by Status

	Fiscal Year End		
	06/30/2021	06/30/2020	06/30/2019
	Projected	Actual	Actual
Actives fully eligible	2,684,304	2,614,497	
Other actives	13,815,501	12,767,778	
Retirees	5,647,938	5,826,749	
Total	\$22,147,743	\$21,209,024	\$19,772,327

Effect on APBO of a 1% Increase or Decrease in Healthcare Trend Rates

As of June 30, 2020	1% Increase	1% Decrease
Accumulated postretirement benefit obligation	\$25,990,902	\$17,527,201
Amount change	4,781,878	(3,681,823)
Percent change	22.5%	-17.4%

Implicit Subsidy and ASOP 6

When premiums charged for retiree healthcare are lower than expected claims, an implicit subsidy is realized. This occurs, for example, when pre-Medicare retirees are afforded medical coverage at the same rates as active employees.

Actuarial Standard of Practice No. 6 (ASOP 6), revised in May 2014, provides guidance in measuring OPEB obligations and determining periodic costs or actuarially determined contributions. The standard specifies that in (almost all instances), the actuary must include the value of this implicit subsidy in the liabilities.

This valuation reflects a value for the implicit subsidy equal to \$2,543,860.

Supplemental Information – Additional Information

Expected Benefit Payments (Based on Age-Adjusted Costs)

Fiscal Year	Pay-as-You-Go	Adjustment	Age-Adjusted
2020	\$302,954	\$27,055	\$330,009
2021	344,954	43,754	388,708
2022	379,477	46,391	425,868
2023	429,702	56,728	486,430
2024	464,943	64,535	529,478
2025-2029	2,966,273	365,575	3,331,848

Other Information

1. Amounts invested in each major category of assets, investment policy - Not Applicable.
2. Best estimate of contributions to be made in the June 30, 2021 fiscal year: \$330,009.
3. Amount recognized in Statement of Financial Position as of June 30, 2020: \$(21,209,024).
4. Amounts to be recognized as components of net postretirement benefit cost over the June 30, 2021 fiscal year:

Net transition obligation	\$551,956
Net actuarial (gain)/loss	\$0
Net prior service cost/(credit)	\$0

Funding Schedule

There are many ways to approach the pre-funding of retiree healthcare benefits. In the Disclosure section, we determined the annual expense for all PCHS-paid benefits. The expense is an orderly methodology, developed by the FASB, to account for retiree healthcare benefits. This amount will fluctuate from year to year based on the asset performance and as the population matures. However, the Net Periodic Benefit Cost (NPBC) has no direct relation to amounts PCHS may set aside to pre-fund healthcare benefits.

The table on the next page provides PCHS with three alternative schedules for funding (as contrasted with expensing) retiree healthcare benefits. The schedules assume that retiree funds are held internally and earn, or are otherwise credited with, an average of 4.00%% per year on investments, starting fund value of \$6,383,360 as of June 30, 2020, and that contributions and benefits are paid mid-year.

The schedules are:

1. A level contribution amount for the next 20 years.
2. A level percent of the Unfunded Accrued Liability.
3. A constant percentage (3%) increase for the next 20 years.

We provide these funding schedules to give PCHS a sense of the various alternatives available to it to pre-fund its retiree healthcare obligation. The funding schedules are simply different examples of how PCHS may choose to spread its costs.

By comparing the schedules, you can see the effect that early pre-funding has on the total amount PCHS will eventually have to pay. Because of investment earnings on fund assets, the earlier contributions are made, the less PCHS will have to pay in the long run. Of course, the advantages of pre-funding will have to be weighed against other uses of the money.

The tables on the following pages show the required annual outlay under the pay-as-you-go method and each of the above schedules. The three funding schedules include the "pay-as-you-go" costs; therefore, the amount of pre-funding is the excess over the "pay-as-you-go" amount.

These numbers are computed on a closed group basis and assume no new entrants.

Treatment of Implicit Subsidy

We exclude the implicit subsidy from these funding schedules because we do not recommend that the District pre-fund for the full age-adjusted costs reflected in the liabilities shown in the first section of this report. If the District's premium structure changes in the future to explicitly charge under-age 65 retirees for the full actuarial cost of their benefits, this change will be offset by a lowering of the active employee rates (all else remaining equal), resulting in a direct reduction in District operating expenses on behalf of active employees from that point forward. For this reason, among others, we believe that pre-funding of the full GASB liability would be redundant.

Funding Schedule (continued)

Sample Funding Schedules (Closed Group)
Starting Asset Value of \$6,383,360 as of June 30, 2020

Fiscal Year Beginning	Pay-as-you-go	Level Contribution for 20 years	Level % of Unfunded Liability	Constant Percentage Increase
2020	\$302,954	\$789,346	\$986,790	\$610,506
2021	344,954	789,346	947,954	628,821
2022	379,477	789,346	909,543	647,686
2023	429,702	789,346	871,745	667,116
2024	464,943	789,346	834,577	687,130
2025	491,236	789,346	798,055	707,744
2026	537,407	789,346	762,185	728,976
2027	599,189	789,346	726,980	750,845
2028	643,175	789,346	692,466	773,371
2029	695,266	789,346	658,669	796,572
2030	744,763	789,346	625,612	820,469
2031	802,700	789,346	593,320	845,083
2032	839,369	789,346	561,821	870,436
2033	890,293	789,346	531,140	896,549
2034	948,701	789,346	501,298	923,445
2035	984,925	789,346	472,326	951,148
2036	1,016,260	789,346	444,250	979,683
2037	1,045,086	789,346	417,084	1,009,073
2038	1,081,359	789,346	390,843	1,039,346
2039	1,099,510	789,346	365,541	1,070,526
2040	1,133,536	0	341,191	0
2041	1,150,623	0	317,804	0
2042	1,161,099	0	295,393	0
2043	1,159,882	0	273,961	0
2044	1,168,533	0	253,503	0
2045	1,166,492	0	234,016	0
2046	1,163,368	0	215,497	0
2047	1,166,722	0	197,937	0
2048	1,164,653	0	181,332	0
2049	1,148,266	0	165,677	0
2050	1,104,506	0	150,961	0
2051	1,082,760	0	137,156	0
2052	1,054,176	0	124,233	0
2055	970,067	0	90,510	0
2060	773,274	0	49,557	0
2065	556,259	0	24,266	0
2070	348,530	0	10,361	0

Note to auditor: when calculating the employer OPEB contribution for the year ending on the statement date, we recommend multiplying the actual PCHS-paid premiums on behalf of retirees by a factor of 1.1363 to adjust for the implicit subsidy.

Benefit Plan Provisions

PCHS provides health benefits to certain eligible employees at retirement. The retiree health benefits provided are a continuation of the medical including prescription drugs, dental and vision benefits provided to active employees. The retiree health coverage is paid for entirely by PCHS for the lifetime of the retiree except retirees electing the higher PPO plans must pay the difference in cost. Survivors of deceased retirees may continue health coverage, at their own expense.

Eligibility for retiree health benefits requires the following:

- Future retiree must be enrolled in the health plan prior to retirement date.
- Future retiree must be in receipt of monthly payment from STRS or PERS.
- Active employees must meet the following years of service requirements at retirement:

Date of Hire	Service Requirement
Before March 12, 1984	Five consecutive years prior to retirement
March 12, 1984 to June 30, 1987	10 consecutive years prior to retirement
July 1, 1987 to May 31, 1992	15 consecutive years prior to retirement, or 20 years with 10 consecutive years prior to retirement
June 1, 1992 to February 28, 2007	Age plus consecutive years of qualifying service greater than or equal to 80
March 1, 2007 to June 30, 2009	Age plus consecutive years of qualifying service greater than or equal to 80, with at least 15 consecutive years of qualifying service
After July 1, 2019	Age plus consecutive years of qualifying service greater than or equal to 85, with at least 25 consecutive years of qualifying service

- Retiree must be enrolled in Medicare Part A if eligible; and must enroll in Part B.

All employees except PESPU employees hired on or after July 1, 2009 are not eligible for PCHS-paid health benefits at retirement. PESPU employees hired after June 30, 2012 are not eligible for PCHS-paid health benefits at retirement. Employees who defer their retirement after separation from service with PCHS are not eligible for PCHS-paid health benefits.

PCHS provides retiree health coverage through health plans available through SISC. The following table summarizes the monthly premiums for the health benefit coverage provided by PCHS. These rates went into effect as of October 1, 2019:

	Kaiser HMO/Sr. Adv.	California Care HMO	BC/ Medco 90/\$10	BC/ Medco 90/\$20	BC/ Medco 80/\$20	Companion Care
Retiree Only	NA	\$848	\$1,047	\$971	\$842	NA
Retiree Plus Spouse	NA	\$1,205	\$1,471	\$1,367	\$1,190	NA
Retiree Plus Family	NA	\$1,532	\$1,870	\$1,738	\$1,514	NA
Retiree Only - Medicare	\$229	\$574	\$506	\$506	\$490	\$386
Retiree Plus Spouse - Medicare	\$458	\$1148	\$1,012	\$1,012	\$980	\$772

	Delta Premier	Delta PPO Plan	VSP Vision Plan
Retiree Only	\$53.00	\$60.80	\$12.30
Retiree Plus Spouse	\$106.00	\$122.00	\$24.60
Retiree Plus Family	\$139.00	\$167.60	\$36.90

Valuation Data

Age distribution of retirees included in the valuation

Age	Count
Under 55	0
55-59	1
60-64	3
65-69	12
70-74	17
75-79	3
80-84	2
85+	0
Total	38
Average Age	70.6

Age/Years of service distribution of active employees included in the valuation

Age	Year of Service								Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35+	
<25	0	0	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0	0	0
30-34	0	0	0	1	0	0	0	0	1
35-39	1	0	2	1	0	0	0	0	4
40-44	0	0	5	4	1	0	0	0	10
45-49	0	0	4	9	4	1	0	0	18
50-54	0	0	3	7	1	8	0	0	19
55-59	0	1	5	4	4	0	1	0	15
60-64	0	0	2	9	3	1	0	0	15
65+	0	0	1	4	1	0	0	0	6
All Ages	1	1	22	39	14	10	1	0	88

Average Age	53.2
Average Service	17.8

Actuarial Assumptions

The liabilities set forth in this report are based on the following actuarial assumptions:

Valuation Date:	June 30, 2020
Measurement Date:	June 30, 2020
Census Date:	June 30, 2020
Discount Rate:	2.67% – determined by fitting the June 30, 2020, FTSE Pension Discount Curve (formerly Citigroup Pension Liability Curve) to projected benefit outflow.
Return on Assets:	4.00% for funding schedule
Pre-retirement Turnover:	CalSTRS 2020 turnover assumption
Mortality:	RPH2014 mortality table with generational projection scale MP-2019

Retirement Rates:

Age	Male	Female
55	2.7%	4.5%
56	1.8%	3.2%
57	1.8%	3.2%
58	2.7%	4.1%
59	4.5%	5.4%
60	6.3%	9.0%
61	6.3%	9.0%
62	10.8%	10.8%
63	13.5%	16.2%
64	10.8%	13.5%
65	10.8%	14.4%
66	10.0%	13.5%
67	10.0%	13.5%
68	10.0%	13.5%
69	10.0%	13.5%
70	100.0%	100.0%

Actuarial Assumptions (continued)

Medical Claim Cost:

Annual Per Retiree or Spouse:

Age	Medical	Dental/Vision
50	\$9,912	\$794
55	12,360	794
60	15,264	794
64	18,264	794
65	5,880	794
70	5,652	794
75	6,048	794

Medical Trend:

Sample Rates:

Year	Pre-Medicare	Medicare	Dental/Vision
2020	6.50%	3.50%	3.00%
2021	6.00%	3.50%	3.00%
2022	5.20%	3.50%	3.00%
2024-2069	5.20%	3.50%	3.00%
2070+	4.00%	3.50%	3.00%

Percent of Retirees with Spouses:

Future Retirees: 50% married or with domestic partner; female spouses assumed three years younger than male spouses.
 Current Retirees: Actual spousal ages used if applicable.

Amortization of unrecognized gains and losses:

Minimum method under FAS 106.

Actuarial Certification

The results set forth in this report are based on our actuarial valuation of the health and welfare benefit plans of the Palisades Charter High School (PCHS), as of June 30, 2020.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by PCHS. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by PCHS.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under FASB ASC 715-60, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Throughout the report, we have used unrounded numbers, because rounding and the reconciliation of the rounded results would add an additional, and in our opinion unnecessary, layer of complexity to the valuation process. By our publishing of unrounded results, no implication is made as to the degree of precision inherent in those results. Clients and their auditors should use their own judgment as to the desirability of rounding when transferring the results of this valuation report to the clients' financial statements.

The undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:

Carlos Diaz, ASA, EA, MAAA
Actuary

DRAFT

Coversheet

Resolution to Revise Grade Appeal Process

Section: IV. Academic Excellence
Item: A. Resolution to Revise Grade Appeal Process
Purpose: Discuss
Submitted by:
Related Material: Board Resolution Grade Appeals 01_12_2021.pdf

**Palisades Charter High School
Resolution
for
January 12, 2021 Board Meeting**

Sponsored by Rauschuber

Co-sponsored by Anderson and Clarke

Resolution to Revise Grade Appeals Process

Whereas it is the responsibility of the Board to provide students' a process to appeal a teacher's grade as prescribed by our Charter;

Whereas the Board Grade Appeals Committee has oversight power regarding grade appeals;

Whereas the grade appeals process must be thorough and made public for all stakeholders to access;

Whereas data regarding grade appeals should be collected and made public for all stakeholders;

Whereas a Board Grade Appeal Hearing must be the last step in the grade appeals process;

Whereas the Board must have knowledge of the challenges (perceived or unperceived) that students' claim regarding teachers' grading practices;

Whereas student legitimate complaints are "sunshined" so that the Board and the PCHS community can improve;

Therefore, it is resolved that the Board adopt the following Grade Appeals Process as illustrated with the attachment to this resolution.

NEW GRADE APPEALS PROCESS

Before implementing a new grade appeal process, teachers and students will be educated on the process.

Steps	Actions	Deadlines
1	Teacher assigns final semester grade.	End of Semester
2	Student objects to grade and completes a Grade Appeals Form by the deadline. Student's counselor will guide the student on how to appeal a grade.	30 business days from the end of the semester
3	The administration investigates student claims, creates a brief report of findings, and recommends a future course of action—uphold appeal or deny the appeal. This report is forwarded to the student, family, teacher, and Board (at end of semester).	15 business days from initial grade appeal submission
4	<p>A. The teacher may change the grade.</p> <p>B. The student with administrative support may make a final appeal of the teacher's decision.</p> <p>C. The student may make a final appeal of teacher's decision regardless of no administrative support.</p> <p>D. Student may drop appeal.</p>	Further student action must be invoked no later than five business days from the administrative report's issuance.
5	If the student continues to invoke a final appeal, the student and teacher will be notified of a hearing date within five business days. The hearing will take place no sooner than five business days after notification and no later than 20 business days after notification.	5-20 business days from date of notification
6	The Board Appeals Committee will receive all documents related to the case 24 hours prior to the hearing.	24 hours prior to hearing
7	The student and teacher have 15-minute hearings to present their case. The investigative administrator will be present to answer questions.	Hearing

8	The administration will inform the student and the teacher of the Board's decision.	10 business day from date of hearing
9	Grade Appeal data and redacted administrative, investigative, grade appeal reports will be presented to the board in a Grade Appeals Report to the Board once a semester. This report will also include a brief Executive Summary highlighting patterns, concerns, and recommendations for future action.	Every Semester

**Grade Appeals Data
Obtained from Jeff Hartman via Steve Burr**

Semester	Number of Appeals	Dropped by Family prior to Hearing	Teacher change prior to Hearing	Hearings	Grade changes as a result of hearing
Fall 2017					
Spring 2017	14	5	4	5	0
Fall 2016	11	5	1	5	0
Spring 2016	24	4	3	17	1
Fall 2015	34	13	7	14	1
Spring 2015	21	3	10	8	1

CURRENT GRADE APPEALS PROCESS FROM STUDENT HANDBOOK

Grade Appeal

For each class, the grade is assigned by the teacher and cannot be changed, except by the teacher, unless it is determined that there was a clerical error, mechanical error, fraud, bad faith, incompetency or a material violation of the PCHS grading policy. This determination is made by the Grade Appeal Committee consisting of three (3) members of the PCHS Board of Trustees. Applications to request a review of grade from the previous semester are available in the counseling office or at the PCHS website. The request form deadline is 30 days into the subsequent semester. Decisions made by the Grade Appeal Committee are final.

Grade Appeal Form

https://palihigh.org/pdfs/Request%20for%20Review%20of%20Grade_March_2019.pdf

Coversheet

2020-21 Budget vs Actuals

Section: V. Finance
Item: A. 2020-21 Budget vs Actuals
Purpose: FYI
Submitted by:
Related Material: V.A - 2020-2021 budget to actuals 11-30-2020.pdf
V.A-C - Finance Updates 01-12-21.pdf

Palisades Charter High School

At-a-Glance

Budget Timeline

2020-2021

Category	Object Code	2020-2021 Revised		Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20	Budget Updates 10/1/2020 (one month hybrid)	Budget Updates 10/1/2020 (3 months hybrid)	Budget Updates 10/1/2020 (5 month hybrid)	Actuals to Date 10/31/2020	1st interim updates	Actuals to Date 11/30/2020
		2020-2021 Board Approved Adopted Budget, 6/5/20	Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20							
Revenue										
LCFF	8011	\$ 27,196,847	\$ 29,539,184	\$ 29,539,379	\$ 29,539,379	\$ 29,539,379	\$ 29,539,379	\$ 8,607,191	\$ 29,539,379	\$ 10,597,920
Federal	8200	\$ 1,653,358	\$ 2,673,650	\$ 2,647,697	\$ 2,647,697	\$ 2,647,697	\$ 2,647,697	\$ 1,347,306	\$ 2,534,912	\$ 1,424,465
State	8500	\$ 969,722	\$ 1,203,854	\$ 1,203,855	\$ 1,203,855	\$ 1,203,855	\$ 1,203,855	\$ 468,281	\$ 1,204,517	\$ 604,570
Local	8600	\$ 3,842,816	\$ 3,201,689	\$ 3,201,689	\$ 3,201,689	\$ 3,201,689	\$ 3,201,689	\$ 916,756	\$ 3,107,154	\$ 1,415,536
Total		\$ 33,662,742	\$ 36,618,377	\$ 36,592,620	\$ 36,592,620	\$ 36,592,620	\$ 36,592,620	\$ 11,339,534	\$ 36,385,962	\$ 14,042,491
Expense										
Certificated Salaries	1000	\$ 14,103,004	\$ 14,379,666	\$ 14,903,838	\$ 14,903,838	\$ 14,903,838	\$ 14,903,838	\$ 3,694,699	\$ 14,921,160	\$ 5,026,906
Classified Salaries	2000	\$ 4,369,612	\$ 4,563,058	\$ 4,689,073	\$ 4,689,073	\$ 4,689,073	\$ 4,689,073	\$ 988,965	\$ 4,833,155	\$ 1,330,786
Benefits	3000	\$ 7,844,229	\$ 8,083,440	\$ 8,149,796	\$ 8,149,796	\$ 8,149,796	\$ 8,149,796	\$ 2,193,704	\$ 8,193,544	\$ 2,819,194
Books & Supplies	4000	\$ 694,027	\$ 1,521,035	\$ 1,546,035	\$ 1,546,035	\$ 1,546,035	\$ 1,546,035	\$ 859,501	\$ 1,521,063	\$ 885,943
Services	5000	\$ 5,647,067	\$ 5,381,420	\$ 5,644,420	\$ 5,918,420	\$ 6,192,420	\$ 6,192,420	\$ 1,401,049	\$ 5,529,549	\$ 1,758,261
Depreciation	6000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 165,987	\$ 900,000	\$ 209,601
Interest/Other Outgo	7000	\$ 330,306	\$ 353,730	\$ 353,730	\$ 353,730	\$ 353,730	\$ 353,730	\$ 110,420	\$ 353,730	\$ 136,267
Total		\$ 33,888,246	\$ 35,182,349	\$ 36,186,891	\$ 36,460,891	\$ 36,734,891	\$ 36,734,891	\$ 9,414,325	\$ 36,252,201	\$ 12,166,958
Net ending balance, financial reporting										
		\$ (225,503)	\$ 1,436,029	\$ 405,728	\$ 131,728	\$ (142,272)	\$ 1,925,209	\$ 133,761	\$ 1,875,534	

Palisades Charter High School
2020-2021 First Interim Projections and Actuals until 11/30/2020

	2020-2021 Board Approved Adopted Budget 6/5/2020	2020-2021 Revised Budget (per CA Gov 7/14/2020) - Full Return 8/17/20	2020-2021 Revised Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20	Budget Updates 10/1/2020 (3 months hybrid)	2020-2021 Actuals to Date 10/31/2020	2020-2021 1st Interim Updates	2020-2021 Actuals to Date 11/30/2020	% received/s pent (Budget vs. actuals)	Comments
ADA ESTIMATES/ACTUAL FUNDED	2,907.00	2,907	2,907	2,907		2,907			
LCFF FUNDING PER ADA	\$ 10,188	10,160	10,160	10,160		10,160			Per LCFF Calculator, as of 7/14/2020, Hold Harmless 19/20
Deficit Factor (as of 5/19 May Revise)	8.17%	0%	0%						
	\$ 9,356								
EPA Funding-Prop 30	4,732,251	5,139,818	5,139,818	6,558,368	1,639,592	6,558,368	1,639,592	25%	Latest EPA Projection as of 9/10/20
LCFF Entitlement - State Aid - Current Year	15,339,022	16,660,100	16,660,100	14,565,870	4,078,444	14,565,870	5,389,372	37%	LCFF Entitlement as of 9/10/20
LCFF Entitlement - State Aid - PY adjustments									
ADA Adjustment									
LCFF PY Adjustments									
C S Funding In Lieu of PropTax -	7,125,574	7,739,266	7,739,266	8,415,141	2,889,155	8,415,141	3,568,956	42%	Total LCFF Entitlement - EPA - state aid
C S Funding In Lieu of PropTax - PY adjustments									
LCFF Funding-Total	27,196,847	29,539,184	29,539,184	29,539,379	8,607,191	29,539,379	10,597,920	36%	
NCLB:T1,Basic School Support	315,175	315,175	315,175	293,836	-	293,836	-	0%	updated # per CDE as of 10/1/2020
Special Ed: IDEA Basic Local Assistance Entitlement	602,592	602,675	602,675	602,675	204,901	602,592	253,113	42%	\$207.29/ADA PER LAUSD SELPA
NCLB:TII, Teacher Quality/ESSA	62,303	62,303	62,303	56,571		56,571	-	0%	updated # per CDE 10/1/2020
Title III Part A English Language - (24 students)	2,526	2,526	2,526	3,546		3,546		0%	updated # per CDE 10/1/2020 (31 students)
Title III Part A Immigrant - (37 students)	3,535	3,535	3,535	3,560		3,560		0%	updated # per CDE 10/1/2020 (34 students)
ESSA:TIV,Student Support and Academic Enrichment	23,337	23,337	23,337	23,410		23,410		0%	updated # per CDE 10/1/2020
Perkins	37,102	37,102	37,102	37,102		37,102	28,647	77%	
DOR-Rehab	20,000	20,000	20,000	20,000		20,000		0%	
COVID-19 Grant (Federal CARES Act)	264,782	261,630	261,630	261,630	65,408	261,630	65,408	25%	PER CDE
Learning Loss & Mitigation (GEER)		107,643	107,643	107,643		107,643		0%	
Learning Loss & Mitigation (CRF)		1,076,721	1,076,721	1,076,721	1,076,721	1,076,721	1,076,721	100%	
Child Nutrition Program	322,006	322,006	161,003	161,003	276	48,301	576	1%	3 mos sales
Federal Revenues-Total	1,653,358	2,834,653	2,673,650	2,647,697	1,347,306	2,534,912	1,424,465	56%	
	412,004								
Learning Loss & Mitigation - State		252,447	252,447	252,447	252,447	252,447	252,447	100%	State Learning Loss & Mitigation Funds
State Lottery:Non Prop 20 - Current Year	444,771	436,110	436,110	436,110	-	436,110	-	0%	\$150/ADA
State Lottery:Non Prop 20 - PY adjustments					-				
Child Nutrition: School Programs	27,050	27,050	13,525	13,525	22	4,104	46	1%	3 mos sales
Mandated Costs Reimbursement	136,251	136,270	136,270	136,270		136,270	136,264	100%	46.87/ADA
Classified School Employees Professional Development Block Grant									
State Lottery:Prop 20 Inst Matls-Current Year	156,978	142,463	142,463	142,463		142,463	-	0%	\$49/ADA
State Lottery:Prop 20 Ins Matls-PY adjustments									
Special Education- AB602 - MOVE TO LOCAL	-								
Student ID/CAHSEE	12,073								
CTE Grant	192,599	223,040	223,040	223,040	205,729	223,040	205,729	92%	\$173K + \$50K carryover from 19/20
College Readiness Block Grant									
Low-Performing Students Block Grant									
LAUSD-Sp Ed Grants (Option 3)	-	-	-	-					
COVID-19 Grant					10,084	10,084	10,084	100%	
Other State Revenues-Total	969,722	1,217,379	1,203,854	1,203,855	468,281	1,204,517	604,570	50%	
Special Ed AB602 - State	1,908,009	1,908,272	1,908,272	1,908,272	648,785	1,908,009	801,441	42%	\$656.35/ADA PER LAUSD SELPA

Palisades Charter High School
2020-2021 First Interim Projections and Actuals until 11/30/2020

	2020-2021 Board Approved Adopted Budget 6/5/2020	2020-2021 Revised Budget (per CA Gov 7/14/2020) - Full Return 8/17/20	2020-2021 Revised Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20	Budget Updates 10/1/2020 (3 months hybrid)	2020-2021 Actuals to Date 10/31/2020	2020-2021 1st Interim Updates	2020-2021 Actuals to Date 11/30/2020	% received/s pent (Budget vs. actuals)	Comments
LAUSD - SPED GRANT OPTION 3	125,000	125,000	125,000	125,000	-	125,000	114,830	92%	
Food Service Sales	269,348	269,348	134,674	134,674	-	40,402	-	0%	3 mo sales
Leases & Rentals (POOLS/PERMIT/CIVIC CENTER ETC.)	911,000	911,000	504,284	504,284	71,620	504,284	208,453	41%	potential income loss of \$406K (Jul-Dec income)
Interest	129,459	129,459	129,459	129,459	10,101	129,459	27,990	22%	
Fundraising	500,000	400,000	400,000	400,000	186,250	400,000	262,822	66%	based on data from ed fund collections
Other Local Revenues-Total	3,842,816	3,743,079	3,201,689	3,201,689	916,756	3,107,154	1,415,536	46%	
Total Revenue	33,662,742	37,334,295	36,618,377	36,592,620	11,339,534	36,385,962	14,042,491	39%	
Teachers	13,033,997	13,033,997	13,033,997	13,033,997	3,154,369	13,048,319	4,303,623	33%	Includes Saturday School Support Program (\$14K)
School Admin	905,118	905,118	905,118	905,118	251,506	905,118	332,811	37%	
Librarians	129,614	136,090	136,090	136,090	36,390	139,090	47,971	34%	
Guidance,Welfare (Counselors)	722,863	805,839	805,839	805,839	226,413	805,839	296,398	37%	
Sub Teachers	48,200	424,710	235,410	235,410	26,021	235,410	46,103	20%	
Other Support/Impact of / Step and Column	117,865	117,865	117,865	117,865		117,865		0%	
Reduced Auxiliaries/Periods-Net	(584,486)	(584,486)	(584,486)	(584,486)		(584,486)		0%	
Less: FTE's not replacing	(270,167)	(270,167)	(270,167)	(270,167)		(270,167)		0%	
Certificated Retro				216,002		271,277		0%	Certificated pay increase effective 2019-2020, includes PD time
Certificated Off Schedule Pay				308,169		252,895		0%	2020-2021 Certificated Off-schedule increase
Certificated Salaries	14,103,004	14,568,966	14,379,666	14,903,838	3,694,699	14,921,160	5,026,906	34%	
Inst'l Aides	930,455	783,601	783,601	783,601	163,904	783,601	232,494	30%	
Admin. Sal	410,452	410,452	410,452	410,452	122,607	410,452	159,257	39%	
Clerical/Office	1,906,462	1,906,462	1,906,462	1,906,462	446,111	1,906,462	576,132	30%	
Classified Subs	34,302	34,302	34,302	34,302	-	34,302	-	0%	
Maint./Oper	113,204	119,204	119,204	119,204	38,795	119,204	54,638	46%	
Food Services	47,682	47,682	47,682	47,682	6,064	47,682	13,638	29%	
Math Paraprofessionals	163,756	175,083	175,083	175,083	25,200	175,083	41,577	24%	
Other Classified	961,543	1,284,516	1,284,516	1,284,516	186,284	1,424,516	253,049	18%	Tutoring expense moved from consulting to paraprofessional salaries (\$140K)
Impact Step and Column	-	-	-	-		-			
Proposed New Positions/Hours	(198,244)	(198,244)	(198,244)	(198,244)		(198,244)		0%	
Classified Retro				68,746		57,974		0%	Classified pay increase effective March 2020, includes PD time
Classified Off Schedule Pay				57,269		72,123		0%	2020-2021 Classified off schedule increase
Classified Salaries	4,369,612	4,563,058	4,563,058	4,689,073	988,965	4,833,155	1,330,786	28%	
Total Salaries	18,472,616	19,132,024	18,942,724	19,592,911	4,683,664	19,754,315	6,357,691	32%	
STRS - Certificated	2,277,635	2,352,888	2,322,316	2,357,200	571,564	2,368,925	768,681	32%	
PERS - Classified	768,833	944,553	944,553	958,783	172,655	985,534	239,387	24%	
OASDI Regular - Certificated	15,000	15,000	15,000	15,000	1,188	9,000	1,710	19%	
OASDI Regular - Classified	270,916	282,910	282,910	290,723	61,194	299,656	82,423	28%	
OASDI Medicare - Certificated	204,494	211,250	208,505	216,106	53,229	216,357	72,375	33%	
OASDI Medicare - Classified	63,359	66,164	66,164	67,992	14,312	70,081	19,192	27%	
Health & Welfare Benefits - Certificated	2,479,545	2,479,545	2,479,545	2,479,545	770,733	2,479,545	969,021	39%	
Health & Welfare Benefits - Classified	1,237,220	1,237,220	1,237,220	1,237,220	347,655	1,237,220	431,530	35%	
Unemployment Insurance - Certificated	17,925	17,925	17,925	17,925	3,374	17,925	5,057	28%	
Unemployment Insurance - Classified	7,552	7,552	7,552	7,552	1,446	7,552	2,167	29%	
Workers' Compensation - Certificated	137,025	137,025	137,025	137,025	48,930	137,025	48,930	36%	
Workers' Compensation - Classified	58,725	58,725	58,725	58,725	16,320	58,725	16,320	28%	
Other Employment Benefits - Certificated (LT Benefits)	255,000	255,000	255,000	255,000	108,901	255,000	134,506	53%	
Other Employment Benefits - Classified (LT Benefits)	51,000	51,000	51,000	51,000	22,205	51,000	27,895	55%	

Palisades Charter High School
2020-2021 First Interim Projections and Actuals until 11/30/2020

	2020-2021 Board Approved Adopted Budget 6/5/2020	2020-2021 Revised Budget (per CA Gov 7/14/2020) - Full Return 8/17/20	2020-2021 Revised Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20	Budget Updates 10/1/2020 (3 months hybrid)	2020-2021 Actuals to Date 10/31/2020	2020-2021 1st Interim Updates	2020-2021 Actuals to Date 11/30/2020	% received/s pent (Budget vs. actuals)	Comments
Employee Benefits	7,844,229	8,116,757	8,083,440	8,149,796	2,193,704	8,193,544	2,819,194	34%	
Total Salary & Benefits	26,316,845	27,248,780	27,026,165	27,742,706	6,877,368	27,947,858	9,176,886	33%	
Textbooks	9,900	9,900	9,900	9,900	14,052	20,000	14,271	71%	Credit Recovery Program - budgeted in licenses, paid from textbooks, using LLM funds
Instructional Materials	151,000	200,000	200,000	200,000	12,262	200,000	16,442	8%	
Instructional Materials - CTE		207,000	207,000	207,000	22,607	207,000	35,438	17%	CTE Teacher Allocations
Non-capitalized Equipment	90,680	761,728	761,728	786,728	792,377	800,000	798,201	100%	\$25K for Furniture (per Sept B/F meeting)
Other Supplies	167,143	234,043	189,810	189,810	17,996	189,810	21,217	11%	
Food Service Supplies	275,304	275,304	152,597	152,597	208	104,253	374	0%	3 mos of café operations
Books & Supplies	694,027	1,687,975	1,521,035	1,546,035	859,501	1,521,063	885,943	58%	
Personnel Services-Mileage	4,197	4,197	1,000	1,000	137	1,000	168	17%	
Travel/Conference	44,151	44,151	104,151	104,151	(1,994)	104,151	6	0%	
Due/Memberships (Subscriptions)	352,074	352,074	430,391	430,391	352,577	430,391	421,397	98%	
Insurance	309,969	309,969	309,969	309,969	111,965	309,969	106,967	35%	
Operation and Housekeeping Services	146,000	146,000	146,000	338,000	50,501	344,700	56,740	16%	Hybrid estimate for PPE Supplies (3 mos @\$66K, with one time cost of PPE @\$126K, \$2.5K pre hybrid/high risk)
Utilities	426,000	426,000	426,000	426,000	80,552	426,000	80,552	19%	
Rentals/Leases/Repairs & Noncapitalized Improvements	576,408	574,763	574,763	574,763	291,071	574,763	303,200	53%	
Professional Consulting Services& Operating Exp (5800, 5810, 5821, 5850, 5860)	3,128,730	3,338,730	2,945,043	3,125,043	476,125	2,808,867	731,266	26%	Assumes 3 mo hybrid model costs for Café, Janitorial, & security
Pupil Transportation	491,348	491,348	275,913	440,913	3,735	361,518	3,735	1%	3 mos hybrid busing + add'l costs @\$165K + at risk busing @\$14K
Other Expenses	92,330	92,330	92,330	92,330	14,670	92,330	28,288	31%	
Communications	75,860	75,860	75,860	75,860	21,711	75,860	25,941	34%	
Services, Other Operating Exp	5,647,067	5,855,422	5,381,420	5,918,420	1,401,049	5,529,549	1,758,261	32%	
Capital Outlay (6100-6500) -Total (Detail Below)	322,866	402,866	402,866	427,866	165,987	427,866	259,935	61%	
Bldgs & Improvement (6200)	87,866	167,866	167,866	192,866	165,987	192,866	209,601	109%	\$80K approved CapEx + \$87K existing CapEx from pool/permit (per Sept B/F Meeting)
Equipment-Technology (6400)	235,000	235,000	235,000	235,000	-	235,000	50,334	21%	E-rate project
Equipment/Furniture Replacement (6500)									
Depreciation Expense (Financial reporting basis)	900,000	900,000	900,000	900,000	300,000	900,000	300,000	33%	
Interest	58,338	58,338	58,338	58,338	9,707	58,338	11,856	20%	
Indirect Cost (Total charter school supervisory oversight fees only)	271,968	295,392	295,392	295,392	100,713	295,392	124,411	42%	
Total Expenses-Financial Reporting Basis	33,888,246	36,045,907	35,182,349	36,460,891	9,548,338	36,252,201	12,257,357		
Total Expenses-Cash Reporting Basis	33,311,112	35,548,773	34,685,215	35,988,757	9,414,325	35,780,067	12,217,292		
Financial Reporting Basis-Adjusted for Depreciation (before L/T Benefit accrual)	(225,503)	1,288,388	1,436,029	131,728	1,791,196	133,761	1,785,135		Additional potential expenses include budget/finance parking lot items
Net Reserve Fund Increase(Reduction)-Cash Basis	351,631	1,785,522	1,933,163	603,862	1,925,209	605,895	1,825,199		(Revenue - Expenses: Cash Reporting Basis)
Cash Deferrals (State IOU)	4,207,525	6,449,586	6,449,586						Cash Deferrals for 20/21 FY (Feb-June 2021), as of 10/1
Additional Financial Lifetime Benefit Accrual Needed to Comply with FASB	1,228,631	1,228,631	1,228,631	1,228,631	1,403,526	1,228,631	1,372,231		OPEB Obligation per actuarial report
Revised Financial Reporting with OPEB	(1,454,134)	59,757	207,398	(1,096,903)	387,670	(1,094,870)	412,904		Ending Balance w/OPEB Obligation

BOARD MEETING - FINANCE

By: Juan Pablo Herrera & Arleta Ilyas
January 12, 2021

BUDGET TO ACTUALS

11/30/2020

Budget to Actuals as of 11/30/2020

Category	Object Code	2020-2021 Board Approved Adopted Budget, 6/5/20	2020-2021 Revised Budget (E-Learn/Return 2nd Semester, per CA gov 7/30/2020) 8/17/20	Budget Updates 10/1/2020 (3 months hybrid)	Actuals to Date 10/31/2020	1st interim updates	Actuals to Date 11/30/2020
Revenue							
LCFF	8011	\$ 27,196,847	\$ 29,539,184	\$ 29,539,379	\$ 8,607,191	\$ 29,539,379	\$10,597,920
Federal	8200	\$ 1,653,358	\$ 2,673,650	\$ 2,647,697	\$ 1,347,306	\$ 2,534,912	\$ 1,424,465
State	8500	\$ 969,722	\$ 1,203,854	\$ 1,203,855	\$ 468,281	\$ 1,204,517	\$ 604,570
Local	8600	\$ 3,842,816	\$ 3,201,689	\$ 3,201,689	\$ 916,756	\$ 3,107,154	\$ 1,415,536
Total		\$ 33,662,742	\$ 36,618,377	\$ 36,592,620	\$ 11,339,534	\$ 36,385,962	\$14,042,491
Expense							
Certificated Salaries	1000	\$ 14,103,004	\$ 14,379,666	\$ 14,903,838	\$ 3,694,699	\$ 14,921,160	\$ 5,026,906
Classified Salaries	2000	\$ 4,369,612	\$ 4,563,058	\$ 4,689,073	\$ 988,965	\$ 4,833,155	\$ 1,330,786
Benefits	3000	\$ 7,844,229	\$ 8,083,440	\$ 8,149,796	\$ 2,193,704	\$ 8,193,544	\$ 2,819,194
Books & Supplies	4000	\$ 694,027	\$ 1,521,035	\$ 1,546,035	\$ 859,501	\$ 1,521,063	\$ 885,943
Services	5000	\$ 5,647,067	\$ 5,381,420	\$ 5,918,420	\$ 1,401,049	\$ 5,529,549	\$ 1,758,261
Depreciation	6000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 165,987	\$ 900,000	\$ 209,601
Interest/Other Outgo	7000	\$ 330,306	\$ 353,730	\$ 353,730	\$ 110,420	\$ 353,730	\$ 136,267
Total		\$ 33,888,246	\$ 35,182,349	\$ 36,460,891	\$ 9,414,325	\$ 36,252,201	\$12,166,958
Net ending balance, financial reporting		\$ (225,503)	\$ 1,436,029	\$ 131,728	\$ 1,925,209	\$ 133,761	\$ 1,875,534

LEARNING LOSS & MITIGATION FUNDS UPDATE

12/31/2020

LLM Updates

- Federal portion of LLM funds have been spent as of 12/31, as mandated by US Dept of ED/State of CA
- Transferred expense of tutoring out of consulting into classified salaries
- Transferred cost of additional mental health staff into certificated salaries for those providing mental health service

2nd Semester updates for LLM:

- Shift \$16K from tutoring (classified salary) to support Spring Saturday School (certificated salary)
- Shift \$36K from tutoring (classified salary) for additional counselor support (certificated salary) in 2nd semester

Budget Category	Obj Code	Description	Budgeted Amount	Actuals to Date 12/31/2020	Amount Remaining
Total Revenue			\$ 1,436,811		
Certificated Salaries	1100	Additional Mental Health	\$ 70,000.00	\$ 92,772.94	\$ (22,772.94)
Classified Salaries	2910	Math Paraprofessionals	\$ 116,722.00	\$ 53,364.70	\$ 63,357.30
Consulting/Salary	2910	Paper (Initially Paper, moved to classified salary)	\$ 140,000.00	\$ 10,000.00	\$ 130,000.00
Instructional Materials	4300	Additional IMA increase	\$ 49,000.00	\$ 9,467.94	\$ 39,532.06
Other Supplies	4350	Teacher Materials	\$ 50,000.00	\$ 25,370.54	\$ 24,629.46
Other Supplies	4350	Hotspots	\$ 8,400.00	\$ -	\$ 8,400.00
Other Supplies	4350	staff devices - accessories	\$ 8,500.00	\$ 8,500.00	\$ -
Non-Cap Equipment	4410	Student Devices (in lieu of previous lease)	\$ 546,805.00	\$ 546,805.00	\$ -
Non-Cap Equipment	4410	Staff Devices (in lieu of previous lease)	\$ 61,242.72	\$ 60,414.90	\$ 827.82
Non-Cap Equipment	4410	Additional staff Devices	\$ 63,000.00	\$ 69,107.01	\$ (6,107.01)
Travel/Conferences	5220	Curtis Center (Professional Development)	\$ 60,000.00	\$ 11,000.00	\$ 49,000.00
Dues/Subscriptions	5310	Additional E-Learning Licenses	\$ 64,073.00	\$ 39,917.41	\$ 24,155.59
Dues/Subscriptions	5310	Additional video licensing needs	\$ 10,000.00	\$ -	\$ 10,000.00
Consulting	5810	LAUSD Mental Health Services	\$ 150,000.00	\$ 150,000.00	\$ -
Total			\$ 1,397,742.72	\$ 1,076,720.44	\$ 321,022.28
Amount Remaining For Allocation			\$ 39,068.28		

BUDGET DEVELOPMENT PROCESS

2021-2022 FY

Budget Development Process



- Each year, PCHS goes through its budgeting process
- All stakeholders (students, teachers, parents, staff) at PCHS are involved in the decision-making process
- Each department/program chair receives a budget workbook where they detail the needs of running their dept/program
- As required by the state, PCHS is required to develop an LCAP to show how we are meeting the state's goals and spending our money (see attachment called LCAP)
- The state also requires PCHS to provide services to certain groups of students on campus (i.e. Special Ed)
- The budget development process allows PCHS to decide what to fundraise for
- Budget vetted & accumulated by budget finance committee for recommendation to the board
- Board of trustees after approving LCAP plan, approves annual budget at a separate meeting

Budget Development Calendar

- In a normal year, we would present the draft calendar at the Jan B&F committee meeting and budget development would go hand-in-hand with LCAP development
- However, there is still much uncertainty
- Plan is to propose the draft Budget Development calendar at our Board Budget workshop on 2/2
- It will be a much more fluid process as we learn more about the State budget requirements this year
- We are open to feedback

FY 19/20 BUDGET CALENDAR

DATE	TASK
01/13/20	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY20/21
01/22/20	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/10/20	BOARD MEETING - FINANCE 20/21 BUDGET CALENDAR APPROVAL
02/13/20	DISCUSS OVERVIEW/DESIGN OF FY19/20 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/14/20	RELEASE FY20/21 BUDGET PACKETS
2/24/20 - 3/13/20	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
03/01/20 - 03/13/20	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
3/16/20 - 3/20/20	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**
03/31/20	Budget due to finance office
04/13/20	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/20	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/20/20	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY20/21 BUDGETS.
04/22/19	LTSP COMMITTEE RECEIVES FY20/21 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS

For reference only: 2019-20 budget development calendar

Coversheet

Update on Learning Loss Mitigation (LLM) Funds

Section: V. Finance
Item: B. Update on Learning Loss Mitigation (LLM) Funds
Purpose: FYI
Submitted by:
Related Material: V.B - LLM UPDATE - 12-31-20.pdf

Learning Loss & Mitigation Funds

2020-2021

****ONE TIME MONEY****

Allowable Uses (Per CDE)

Allocation by Fund	1. Student learning supports
GEER Fund Res. Code 3215 (SPECIAL ED)	2. General measures that extend instructional time for students
	3. Provide additional core academic support for students who need it
\$ 107,643	4. Provide integrated services that support teaching and learning—such as student and staff technology needs, mental health services, staff professional development, and student nutrition

Allocation by Fund	1. Student learning supports
CR Fund Res. Code 3220 (FEDERAL)	2. General measures that extend instructional time for students
	3. Provide additional core academic support for students who need it
\$ 1,076,721	4. Provide integrated services that support teaching and learning—such as student and staff technology needs, mental health services, staff professional development, and student nutrition

Allocation by Fund	1. Student learning supports
GF Res. Code 7420 (STATE)	2. General measures that extend instructional time for students
	3. Provide additional core academic support for students who need it
\$ 252,447	4. Provide integrated services that support teaching and learning—such as student and staff technology needs, mental health services, staff professional development, and student nutrition

\$ 1,436,811 Total Learning Loss & Mitigation Funds for PCHS

Learning Loss & Mitigation Funds Proposed Budget

Total Revenue		\$ 1,436,811				
Budget Category	Obj Code	Description	Budgeted Amount	Actuals to Date 12/31/2020	Amount Remaining	Comments
Certificated Salaries	1100	Additional Mental Health	\$ 70,000.00	\$ 92,772.94	\$ (22,772.94)	Includes salary & benefits (moved from consulting)
Classified Salaries	2910	Math Paraprofessionals	\$ 116,722.00	\$ 53,364.70	\$ 63,357.30	
Consulting/Salary	2910	Paper (Initially Paper, moved to classified salary)	\$ 140,000.00	\$ 10,000.00	\$ 130,000.00	Includes Great Expectations college prep writing
Instructional Materials	4300	Additional IMA increase	\$ 49,000.00	\$ 9,467.94	\$ 39,532.06	
Other Supplies	4350	Teacher Materials	\$ 50,000.00	\$ 25,370.54	\$ 24,629.46	
Other Supplies	4350	Hotspots	\$ 8,400.00	\$ -	\$ 8,400.00	
Other Supplies	4350	staff devices - accessories	\$ 8,500.00	\$ 8,500.00	\$ -	
Non-Cap Equipment	4410	Student Devices (in lieu of previous lease)	\$ 546,805.00	\$ 546,805.00	\$ -	
Non-Cap Equipment	4410	Staff Devices (in lieu of previous lease)	\$ 61,242.72	\$ 60,414.90	\$ 827.82	
Non-Cap Equipment	4410	Additional staff Devices	\$ 63,000.00	\$ 69,107.01	\$ (6,107.01)	
Travel/Conferences	5220	Curtis Center (Professional Development)	\$ 60,000.00	\$ 11,000.00	\$ 49,000.00	
Dues/Subscriptions	5310	Additional E-Learning Licenses	\$ 64,073.00	\$ 39,917.41	\$ 24,155.59	
Dues/Subscriptions	5310	Additional video licensing needs	\$ 10,000.00	\$ -	\$ 10,000.00	
Consulting	5810	LAUSD Mental Health Services	\$ 150,000.00	\$ 150,000.00	\$ -	
Total			\$ 1,397,742.72	\$ 1,076,720.44	\$ 321,022.28	
Amount Remaining For Allocation			\$ 39,068.28			

PCHS

LLM Transactions to 12/31/2020

Row Labels	Sum of Total Obligated
1120	
Teachers' Salaries-Part-Time	
LLM - Mental Health Staff - Salary	\$ 78,888.56
Teachers' Salaries-Part-Time Total	\$ 78,888.56
1120 Total	\$ 78,888.56
2920	
Other Classified Sal-PT	
LLM - Math Paraprofessionals: Salary	\$ 41,577.49
Other Classified Sal-PT Total	\$ 41,577.49
2920 Total	\$ 41,577.49
3111	
STRS, Certificated Positions	
LLM - Mental Health Staff - STRS	\$ 12,740.50
STRS, Certificated Positions Total	\$ 12,740.50
3111 Total	\$ 12,740.50
3212	
PERS, Classified Positions	
LLM - Math Paraprofessionals: PERS	\$ 8,606.54
PERS, Classified Positions Total	\$ 8,606.54
3212 Total	\$ 8,606.54
3312	
OASDI, Classified Positions	
LLM - Math Paraprofessionals: OASDI	\$ 2,577.80
OASDI, Classified Positions Total	\$ 2,577.80
3312 Total	\$ 2,577.80
3331	
Medicare, Cert Positions	
LLM - Mental Health Staff - MEDI	\$ 1,143.88
Medicare, Cert Positions Total	\$ 1,143.88
3331 Total	\$ 1,143.88
3332	
Medicare, Class Positions	
LLM - Math Paraprofessionals: MEDI	\$ 602.87
Medicare, Class Positions Total	\$ 602.87
3332 Total	\$ 602.87
4300	
Materials and Supplies	
LLM - IMA XFER	\$ 9,467.94
Materials and Supplies Total	\$ 9,467.94
4300 Total	\$ 9,467.94
4350	
Office Supplies	
AMAZON	\$ 6,790.44

PCHS

LLM Transactions to 12/31/2020

Row Labels	Sum of Total Obligated
AMAZON: tripod *** COVID	\$ 2,845.91
CDW GOVERNMENT, INC.	\$ 4,537.03
MONOPRICE INC	\$ 2,267.32
MPOW M5 PRO *** COVID	\$ 5,923.51
STS EDUCATION, SCHOOL TECH SUPPLY	\$ 8,180.51
Office Supplies Total	\$ 30,544.72
4350 Total	\$ 30,544.72
4410	
MISC. EQUIPMENT	
STS EDUCATION, SCHOOL TECH SUPPLY	\$ 132,847.73
TEQlease, INC	\$ 546,805.00
MISC. EQUIPMENT Total	\$ 679,652.73
4410 Total	\$ 679,652.73
5220	
Travel and Conferences	
UC REGENTS	\$ 11,000.00
Travel and Conferences Total	\$ 11,000.00
5220 Total	\$ 11,000.00
5310	
Dues and Memberships	
DELTA MATH SOLUTIONS, LLC	\$ 650.00
EDPUZZLE, INC	\$ 1,440.00
EXPLORELEARNING, LLC: GIZMOS	\$ 9,703.00
KAHOOT! AS	\$ 5,130.00
KUTA SOFTWARE	\$ 403.66
QUIZLET.COM HTTPSQUIZLET. CA	\$ 4,309.20
SAVVAS LEARNING COMPANY LLC -MASTERING BIOLOGY	\$ 1,876.55
SCREENCAST-O-MATIC	\$ 1,800.00
WEVIDEO INC	\$ 4,125.00
ZOOM VIDEO COMMUNICATIONS, INC	\$ 10,480.00
Dues and Memberships Total	\$ 39,917.41
5310 Total	\$ 39,917.41
5810	
Contracted Services	
GREAT EXPECTATIONS COLLEGE PREP	\$ 10,000.00
LLM - MENTAL HEALTH SERVICES	\$ 150,000.00
Contracted Services Total	\$ 160,000.00
5810 Total	\$ 160,000.00
Grand Total	\$ 1,076,720.44

Coversheet

2021-222 Budget Development Calendar

Section: V. Finance
Item: C. 2021-222 Budget Development Calendar
Purpose: FYI
Submitted by:
Related Material: V.C - 21-22 Budget Calendar DRAFT.pdf



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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

FY 21/22 BUDGET CALENDAR - DRAFT/SAMPLE

DATE	TASK
01/11/21	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY21/22
01/27/21	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/02/21	BOARD MEETING - FINANCE 20/21 BUDGET CALENDAR APPROVAL
02/24/21	DISCUSS OVERVIEW/DESIGN OF FY21/22 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/19/21	RELEASE FY21/22 BUDGET PACKETS
2/22/21 - 3/12/21	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
2/22/21 - 03/13/21	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
03/24/21	Parent/Stakeholder LCAP/Budget Meeting Overview
3/15/21 - 3/19/21	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/22.**
03/26/21	Budget due to finance office
04/12/21	BUDGET/FINANCE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/16/21	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/21/21	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY21/22 BUDGETS.
04/22/21	LTSP COMMITTEE RECEIVES FY21/22 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/03/21	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY21/22 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY21/22 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/10/21	BUDGET/FINANCE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/18/21	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
05/27/21, 05/28/21	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY21/22 BUDGET
06/8/21, 06/22/21	FY21/22 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/28/21-06/30/21	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 1st -
IMA cut off

Coversheet

IT Team Supervisor Position (reinstitute/add)

Section: V. Finance
Item: D. IT Team Supervisor Position (reinstitute/add)
Purpose: Vote
Submitted by:
Related Material: HR Spring 2021 Hiring outline.pdf

Human Resources Recommendation for

Staffing Spring 2021

Staffing Personnel to Support Student Success

- Technology
- Guidance and Counseling
- Academic (time and tutoring)
 - Saturday School
 - Math & English

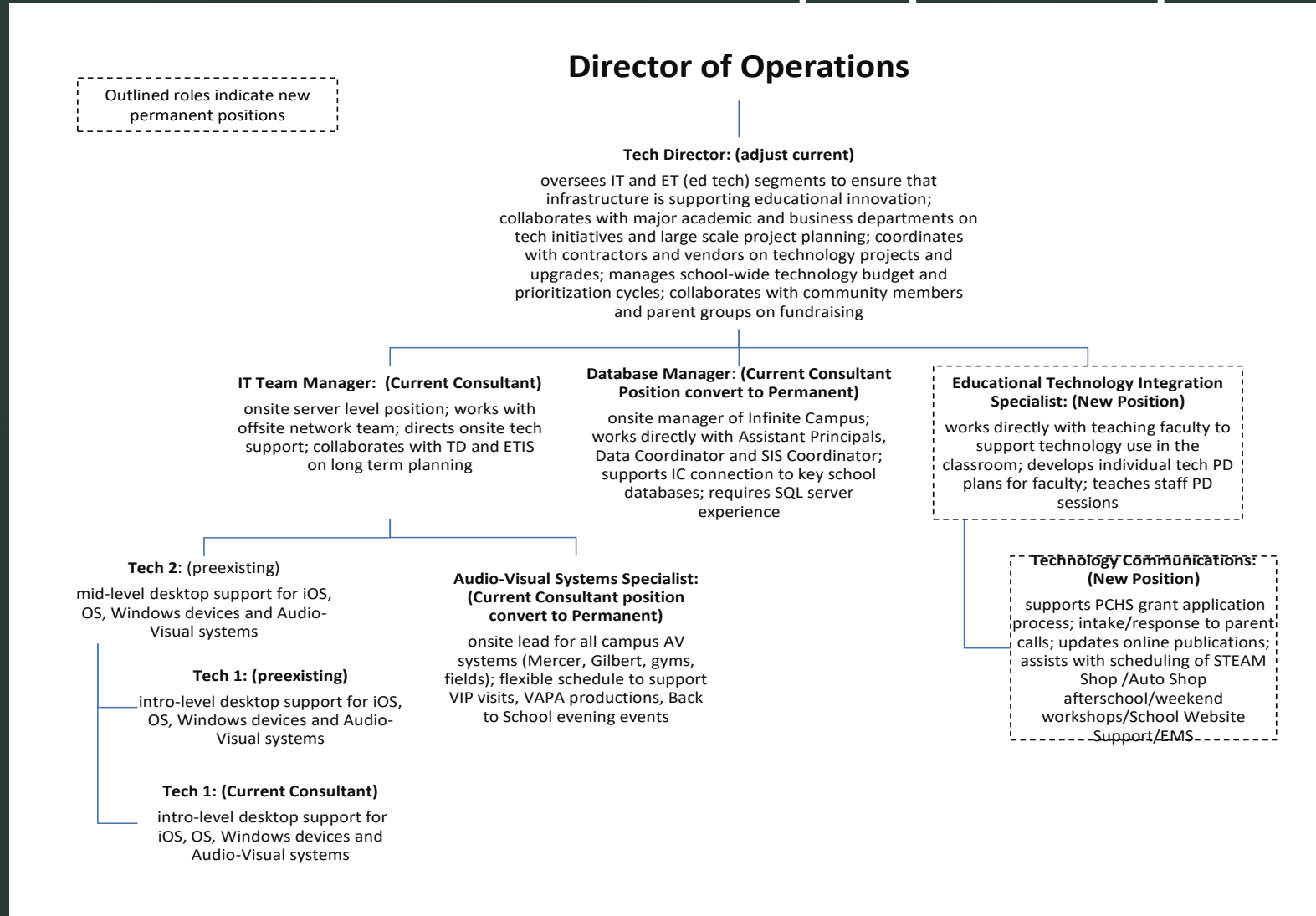
Part ONE

- Technology Department

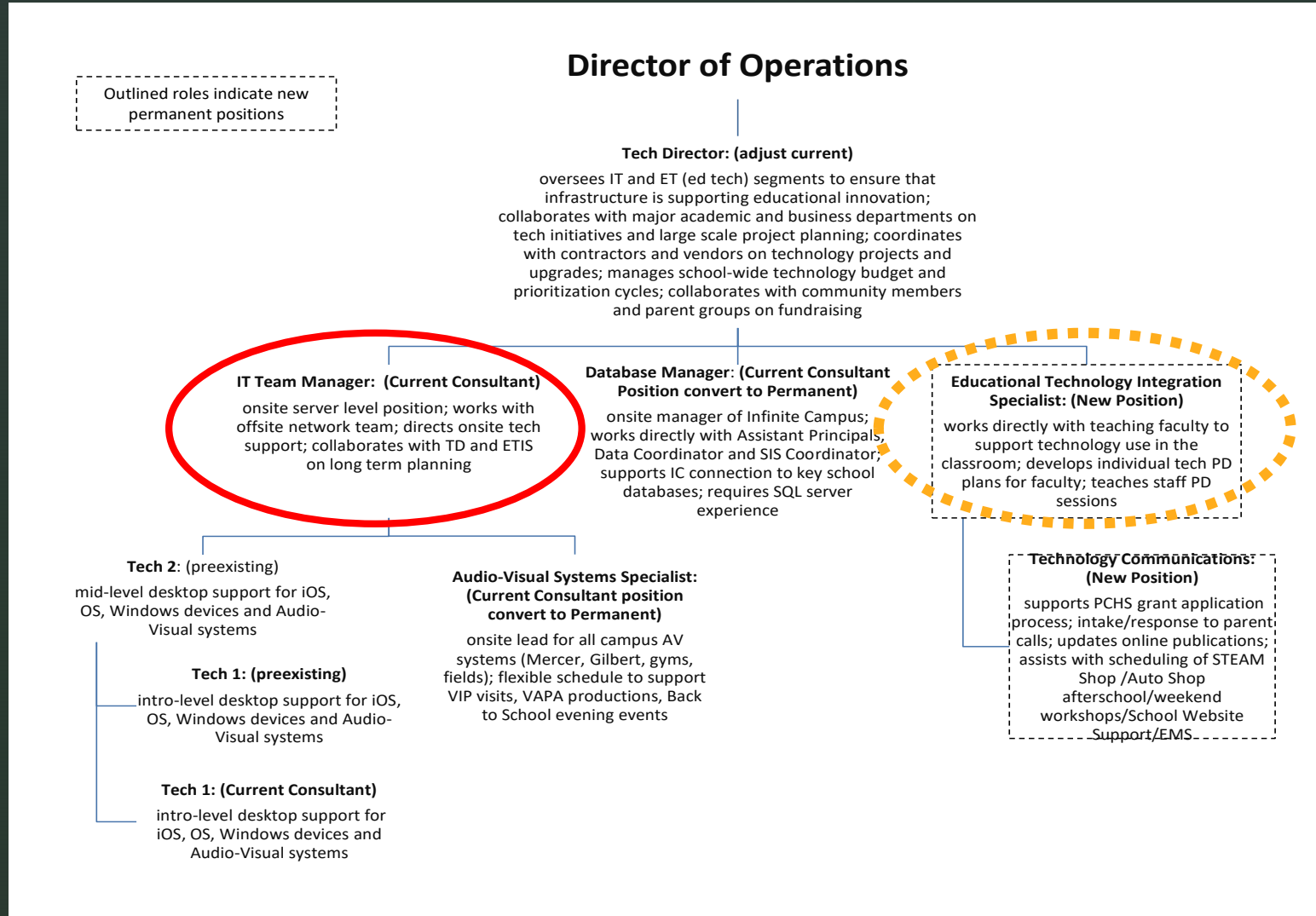
Technology Support

- History and Context
- Current Staffing Status
- Future Goals
 - Recommend to hire one new position

Historical Context - Tech proposal April 2014



► Tech Department – current January 2021



Tech across all areas

Information Technology

- IT Director
- Tech Team Lead
- Tech I & II *day to day support*

Educational Technology

- Ed Tech Coordinator
- Tech Coaches
- A/V Specialist

Information Databases

- Database Manager - Infinite Campus
- SIS Coordinator CalPADS

Tech across all areas

Information Technology

- IT Director
- Tech Team Lead
- Tech I & II *day to day support*

Educational Technology

- Ed Tech Coordinator
- Tech Coaches
- A/V Specialist

Information Databases

- Database Manager - Infinite Campus
- SIS Coordinator CalPADS

Tech Staffing

- Under Staffed
 - 2014 recommended staff of 9+ people
 - 2020 currently have a staff of 7 people across all areas, only 4 in IT
 - Unfilled Ed Tech Coordinator – Open position
 - Missing Tech Team Lead – Proposed position

- Under Staffing resulting in 80-100+ hour weeks for the Dir. of Technology
 - Currently Tech Dir. is only one able to respond to server or system wide disruptions
 - Does not allow for Tech Dir. to take personal time off – always on call
 - This must be remedied

Across School Comparison

Name of School	Student Population	Technology Department Personnel (IT Tech Specific Department Noted)
Four Largest Conversion Charters		
Palisades Charter High School	3,000	4 in IT tech support, includes 1 Dir. and 3 Tech Assts. 1 open Ed Tech and 2 SIS/CALPADS data
Birmingham Charter High School	3,165	3 in IT tech support, 3 in Ed Tech including coaching & 2 CALPADS/data
El Camino Charter High School	3,523	2 Dir./Mgrs. + 6 in IT tech support The Chief Information Officer fills the role of teacher/leader for Ed Tech
Granada Hills Charter High School	4,739	5 in IT tech support that includes 2 Mgrs. & 3 Assts. 3 in SIS/CalPADS data + one programmer
Other School Districts		
Santa Monica High School	2,857	Tech Dir. + 14 IT tech support personnel CalPADS and data support separate
Beverly Hills High School	1,384	2 IT Tech Assts. provide tech support and 2 Specialist
Mira Costa High School	2,514	10-9 IT tech help alone for the district wide 6,400

Tech Team Lead

- Would reduce turnaround time on support calls
- Skilled individual that the Tech I & II can turn to for difficult support scenarios
- Knowledgeable of physical and virtual server environments, networking, firewalls, web filters, PBX phone systems, end point management, as well as Azure and Gsuite cloud productivity applications

Part TWO

- Guidance Counseling Department

Guidance and Counseling Support

- Current Workload Status in Context
- Similar School Comparison
- Effective Staffing
 - Recommend to hire one additional position

Caseload Comparison

- American School Counselor Association recommends a School Counselor to student ratio of 1:250
- Comparison chart on next slide shows
 - Palisades counselor caseload is 1:428
 - Birmingham counselor caseload 1:351
- Hiring one additional School Counselor would reduce the student caseload to 1:375 allowing for increased interaction with each student and their parents

Similar School Caseload Comparison

Name of School	Student Population	Number of School Guidance Counselors	Counselor Caseload
Four Largest Conversion Charters			
Palisades Charter High School	3,000	7 Academic Counselors at Pali (+ 1 at Pali Academy = total 8)	1:428
Birmingham Charter High School	3,165	9 Academic Counselors	1:351
El Camino Charter High School	3,523	9 Academic Counselors	1:391
Granada Hills Charter High School	4,739	12 Academic Counselors	1:394
Other School Districts			
Santa Monica High School	2,857	10 Academic Advisors	1:285
Beverly Hills High School	1,384	7 Academic Counselors	1:197

Part THREE

- Staffing for Student Academic Success

Staffing for Student Success in eLearning

- Fall 2020 support had positive results
- Spring 2021 supporting student success
 - Saturday School
 - Math & English

Staffing for Student Success in eLearning

- Saturday School
 - Begins again February 2021
 - Hours: 8:30 am to 1:00pm
 - Personnel: total of 12 staff including teachers and tutor support for English, Math and Social Sciences
- Math and English support
 - PCHS LCAP defines a need for math paraprofessionals

Conclusion

- Thank you for your time and support of appropriate staffing levels to empower student success!

Coversheet

Proposed Conflict of Interest Code & Panel Memo for PCHS

Section: VI. Governance
Item: A. Proposed Conflict of Interest Code & Panel Memo for PCHS
Purpose: Vote
Submitted by:
Related Material: PCHS Proposed Conflict of Interest Code .pdf



PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

Proposed Code

Conflict of Interest Code of the

PALISADES CHARTER HIGH SCHOOL

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Charter School Board Members and the Executive Director/Principal and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).



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EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property which is located in whole or in part within two (2) miles of any facility utilized by the Palisades Charter High School, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by the Palisades Charter High School.

CATEGORY 3

Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by the designated position's department.

CATEGORY 4

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Palisades Charter High School employee or any known representative or association of such employee or any business known by the reporting official to be owned or controlled by such employee.

CATEGORY 5

Persons in this category shall disclose all business positions, investments in, and/or income (including gifts, loans, and travel payments) from businesses and or individuals that lease, rent or seek a permit for use of Palisades Charter High School space.



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EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Charter School Board	1, 2, 4, 5
Executive Director/Principal	1, 2, 4, 5
Assistant Principal/Director	1, 2, 4
Chief Business Officer	1, 2
Director Human Resources	1, 2, 4, 5
Director of Operations	2, 5
Finance Manager	1, 2
Director of Information Technology	2

Consultants/New Positions*

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Principal or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Principal or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE:

Coversheet

Creation of ad hoc committee for the creation of Governance Policy #9, "Board Committee Membership and Responsibilities" ("GP #9")

Section: VI. Governance
Item: B. Creation of ad hoc committee for the creation of Governance Policy #9, "Board Committee Membership and Responsibilities" ("GP #9")
Purpose: Vote
Submitted by:
Related Material: 20 12 23 Board Report Governance Policy 9 Committee Creation.pdf



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EXECUTIVE DIRECTOR/PRINCIPAL

COVER SHEET FOR AGENDA ITEMS

January 12, 2021

TOPIC/ AGENDA ITEM:

Creation of ad hoc committee for the creation of Governance Policy #9, “Board Committee Membership and Responsibilities” (“GP #9”).

PERSONNEL INVOLVED:

Executive Director/Principal

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

On December 8, 2020, the Board of Directors reviewed a draft of GP#9 which was prepared by PCHS legal counsel. The Board discussed the need for a committee to update the draft to reflect current practice and to recommend a final draft for Board approval.

The purpose of this action is to establish an ad hoc Board Member Committee made up solely of a minority of the Board for the purpose of finalizing a draft of GP#9 for Board consideration and approval.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The goal of PCHS Governance per the approved charter is to give voice and effect to the notion of local control of PCHS by the stakeholders directly affected by PCHS. GP#9 establishes the procedures for the creation of Stakeholder Board Level Committees (“SBLC”) and Board Level Committees (“BLC”) along with the responsibilities, membership, and governance of each. The action requested of the Board today will support the goal of stakeholder control by appointing a committee to finalize the draft of GP#9.

OPTIONS OR SOLUTIONS:

The Board can consider establishing this as a SBLC or a BLC. An SBLC will include stakeholders outside of the Board. A BLC will be composed solely of members of the Board.



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EXECUTIVE DIRECTOR/PRINCIPAL'S RECOMMENDATION:

The Executive Director/Principal recommends establishing a small ad hoc BLC in order to expedite the efficiency of the committee to meet and work in conjunction with the Executive Director/Principal and legal counsel to finalize a draft of GP#9.

RECOMMENDED MOTION:

“To create an ad hoc board member committee composed solely of the following two board members [**MOVING BOARD MEMBER TO INSERT BOARD MEMBERS**] for the sole purpose of reviewing the draft of GP#9 created by PCHS legal counsel and working in conjunction with the Executive Director/Principal and legal counsel to finalize a draft of GP#9 to be considered by the entire Board for approval at the February 9, 2021 Board meeting.”

Pam Magee
Executive Director/Principal

Coversheet

Resolution to Affirm SBLC Bylaws

Section: VI. Governance
Item: C. Resolution to Affirm SBLC Bylaws
Purpose: Discuss
Submitted by:
Related Material: Board Resolution Standing Committee Bylaws 01_12_2021.pdf

**Palisades Charter High School
Resolution
for
January 12, 2021 Board Meeting**

Sponsored by Rauschuber

Co-sponsored by Anderson and Clarke

Resolution to Affirm PCHS Standing Committee bylaws.

Whereas it is the responsibility of the Board to ensure that the standing committee bylaws adhere to the principles of our PCHS Charter and Board bylaws;

Whereas Board bylaws state, "Subject to the approval of the board, and except as otherwise set forth in the Charter, each standing committee shall establish its own bylaws to address, among other matters, purpose, committee membership, elections, meetings, and duties;"

Whereas it is the responsibility of the Board to ensure that the standing committee bylaws align with The Board of Director's bylaws;

Whereas it is the responsibility of the Board to ensure that the standing committee bylaws are public and fully applicable;

Whereas it is the responsibility of the Board to ensure that its standing committees are resourceful and productive to carry out the PCHS's mission;

Whereas it is the responsibility of the Board to ensure that the standing committee bylaws are appropriately consistent;

Whereas it is the responsibility of the Board to ensure that the standing committee bylaws satisfactorily address questions associated with committee membership, membership acquisition, officers, vacancies, agendas, minutes, conflict of interest, committee roles, and committee responsibilities;

Therefore, it is resolved that all the Board's Standing Committees (Budget and Finance Committee, the Academic Accountability Committee, Charter Committee, and the Elections Committee) have until March 1, 2021, to submit their bylaws.